



# ORDINARY MEETING

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Date of meeting: 13 August 2024  
Location: Council Chambers  
Time: 6:30 PM

**BUSINESS PAPER**



**ORDINARY MEETING**

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## ORDINARY MEETING

### 1. WELCOME

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### 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**

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**ORDINARY MEETING**

**5. CONFIRMATION OF MINUTES**

**Meeting Date:** 13 August 2024

**5. CONFIRMATION OF MINUTES**



# ORDINARY MEETING

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Date of meeting: 23 July 2024  
Location: Council Chambers  
Time: 6:30 PM

MINUTES



## ORDINARY MEETING

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## ORDINARY MEETING

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### 1. WELCOME

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 23 July 2024, commencing at 6:31pm.

The Deputy Mayor, Councillor Calvert advised that an apology has been received for tonight's Ordinary Meeting from the Mayor, Councillor Sarah McMahon.

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

#### a) Acknowledgement of Indigenous Heritage

The Deputy Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

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

The General Manager addressed 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

In accordance with Section 15.23 of the Code of Meeting Practice authorisation was sought from the Council to record the proceedings for Item 2.1. Presentation of Certificates to Hawkesbury Sister City Association.

#### 136 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Conolly that authorisation be granted to record the proceedings for Item 2.1. Presentation of Certificates to Hawkesbury Sister City Association.

#### 2.1. Presentation of Certificates to Hawkesbury Sister City Association.

The Deputy Mayor, Councillor Calvert acknowledged the students from the Hawkesbury, Temple City (USA) and Kyotamba (Japan) who are part of the Hawkesbury Sister City Exchange Program, and presented them with Certificates. The Deputy Mayor also presented the President of the Hawkesbury Sister City Association with a certificate recognising the 40<sup>th</sup> Anniversary of the relationship between Temple City and Hawkesbury City.



**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

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

**Attendance**

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

**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, Manager Communications and Events - Suzanne Stuart, Manager Strategic Planning – Andrew Kearns and Administrative Support Coordinator - Melissa Ryan.

An apology was received from Councillor Sarah McMahon, Mayor.

**137 RESOLUTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Sheather that the apology tendered by Councillor Sarah McMahon, Mayor be accepted.

A MOTION was moved by Councillor Dogramaci, seconded by Councillor Zamprognio.

That in accordance with Section 9.3(a) of the Code of Meeting Practice, that Council consider an urgent motion of no confidence in Councillor Sarah McMahon as Mayor for Hawkesbury City Council.

The Chairperson, Deputy Mayor, Councillor Calvert ruled the motion not to be of great urgency.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**4. DECLARATIONS OF INTERESTS**

There were no declarations of interests.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**5. CONFIRMATION OF MINUTES**

**138 RESOLUTION:**

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

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

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

The following items were subject to public address:

- Item 10.3.1. CP - Draft Hawkesbury Floodplain Risk Management Study and Plan 2025 - (95498)
- Item 10.5.1. IS - Hawkesbury River County Council - (95495)

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**7. CONDOLENCES**

Nil reports.

**8. MAYORAL MINUTES**

Nil reports.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

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

**MOTION:**

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

*Refer to RESOLUTION*

**139 RESOLUTION:**

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

That the following items are dealt with by exception:

- Item 10.2.1.
- Item 10.4.1.
- Item 11.1.1.
- Item 11.1.2.

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

**Against the Motion:** Nil.

**Absent:** Councillors McMahon and Conolly.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**10. REPORTS FOR DETERMINATION**

**10.1. PLANNING DECISIONS**

Nil reports.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**10.2. GENERAL MANAGER**

**10.2.1. GM - Staff Resourcing and Engagement - (79351, 159590)**

**Directorate:** General Manager

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**MOTION:**

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

*Refer to RESOLUTION*

**140 RESOLUTION:**

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

That Council receive and note:

1. The information contained within the report in respect of employee turnover and current vacancy rates, being consistent with or better than industry benchmarks; and
2. The highlights of the 2024 Employee Engagement and Alignment Survey which have shown significant increases to both employee engagement and alignment.

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

**Against the Motion:** Nil.

**Absent:** Councillors McMahon and Conolly.



**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**10.3. CITY PLANNING**

**10.3.1. CP - Draft Hawkesbury Floodplain Risk Management Study and Plan 2025 - (95498)**

**Directorate:** City Planning

---

Mr William Sneddon addressed Council, speaking for the recommendation in the business paper.

**MOTION:**

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

***Refer to RESOLUTION***

**141 RESOLUTION:**

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

That:

1. The Draft Hawkesbury Floodplain Risk Management Study and Plan 2025, attached as Attachments 1-3 to this report, be placed on public exhibition for a period of eight weeks.
2. The outcome of public exhibition of the Draft Hawkesbury Floodplain Risk Management Study and Plan 2025 be reported to Council prior to adoption.

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

**Against the Motion:** Nil.

**Absent:** Councillor McMahon.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**10.4. CORPORATE SERVICES**

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

**Directorate:** Corporate Services

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**MOTION:**

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

*Refer to RESOLUTION*

**142 RESOLUTION:**

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

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

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

**Against the Motion:** Nil.

**Absent:** Councillors McMahon and Conolly.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**10.5. INFRASTRUCTURE SERVICES**

**10.5.1. IS - Hawkesbury River County Council - (95495)**

**Directorate:** Infrastructure Service

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Mr Barry Smith OAM addressed the Council, speaking for the recommendation in the business paper.

A MOTION was moved by Councillor Kotlash, seconded by Councillor Conolly.

That Council:

1. Writes to the Minister for Local Government the Hon. Ron Hoenig MP proposing that:
  - a) As a preference, the Minister dissolves the Hawkesbury River County Council (HRCC);  
or
  - b) In the event the dissolution of the HRCC is not supported by the Minister, he instead amends the constitution of the HRCC to permit Hawkesbury City Council (HCC) to leave the Hawkesbury River County Council (HRCC) at the end of June 2025; and
  - c) In the event that either of the above circumstances are supported by the Minister, Hawkesbury City Council receives an equitable share of the assets of the HRCC (estimated over \$4 million) that HCC has been contributing to for many years. This would allow each constituent council to choose to do their own weed management or to form a new modern shared services model based on their needs and resources.
2. Writes to the Chair of Hawkesbury River County Council (HRCC) to advise that Council no longer feels that the County Council model is delivering either the best value for money or community outcomes in fulfilling its responsibilities under the NSW Biosecurity Act 2015 and advising them of the above resolution.

AN AMENDMENT was moved by Councillor Lyons-Buckett, seconded by Councillor Zamprogno.

That:

1. Council receive and note the report on Hawkesbury River County Council.
2. The incoming Council following the 2024 Local Government Elections review the organisations which receive ratepayer funds including the Hawkesbury River County Council and other third party organisations.

The amendment was Withdrawn.

**ORDINARY MEETING**

**Meeting Date:** 23 July 2024

AN AMENDMENT was moved by Councillor Sheather, seconded by Councillor Lyons-Buckett.

That Council receive and note the report on Hawkesbury River County Council.

**For the Amendment:** Councillors Djuric, Dogramaci, Lyons-Buckett, Reardon, Sheather, Wheeler and Zamprogno.

**Against the Amendment:** Councillors Calvert, Conolly, Kotlash and Veigel.

**Absent:** Councillor McMahon.

The Amendment was carried.

**MOTION:**

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

***Refer to RESOLUTION***

**143 RESOLUTION:**

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

That Council receive and note the report on Hawkesbury River County Council.

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

**Against the Motion:** Councillors Calvert, Conolly, Dogramaci, Kotlash, Veigel.

**Absent:** Councillor McMahon.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

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

**11.1.1. ROC - Floodplain Management Committee - 19 June 2024 - (161821, 124414, 95498)**

**Directorate:** City Planning

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**MOTION:**

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

***Refer to RESOLUTION***

**144 RESOLUTION:**

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

That in relation to the Minutes of the Floodplain Management Committee Meeting held on the 19 June 2024:

1. Council receive and note the Floodplain Management Committee Minutes in relation to Item 3.1.1.
2. Council note that the Committee's recommendations in respect to Item 3.1.2 will be considered by Council when the Draft Amended Hawkesbury Floodplain Risk Management Study and Plan 2025 is formally presented to Council, namely:
  - a) *Consider the matters identified in the presentation by consultants WMA Water in relation to the Draft Amended Hawkesbury Floodplain Risk Management Study and Plan 2025.*
  - b) *Recommend that Council publicly exhibit the draft Study and Plan following the release of the 2024 Hawkesbury-Nepean River Flood Study.*

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

**Against the Motion:** Nil.

**Absent:** Councillors McMahon and Conolly.

**ORDINARY MEETING**

**Meeting Date:** 23 July 2024

**11.1.2. ROC - Enhancing the Arts in the Hawkesbury Working Group - 21 May 2024 - (142963)**

**Directorate:** Corporate Services

---

**MOTION:**

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

*Refer to RESOLUTION*

**145 RESOLUTION:**

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

That Council adopt the recommendations contained in the Minutes of the Enhancing the Arts in the Hawkesbury Working Group meeting held on 21 May 2024.

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

**Against the Motion:** Nil.

**Absent:** Councillors McMahon and Conolly.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**11.1.3. ROC - Enhancing the Arts in the Hawkesbury Working Group - 25 June 2024  
- (142963)**

**Directorate:** Corporate Services

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**MOTION:**

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

*Refer to RESOLUTION*

**146 RESOLUTION:**

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

That:

1. Council adopt the recommendations contained in the discussion notes and recommendations of the Enhancing the Arts in the Hawkesbury Working Group meeting held on 25 June 2024.
2. Council amend the Terms of Reference for the Enhancing the Arts Working Group to align the definition of a quorum for a meeting with Council's Code of Meeting Practice.

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

**Against the Motion:** Nil.

**Absent:** Councillor McMahon.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**12. NOTICES OF MOTION**

**12.1.1. NM1 - Electric Vehicle Charging**

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**MOTION:**

MOVED on the motion of Councillor Calvert, seconded by Councillor Kotlash.

*Refer to RESOLUTION*

**147 RESOLUTION:**

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

That:

1. Council notes the correspondence from Penny Sharpe MLC, Minister for Energy, Minister for The Environment, Minister for Heritage in relation to grants programs for Electric Vehicle (EV) Charging.
2. The Mayor writes to the Minister requesting a meeting to highlight the importance of this issue and to press for the inclusion of the Hawkesbury Local Government Area in future funding rounds of the Electric Vehicle (EV) Destination Charging grants program.

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

**Against the Motion:** Nil.

**Absent:** Councillor McMahon.



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**Meeting Date: 23 July 2024**

**13. QUESTIONS WITH NOTICE**

Nil reports.

**ORDINARY MEETING**

**Meeting Date: 23 July 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 July 2024**

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Comments and further questions were provided to the Councillor Questions Taken on Notice at the Council Meeting on 9 July 2024.

**ADJOURNMENT OF MEETING**

At 9:32pm the Deputy Mayor adjourned the meeting for a short break.

**RESUMPTION OF MEETING**

The meeting resumed at 9:43pm.

**ORDINARY MEETING**

**Meeting Date:** 23 July 2024

**15. CONFIDENTIAL REPORTS**

**148 RESOLUTION:**

RESOLVED on the motion of Councillor Djuric, 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:

**15.3.1. CS- Lease from Crepe Myrtle Pty Limited - 442 and Part of 441 Cornwallis Road, Cornwallis - (793514, 95495)**

**Previous Item:** 128, Ordinary (28 June 2021), 117, Ordinary (14 June 2022)

**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 the leasing of a Council Property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

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**15.3.2. CS - Code of Conduct Complaint and Investigation - (95496)**

**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)(i) of the Act as it relates to alleged contraventions of any code of conduct requirements applicable under Section 440.*

*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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**149 RESOLUTION:**

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

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**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**15.1. GENERAL MANAGER**

Nil reports.

**15.2. CITY PLANNING**

Nil reports.

**ORDINARY MEETING**

**Meeting Date:** 23 July 2024

**15.3. CORPORATE SERVICES**

**15.3.1. CS - Lease from Crepe Myrtle Pty Limited - 442 and Part of 441 Cornwallis Road, Cornwallis - (793514, 95495)**

**Previous Item:** 128, Ordinary (28 June 2021), 117, Ordinary (14 June 2022)

**Directorate:** Corporate Services

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**MOTION:**

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

***Refer to RESOLUTION***

**150 RESOLUTION:**

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

That:

1. The outcome of negotiations between Hawkesbury City Council and Crepe Myrtle Pty Limited regarding land that is leased at 442 and part of 441 Cornwallis Road, Cornwallis, as detailed in the report be received and noted.
2. Council enter into a new lease between Hawkesbury City Council and Crepe Myrtle Pty Limited for 442 and part of 441 Cornwallis Road, Cornwallis, as outlined in this report.
3. Authority be given for any documentation in association with this matter to be executed under the Seal of Council.
4. Details of Council's resolution be conveyed to the proposed Lessor, together with the advice that Council, is not and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

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

**Against the Motion:** Nil.

**Absent:** Councillor McMahon.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**15.3.2. CS - Code of Conduct Complaint and Investigation - (95496)**

**Directorate:** Corporate Services

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**MOTION:**

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

***Refer to RESOLUTION***

**151 RESOLUTION:**

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

That Council defer consideration of this matter to the Council Meeting on 13 August 2024.

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

**Against the Motion:** Nil.

**Absent:** Councillors McMahon and Zamprogno.

**ORDINARY MEETING**

**Meeting Date: 23 July 2024**

**15.4. INFRASTRUCTURE SERVICES**

Nil reports.

Meeting terminated at 11:01pm.

Submitted to and confirmed at the Ordinary meeting on 13 August 2024.

.....  
Deputy 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: 13 August 2024**

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**ORDINARY MEETING**

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

**Meeting Date:** 13 August 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 were no Mayoral Minutes at the time of preparing this Business Paper.

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

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

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

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

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

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

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**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 13 August 2024

**10. REPORTS FOR DETERMINATION**

**10.1. PLANNING DECISIONS**

**10.1.1. CP - Planning Proposal - LEP004/23 - 172 Commercial Road, Vineyard Amendment to Schedule 1 Additional Permitted Uses of Hawkesbury Local Environmental Plan 2012**

**Previous Item:** 4.1.2, Ordinary (12 September 2023)

**Directorate:** City Planning

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**PLANNING PROPOSAL INFORMATION**

<b>File Number:</b>	LEP004/23
<b>Property Address:</b>	172 Commercial Road, Vineyard
<b>Applicant:</b>	Mecone Group Pty Ltd
<b>Owner:</b>	EG Capital Finance Pty Limited
<b>Date Received:</b>	28 June 2023
<b>Current Minimum Lot Size:</b>	2Ha
<b>Proposed Minimum Lot Size:</b>	No Change to the Minimum Lot Size
<b>Proposed LEP Amendment:</b>	Additional Permitted Uses - Depot, and Warehouse or Distribution Centre
<b>Current Zone:</b>	RU1 Primary Production
<b>Site Area:</b>	4.8Ha

**PURPOSE OF THE REPORT**

The purpose of this report is to present the outcome of community and public agency consultation for Planning Proposal LEP004/23 for land at 172 Commercial Road, Vineyard.

**EXECUTIVE SUMMARY**

This report presents the outcome of community and public agency consultation associated with Planning Proposal LEP004/23 at 172 Commercial Road, Vineyard (Lot 2 and 3 DP 229135), which seeks to amend the Hawkesbury Local Environmental Plan 2012 by amending Schedule 1 - Additional Permitted Uses to permit (subject to development consent) a depot, and warehouse or distribution centre on the subject site.

The Planning Proposal was presented to the Hawkesbury Local Planning Panel for advice on 17 August 2023, and subsequently reported to Council on 12 September 2023. Council resolved to submit the Planning Proposal to the Department of Planning, Housing and Infrastructure for a Gateway Determination.

A Gateway Determination was issued by the Department of Planning, Housing and Infrastructure on 12 March 2024, and an Alteration of Gateway Determination on 1 May 2024, which included a number of conditions.

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### 10. REPORTS FOR DETERMINATION

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The amended Planning Proposal addressing the Alteration of Gateway Determination conditions was placed on public exhibition from 12 June 2024 to 10 July 2024, during which one submission was received.

Additionally, public agency consultation as required by the Alteration of Gateway Determination was undertaken, with no issues identified that would require the Planning Proposal to be amended or abandoned.

The report recommends that Council proceed with the making of an amendment to the Hawkesbury Local Environmental Plan 2012 to reflect Planning Proposal LEP004/23.

#### RECOMMENDATION

That Council:

1. Notes the outcome of public agency consultation and public exhibition of Planning Proposal LEP004/23, 172 Commercial Road, Vineyard.
2. Supports the making of the proposed amendment to the Hawkesbury Local Environmental Plan 2012, which seeks to amend Schedule 1 - Additional Permitted Uses to permit (subject to consent) a depot, and warehouse or distribution centre.
3. Prepares and forwards the draft instruments associated with the Hawkesbury Local Environmental Plan 2012 amendment to the Department of Planning, Housing and Infrastructure.
4. Upon receiving confirmation from the NSW Parliamentary Counsel Office that the Hawkesbury Local Environmental Plan 2012 amendment may be legally made, Council request notification of the Hawkesbury Local Environmental Plan 2012 amendment on the NSW Legislation website to give effect to the amendment.

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#### BACKGROUND

Council received a Planning Proposal from Mecone Group Pty Ltd (the applicant) on 28 June 2023 seeking an amendment to the Hawkesbury Local Environmental Plan 2012, Schedule 1- Additional Permitted Use to enable a depot, light industry and warehouse or distribution centre on the subject site.

The Planning Proposal was presented to the Hawkesbury Local Planning Panel for advice at its meeting on 17 August 2023. The Hawkesbury Local Planning Panel considered that the Planning Proposal has potential strategic and site-specific merits, and recommended a small number of amendments to the Planning Proposal which were made prior to reporting the proposal to Council.

The updated Planning Proposal was reported to the Council Meeting on 12 September 2023, where Council resolved to support and forward the Planning Proposal to the Department of Planning, Housing and Infrastructure for a Gateway Determination. The Planning Proposal and supporting documentation were forwarded to the Department of Planning, Housing and Infrastructure for a Gateway Determination on 18 September 2023.

A Gateway Determination was issued by the Department of Planning, Housing and Infrastructure on 12 March 2024, and an Alteration of Gateway Determination on 1 May 2024, which included a number of conditions. These conditions included a series of amendments which were to be endorsed by the Department of Planning, Housing and Infrastructure prior to public exhibition. A copy of the

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

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Alteration of Gateway Determination is included as Attachment 1. It is noted that Condition 1 required the inclusion of the following provisions in the proposed additional permitted uses clause:

- allow for 'depot' and 'warehouse or distribution centre' uses only as the additional permitted uses i.e. remove reference to 'light industry' use.
- limit total GFA of combined existing and new development across the site to a maximum of 8,000m<sup>2</sup>.
- require development applications associated with this amendment to be submitted by 28 February 2027.

Further, the Alteration of Gateway Determination requires consultation with Transport for NSW, NSW Department of Climate Change, Environment, Energy and Water, State Emergency Service, Rural Fire Service and Reconstruction Authority.

An updated Planning Proposal was forwarded to the Department of Planning, Housing and Infrastructure on 4 June 2024 seeking endorsement prior to public exhibition. That endorsement was obtained, and the Planning Proposal was placed on public exhibition from 12 June 2024 to 10 July 2024, the outcomes of which are outlined in this report.

The updated Planning Proposal included the following finalised clause that was endorsed by the Department of Planning, Housing and Infrastructure prior to public exhibition:

#### *Use of certain land at 172 Commercial Road, Vineyard*

1. *This clause applies to land at 172 Commercial Road, Vineyard, being Lot 2 and 3 DP 229135 identified as "21" on the Additional Permitted Uses Map.*
2. *Development for the purposes of a depot, or warehouse or distribution centre is permitted with consent.*
3. *Development consent under subclause (2) must not be granted unless:*
  - a) *a development application is lodged by 28 February 2027 after the commencement of the Hawkesbury Local Environmental Plan 2012 (Amendment No X).*
  - b) *the total gross floor area of all buildings used for the purposes of a depot or warehouse or distribution centre within the site is less than 8,000 sqm.*

## DISCUSSION

### Alteration Gateway Determination (1 May 2024)

An altered Gateway Determination condition required the inclusion of the following provisions in the proposed additional permitted uses clause:

- allow for 'depot' and 'warehouse or distribution centre' uses only as the additional permitted uses i.e. remove reference to 'light industry' use.
- limit total GFA of combined existing and new development across the site to a maximum of 8,000m<sup>2</sup>.
- require development applications associated with this amendment to be submitted by 28 February 2027.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

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The altered Gateway Determination required draft Development Control Plan provisions relevant to the subject site. These provisions were to outline relevant standards to be addressed at a future development application stage, including matters consistent with the environmental improvement objectives for the subject site and to ameliorate the potential amenity impacts of the development on the surrounding residential and rural areas. A draft Development Control Plan provision was included as part of the updated Planning Proposal. It should be noted that drafting of a new Industry Chapter of the Hawkesbury Development Control Plan has progressed, and is scheduled to be reported to Council to seek endorsement to publicly exhibit the draft Chapter prior to end of 2024. As such, should the proposed LEP Amendment progress, the draft Development Control Plan provisions included as part of this Planning Proposal are able to be incorporated into new Industry Chapter ahead of Council formally considering the draft Chapter.

Additionally, the Alteration of Gateway Determination required consultation with Transport for NSW, NSW Department of Climate Change, Environment, Energy and Water, State Emergency Service, Rural Fire Service and Reconstruction Authority.

#### Updated Planning Proposal

The updated Planning Proposal removed the proposed use of 'light industry' as an additional permitted use. The Department provided the following explanation to justify the removal of this use.

##### 'Light industry' as an APU

*The planning proposal also seeks to add 'light industry' as a permitted use. According to the Council Report (Attachment D) – 'The associated light industrial use on the site could entail for example, the assembly, dismantling, and repairing of existing machinery and/or related stored goods and products on the site or the cleaning, washing and servicing of that machinery. The industrial activity is intended to be conducted within the confines of a new building to eliminate amenity impacts'. In response to the Local Planning Panel consideration and recommendation to refine the proposal to restrict the additional permitted uses to those specifically required to regularize the existing uses, the planning proposal suggests text related to restricting the proposed 'light industry' use as follows:*

*'Development consent for the purposes of a light industry must not be granted unless the consent authority is satisfied that the use is associated with a depot or warehouse distribution centre on the site'. However, the Department is of the view that inclusion of 'light industry' use is unnecessary, as uses ancillary to the existing dominant purpose as a depot, such as cleaning and repairs of machinery stored on site, would be permissible ancillary uses under the definition of depot, as per the advice provided in Planning circular PS 13-001 How to characterise development. The planning circular clarifies that an 'ancillary use' is, 'a use that is subordinate or subservient to the dominant purpose'... 'however, since [the ancillary use] serve[s] the dominant purpose, [it] is therefore development for purposes of [the dominant purpose].*

*This means that when the ancillary use serves the dominant purpose, the ancillary use is permitted as part of the development. Therefore, it is unnecessary to amend the LEP to include 'light industry' uses associated with existing use as a 'depot'. The department recommends the planning proposal be updated to remove inclusion of 'light industry' use.*

The Planning Proposal sought to include the 'light industry' use as an additional permitted use with consent on the subject site to enable any assembling, dismantling, and repairing of existing machinery and/or related stored goods and products on the site and cleaning, washing and servicing of that machinery stored on the subject site. Given such uses would be permissible as ancillary uses to 'depot' use as per the Planning Circular PS 13-001, the applicant amended the Planning Proposal to delete reference to the 'light industry' use as an additional permitted use on the subject site.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 13 August 2024

#### COMMUNITY ENGAGEMENT

The updated Planning Proposal was publicly exhibited from 12 June 2024 to 10 July 2024. Throughout the exhibition period, the Planning Proposal and other supporting documentation was made available to view on Council's online community engagement site [www.yourhawkesbury-yoursay.com.au](http://www.yourhawkesbury-yoursay.com.au), NSW Planning Portal website [www.planningportal.nsw.gov.au](http://www.planningportal.nsw.gov.au) and between 9am to 4pm Monday to Friday at Council's Administration Office.

In addition, letters inviting comments on the Planning Proposal were sent to adjoining and surrounding property owners (approximately 100).

A copy of the exhibited Planning Proposal is attached to this report as Attachment 2.

Council received one submission during the public exhibition of the Planning Proposal. Whilst the submission raised no objection to the making of the Plan, it did raise issues relevant to subject sites entry and exit arrangements, in addition to the need for upgrades to Chapman Road. The submission states that the turn into and out of the property is inadequate and Chapman Road must be upgraded, particularly at the intersection of Commercial Road and Chapman Road, and the bridge crossing on Chapman Road prior to allowing more trucks in the area.

The existing site access arrangements include two driveways from Chapman Road, and also a driveway from Commercial Road. It should be noted however that the access point from Commercial Road into the site is occasionally gated. The southern driveway on Chapman Road facilitates the entry of heavy vehicles into the site, with the northern driveway providing for exit movements back onto Chapman Road.

The indicative concept plan prepared in support of the exhibited Planning Proposal shows revised site access arrangements including re-establishing the access point from Commercial Road and connecting this through to the existing southern driveway on Chapman Road through an internal loop road. The existing Chapman Road northern driveway could be closed off under this concept. Should Council resolve to make the Plan, the applicant will be required to submit a detailed site layout plan showing a safe and efficient access arrangement to and from the subject site with no adverse impacts on the amenity of the locality as part of any future development application over the subject site.

Both Chapman and Commercial Roads are managed by Hawkesbury City Council. Chapman Road has been identified as part of the Vineyard Precinct Stage 1 release area as a future collector road and realigned to the southeast. Council's Vineyard Precinct Section 7.11 Contribution Plan states that the upgrading of Chapman/Menin Road will be the responsibility of Transport for NSW, with the exception of a half road upgrade where Commercial Road meets Chapman Road that is covered under this Plan. The Vineyard Precinct Section 7.11 Contributions Plan does not apply to 172 Commercial Road. Further, traffic generation from the proposed development is not significant and can be accommodated within the existing road network, but the need for improvements to the road network as a consequence of a development application over the site will be considered in more detail at that stage.

#### Government Agency Consultation

In accordance with Clause 3.34 (2)(d) of the Environmental Planning and Assessment Act 1979, and the Alteration of Gateway Determination, consultation was undertaken with the NSW Rural Fire Service, Reconstruction Authority, State Emergency Service, Transport for NSW and the Department of Climate Change, Environment, Energy and Water. Each agency was provided with a copy of the Planning Proposal and supporting documentation. Responses were received from all agencies (other than the Department of Climate Change, Environment, Energy and Water). Additionally, a response raising certain development application requirements was received from Sydney Water. None of the responses objected to the Planning Proposal, however, each raised particular matters. It should be noted that none of the responses warrants amendments to or abandoning the exhibited Planning



**ORDINARY MEETING**

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Proposal. The matters raised by the government agencies and subsequent Council Officer comments are outlined in Attachment 3 to this report.

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

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

Strong Economy

- 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.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**Planning Decision**

As this matter is covered by the definition of a "planning decision" under Section 375A of the Local Government Act 1993, details of those Councillors supporting or opposing a decision on the matter must be recorded in a register. For this purpose a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

**ATTACHMENTS**

**AT - 1** Alteration of Gateway Determination 1 May 2024.

**AT - 2** Exhibited Planning Proposal - *(Distributed under separate cover)*.

**AT - 3** Government Agency Submissions - *(Distributed under separate cover)*.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 13 August 2024

#### Attachment 1 - Alteration of Gateway Determination 1 May 2024



Department of Planning, Housing and Infrastructure

### Alteration of Gateway Determination

*Planning proposal (Department Ref: PP-2023-1373)*

I, Executive Director, Local Planning and Council Support at the Department of Planning, Housing and Infrastructure, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(7) of the *Environmental Planning and Assessment Act 1979* to alter the Gateway determination dated 12 March 2024 for the proposed amendment to the *Hawkesbury Local Environmental Plan 2012* as follows:

1. Delete:

“condition 1”

and replace with:

a new condition 1:

“Prior to exhibition the planning proposal is to be updated to:

- refer to clause 5.21 – Flood Planning of the HLEP 2012 (document incorrectly refers to cl. 6.2)
- provide a brief statement addressing the findings of the 2022 NSW Flood Inquiry and the 2023 Hawkesbury Nepean Valley Flood Evacuation Model (FEM) report and how they relate to the subject site and surrounds
- provide brief statements demonstrating consistency with the following –
  - Direction 4.1 Flooding
  - Direction 4.4 Remediation of Contaminated Land (desktop assessment is suitable)
  - Direction 4.5 Acid Sulfate Soils
- Provide brief statements addressing the following –
  - State Environmental Planning Policy (Biodiversity and Conservation) 2021
  - State Environmental Planning Policy (Precincts—Central River City) 2021
  - State Environmental Planning Policy (Resilience and Hazards) 2021
- update the timeline to accord with the approved timeframe
- provide draft Development Control Plan (DCP) controls relevant to this site as an Appendix to the planning proposal for consideration of inclusion into the DCP by Council. The draft DCP controls should outline relevant standards to be addressed at a future development application stage, including matters consistent with the environmental improvements objectives for the site and to ameliorate the potential amenity impacts of the development on the surrounding residential and rural areas.
- amend the planning proposal to state Schedule 1 Additional Permitted Use of the LEP will include provisions that (subject to legal drafting) –
  - allow for ‘depot’ and ‘warehouse and distribution centre’ uses only as the additional permitted uses i.e. remove references to ‘light industry’ use
  - limit total GFA of combined existing and new development across the site to a maximum of 8,000m<sup>2</sup>
  - require development applications associated with this amendment to be submitted by 28 February 2027. “

[PP-2023-1373] (IRF 24/786)

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**

**Meeting Date: 13 August 2024**

1. Delete:

“condition 4”

and replace with:

a new condition 4:

“Consultation is required with the following public authorities and government agencies under section 3.34 (2) (d) of the Act and/or to comply with relevant ministerial directions under section 9 of the Act:

- Transport for NSW
- NSW Department of Climate Change, Environment, Energy and Water
- NSW State Emergency Service
- NSW Rural Fire Service
- NSW Reconstruction Authority”

Dated 1<sup>st</sup> day of May 2024.



**Tom Kearney**  
**Executive Director, Local Planning and**  
**Council Support**

**Department of Planning, Housing and**  
**Infrastructure**

**Delegate of the Minister for Planning and**  
**Public Spaces**

[PP-2023-1373] (IRF 24/786)

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 13 August 2024

**10.1.2. CP - Review of Hawkesbury Section 7.12 Contribution Plan**

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to update Council in terms of the review of the Hawkesbury Section 7.12 Contribution Plan (previously Hawkesbury Section 94A Contribution Plan 2015) and to seek endorsement to publicly exhibit the Draft Hawkesbury Section 7.12 Contribution Plan 2024.

**EXECUTIVE SUMMARY**

A review has been undertaken of the Hawkesbury Section 7.12 Contribution Plan (previously Hawkesbury Section 94A Contribution Plan 2015) with the following objectives:

- Review administrative arrangements of the plan
- Revise and update the work schedule
- Ensure compliance with relevant legislation and current guidance materials.

As a consequence of the review, the Draft Hawkesbury Section 7.12 Contribution Plan 2024 has been prepared, and included as Attachment 1 to this report, with the relevant mapping included as Attachment 2.

**RECOMMENDATION**

That:

1. The Draft Hawkesbury Section 7.12 Contribution Plan 2024, attached as Attachments 1 and 2 to this report, be placed on public exhibition.
  2. The outcome of public exhibition of the Draft Hawkesbury Section 7.12 Contribution Plan 2024 be reported to Council prior to adoption.
- 

**BACKGROUND**

**Legislative Background**

Part 7 Subdivision 3 of the Environmental Planning and Assessment Act 1979 provides the Local Infrastructure contribution framework to be used by Councils to fund the provision or improvement of local infrastructure. The Act provides for two types of local contribution plans: 7.11 (formerly Section 94) and 7.12 (formerly Section 94A).

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 13 August 2024

#### Council Contribution Plans

Council currently has three adopted local contribution plans, including:

- Hawkesbury Section 94 Contribution Plan 2015 which applies to development in Pitt Town, and heavy haulage development
- Vineyard Precinct Section 7.11 Contribution Plan 2020 which applies to development within the Vineyard Precinct of the North West Growth Centre
- Hawkesbury Section 94A Contribution Plan 2015 which applies to all other land.

These Plans are to be reviewed on a periodic basis to make necessary updates to the work schedule and other respective administrative changes to the Plans in order to ensure the public benefit that these Plans provide are maximised.

#### Section 7.12 Contribution Plans

Section 7.12 Contribution Plans charge a contributions levy as a portion of the development cost, and can be applied to a broad range of development types. Accordingly, these Contribution Plans are best suited to areas where development is fragmented, sporadic and not easily predicted. As per the Department of Planning, Housing and Infrastructure's Section 7.12 fixed development consent levies – Practice Notes (2021) 7.12 contributions are most appropriate in the following areas:

- Rural and regional areas where there are slow rates of development or development is sporadic
- Commercial and industrial areas where direct demand for public infrastructure is difficult to establish for individual development
- Established urban areas where development is mainly 'infill' development, and is also sporadic.

In these areas the relationship between a particular development and required infrastructure cannot be established, however at the broader suburb or Local Government Area level there is an increase in demand for infrastructure.

With this considered, Section 7.12 Contribution Plans are the most appropriate type of local infrastructure contribution to be applied across the Local Government Area with the exception of where a Section 7.11 Contribution Plan, or Voluntary Planning Agreement is in place.

#### DISCUSSION

##### Development of Work Schedule

The review of the work schedule is the most significant aspect of the reviewed Plan. The work schedule for the reviewed Contribution Plan has been informed by work being undertaken in the development of Council's Asset Management Plan(s). Work Items included in the previous Contribution Plan have not been carried over into this Plan as they have either been delivered, funding has been secured from another source, or has been identified through the asset management planning process as not being necessary to be delivered.

The development of this work schedule has focused on refurbishment and upgrade of existing assets, particularly open space and recreational projects instead of the delivery of new assets. The work program is developed and staged for the average expenditure of approximately of \$900,000 to \$1,000,000 per year. This average annual planned expenditure is consistent with the expected average annual income from the Section 7.12 Contribution Plan.

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#### Other amendments to the Section 7.12 Plan

Several minor administrative changes are included in the review of the Section 7.12 Contribution Plan, including:

- Inclusion of emergency service facilities as an excluded development type
- Clarification of the circumstances in which contributions may be refunded.

Further, as required under Divisions 3 Clause 212 of Environmental Planning and Assessment Regulation 2020, the statement of anticipated development and associated demand in Part 3 of the Draft Hawkesbury Section 7.12 Contribution Plan 2024 has been updated to reflect current population projections, and address recent development trends in the Hawkesbury Local Government Area for residential and non-residential development.

#### Future Review of the Plan

With the work schedule informed by work being undertaken in the development of Council's Asset Management Plan(s), more frequent reviews of the Contribution Plan, particularly the work schedule is able to occur. As a result, it is intended to review the work schedule of the Contribution Plan every two-three years, with a larger review of the entire plan every five years. However, future reviews may be conducted at any time should it be deemed necessary.

In respect to the review of the work schedule, this review would seek to maintain an approximate five year delivery plan of the works through the addition of future projects, and the removal of works delivered. Further, should Contribution Plan income increase, an increase in the yearly capital expenditure through the inclusion of additional items may be considered. This scenario is foreseeable through rising construction costs resulting in an increase of proposed development with costings above the \$100,000 threshold of which Section 7.12 levies are applicable.

#### COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy, and the Community Participation Plan 2019. The community engagement process proposed in this report meets the criteria for the minimum level of community engagement required under Council's Policy.

It is proposed to publicly exhibit the Draft Hawkesbury Section 7.12 Contribution Plan 2024 following the upcoming 2024 Local Government Election to be held on 14 September 2024.

#### 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

- 1.4 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.

##### Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

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- 4.3 Build strong financial sustainability for now and future generations.
- 4.7 Encourage informed planning, balanced growth and community engagement.
- 4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. Regular reviews of the Contribution Plan will be undertaken in order to reduce the risk of negative financial implications emerging.

**Planning Decision**

As this matter is covered by the definition of a "planning decision" under Section 375A of the Local Government Act 1993, details of those Councillors supporting or opposing a decision on the matter must be recorded in a register. For this purpose a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

**ATTACHMENTS**

**AT - 1** Draft Hawkesbury Section 7.12 Plan 2024 - *(Distributed under separate cover)*.

**AT - 2** Draft Hawkesbury Section 7.12 Plan 2024 - Annexure A - Work Schedule Map - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 13 August 2024**

**10.2. GENERAL MANAGER**

Nil reports.



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**10. REPORTS FOR DETERMINATION**  
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**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 13 August 2024

**10.3. CITY PLANNING**

**10.3.1. CP - Liveability Project - Windsor Town Centre Stage 1A and Stage 2 - (95498)**

**Previous Item:** 4.3.4, Ordinary (18 April 2023)

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to outline the process that has been undertaken with regard to the development and finalisation of the concept designs for the Liveability Project - Windsor Town Centre Stage 1A (Baker Street to Bridge Street) and Stage 2 (Windsor Mall) and to seek Council's direction moving forward post community consultation.

**EXECUTIVE SUMMARY**

At its Ordinary Meeting 18 April 2023, Council previously considered a report regarding the Liveability Project - Windsor Town Centre.

At this meeting Council resolved (in part) that:

*"Council:*

*Be presented with the new plans for adoption at a future Council meeting, upon which members of the public can provide comment, which will include costs for the variation of Stages 1 and 2, as well as the costs and sources of funding for the ongoing operation of the gas lamps in the Mall".*

This report outlines the engagement that has been undertaken since this Meeting, both with Councillors and the community, including a public exhibition of concept designs for Stage 1A (Thompson Square) and Stage 2 (Windsor Mall). The report provides to Council the submissions that were received during the public exhibition period, and presents concept designs for Stage 1A and Stage 2 that have been updated to reflect the feedback that has been received.

Council Officers have liaised with the funding body to ascertain the Deed status with regards to project scope changes, and what funding is available to determine the path forward for the remaining stages of the project in Windsor Town Centre.

The report presents to Council a recommended option to progress the Liveability Project - Windsor Town Centre, that has been developed with consideration to the project timeline and financial and reputational risks to Council associated with the Liveability Project.

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 13 August 2024**

**RECOMMENDATION**

That Council:

1. Endorse Option 1 within this report, being –  
  
Endorse concept designs for Stage 1A (Thompson Square) and Stage 2 (Windsor Mall) to enable the preparation of detailed design, Quantity Survey, application for appropriate approvals and tender preparation to progress.
2. Note that delivery of Stage 2 will be subject to the cost estimates provided through a Quantity Survey and considered against the funding commitments required to complete Stage 1A.
3. Note that if Council Officers determine if there is insufficient Project funding remaining to complete Stage 2 (Windsor Mall), or insufficient time remaining to complete Stage 2 works by June 2025, that a further report will be provided to Council seeking Council resolution to either:
  - a) Not proceed to construction of Stage 2 (Windsor Mall), or;
  - b) To fund the shortfall of Stage 2 Project costs through a Quarterly Budget Review.

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**BACKGROUND**

On 18 April 2023, Council considered a report on the Liveability Project, and resolved:

*“That Council:*

1. *Note the progress undertaken on the Liveability Program, Windsor Town Centre, to date.*
2. *Endorse Option 3 in the report, as amended with further detail below, as Council’s preferred option to progress the Liveability Program, Windsor Town Centre, noting that all works are to be sympathetic to the heritage landscape and values of Windsor and in line with Heritage NSW guidelines:*

*Option 3:*

*STAGE 1 - Windsor Train Station to Fitzgerald Street, and Thompson Square:*

- *Proceed with current scope for Stage 1 with the following variations:*

*Include in this scope, additional brick paving on the north side of George Street between Tebbutt Street and New Street, where there is currently bitumen.*

*Street trees to be planted where appropriate (road and footpath).*

*Thompson Square shade structures to compliment the precinct and any changes to be in line with the Conservation Management Plan.*

*STAGE 2 – Windsor Mall – Fitzgerald Street to Baker Street:*

- *Submit a variation request for Stage 2 works as follows:*

## ORDINARY MEETING

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*Existing pavers and sandstone in Windsor Mall to remain, with broken pavers and sandstone fixed and flattened.*

*Gas lamps to remain in-situ as per existing Council resolution.*

*Old and broken furniture such as tables and chairs, seats, bins, plant boxes, bike racks and bus shelters to be replaced, sympathetic to heritage themes.*

*Remove inappropriate trees and replace with new trees befitting to public spaces. Once new trees are planted, consider root barriers, laser cut steel root covers, soft fall or seating around trees.*

*Improve safety and visual appearance of existing road crossings.*

*Maintain the meandering attitude of the Mall.*

- 3. Be presented with the new plans for adoption at a future Council meeting, upon which members of the public can provide comment, which will include costs for the variation of Stages 1 and 2, as well as the costs and sources of funding for the ongoing operation of the gas lamps in the Mall."*

The matter regarding "*the costs and sources of funding for the ongoing operation of the gas lamps in the Mall.*" is not within the scope of the Liveability Project and will need advised to Council in future and considered within future Operational Plans.

Following this resolution, new detailed designs were prepared for Stage 1 - Windsor Train Station to Fitzgerald Street. The Thompson Square component of Stage 1 was separated from the remainder of Stage 1 to enable detailed design to be finalised and the project proceed to tender and construction, whilst Council Officers worked through the options for shade structures, outdoor dining areas and paving in Thompson Square with regards to the Thompson Square Conservation Management Plan.

## DISCUSSION

Council awarded the tender for Stage 1 Windsor Liveability Project in February 2024, with construction works commencing in June 2024.

In April 2024 Council Officers met with the Principal Program Manager and Director from the Department of Planning, Housing and Infrastructure (DPHI) as the Liveability project funding body regarding Council's current funding deed for the Liveability project. The funding body advised that \$210M program funding was originally awarded through the Liveability Program and that \$10M of this funding remains unspent; \$9M of this funding sits with Hawkesbury City Council.

DPHI representatives advised that whilst there has been goodwill towards challenges faced including impacts of COVID, natural disasters and extreme weather, the delays cannot go on and that DPHI had previously reminded Council that if the project is not progressed swiftly, the funding that remains could be withdrawn, and that the current funding deed held with Council provides for any funding previously spent for project needing to be repaid (including Richmond and South Windsor) if the project was not completed.

Further discussions occurred between Council and DPHI with regard to the current deed and Officers confirmed that Council desired to see Council finalise the project. DPHI then proposed amendments to the current deed that will removed the "payback clause" but invoke a hard end date of 30 June 2025 for the project to be finalised. It is DPHI's position that any elements of the project not completed by 30 June 2025 would be funded by Council and that grant funding will not be carried forward into the following financial year. This hard end date exposes Council to an element of financial risk, primarily on Stage 2 (Windsor Mall).

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At the time of this report Council is still awaiting DPHI to send through their proposed amendments to the funding deed for Council review and consideration.

Details regarding the development of concept designs for Stage 1A (Thompson Square) and Stage 2 (Windsor Mall) that are provided as attachment 1 to this report are as follows:

#### **Windsor Town Centre Stage 1A (Thompson Square - Baker Street to Bridge Street)**

At its Ordinary Meeting 18 April 2023 Council resolved (in part) that:

*"Thompson Square shade structures to compliment the precinct and any changes to be in line with the Conservation Management Plan."*

Following this Meeting, Council Officers investigated multiple options for hard stand shade structures and sought internal advice regarding heritage considerations on the impact on visual amenity of the heritage buildings that these hard stand structures would have. In consideration of this advice, the draft concept designs for Stage 1A do not include hard stand shade structures, but to instead allow for removable shade structures and seating in the outdoor dining areas. The use of these structures would be provided for in Council's "Outdoor Dining and Footpath Trading" Policy.

Council Officers also considered the historical advice that Council had received from Heritage NSW, stating that the current outdoor dining decking area in Thompson Square was designated as a temporary structure and must be removed. Based on this advice and the history of maintenance issues, Council's design consultants have modified the concept designs for Stage 1A to remove the decking and create an outdoor dining area at the road level. The concept designs now show an area to be paved (with the paving type to be consistent with the pedestrian areas adjacent to the proposed dining area) and to be bordered by low-level planter boxes. This design also allows for the existing sandstone kerb and gutter that is underneath the current decking to be re-instated and honoured for its heritage value.

The concept design for Stage 1A has been updated to include a furniture suite aligned to heritage values.

If Council endorses the draft concept design for Windsor Town Centre - Stage 1A (Baker Street to Bridge Street) as provided as Attachment 1 to this report, Officers will submit an Application under Section 60 of the Heritage Act 1977 to Heritage NSW for approval to reflect the new scope of works.

#### **Stage 2 - Windsor Mall**

A consultant was engaged to undertake an assessment of the existing pavers within the Stage 2 - Windsor Mall, to determine the volume of pavers that may be able to be reused (with regards to slip rating and paver condition). A visual inspection identified approximately 15% of existing pavers would be too damaged for re-use with a further 30% visually chipped to some degree. It was noted that the majority of the pavers having a layer of sand cement slurry attached which is likely to further cause issues relating to re-use and that this would cause additional time to the removal and cleaning of pavers. It was also noted that it is unknown how many pavers would be damaged when being removed, cleaned and stored and then subsequently unable to be re-used.

The thickness of the existing substrate and sub-base varies across different locations within the Mall and hole refusal in some locations was at shallow depths; an indication of a stronger concrete layer underneath. The old pavers do not meet Council's requirements as outlined in the current Development Control Plan (DCP) with regard to size or thickness. Both matters pose issues related to design as the intertwining of old and new pavers would not be compatible for the "herringbone" design due to different sizing, thickness, and an unknown quantity of existing paver available for re-use.

Based on these considerations Council Officers advise that re-use of the pavers will result in a longer overall program duration, longer disruption to businesses and a higher overall program cost.

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The removal of the existing pavers and the installation of new paving to match the paving that is currently being installed in Stage 1 of the project was presented to the community in the concept designs for Stage 1A and Stage 2 and was broadly supported.

Items for Stage 2 which reflect Council's resolution of 18 April 2023 and remain in the concept designs are as follows:

- Sandstone within the Stage 1A (Thompson Square) and Stage 2 (Windsor Mall) will be re-used (or replaced if beyond repair).
- Gas lamps to be retained in-situ in Stage 2 (Windsor Mall). (noting that the gas lamps remaining in their current locations in-situ limits the redesign of the Mall to maintain a "meandering attitude", one of the main areas of feedback from the community).

The concept designs for Stage 2 have been updated to include a furniture suite aligned to heritage values.

The draft concept designs for Stage 2 that are presented to Council have been prepared to reflect Council's resolution of 18 April 2023, the outcomes of recent community engagement, the installation of new paving and the accommodation of the emergency access required under the relevant fire safety codes. preparation. The concept designs are intended to maintain a meandering theme whilst considering the retained in-situ structures and gas lamps.

#### **Options to progress the Liveability Project - Stage 1A and Stage 2**

With regards to the status of the endorsement of concept designs for the Liveability Project - Windsor Town Centre Stage 1A (Thompson Square) and Stage 2 (Windsor Mall), options that are based on project timelines, grant body requirements and Council's financial and corporate risk are outlined below:

**Option 1** - Endorse concept designs for Stage 1A (Thompson Square) and Stage 2 (Windsor Mall) to commence preparation of detailed design, Quantity Survey, progress of appropriate approvals and tender preparation.

Council Officers have liaised with the funding body with regards to the proposed further scope changes to the Project. The funding body have amended the current Deed that they have in place with Council to remove a "payback clause" that would have resulted in Council needing to payback the entirety of Liveability funding (including for works funded in Richmond and South Windsor town centres). The funding body have also indicated that they intend to invoke a hard end date of 30 June 2025 for the project to be finalised. This end date exposes Council to an element of financial risk, primarily on Stage 2 (Windsor Mall) as it is probable that this stage will not be completed by 30 June 2025, however Council Officers advise that if Council endorses the concept designs for Stage 1A, it is anticipated that these works will be completed by 30 June 2025 due to their size and scale.

Once the funding has been committed for Stage 1A (Thompson Square), staff will consider the Quantity Survey on Stage 2 (Windsor Mall) to determine if there is sufficient Project funding remaining to complete Stage 2 (Windsor Mall) of the Project.

Staff will also consider the time available to deliver Stage 2 (Windsor Mall) of the Project with regards to the end date contained within the funding deed between Council and Department of Planning, Housing and Infrastructure.

If it is identified that there is insufficient funding remaining within the Liveability Project, or insufficient time to complete Stage 2 (Windsor Mall) within the timeframe allowed within the funding deed, a report will be provided back to Council to seek Council resolution as to whether proceed with Stage 2 (Windsor Mall), noting the identified funding and/or timeframe risk, or to not proceed with Stage 2 (Windsor Mall) of the Project

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

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Despite the currently unknown cost and timeframes for Stage 1A and Stage 2, this is the preferred option and endorsement of Option 1 will enable staff to proceed to detailed design and Quantity Survey of Stage 1A and Stage 2, thereby progressing the Project. This option is the preferred option and is reflected in the recommendation to Council within this report.

**Option 2** - Endorse concept designs for Stage 1A (Thompson Square) to commence preparation of detailed design, progress of appropriate approvals and tender preparation. Downscale Stage 2 (Windsor Mall) to a "re-paving only" project.

This option is likely to be delivered within the funding timeframes. This option will require Council Officers to negotiate with the Grants Office for the "Greening our Cities" Grant Office as it removes the replacement of trees from the Mall. This may expose Council to an element of financial risk due to the cost of trees purchased and held in storage using grant funds. Whilst the trees may be able to be utilised in other Council projects, this would be subject to approval by the grant office, exposing Council to prospective reputational risk.

This is not the preferred option.

**Option 3** - Do not proceed with any works within Stage 1A (Thompson Square) and Stage 2 (Windsor Mall).

This option significantly reduces Council's financial risk, but increases Council's exposure to reputational risk. There may be costs associated with the discontinuation of the "Greening our Cities" grant project, due to costs for trees already purchased and held in storage. Use of trees in alternate locations would be subject to approval by the grant office.

This is not the preferred option.

### COMMUNITY ENGAGEMENT

Council Officers undertook community engagement activities to enable the community to provide feedback on the draft concept designs for the Liveability Project - Windsor Town Centre Stage 1A and 2.

An outline of the community engagement activities undertaken is provided below:

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date: 13 August 2024**

<b>Windsor Liveability Comms &amp; Engagement Plan</b>				
<b>When</b>	<b>What</b>	<b>How</b>	<b>Who</b>	<b>Status</b>
<b>W/C 03.06.24</b>				
Monday				
Tuesday				
Wednesday				
Thursday	Brief Councillors on Liveability C&E Plans	Weekly Councillor Update	Mayor, GM, Councillors	Complete
	Communicate project commencement, works, and stages of Windsor Liveability Project	Walk Windsor Mall and deliver flyers with information on projects and link to YHYS page inviting business to attend drop-in session on Thursday 13 June. Collect emails for weekly project updates.	Windsor Mall Businesses	Complete
Friday	Liveability Web Pages	Make live on Friday 7 June 2024	Hawkesbury Community	Complete
<b>When</b>	<b>What</b>	<b>How</b>	<b>Who</b>	<b>Status</b>
<b>W/C 10.06.24</b>				
Monday				
Tuesday				
Wednesday	Communicate project commencement, works, and stages of Windsor Liveability Project	Two pop-up sessions in Windsor Mall (AM & PM) for community to stop, be informed and ask questions. Collect emails from businesses for weekly project updates. Can inform of community consultation commencing on 17 June.	Windsor community and businesses	Complete
Thursday	Communicate project commencement, works, and stages of Windsor Liveability Project	Drop-In Session at Deerubbin Centre. Invite Windsor businesses only. Liveability team to present the project and give time for questions. Collect emails for weekly project updates.  Open YHYS page for attendees only and communicate this consultation opportunity for Stages 1A & 2 at the drop-in session. Give them first opportunity to respond.	Windsor Mall businesses including Windsor Business Group, Experience Action Group and Hawkesbury Chamber	Complete
Friday	Communicate project commencement, works, and stages of Windsor Liveability Project	Commence weekly email to Windsor Business Database.	Business Community	Complete
<b>When</b>	<b>What</b>	<b>How</b>	<b>Who</b>	<b>Status</b>
<b>W/C 17.06.24</b>				
Monday	Communicate project commencement, works, and stages of Windsor Liveability Project	<b>Contractor</b> to visit those impacted by Stage 1, Section 1 and inform of works.	Residents and businesses in vicinity of section 1.	Complete
	Community Consultation for Stages 1A & 2	Open Stage 1A & 2 exhibition on YHYS	Wider Hawkesbury community	Complete
Tuesday	Communicate project commencement, works, and stages of Windsor Liveability Project	LBD to all of George Street, Maquarie Street, The Terrace and streets in between (for the length of George Street) informing of project commencement and linking to website and YHYS page for project updates. Put details to join business mailing list. Can promote community consultation opportunity.	Residents and businesses in vicinity of project	Complete
Wednesday				
Thursday				
Friday	Communicate project commencement, works, and stages of Windsor Liveability Project	Facebook Post and Media release promoting the commencement of the project on 24 June.  Email Update - Project updates to business database.	Hawkesbury community	Complete
<b>When</b>	<b>What</b>	<b>How</b>	<b>Who</b>	<b>Status</b>
<b>W/C 24.06.24</b>				
<b>PROJECT COMMENCES</b>				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday	Communicate project commencement, works, and stages of Windsor Liveability Project	Facebook post - Project update  Email Update - Project update to business email database.	Hawkesbury community  Business community	Complete
Sunday 30.06	Community Consultation for Stages 1A & 2	Survey closes and remove from YHYS	Business community	Complete



## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

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As part of the community engagement process, submissions were received and have been included as Attachment 2 to this report. Issues that were raised through the community engagement process that are outside of the scope of the Liveability Project that were raised (e.g. historical maintenance issues) have not been addressed as part of this report, but have been referred to the appropriate Branch of Council for consideration and action.

#### 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

1.5 Provide the right places and spaces to serve our community.

1.6 Build on a sense of community and wellbeing.

##### Strong Economy

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.

##### Reliable Council

4.4 Build strong relationships and shared responsibilities.

4.7 Encourage informed planning, balanced growth and community engagement.

#### FINANCIAL IMPACT

The matters raised in this report and the preferred recommendation (Option 1) have direct financial implications.

The Liveability grant funding body have proposed amendments to remove the existing payback clause" from within the current Deed, but will invoke a hard end date of 30 June 2025 for the project to be finalised. As outlined in the report, it is the position of DPHI that any elements of the project not completed by 30 June 2025 would be funded by Council as the grant funding will not be carried forward into the following financial year. This exposes Council to an element of financial risk.

The report provides three options to progress the Project, all of which have an element of financial, corporate and reputational risk.

If Council endorses Option 1 as recommended in this report, Council Officers will proceed to have detailed designs developed and a Quantity Survey (QS) completed for Stage 1A (Thompson Square) and Stage 2 (Windsor Mall) to clarify the costs associated with each stage of the Project. A Quantity Survey will be completed at approximately 50% of detailed design completion and be completed before proceeding to tender.

Given the scale and complexity of each Stage, Stage 1A (Thompson Square) will be more readily progressed than Stage 2 (Windsor Mall). As Council Officers have been advised of the impending hard end date of June 2025 to be issued by the Grant Funding Office, should Council endorse Option

**ORDINARY MEETING**

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1, Council Officers will proceed to Quantity Survey Stage 1A (Thompon Square) whilst detailed designs for Stage 2 (Windsor Mall) are being finalised.

If the Quantity Survey identifies that the remaining grant funding is insufficient to complete both Stage 1A (Thompson Square) and Stage 2 (Windsor Mall), Council would proceed to tender on Stage 1A, and a report detailing the funding shortfall for Stage 2 would be returned to Council for determination on how to proceed, being to scale back Stage 2, not proceed, or to consider development of a scope of works that may be funded through a future Operational Plan.

**ATTACHMENTS**

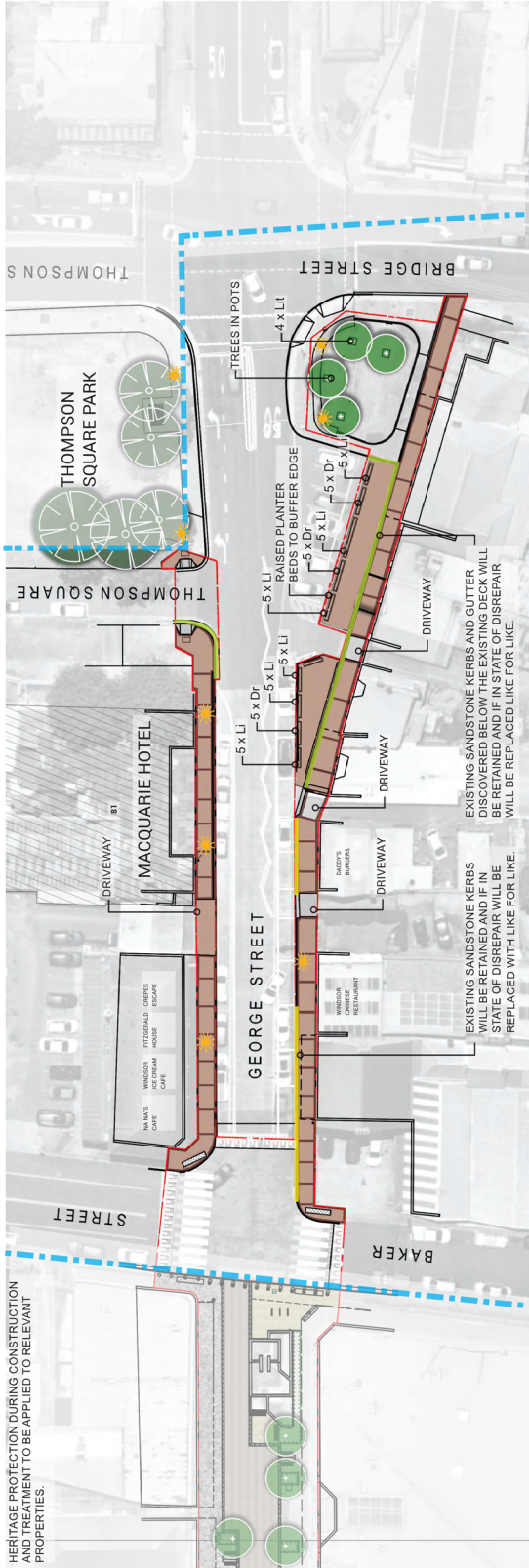
**AT - 1** Concept Designs Stage 1A and Stage 2

**AT - 2** Submissions and Responses Liveability Project Stage 1A and Stage 2

**Attachment 1 - Concept Designs Stage 1A and Stage 2**

**HAWKESBURY TOWN CENTRES**  
**GEORGE STREET GREEN BOULEVARD - STAGE 1A**

HERITAGE PROTECTION DURING CONSTRUCTION  
 MEASURES TO BE APPLIED TO RELEVANT  
 PROPERTIES:



**DESIGN INITIATIVES**

- ADVANCED TREE PLANTING IN POTS TO REDUCE IMPACT ON POTENTIAL ARCHAEOLOGY. TREE PLANTING LOCATIONS CONSIDER AWNINGS AND DRIVEWAYS
- OUTDOOR DINING OPPORTUNITIES ARE TO BE FORMALISED WITH EXTENDED ACCESSIBLE PAVING SPACES.
- EXISTING DECKING TO BE REMOVED, AND REPLACED WITH BRICK PAVING

**LEGEND**

- PROPOSED BRICK PAVING
- PROPOSED BRICK BANDING
- EXISTING AWNING ABOVE
- PROPOSED TREE
- EXISTING TREE
- EXISTING STREET LIGHT
- EXTENT OF WORKS
- EXTENT OF CURRENT PLAN
- EXISTING SANDSTONE KERB AND GUTTER
- EXISTING SANDSTONE KERB
- HERITAGE LISTED BUILDING
- REFER TO SOH1 REPORT

**PLANT SCHEDULE**

Symbol	Botanical Name	Common Name	Max. Size (Height (m) x Width (m))	Pod Size	Spacing
TREES					
Li	<i>Agave americana</i>	Century Plant	8 x 4	75L	As Shown
SHRUBS					
Dr	<i>Dryandra carnifolia</i>	Blue Flix Lily	0.4 x 0.4	150mm	6m2
Li	<i>Lomandra confertifolia</i>	Mat Rush	0.5 x 0.5	200mm	6m2

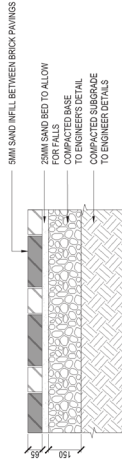
**KEY PLAN**



**PRECEDENT IMAGERY**



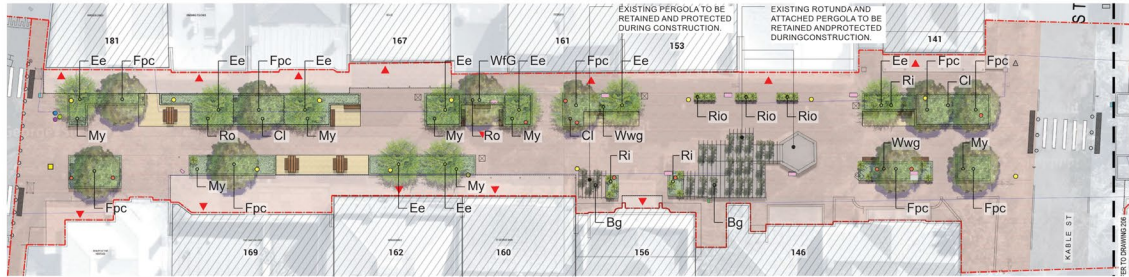
**SUBSTRATE DETAILS**  
**COMPACTED GRANULAR SUBSTRATE**



- NOTE:**
- PLEASE REFER TO ARCHITECTURE SKETCH PLANS FOR INFORMATION AND DISCUSSION ONLY
  - SUBJECT TO ON SITE ASSESSMENT PRIOR TO CONSTRUCTION
  - SUBJECT TO COUNCILS REVIEW AND ASSESSMENT
  - SUBJECT TO COUNCIL MAINTENANCE REVIEW

**ORDINARY MEETING**  
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**HAWKESBURY TOWN CENTRES**  
**WINDSOR MALL - STAGE 2**  
**CONCEPT PLAN - WEST SIDE**



**LEGEND**

- PROPOSED FEATURE TREE
- PROPOSED TREE
- SHRUBS
- PLANTING
- PRECEDENT IMAGES
- RECYCLED SANDSTONE
- NEW PAVER BRICK HERRINGBONE
- TIMBER SEATS
- TABLE AND BENCH SET
- HERITAGE LISTED BUILDING REFER TO SHW REPORT
- LIGHT
- GAS LAMP
- ENTRY
- STORM WATER PITS
- PROPOSED BINS
- EXISTING MAIL BOX
- EXISTING LETTER BOX
- EXISTING CLOCK
- EXISTING INFORMATION BOARD
- BINS (FRANKLITER BINS)
- BOLLARDS (PREDATOR BOLLARDS) (BOWLENDIE SETTING)
- TABLE AND BENCH SET (BOWLENDIE SETTING)

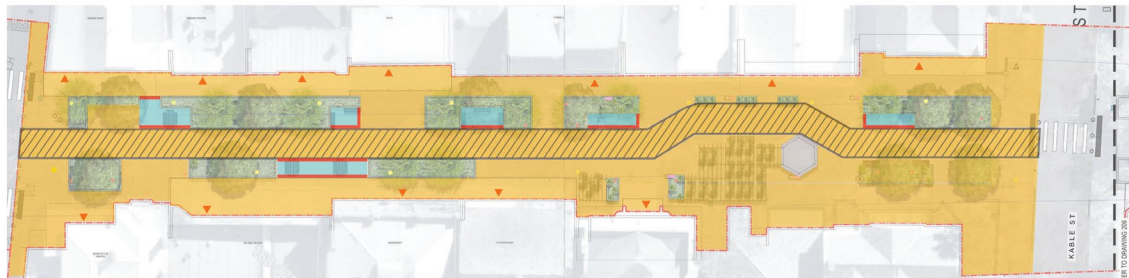
IMAGE 1  
EXISTING TIMBER SEATING (REFER IMAGE 1) ACROSS WINDSOR MALL WILL BE RETAINED, CLEANED AND PAINTED.

ALL STREET FURNITURE FROM EMERDYN

**PLANT SCHEDULE**

Symbol	Botanical Name	Common Name	Mature Size: Height (m) x Width (m)	Pot Size	Spacing
<b>TREES</b>					
Fpc	<i>Fraxinus Pennsylvanica</i> 'Cinnamon'	Cinnamon Ash	15 x 10	100L	As Shown
Ee	<i>Elaeocarpus Eumundi</i>	Eumundi quandong	10 x 6	75L	As Shown
Wwg	<i>Waterhousea forbunda</i> 'Green Avenue'	Weeping Lily Pilly	10 x 10	200L	As Shown
<b>SHRUBS</b>					
Rio	<i>Rhaphiolepis indica</i> 'Oriental Pearl Pink'	Oriental Pearl	1 x 1	200mm	As Shown
Ri	<i>Rhaphiolepis indica</i> 'Snow Maiden'	Snow Maiden	0.5 x 1	200mm	As Shown
Wwg	<i>Westringia wyrraballe</i> 'Gem'	Coastal Rosemary	2 x 2	200mm	As Shown
<b>GROUND COVERS</b>					
My	<i>Myrsorum parvifolium</i>	Boobialla	3 x 0.3	140mm	6
No	<i>Rosmarinus officinalis prostratus</i>	Creeping Rosemary	0.9 x 0.6	140mm	6
Cl	<i>Callistemon 'Little John'</i>	Bottlebrush	1 x 1	140mm	2
<b>CLIMBERS</b>					
Bg	<i>Bougainvillea glabra</i>	Paper Flower	5 x 1	140mm	As Shown

**PAVING ALLOCATION - WEST SIDE**

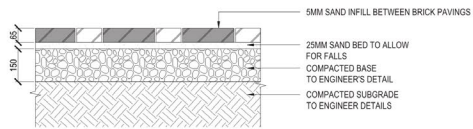


**LEGEND**

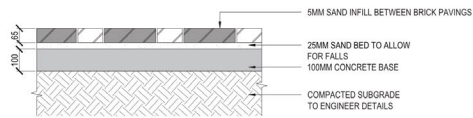
- RECYCLED SANDSTONE (9M<sup>2</sup>)
- NEW PAVER BRICK HERRINGBONE (WITH COMPACTED GRANULAR SUBSTRATE)
- NEW PAVER BRICK HERRINGBONE (WITH CONCRETE SUBSTRATE FOR EMERGENCY ACCESS)
- ENGRAVED BRICK PAVERS (35LM)
- PAVING PATTERN
- BRICK HERRINGBONE
- ENGRAVED PAVERS

**SUBSTRATE DETAILS**

**COMPACTED GRANULAR SUBSTRATE**



**CONCRETE SUBSTRATE**



- NOTE:**
- THESE PLANS ARE SKETCH PLANS FOR INFORMATION AND DISCUSSION ONLY.
  - SUBJECT TO ON SITE ASSESSMENT PRIOR TO CONSTRUCTION & INSTALLATION.
  - SUBJECT TO COUNCIL'S REVIEW AND ASSESSMENT.
  - SUBJECT TO COUNCIL MAINTENANCE REVIEW.

**KEY PLAN**



**WINDSOR MALL STAGE 2**



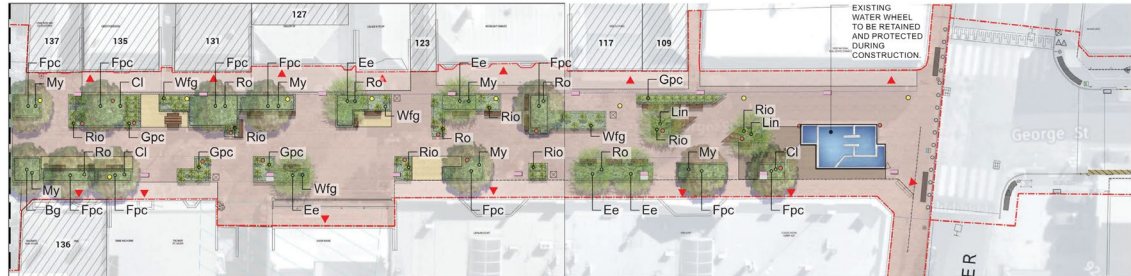


**ORDINARY MEETING**  
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**HAWKESBURY TOWN CENTRES**  
**WINDSOR MALL - STAGE 2**



**CONCEPT PLAN - EAST SIDE**



**LEGEND**

- PROPOSED FEATURE TREE
- PROPOSED TREE
- SHRUBS
- PLANTING
- PRECEDENT IMAGES
- EXISTING TIMBER SEATING (REFER IMAGE 1) ACROSS WINDSOR MALL WILL BE RETAINED, CLEANED AND PAINTED.
- BINS (FRAMES LETTER BOX)
- BOLLARDS (PREDATOR BOLLARDS) (BOWLENDIVE SETTING)
- TABLE AND BENCH SET
- ALL STREET FURNITURE FROM EMERDYN

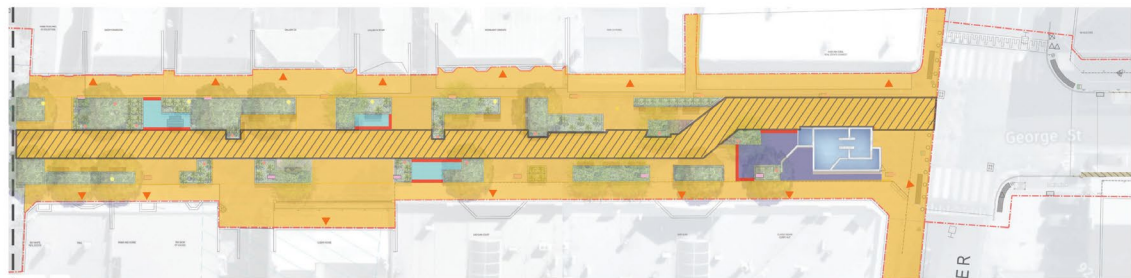
**RECYCLED SANDSTONE**

- EXISTING SANDSTONE TO BE RETAINED
- NEW PAVER BRICK HERRINGBONE
- TIMBER SEATS
- TABLE AND BENCH SET
- HERITAGE LISTED BUILDING REFER TO SOH1 REPORT

**PLANT SCHEDULE**

Symbol	Botanical Name	Common Name	Mature Size: Height (m) x Width (m)	Pot Size	Spacing
<b>TREES</b>					
Fpc	<i>Fraxinus Pennsylvanica</i> 'Cinnamon'	Cinnamon Ash	15 x 10	100L	As Shown
Ee	<i>Elaeocarpus Eumundi</i>	Eumundi quandong	10 x 6	75L	As Shown
Lin	<i>Lagerstroemia indica</i> x 'Natchez'	Crape Myrtle	6 x 4	45L	As Shown
<b>SHRUBS</b>					
Rio	<i>Rhaphiolepis indica</i> 'Oriental Pearl Pink'	Oriental Pearl	1 x 1	200mm	As Shown
Ri	<i>Rhaphiolepis indica</i> 'Snow Maiden'	Snow Maiden	0.5 x 1	200mm	As Shown
Wfg	<i>Westringia wyrrabie</i> 'Gem'	Coastal Rosemary	2 x 2	200mm	As Shown
Gpc	<i>Grevillea</i> 'Peaches and Cream'	Peaches and Cream	2 x 2	200mm	As Shown
<b>GROUND COVERS</b>					
My	<i>Myoporum parvifolium</i>	Boobialla	3 x 0.3	140mm	6
Ro	<i>Rosmarinus officinalis prostratus</i>	Creeping Rosemary	0.9 x 0.6	140mm	6
Cl	<i>Callistemon</i> 'Little John'	Bottlebrush	1 x 1	140mm	2

**PAVING ALLOCATION - EAST SIDE**



**LEGEND**

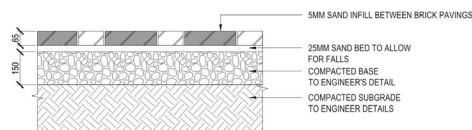
- RECYCLED SANDSTONE (60M2)
- EXISTING SANDSTONE TO BE RETAINED
- NEW PAVER BRICK HERRINGBONE
- NEW PAVER BRICK HERRINGBONE (VEHICULAR ACCESS FOR EMERGENCY VEHICLES)
- ENGRAVED BRICK PAVERS (35LM)

**PAVING PATTERN**

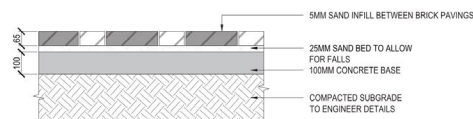
- BRICK HERRINGBONE
- ENGRAVED PAVERS

**SUBSTRATE DETAILS**

**COMPACTED GRANULAR SUBSTRATE**



**CONCRETE SUBSTRATE**



- NOTE:**
- THESE PLANS ARE SKETCH PLANS FOR INFORMATION AND DISCUSSION ONLY.
  - SUBJECT TO ON SITE ASSESSMENT PRIOR TO CONSTRUCTION & INSTALLATION.
  - SUBJECT TO COUNCIL'S REVIEW AND ASSESSMENT.
  - SUBJECT TO COUNCIL MAINTENANCE REVIEW.

**KEY PLAN**



**WINDSOR MALL STAGE 2**



ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 13 August 2024

Attachment 2 - Submissions and Responses Liveability Project Stage 1A and Stage 2



Subject	Comments Received	Comments Received Cont.	Council Response	
<p>1 Trees (Type, location and impact on parking)</p>	<p>We have requested on numerous occasions that the entrances to the Town have coloured trees such as Crepe Myrtles, that should all be the same and create a corridor to the Town which is inviting. Encouraging Tourism to the area. Thus, stimulating the economy of local business. There is a problem with having trees on the roadway in stage 1, maybe consideration could be given to offering trees to residences within the stage 1 area to go in their front yards. Thus, still creating the corridor of colour and one that is welcoming to our Township. 1a should also have the same-coloured trees.</p> <p>I noted the intent to plant trees on the road along George Street. The area is already dearth of parking and to take more with trees is counter beneficial, this is not good news for the small businesses in the area who are already struggling with high costs of operation, reduced foot traffic, over regulation of council and legislative authorities and the higher cost of living. Whilst the same scope re parking has been implemented in Richmond, that area has an abundance of public parking areas where George Street and its surroundings does not. Other than limited on street parking, where else is there to park down the council, Centrelink, peppercorn areas of Windsor without the overzealous council rangers making everyone's day worse? Further, I note that trees are planned to be placed on either side of the Centrelink carpark. Working in the area, I note the danger that this driveway currently poses with the lack of vision when cars parked there, this will be worsened by the planting of garden beds on either side of the driveway. This needs to be reconsidered, possibly with the plantings to be placed upon the footpath rather than the road where they will create greater danger, reduced vision and reduce actual much needed parking spaces. Any plan needs to maximise parking potential and increase vision and safety. This plan does neither. I have no concern with these being placed on to the footpath however impeding the roadway is concerning and contrary to the best endeavours of the council.</p>	<p>I take this opportunity to invite all the listed councillors and of course Susan to my shop at 3/309 George Street Windsor at 12.30pm on Monday for a cup of coffee and discussion so you can see firsthand how this will impact my business and those surrounding within the local area. I urge you to drive your vehicles on Monday rather than walk so you can gain first-hand knowledge of the hassle and frustration that parking in the area provides. This will only be reduced when we plant trees in the few areas designated for cars to park.</p> <p>Not only does the plan to plant trees on the roadway inhibit limited parking and create greater risk of accident, from a personal point of view, planting a tree directly at the front of my shop will have a devastating effect on my business for minimal if any gain albeit without any level of consultation with me or my staff directly.</p> <p>Trees not take up parking spaces, they be placed on the footpath.</p> <p>We have requested there be a corridor of colour to each entry to the Town, example Crepe Myrtles to invite shoppers and tourists to the area.</p> <p>Trees not take up parking spaces, they be placed on the footpath. x3</p> <p>We have requested there be a corridor of colour to each entry to the Town, example Crepe Myrtles to invite shoppers and tourists to the area. x3</p> <p>Proposed tree selection does not reflect the historic precinct.</p> <p>Tree planting need to be footpath</p>	<p>The exhibition undertaken was for the next stage of the Liveability Project and involved the concept designs for Stage 1a (Baker Street to Bridge Street) and Stage 2 (Windsor Mall). For these areas of the Liveability Project, there are no trees proposed to be planted on the road so no car parking spaces are affected in Stage 1a and 2. The trees being planted along George Street include Brush Box, Crepe Myrtle and Lilly Pilly. These trees have been specifically selected by the Landscape Architects along with Tree Specialists to ensure the correct species for the correct location. These species are also in line with feedback received to make George Street a 'Corridor of Colour' by using Crepe Myrtle trees.</p>	<p>The current Stage 1 works were not part of the exhibition period, but we have heard what the community have told us about the location of new trees and the impact this will have on parking spaces. We are looking to plant these new trees in the existing footpath verge. Where this is not possible, we must plant in the existing carriageway. Design consultants will take this feedback onboard and where possible, creative solutions will be sought for the planting of trees to minimise the reduction in the total number of existing on-street parking spaces.</p>



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<p>I am very happy to see trees included, as long as they are sensitively located, but I am unsure why it has been decided to put trees in pots in this location. I cannot see them surviving in either the short or long term.</p> <p>I am still concerned that large trees so close to heritage buildings and their verandahs will both obscure the buildings, interrupt the streetscape view and possibly cause damage to the buildings, however it seems this will go ahead nonetheless despite repeated heritage advice to the contrary.</p> <p>Street furniture including planter boxes, rubbish bins and other features adhere to a Victorian or Georgian Style.</p> <p>Would like council to adhere to the Victorian Style of the mall. Adhering to this mid-century Victorian style is the attraction that brings people to the mall from far and wide.</p> <p>It is crucial that the street furniture, including planter boxes, rubbish bins, seating etc do not block access and visibility to our business, careful consideration should be taken on the placement of these items and thought needs to be taken on where these items can best be utilised within the mall.</p> <p>I would ask that bins and seating do not utilise the same materials as were used in Richmond, as those items were stained and dirty within a week of them being installed.</p> <p>I note that 'existing seating' through the mall will be 'retained, cleaned and painted' however I would suggest that quite a few of those structures are not in a fit state to simply be cleaned and painted and require complete refurbishment. I would hope that the rotting planters currently in situ will be removed and replaced completely.</p>	<p>Furniture should all be Georgian or Victorian style fitting perfectly with our Historic Township. Bins, bus shelters and pot plants should all reflect the Georgian and Victorian style.</p> <p>We have requested that bench seats and tables, planter boxes, and bins all reflect the Georgian or Victorian style to compliment the area. As per Council resolution. This is different to the style showed within the plan.</p> <p>We have requested that bench seats and tables, planter boxes, and bins all reflect the Georgian or Victorian style to compliment the area. x3</p> <p>I am more than happy for the faux-Victorian cast iron and timber benches to be refurbished. The community has an affinity for them and reusing the sound components makes excellent sense from a sustainability perspective. Again, what I believed we were trying to avoid was the status quo of twenty different bench designs throughout the town. It comes back to continuity and consistency. Seating needs to be located thoughtfully...i.e., where people either need or want to sit. What would be an excellent initiative as part of this, is council partnering with a local community group (e.g. Mens' Shed) to locally salvage, restore and rebuild cast iron and timber benches for use throughout Windsor. Win, win and positive PR. Please do not use the benches used in Richmond. They were stained and filthy within weeks. Do not use the enormous bins</p>	<p>The design of the Windsor Liveability Project intends to celebrate the heritage of Windsor and enhance the public space, with the aim to re-energise the charm of the Hawkesbury Region. Your feedback on the type and style of seating, bins and planter boxes has been heard and will be provided to the designers for the Detailed Design stage of the project. The appropriate heritage style furniture will be updated on the concept designs and Council's YHYS page for the community's information.</p>
<p><b>2</b></p> <p><b>Street Furniture Design (Type and Location)</b></p>		



<p>3</p> <p><b>Improve the cohesiveness between council space and businesses in Windsor Mall.</b></p>	<p>There also needs to be solid understanding between council and business owners on where the best placement might be for these items throughout the mall, for example providing extra seating around cafes, pubs &amp; restaurants &amp; placing extra rubbish bins around common areas &amp; parks would provide a more cohesive Liveability space between council and business &amp; is necessary for the mall to be able to cope with large volumes of people that attend the mall on a frequent basis &amp; easing pressure placed on businesses during special events and market days.</p>	<p>from Richmond either. And please make sure bins are located in areas of need! Taxi stand, bus stops, etc.</p> <p>Heritage style street furniture is essential to maintain the character of Windsor as is maintaining the sandstone areas in the Mall</p>	<p>The Liveability Project aims to improve the connectivity and cohesiveness of George Street from Windsor Train Station to Bridge Street, including the mall, by installing consistent paving, furniture, bins and established trees throughout George Street. Crossings will also be improved for better pedestrian access. Feedback received on the style of furniture and its homage to the history and style of Windsor Mall has been heard and updated in the concept designs but will be considered in detailed design of Stages 1A and 2. The number of seating areas in the mall has been increased, as shown in the Concept Plans, and will be reflected in the Detailed Design stage.</p>
<p>4</p> <p><b>Meandering Solution (Don't want a straight looking mall space)</b></p>	<p>Want the mall to have a meandering function and not straight to allow for it to become a roadway.</p> <p>I support the continued investigation into a "meandering" street layout. I fear that this design inadvertently functions as a roadway. I recognise that positive steps have been taken in this area of tricky compliance but I feel that there are some creative solutions that could appease all.</p> <p>It would appear that this could be misleading, possibly with intent to open the Mall at a later date. This is against the Council resolution. The Mall needs to be a meandering street scape. This encourages pedestrians and Tourists alike to meander which encourages them to look and buy, stimulating</p>	<p>A meandering Mall according to the Council resolution.</p> <p>* Concern as to the concrete strip up the Centre of the Mall, misleading.</p> <p>* We want a meandering mall encouraging shoppers and Tourists to Meander and shop while visiting, thus stimulating the economy of local businesses, boosting the economy of the area.</p> <p>A meandering Mall according to the Council resolution. We want a meandering mall encouraging shoppers and Tourists to Meander and shop while visiting, thus stimulating the economy of local businesses, boosting the economy of the area. x 3</p>	<p>Hawkesbury City Council has heard the community feedback on maintaining the 'meandering' feel of the mall as part of the revitalisation project. The plans for the revitalisation of Windsor Mall (Stage 2) ensure this is maintained throughout by careful consideration of furniture, garden beds and tree placement while adhering to relevant safety codes for emergency vehicle access only. There are limitations however due to the fact that the gas lamps are being retained in existing locations as part of a previous Council resolution. There are no plans to open the</p>



	<p>the economy of businesses within the precinct. Concrete or Rio under the pavers, could work if kept to the meandering design as per the resolution.</p> <p>The concrete strip up the Centre of the Mall appears to follow a straight line, it is understood that this is to provide additional strength to the area when being used by emergency vehicles such as the fire truck. Are there going to be bollards in place at both ends of the Mall to stop delivery trucks from entering the area, when there are pedestrians accessing the Mall during the day?? One it is dangerous, and two it is doing damage to the pavers. The resolution of Council was to have meandering through the Mall, however the new plan shows black dots which are people meandering through the Mall, which is possibly a misinterpretation of meandering. The design of the actual Mall should be a meandering solution.</p>	<p>the mall retains the meandering look that is there now.</p> <p>The previous domain plan with the defined roadway and granite cobbles was much more in line with the project objectives. There is no heritage significance to the meandering clutter which exists presently, as is evident from any pre-1980s photograph of George St, and it continues to disappoint that this is being replicated.</p> <p>To salvage any of the original aims, please ensure consistency of design and materials throughout the town, opening up sight lines and visual links where possible.</p> <p>The gas lamps must all be kept in place and the meandering nature of the Mall maintained.</p> <p>Market stalls are a great attraction in the Mall areas and there must always be provision for market stalls as they complement the character of Windsor and are cherished by community members.</p>	<p>mall to traffic, as part of the Windsor Liveability Project.</p>
5	<p><b>Request for more detailed architectural plans</b></p> <p>Request for more detailed plans including architectural plans, elevations, details and sections to allow for more precise and constructive input on the proposed developments.</p> <p>For more effective feedback, may I request that detailed architectural plans, elevations, details, and sections are displayed? This level of detail will allow stakeholders to provide more precise and constructive input on the proposed developments and prevent an ongoing discourse.</p> <p>We would like to request that as soon as the plans for each of the stages become available, that a copy be forwarded to our group.</p>		<p>The plans currently available to view for Stages 1A and 2 of the Windsor Liveability Project are for the Concept Design stage. This is an early planning stage and is used to gauge the sentiment around the initial plans from the community. The feedback we receive at this stage of the planning process will be considered in finalising the concept plans and then presented to council for their review, before progressing to the Detailed Design stage. It is at the Detailed Design stage where more detailed plans are completed. These will be shared with the community when available on Council's project webpage.</p> <p>The plans currently available to view for Stages 1A and 2 of the Windsor Liveability</p>
6	<p><b>More information for residents</b></p> <p>Specifically the substrate and the impacts on heritage-listed buildings in the area.</p>		

<p>impacted by Stage 1.</p>	<p>Project are for the Concept Design stage. This is an early planning stage and is used to gauge the sentiment around the initial plans from the community. The feedback we receive at this stage of the planning process will be collated and then presented to council for their review, before progressing to the Detailed Design stage where feedback will be incorporated. It is at the Detailed Design stage where more detailed plans are developed.</p>	<p>Hawkesbury City Council are committed to ensuring the Windsor Liveability Project is effectively communicated, in a timely matter throughout the project, while also providing opportunity for community consultation at the relevant planning stages. Thank you for this feedback. The project team will endeavour to provide more notice to residents and businesses for any future meetings held on the project.</p>	<p>Hawkesbury City Council are committed to ensuring the Windsor Liveability Project is effectively communicated, in a timely matter throughout the project, while also providing opportunity for community consultation at the relevant planning stages. Thank you for this feedback. The project team will endeavour to provide more notice to residents and businesses for any future meetings held on the project.</p>
<p>7</p> <p>More notice for meetings</p>	<p>Request for more notice when holding information sessions on the project to allow for maximum number of people to attend.</p>	<p>Want to keep the Gas Lamps in the mall and on at all times.</p> <p>Are to remain in their current location, and remain on for all to see, encouraging Tourism to the area.</p> <p>Gas Lamps are to remain in their current location and remain turned on as gas. They create an inviting and welcome addition to the Township.</p>	<p>The Gas Lamps will remain in their current location in Windsor Town Centre, as per previous resolutions of Council. The decision for the Gas Lamps to remain on always is outside the scope of this project however this feedback will be noted and passed on to the relevant section of Council for annual consideration as part of Council's Operational Plan.</p>
<p>8</p> <p>Retention of the gas lamps</p>	<p>The gas lamps are to remain where they are, and remain turned on. As per the Council resolution. X3</p> <p>All the gas lamps remain in their current positions and remain turned on.</p> <p>I would like to see the replica gas lamps turned off during the day as it seems an extraordinary waste of money to leave them on permanently.</p> <p>With the gas lamps now operational again Windsor Mall is stunning. The recent gas lamps festival was well attended, despite the flood. The shopkeepers,</p>	<p>Request for more notice when holding information sessions on the project to allow for maximum number of people to attend.</p>	<p>The gas lamps are to remain where they are, and remain turned on. As per the Council resolution. X3</p> <p>All the gas lamps remain in their current positions and remain turned on.</p> <p>I would like to see the replica gas lamps turned off during the day as it seems an extraordinary waste of money to leave them on permanently.</p> <p>With the gas lamps now operational again Windsor Mall is stunning. The recent gas lamps festival was well attended, despite the flood. The shopkeepers,</p>

<p>9</p>	<p><b>Use of sepia bricks (London Chestnut) in herringbone pattern and retention of Sandstone</b></p> <p>I would like to express my support for the use of sepia herringbone bricks and the retention of sandstone. These materials are fitting choices that align with the historical character of the area.</p> <p>We have had a number of discussions on the brick, and our choice has been London Chestnut. Retaining the sandstone is also a very important aspect.</p> <p>Colour of the pavers is London Chestnut, and the sandstone area is to remain.</p>	<p>stall holders and community viewed the event as a great success.</p> <p>Colour of the pavers the group chose London Chestnut.</p> <p>We support the replacement of the old pavers in the Mall with the colour of the new pavers to be London Chestnut. X3</p> <p>The bricks in the paving comprising the footpath outside Windsor Library are thick, top quality nonslip bricks. These should be reused and re-laid and not discarded. The same bricks have in fact been used in prestigious areas such as Hunters Hill. Mix and match is very much part of creating old world charm.</p>	<p>Council is pleased the feedback around the choice of paver, style of paving and the retention of the sandstone areas is positive. Community Consultation was undertaken to determine the paver choice and we are pleased to be able to deliver this as part of the Liveability Project - Windsor Town Centre.</p>
<p>10</p>	<p><b>Utilising original levels at Thompson Square outside cafés/restaurants</b></p> <p>Additionally, I feel that utilising the original levels along the "Eat St." area with the provision of temporary shade is a commendable approach to this area.</p>	<p>Council is pleased the proposed reinstatement of the Thompson Square dining areas to their original levels has been well received. We look forward to providing more detail around this at the Detailed Design stage of planning.</p>	<p>Council is pleased the proposed reinstatement of the Thompson Square dining areas to their original levels has been well received. We look forward to providing more detail around this at the Detailed Design stage of planning.</p>
<p>11</p>	<p><b>Timing of works</b></p> <p>It is appreciated that the work must be completed within a time frame, however it may also be noted that timing is crucial for the success of businesses within the precinct. We would like to have days like Mother's Day, Father's Day, long weekends, and in particular the Gas Lamp Festival and the Light up Windsor avoided where possible. This would really be appreciated by the businesses.</p>	<p>Timing of works. Be sensitive to the businesses in the area, avoid Christmas, Easter, Mother's Day, Father's Day, Gas Lamp Festival, Light up Windsor, The Disney draws. It is understood the works must be completed by a certain time.</p> <p>Timing of works be sensitive to the businesses in the area, avoid Christmas, Easter, Mother's Day, Father's Day, Gas Lamp Festival, Light up Windsor, The Disney draws. Also works to be completed outside trading hours in the Mall and all businesses to have easy access for customers during the construction. . x3</p>	<p>Council has heard this feedback, and these events will be considered when the time comes to plan the timeline of works. Timing of works is an item that will be considered as part of the Tender process and Council will ensure prospective tenderers address this item.</p>
<p>12</p>	<p><b>New team appreciation</b></p> <p>We really appreciate the new team is endeavouring to consult the businesses and people within the Community. The previous team appeared to not have the transparency, they appeared to lack communication, and false information was often relayed to the Community. It is really great to see that consultation is now starting to happen, and we look forward to working together with Council on what can be an exciting revitalisation of the</p>	<p>Council is very pleased to receive this feedback as it confirms our commitment to transparent communications and engagement is being recognised in the community.</p>	<p>Council is very pleased to receive this feedback as it confirms our commitment to transparent communications and engagement is being recognised in the community.</p>

<p>13</p> <p><b>Provision for markets</b></p>	<p>Georgean and Victorian times of Windsor. The gas lamps are an important part of this style and complement our heritage.</p> <p>Thank you to the new team who are addressing these issues, your consultation is much appreciated.</p> <p>Looking at the plan there is little to no provision for markets, this would be a huge mistake and detrimental to all business owners within the precinct if the Markets were not to continue. I understand that there will be tenders for the market, but our concerns are that no provision has been made within the current plan to allow for this to continue. There are either pot plants, trees, or bench seats everywhere, can you please let us know where the market would be able to set up? This is especially as there is to be a 4.0 metre clearway for emergency vehicles. No market stall is permitted to set up within the 4.0 metre area.</p>	<p>There is no provision in the plan for markets. This will affect the economy of businesses. No Sunday markets, no markets at events. This needs to be addressed. As shops are relying on the Sundays to boost their weekly trade.</p> <p>There appears to be no provision in the plan for Windsor Mall markets. This will affect the economy of businesses. No Sunday markets, no markets at events. This needs to be addressed. As shops are relying on the Sundays to boost their weekly trade. The Markets also need to operate at all times during the construction, maybe close parts of Kable Street and utilise this space.</p> <p>We are against the re-opening of the Mall, now or in the future x 3</p>	<p>Space adjacent to the thoroughfare areas allows for pop-up markets as an extension and supportive of the businesses. Supplementary space for market stalls can be integrated within the detailed design based on this feedback.</p>
<p>14</p> <p><b>Opening of the mall to traffic</b></p>	<p>Members of the group are against the re-opening of the Mall either now or in the future.</p>	<p>We are against the re-opening of the Mall, now or in the future</p>	<p>Hawkesbury City Council has no plans to open the mall to traffic, as part of the Windsor Liveability Project.</p>
<p>15</p> <p><b>Location of Engraved Pavers</b></p>	<p>We fully support the proposed location of the engraved name pavers. X2</p>	<p>I am still at a loss as to the value of the personalised vanity pavers which were very swiftly introduced into the project and which contain no context, do not contribute to wayfinding and are unlikely to attract anyone to the town more than once after they've been viewed by their respective purchasers.</p>	<p>The Engraved Paver project was a previous suggestion of the business community and was supported by Council. Comments noted with majority of submissions in favour of location suggested.</p>
<p>16</p> <p><b>Historic Interpretation</b></p>	<p>As an early 19th C historic precinct and one of the Macquarie Towns an opportunity exists to better interpret the Windsor mall and Thompson Square conservation area.</p> <p>As an early 19th C historic precinct and one of the Macquarie Towns an opportunity exists to interpret the road within the paving.</p>	<p>Windsor is fortunate to have a beautiful heritage railway station. Windsor deserves to have an inviting and compelling walkway into Windsor from the station. The surroundings of the station are not attractive. Much could be done to tie the Station surrounds with the heritage buildings that are nearby. An example of this could be wall art depicting the history of Windsor or the reproduction of historic photos placed on visually unappealing walls etc. A heritage trail placed in the foot path for the interested tourist and community</p>	<p>Submissions noted. Historic interpretation is potentially a project in its own right and could be considered by Council in future years operational plans.</p>

17	<b>Thompson Square Restaurants</b>	<p>It was agreed within the working group and with the former Director of Planning, Linda Perrine, that one of the important things which the Liveability project allowed, was the formalisation of the eating area outside the restaurants in Thompson Square - resolving a longstanding issue. It was my hope that this would be achieved to a high standard, befitting of the heritage status of the square and its location as the entrance to Windsor. I was also expecting that it would include initiatives to bring business signage and heritage maintenance anomalies in line with the Thompson Square CMP.</p> <p>Anything in Thompson Square needs to be done with a light touch and be visually unobtrusive, but that is not the same as ignoring it altogether and focusing resources elsewhere.</p>	<p>members. Flowering trees, such as crepe myrtles and heritage style lighting would lead visitors into the township right through to Thompson Square. Flower gardens around the station would be most appealing.</p>	<p>Submission noted. The removal of the deck area and renewal of dining area at street level will be sympathetic to the sensitive nature of the area and also reduce any future maintenance cost to council. The re-instatement of the sandstone kerb and gutter under the existing deck, as well as not permanent shade structures will be sympathetic to the heritage values of the area.</p>
18	<b>Flood access and evacuation</b>	<p>During a relatively small flood (~13M) both the Terrace and Macquarie St become impassable at the northern end of Windsor. The only public access connecting the residents and businesses in the area between Palmer and Baker Sts to the rest of Windsor is George St via the mall. This is the only access to the designated evacuation routes, but even when no evacuation is ordered, it remains the only vehicle access to supplies, medical assistance, etc.</p> <p>While I support the mall remaining a pedestrian space, it must also be able to be negotiated by a large number of vehicles (some large) during adverse weather conditions in the event of an evacuation order.</p>	<p>I do not see any issue with the proposed reinforced vehicle path through the centre of the Mall. It is essential for emergency vehicles and to allow traffic to traverse George St in case of a major emergency. I can't see it making any difference to public use of the mall on a daily basis.</p>	<p>Submissions noted. The ability to allow emergency access whilst retaining the character of the mall has been considered. In major flood events, Local Authorities will make decisions on access which is out of scope of the Liveability project.</p>
19	<b>Heritage Pavers &amp; Signage</b>	<p>There has been a lot of discussion about signage, and I believe much of that falls under the scope of separate works, however, the masterplan discussed at length the incorporation of heritage signage/trails. It was my understanding that this would</p>	<p>I still see no sign of the heritage information pavers that were asked for repeatedly. These were to be placed outside heritage buildings and contain information about those buildings and also to be used for wayfinding purposes. I would like to see those reinstated.</p>	<p>Submissions noted. Historic interpretation is potentially a project in its own right and could be considered by Council in future years operational plans.</p>



		take the form of embossed concrete pavers, to reduce both costs and visual clutter.	The Windsor of Governor Macquarie's time grew out of the already established township of Green Hills which began in the 1700's. It would be wonderful and very much in keeping with the heritage of Windsor to have signage depicting the footprint of the original Green Hills. Dr Jan Barkley-Jack who has completed a PhD on Green Hills would be able to advise Council on this matter. This could be part of a heritage trail. Demarcation of Thompson Square with heritage signage would allow tourists/community to understand the boundaries of Thompson Square which includes the surrounding buildings. Thompson Square is the oldest town square in Australia and as such, needs due recognition.	There have been discussions with external and internal stakeholders that the historical interpretation of Windsor Town Centre could be a broader project to encapsulate all items. Suggest future consideration in Council operational plan as project under Council's Heritage Officer and concur valuable to consider. The design team have engaged specialist consultants including heritage specialists to ensure that features such as sandstone has been incorporated into the design as well as achieving grades necessary.	Note that Mall area is not to be returned to trafficable area and design caters for emergency access against code
20	<b>Historic Interpretation and Maintain Trafficable Area</b>	The historic interpretation of Thompson Square and the Mall length as a historic streetscape utilising and respecting the historic buildings from the 19th century, transitioning into the 20th Century needs careful consideration, not just what the business community wants outside their individual shopfronts. Consideration of the long term aesthetic and interpretation of a historic streetscape is paramount. I do not consider returning to a trafficable street is appropriate but telitaies for interpretation like utilising sandstone delineation of the street edge along with grated linear drainage to reinforce this. <b>I am not suggesting a kerb with step downs</b> but perhaps gentle slopes away from the historic buildings, as is most appropriate, and the delineation of the former road tarmac using differing paving colour or differing paving pattern to reinforce the difference. The non-linear curvature of the trafficable driveway can be worked into the paving of the Mall.			
21	<b>Location of trees, trees species and replacing trees with shade structures in Windsor Mall</b>	The careful location of trees within the Mall length must not inhibit sightlines to the historic buildings. Trees within Macquarie towns are considered alien to this historic former streetscape and will confuse the interpretation of this. It would be preferable to have these trees located within the car parking locations that feed pedestrians into the Mall. Shading within the Mall could be provided by pergola shade structures within			Opportunity for sight lines to historic buildings is to be considered and detailed designs to be reviewed and updated to allow for greater sight lines to historic buildings within planting proposed where possible.

22	<p><b>Tree species in Thompson Square</b></p>	<p>the central space. If trees are proposed these should be more centrally located and away from the buildings. It is thought to be important not to impede the opportunity of visitors to Windsor to be able to take photographs unimpeded. The other consideration is the problematic occurrence of leaf debris clogging up gutters and downpipes of buildings, particularly those with verandahs with guttering at lower heights. The tree selection, from my experience does not reflect the plantings utilised within historic towns and are not appropriate. Liaison with Stuart Reed from Heritage NSW would be beneficial as well as historic planting publications on the subject.</p>		<p>Pergola structures within the central space would potentially obstruct emergency access required.</p> <p>The tree species have been carefully considered and gone through a long process of approval. Council has limitations based on commitments and have been incurring ongoing storage costs for these trees to ensure that they are maintained and are available when necessary. Design Consultants will ensure they have reviewed material relevant to this matter that has been produced by Heritage NSW as per submission advice.</p> <p>Noted. Only 4 potted trees are proposed in Stage 1a (Cnr George St &amp; Bridge St) with no streetscape trees to be planted.</p>
23	<p><b>Request for more detailed plans</b></p>	<p>Similarly the introduction of streetscape trees within the Thompson Square historic precinct should not occur.</p> <p>As before said, "the devil is in the detail" and the documentation does not provide this detail. Detail of the paving substrate does not rate a mention, yet this is the most crucial aspect of the paving.</p>		<p>The plans currently available to view for Stages 1A and 2 of the Windsor Liveability Project are for the Concept Design stage. This is an early planning stage and is used to gauge the sentiment around the initial plans from the community. The feedback we receive at this stage of the planning process will be collated and then presented to council for their review, before progressing to the Detailed Design stage where feedback will be incorporated. It is at the Detailed Design stage where more detailed plans are developed. Once detailed designs are completed for public tender, they will be available on council's website for the community.</p>

24	Stage 1A to be undertaken before Stage 2	Stage 1A must be started before Stage 2. It is a smaller project and as Thompson Square is the entry to the Mall, it is only logical that it should be completed before the work in the mall begins. It is also noted that there are further delays for Stage 2 possible due to ongoing consultation and changes. Thompson Square cannot wait for all of that to be settled. It is falling apart and becoming dangerous.		Noted. It is anticipated that Stage 1a will commence prior to Stage 2.
25	No heritage signage included	There is currently no heritage signage or information about heritage in the Square, aside from the 'totem' signs in the parkland, installed by TfNSW. This could easily be remedied by installing history boards close to the hedge facing George & Bridge Streets. Possible – 1812 Macquarie Plan of Windsor with a 'you are here' red dot marked on it along with some contextual information. In the Masterplan adopted in 2020 and during the consultations and workshops which were conducted before, during and after that Masterplan went to council, there was much support for heritage plaques/pavers in the entire project area. This was absolutely key to wringing value from our heritage and history. It seems to have disappeared completely from the plans. Such plaques/pavers would create interest, increase dwell time and open opportunities for increased heritage activities to boost the local economy.		Submissions noted. Historic interpretation is potentially a project in its own right and could be considered by Council in future years operational plans.
26	Noise and Diesel soot impacting Thompson Square	Noise and diesel soot do not seem to have been considered in the planning of Liveability works in the Square. These are two major factors which impact on the alfresco dining areas and businesses. It would be useful for noise and pollution monitoring to be completed to assist with planning for the zone. This has been asked of both council and TfNSW for half a decade, but never done. There is no regular cleaning schedule of council which I've been able to observe apart from road sweepers and bins being emptied. Signs, structures, surfaces of council assets are never cleaned and very rarely refurbished.		Submission noted. Issue regarding maintenance is not within scope of the Liveability Project and will be referred to responsible section.  Cleaning and maintenance issues raised which are a Council matter, will be referred to the responsible maintenance and asset department for consideration.
27	Historic and significant building wayfinding	Pathways should be marked to lead visitors to the museum – from both the Mall and Thompson Square. Once again, a pathway along the edge of the Thompson Square greenspace was proposed in the adopted Urbis Masterplan,		Submissions noted. Historic interpretation is potentially a project in its own right and could be considered by Council in future years operational plans. Subsequent to the



<p>28</p> <p><b>Continuity through all three stages</b></p>	<p>however the project boundary has since seemingly shrunk alarmingly to leave this out of the current plan. Heritage buildings should have information pavers in the footpath outside them. Such pavers could also be placed where other heritage buildings used to be. This was part of the original plans for the Liveability project and should be reinstated. Heritage/history themed wayfinding paving should be embedded into the streetscape to encourage and lead visitors to the museum and points of interest</p> <p>In order to activate and utilise Windsor's heritage assets, there should be continuity throughout all 3 stages of the Liveability project. Differentiation of zones is one thing, but having each stage of this project subject to separate consultation and planning is further dividing the town instead of bringing it together.</p>	<p>Liveability Project, Council's Wayfinding Project as part of the Western Sydney Infrastructure Grants, could address some of the directional signage issues.</p> <p>Submission noted with regard to various stages for the project. This will be considered for future consultation items</p>	
<p>29</p> <p><b>Pedestrian access along George Street</b></p>	<p>There is a problem with pedestrian access along the northern side of George St – there are pedestrian crossings at Fitzgerald, Kable and Baker Streets, yet not at Thompson Square Road, which is the final obstacle for pedestrians to get to the greenspace. If, from what can be seen in the draft plans currently available, pedestrian ramps are to be installed at that location, then I can see no reason why a pedestrian crossing could not be put in place. It is a council road. There was a pedestrian crossing and pram ramps 6   Page shown in the Masterplan adopted by council in March 2020 but it seems to have disappeared since then.</p>	<p>A pedestrian crossing was not included as part of this area in the final concept designs, to reduce the level of excavation required within the Heritage NSW curtilage area.</p>	
<p><b>Extensive submission received regarding Stage 1a and items out of scope of Liveability Project</b></p>	<p>These items;</p> <ul style="list-style-type: none"> <li>- Lease arrangements for future alfresco area</li> <li>- Serious lack of maintenance and cleaning in square</li> <li>- Waste management issues</li> <li>- Issues with paving and trip hazards outside of project scope</li> <li>- Assets in disrepair, such as signs.</li> <li>- TfNSW ongoing matters</li> <li>- Council activation of business area and shopfront renewal program</li> </ul>	<p>The items raised require various areas of Council's input to address moving forward. The submission received will be circulated to various areas of council to address items of concern raised by the community.</p> <p>This will include infrastructure, assets, maintenance, waste and economic development teams.</p>	

0000 END OF REPORT 0000

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**10.4. CORPORATE SERVICES**

**10.4.1. CS - Investment Report - June 2024 - (95496, 96332)**

**Previous Item:** 4.4.6, Ordinary (14 May 2024)

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act, 1993.

**EXECUTIVE SUMMARY**

This report indicates that Council held \$99.6 million in investments as at 30 June 2024 and outlines that all investments were made in accordance with the Local Government Act, 1993, the Local Government (General) Regulation, 2021 and Council's Investment Policy.

**RECOMMENDATION**

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

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**BACKGROUND**

Council held \$99.6 million in investments as at 30 June 2024. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

**1. Composition of Investment Portfolio**

Tables 1 to 4 below provide details regarding the \$99.6 million in investments as at 30 June 2024.

**Table 1: Summary of Council's Investment Portfolio as at 30 June 2024**

<b>Product Type</b>	<b>Face Value</b>	<b>% of Total</b>
Term Deposits - Fixed Rate	\$78,500,000	79%
Floating Rate Notes	\$3,850,000	4%
NSW TCorp Long Term Growth Fund	\$1,080,490	1%
At Call Deposits	\$16,172,317	16%
<b>Grand Total</b>	<b>\$99,602,807</b>	<b>100%</b>

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

Long Term Credit Rating	Face Value	% of Total
AA	\$63,172,317	64%
A	\$35,350,000	35%
NSW TCorp Long Term Growth Fund	\$1,080,490	1%
<b>Grand Total</b>	<b>\$99,602,807</b>	<b>100%</b>

**Table 3 – Fixed Term Deposits**

Financial Institution	Long Term Rating	Maturity Date	Interest Rate	Face Value
Bendigo Adelaide	A-	11-Dec-24	5.07%	\$1,000,000
		5-Feb-25	5.10%	\$2,000,000
Bank of Queensland	BBB+	16-Oct-24	5.15%	\$2,000,000
		6-Nov-24	5.10%	\$2,000,000
		20-Nov-24	5.15%	\$2,000,000
		30-Mar-28	4.80%	\$1,000,000
National Australia Bank	AA-	3-Jul-24	5.10%	\$3,000,000
		7-Aug-24	5.10%	\$2,000,000
		19-Aug-24	0.75%	\$3,000,000
		19-Aug-24	5.14%	\$4,000,000
		10-Sep-24	0.80%	\$1,000,000
		10-Sep-24	5.20%	\$1,000,000
		10-Sep-24	5.20%	\$2,000,000
		3-Oct-24	5.15%	\$1,500,000
		19-Nov-24	0.75%	\$1,000,000
		11-Dec-24	5.05%	\$4,000,000
		8-Jan-25	5.05%	\$4,000,000
		15-Jan-25	0.80%	\$500,000
		5-Mar-25	1.05%	\$1,500,000
		19-Mar-25	5.40%	\$4,000,000
		25-Jun-25	5.50%	\$1,500,000
		3-Nov-25	0.95%	\$500,000
19-Nov-25	0.90%	\$500,000		
13-Jan-26	1.00%	\$500,000		
4-Mar-26	1.30%	\$1,500,000		
Suncorp	A+	24-Jul-24	5.15%	\$2,000,000
		7-Aug-24	5.45%	\$1,000,000
		14-Aug-24	5.15%	\$1,000,000
		3-Oct-24	5.04%	\$2,500,000
		23-Oct-24	5.06%	\$2,000,000
		06-Nov-24	5.18%	\$1,000,000
		11-Nov-24	5.22%	\$1,000,000

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Financial Institution	Long Term Rating	Maturity Date	Interest Rate	Face Value
		15-Jan-25	5.18%	\$1,500,000
		24-Jan-25	5.18%	\$2,000,000
		24-Jan-25	5.22%	\$2,000,000
		05-Feb-25	5.20%	\$2,500,000
		20-Feb-25	5.26%	\$3,000,000
Westpac	AA-	8-Nov-24	5.06%	\$2,000,000
		8-Jan-25	5.07%	\$1,000,000
		20-Feb-25	4.97%	\$2,000,000
		10-Apr-25	5.07%	\$4,000,000
		2-Apr-25	5.17%	\$1,000,000
			<b>Grand Total</b>	<b>\$78,500,000</b>

**Table 4: Floating Rate Notes**

Institution	Maturity	Yield	Face Value
Macquarie Bank	14-Sep-26	5.20%	\$800,000
Suncorp	13-Mar-29	5.33%	\$500,000
Bank of Queensland	30-Apr-29	5.69%	\$2,050,000
Bendigo Adelaide	14-May-27	5.37%	\$500,000
		<b>Grand Total</b>	<b>\$3,850,000</b>

**2. Environmental, Social and Governance (ESG) Investment**

Tables 5 and 6 below provide the details on Environmental, Social and Governance (ESG) investments and the proportion compared to the total Investment Portfolio.

**Table 5: ESG Investments**

Institution	Maturity	Rate	Face Value
Bendigo Adelaide	11-Dec-24	5.07%	\$1,000,000
	5-Feb-25	5.10%	\$2,000,000
	14-May-27	5.37%	\$500,000
Suncorp	24-Jul-24	5.15%	\$2,000,000
	7-Aug-24	5.45%	\$1,000,000
	14-Aug-24	5.15%	\$1,000,000
	3-Oct-24	5.04%	\$2,500,000
	23-Oct-24	5.06%	\$2,000,000
	6-Nov-24	5.18%	\$1,000,000
	11-Nov-24	5.22%	\$1,000,000
	15-Jan-25	5.18%	\$1,500,000
	24-Jan-25	5.18%	\$2,000,000
	24-Jan-25	5.22%	\$2,000,000
	5-Feb-25	5.20%	\$2,500,000

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Institution	Maturity	Rate	Face Value
	20-Feb-25	5.26%	\$3,000,000
	13-Mar-29	5.33%	\$500,000
Westpac	8-Jan-25	5.07%	\$1,000,000
	10-Apr-25	5.07%	\$4,000,000
		<b>Grand Total</b>	<b>\$30,500,000</b>

**Table 6: Summary of Council's Investment Portfolio in Terms of ESG**

Product Type	Face Value	% of Total
<b>Non Fossil Fuel Lending ADIs</b>	<b>\$25,500,000</b>	<b>26%</b>
- Bendigo Adelaide	\$3,500,000	
- Suncorp Bank	\$22,000,000	
<b>Socially Responsible Investment</b>	<b>\$5,000,000</b>	<b>5%</b>
- Westpac (Green TD)	\$5,000,000	
<b>Fossil Fuel Lending ADIs</b>	<b>\$68,022,317</b>	<b>68%</b>
- Bank of Queensland	\$9,050,000	
- Commonwealth Bank	\$16,172,317	
- Macquarie Bank	\$800,000	
- National Australia Bank	\$37,000,000	
- Westpac	\$5,000,000	
<b>Other</b>	<b>\$1,080,490</b>	<b>1%</b>
- NSW TCorp Long Term Growth Fund	\$1,080,490	
<b>Grand Total</b>	<b>\$99,602,807</b>	<b>100%</b>

### 3. Compliance to Investment Policy

Tables 7 to 8 below summarise Council's exposure limits to the credit ratings bands, term to maturity parameters and compliance with Council's Investment Policy.

**Table 7: Exposure Limits to credit ratings bands**

Long-Term Credit Rating	% of Portfolio	Policy Maximum	Compliant with Policy
AA	64%	100%	Yes
A	35%	60%	Yes
NSW TCorp Funds	1%	20%	Yes

**Table 8: Term to Maturity**

Term to Maturity	% of Portfolio	Policy Range	Compliant with Policy
Between 0 and 1 years	92%	40% - 100%	Yes
Between 1 and 5 years	8%	0% - 60%	Yes

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**4. Portfolio Return**

Council's investment portfolio (excluding At Call Deposits and NSW TCorp Managed Funds) provided a weighted average return (running yield) as shown in Table 9 below.

**Table 9: Portfolio Return**

<b>30 June 2024</b>	<b>Monthly Return (Annualised)</b>	<b>Financial Year to Date (Annualised)</b>
Hawkesbury City Council – Investment Portfolio	4.53%	4.46%
Benchmark – Bloomberg Ausbond Bank Bill Index	4.34%	4.37%
<b>Performance Relative to Benchmark</b>	<b>0.19%</b>	<b>0.09%</b>

**Relevant Legislation**

According to Clause 212 of the Local Government (General) Regulation 2021, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether investments have been made in accordance with the Act, the Regulation, and the Council's Investment Policy.

**Investment Certification**

The Responsible Accounting Officer hereby certifies that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act, 1993, Clause 212 of the Local Government (General) Regulation, 2021 and Council's Investment Policy.

**DISCUSSION**

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Prudential Investment Services Corp has reviewed Council's investments as at 30 June 2024 and has advised of the following:

*"Council's investment portfolio returned 4.53%pa for the month on a marked-to-market basis versus the bank bill index benchmark's 4.34%pa return. Over the past 12 months, the investment portfolio has returned 4.46% versus the bank bill index benchmark's 4.37%.*

*The NSW TCorpIM Long Term Growth Fund (+0.99% actual in June) managed to end on a positive note for the 2023/24 FY, despite headwinds from higher than expected inflation data coming out at the end of June. Bond valuations, particularly fixed rate bonds, didn't fare as well due to market rates increasing at the end of the month in reaction to the inflation data, erasing their previously held rate cut predictions.*

*Without marked-to-market influences, Council's investment portfolio yielded 4.59%pa for the month. This is based on the actual interest rates being received on existing investments and excludes the underlying changes to the market value of the FRN and growth fund.*

*During June, Council had a \$3m six month Bank of Queensland TD mature which had been yielding 5.20%pa. Council invested \$9.5m among four term deposits with terms ranging between 3 and 12 months paying an average of 5.28% with the best rate on a \$4m 9 month deposit with NAB paying 5.40%.*

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Council has \$5m in term deposit maturities in July. Looking forward the following is recommended for consideration over the coming month:

- Depending on future expenditure requirements, fixed rate TDs remain recommended for terms up to 12 months and floating rate notes, whose interest rate is reset quarterly based on the prevailing 3mo BBSW rate plus a credit margin, for holdings that can be invested beyond 12 months.
- Term deposit rates across the 1mo to 5yr range increased during the month, giving renewed opportunity to lock in rates well above the 5%pa level. When comparing rates, be mindful that some banks are currently offering little premium for 12 month TDs versus 6 month TDs. With rates now expected to stay higher for longer, ensure you are getting a reasonable premium for 12 months vs 6 months, otherwise lean toward 6 months.
- NAB remains quite competitive even against lower rated banks. Rabobank is also aggressively looking for funds. Council currently has no exposure to Rabobank, but it would be worthwhile getting setup with the 'A' rated bank.
- Council has been proactive in investing in new FRNs from highly rated Australian owned banks, helping to establish a good foundation for a sound and well diversified long dated portfolio. New FRN issues suitable for Council will continue to be monitored and recommended when appropriate.

*It is expected that Council's portfolio will achieve above benchmark returns over the medium/long term with prudent investment selection and holding the securities for the recommended time horizons of their asset classes."*

**Table 10: Restriction of Funds**

<b>Restriction Type</b>	<b>June 2024</b>	<b>%</b>	<b>May 2024</b>	<b>%</b>	<b>Monthly Change</b>
External Restrictions - S7.11 and S7.12 Developer Contributions	\$29,895,945	30.00%	\$29,104,712	31.36%	\$791,233
External Restrictions - Western Parkland City Liveability Program	\$178,296	0.18%	\$269,830	0.29%	(\$91,534)
External Restrictions - Bushfire and Flood Grants	\$8,242,202	8.28%	\$8,379,775	9.03%	(\$137,573)
External Restrictions - West Invest Program	\$9,910,799	9.95%	\$10,049,294	10.83%	(\$138,495)
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	\$17,825,056	17.90%	\$13,744,946	14.81%	\$4,080,110
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$26,233,112	26.34%	\$27,548,289	29.69%	(\$1,315,177)
Unrestricted	\$7,317,397	7.35%	\$3,700,643	3.99%	\$3,616,754
<b>Total</b>	<b>\$99,602,807</b>		<b>\$92,797,489</b>		<b>\$6,805,318</b>

As there are timing differences between the accounting for income and expenditure in line with the Operational Plan, and the corresponding impact on Council's cash funds, a sufficient level of funds is required to be kept at all times to ensure Council's commitments are met in a timely manner. Council's cash management processes are based on maintaining enough cash levels to enable commitments to be met when due, while at the same time ensuring investment returns are maximised through term investments where possible.

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

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

**COMMUNITY ENGAGEMENT**

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

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

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

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

**FINANCIAL IMPACT**

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

**ATTACHMENTS**

There are no supporting documents for this report.

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**ORDINARY MEETING**

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**10.4.2. CS - Proposed Sale 295 Sackville Road, Wilberforce (95496, 122525)**

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to advise Council of an offer to purchase Council owned land at 295 Sackville Road, Wilberforce.

**EXECUTIVE SUMMARY**

Council owns land at 295 Sackville Road, Wilberforce, which is partly leased to Woodlands Park Pony Club. The site had previously been considered for the Emergency Services Precinct, however biodiversity issues meant the project could not proceed. Council received an unsolicited offer to purchase the land. Council staff undertook the necessary due diligence in respect to the offer, including valuations and biodiversity reports. The terms of the proposed sale were negotiated, ensuring the current tenant could remain in their location for three years on an annual rental in accordance with Council's Property Management Policy. The sale price has been negotiated and will be considered as part of a Confidential Attachment to this Report.

**RECOMMENDATION**

That Council receive and note the report regarding the proposed sale of 295 Sackville Road, Wilberforce.

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**BACKGROUND**

Council owns land known at 295 Sackville Road, Wilberforce (Lot 252 in Deposited Plan 1004592). The land was purchased in 1980 and was the former site of Hawkesbury High School. The land is zoned RU1 – Primary Production, is classified as 'Operational Land' under the Local Government Act 1993, and comprises an area of 7.685 hectares. A location plan is attached as Attachment 1 to this report.

Currently, five hectares of the site is leased to Woodlands Park Pony Club. The location plan attached as Attachment 1 to this report shows the leased area. The lease expired on 31 October 2023, however, the Club have remained in occupation on a month to month basis, under holdover provisions in the Lease. Recently, the Club wrote to Council seeking to renew the Lease and negotiations are in the early stages.

The property was previously considered to be a suitable location for the new Emergency Services Precinct, however the property was not suitable due to biodiversity issues.

In February 2024, Council received an unsolicited offer to purchase the property with the existing Lease to the Woodlands Park Pony Club being retained for a period of three years. The proposed annual rental for the new Lease with Woodlands Park Pony Club would be in accordance with Council's Property Management Policy. It is anticipated that a new three year Lease would be entered into before any sale of the property was completed.

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The proposed purchaser has been advised of the biodiversity issues and the associated restrictions applying to the land.

Council has undertaken the necessary due diligence to determine that the land is surplus to Council's needs due to the associated development restrictions and inability to generate biodiversity credits, and could be considered for sale.

Negotiations on the proposed sale were completed on 6 August 2024 with agreed terms being reached. Confidential Attachment 2 to this Report provides information regarding this proposed sale.

Woodlands Park Pony Club were advised of the proposed sale and the matter being reported to Council on 7 August 2024.

#### DISCUSSION

Part 9 of Council's Property Management Policy relates to the disposal of Council Owned Land. Part 9.1 states:

*"9.1 Method of Disposal It is the preferred position of this Council that the manner of sale of any land deemed by Council as surplus to requirements shall be by public auction wherever possible. Any recommendation to Council to sell unnecessary land shall include either a proposal for public auction or specific reasons for deviating from this preferred position by proposing a sale in any other manner."*

The land is considered as surplus to Council's needs and appropriate for disposal. Council has previously resolved to sell land through negotiated sale, rather than public auction where an adjoining owner is involved. For example, the road reserve adjoining 24 Toll House Way, Windsor. Additionally, the sale of part of 7 Fernadell Drive, Pitt Town was sold through negotiations after the land failed to sell at auction. In these examples, Council obtained valuation reports to determine an appropriate sale price, to achieve the best outcome financially for the public.

#### COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. However, the tenant has been advised of the proposed sale.

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

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

##### Reliable Council

4.3 Build strong financial sustainability for now and future generations.

#### FINANCIAL IMPACT

The proposed sale of 295 Sackville Road, Wilberforce will have direct financial implications. The income and associated valuation costs have not been incorporated into the adopted 2024/2025 Operational Plan. Adjustments would need to be made as part of a further Quarterly Budget Review.

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

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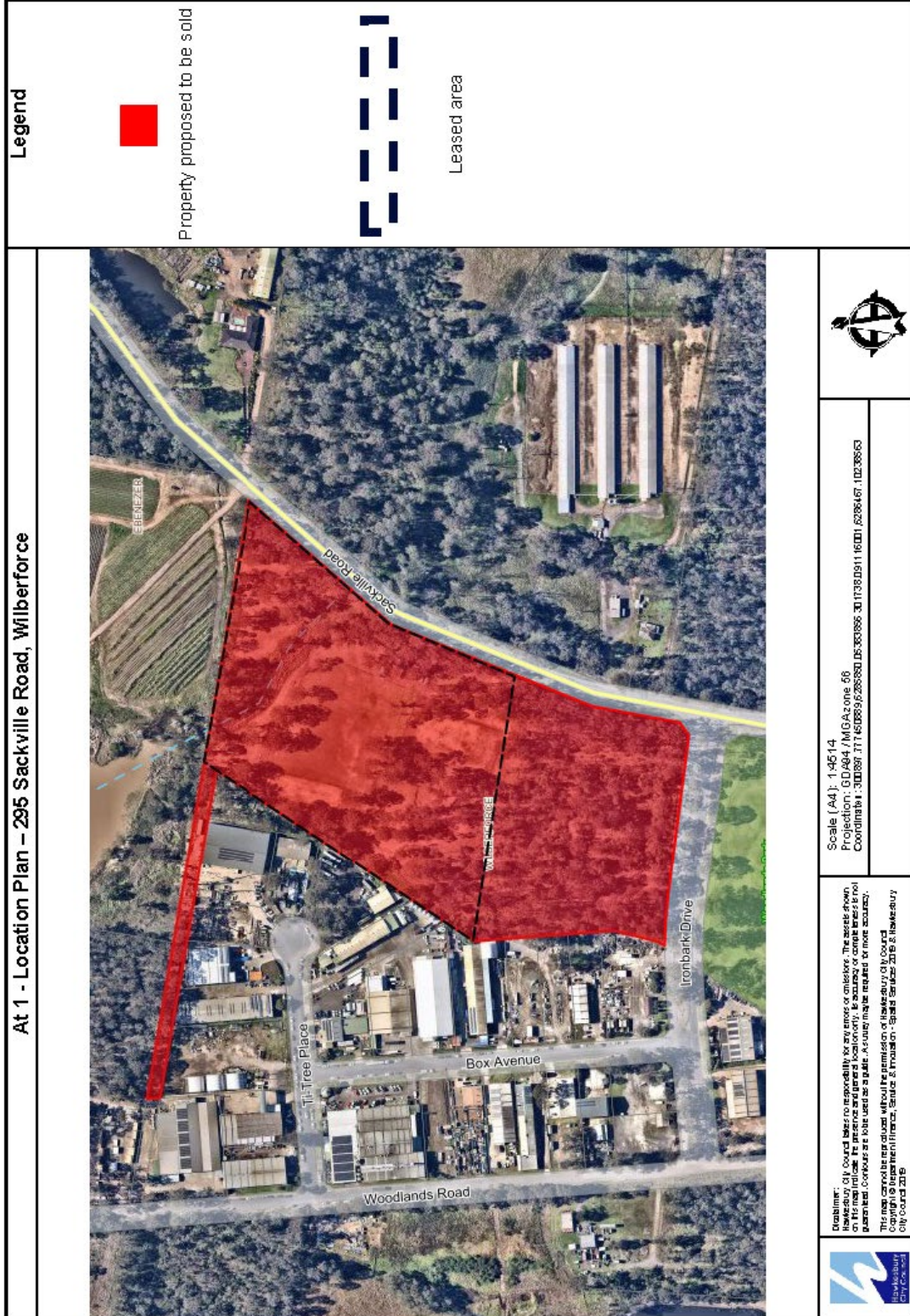
**ATTACHMENTS**

**AT - 1** Location Plan - 295 Sackville Road, Wilberforce

**AT - 2** Confidential - Proposed Sale of 295 Sackville Road, Wilberforce - *(Distributed under separate cover)*

**ORDINARY MEETING**  
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**Attachment 1 - Location Plan - 295 Sackville Road, Wilberforce**



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**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

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**10.5. INFRASTRUCTURE SERVICES**

**10.5.1. IS - Quarter 4 - 2023/2024 Capital Projects Report - (95495)**

**Previous Item:** 4.5.3, Ordinary (28 May 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. 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 for the 2023/2024 financial year period are managed through the Infrastructure Recovery (Flood Recovery Team), Project Delivery and Western Sydney Infrastructure Grants Program (formerly WestInvest) Teams.

The report outlines the overall project status, consider risks for grant funded projects, and identifies any 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.

**RECOMMENDATION**

That Council receive and note the Quarter 4 - 2023/2024 Capital Projects Report.

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**BACKGROUND**

At the Council meeting on 18 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.”*

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

Council has historically 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

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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 does not 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 the 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 Council's projects, by number, remain relatively small, lack the complexity and impact of 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.

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.

**1. PROJECT DELIVERY**

**Financial Summary 2023/2024**

<b>Asset Category</b>	<b>Sum of Budget 2023/24</b>	<b>Sum of Actual 2023/24</b>
Buildings	\$3,758,587	\$3,086,424
Open Space	\$1,829,595	\$999,024
Roads	\$26,858,208	\$13,345,788
Stormwater	\$148,521	\$172,192
<b>Total</b>	<b>\$32,594,911</b>	<b>\$17,603,427</b>

**Capital Works Program Status Summary**

In the 2023/2024 financial year the Project Delivery Team delivered numerous design and construction projects across its key asset categories of roads, buildings, open space and stormwater and on behalf of the Sewer Fund. As Council continues to develop its long-term capital delivery program, projects are planned in a systematic way which will often see investigation and design completed in one financial year and construction in a following financial year.

There continues to be a significant influence from grant funding right across the Capital Works Program. This presents a material benefit to Council, insofar as the amplification of our own funding

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and ability to deliver greater outcomes more quickly, but brings with it also risks associated with the timeliness of delivery. The 2023/2024 financial year was characterised by delayed receipt and execution of funding Deeds, resulting in the delay of a large number of projects and particularly for the roads asset class. At the same time, there is significant variability and volatility in the construction market which, when coupled with the delays in commencing, have resulted in a number of projects with inadequate budgets. These have generally been managed through the phasing of yet-to-be commenced projects or project savings (for Council funded projects) or negotiated scope updates in the case of grant funded projects.

Council is continuing to improve its processes and forecasting these risks to mitigate budget escalation and delivery of its grant funded projects.

#### **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.

Council has completed the following projects:

- Stage 1 Administration Building Upgrade – Refurbishment and services upgrade
- Administration (three) Switch Board Upgrades (Mechanical and Main Switchboards)
- Freemans Reach Amenities
- Wilberforce Outdoor Seating Upgrade
- Johnson Wing Compliance Upgrade
- St Albans School of Arts Upgrade
- Maraylya Hall Refurbishment
- Animal Shelter Upgrades: Painting enclosures, Cattery installation, Signage Upgrade
- North Richmond Amenities

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

- Animal Shelter underfloor heating
- Other miscellaneous building upgrades

Council have commenced preliminary design phases of upcoming amenities buildings upgrades:

- Navua Reserve Amenities Upgrade
- The Breakaway Amenities Upgrade
- Brinsley Park Amenities Upgrade
- Argyle Bailey amenities Upgrade



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A status update of Council's strategic building projects is provided below.

#### Hawkesbury Emergency Services Precinct

Council, in partnership with the NSW Government, is in the process of developing the new Hawkesbury Emergency Services Precinct, incorporating the new Fire Control Centre, to replace the Macquarie Road, Wilberforce Centre.

Council has continued to support the development of the Precinct through the ongoing operation of the Project Control Group (meeting in April and March - the June meeting was deferred by one week to July). The acquisition of 6 McKinnons Rd, Wilberforce for the site location has been resolved by Council and is in progress. The Program timeline will be updated upon finalisation of acquisition.

#### Wilberforce Rural Fire Brigade Station

The Project Control Group has met in April, May and June. The concept of the site layout has now been agreed to by the RFS and Council, with Council undertaking final assessment of vehicle movements for its waste collection vehicles, which is expected to be completed in July.

There remains a budget risk with respect to the implications of utility upgrades arising from this project.

#### North Richmond Child Care Centre and OOSH

The North Richmond Childcare and OOSH redevelopment is currently undergoing a scope review and an internal options assessment, ensuring key design and budget risks are being appropriately considered in conjunction with the WSIG North Richmond Community Precinct Project. This has been in response to price escalations since the preferred option was adopted by Council in 2022.

#### **Open Space**

Open Space capital projects included in 2023/2024 financial year program of works are generally in the design phase with a smaller number of projects being constructed in the year.

Projects completed in this financial year include:

- Church Street Irrigation Upgrade
- Ivy Park Stage 1 and 2
- South Windsor Netball Courts surface renewal
- Pitt Town Memorial Park Stage 2 Upgrade
- Soccer Field Lighting, Bensons Lane
- Bona Vista Park, Pitt Town drainage improvement
- Design of Peel Park, North Richmond and Colonial Reserve, Bligh Park Pump tracks

Projects currently in design stage include:

- Macquarie Park Upgrade
- Freemans Reach Playground

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- Deerubbin Park New Amenities
- Yarramundi Reserve Upgrade
- Bounty Reserve Playground (Bligh Park) - Community Consultation
- Frank Mason Playground (South Windsor) - Community Consultation
- Macquarie Park Enhancement Project (Design)

The following projects were either in construction or procurement at the end of the 2023/2024 year:

- Shade Over Playspace Program – Mileham Rd, South Windsor and Colonial Reserve, Bligh Park
- Wilberforce Playground
- Indigenous and endemic edible garden
- Rickabys Creek Footbridge – Embankment Remediation
- Colbee Park Upgrade – Stage 1
- Jack Gow Memorial Park Playground Upgrade

Community and Local Infrastructure Repair Program (CLIRP) and OLG Flood Recovery Grants

Council has largely completed the design stage for of the following projects under CLIRP grant program:

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

Some minor design details are needed to finalise these prior to commencing procurement early in the new financial year. Subject to all relevant statutory approvals being complete and satisfactory procurement processes experienced, the construction works are anticipated to be completed in the 2024/2025 financial year.

**Roads - Transport**

Roads and Transport projects includes renewal and upgrade of Council's road pavement, footpath, drainage, kerb and gutter and miscellaneous civil works. These do not include infrastructure recovery projects from the floods of recent years.

Projects completed this year include:

- Install intersection island, Oakville Road, Oakville

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- Roundabout, George Street and Brabyn Street, Windsor
- East Kurrajong Road, East Kurrajong
- James Meehan Street, Windsor
- St Albans Road-Flex Barrier and VMS, St Albans
- Various Locations Kerb and Gutter across LGA
- Macquarie Street and Day Street Intersection, Windsor
- Rehabilitate Old Stock Road, Oakville
- Slopes Road, North Richmond
- Drainage - Upper Macdonald Road, Lower Macdonald
- Comleroy Road, Kurrajong
- Peel Parade, Kurrajong
- Spinks Road, Glossodia
- Hereford Street and School-Concrete Invert Drain
- Crooked Lane, North Richmond
- 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
- Footpath Program: Bathurst Street, Argyle Street, Colonial Drive, Macquire Street
- Bilpin Hall Car Park

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- Greens Road Seal Bends, Lower Portland
- Ian Street, Glossodia - Upgrade drainage system

The following projects are currently in either construction or procurement:

- Scheyville Road, Maraylya
- Packer Road
- Argyle Street, South Windsor
- Blackman Crescent, South Windsor
- Kurmond Road, Freemans Reach
- White Place, South Windsor
- Bowen Mountain Road, Gross Vale (from Westbury Road to Serpentine Lane)
- Bridge Replacement Willow Glen Road Bridge
- Spinks Road, Glossodia
- Kurmond Road, Kurmond
- Comelroy Road, East Kurrajong
- Grose Vale Road, North Richmond
- Oakville Road, Oakville
- Wire Lane, Freemans Reach
- Riverview Street, North Richmond
- Berger Road, South Windsor

**Hawkesbury Waste Management Facility**

Construction of Hawkesbury Waste Facility Cell 6 has been completed. Design and construction of the leachate and recycling water pipelines has been completed and commissioning has commenced. The project is expected to be completed by July 2024.

**Stormwater**

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

Projects in design:

- Airstrip Road, Pitt Town
- Avondale Road, Pitt Town

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- Reedy Road, Cattai
- Coromandel Road, Ebenezer

The following projects are complete:

- Tizzana Road - Drainage Upgrade
- Pump Station L Access Road

**2. WESTERN SYDNEY INFRASTRUCTURE GRANTS**

**Program Status Summary**

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

Council has established a 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.

Table 1 below provides current financial snapshot of the program. As the majority of the projects are either in planning or in design phase, forecast expenditure is relatively less compared to the program value. Key milestones to deliver specific projects are included in the minutes of the Executive Steering Committee meetings.

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

<b>Projects</b>	<b>Approved Project Lifecycle Budget Excluding Cont.</b>	<b>Total Contingency Remaining</b>	<b>Full Year Budget FY2023/24</b>	<b>Actuals to date Q4 FY2023/24</b>
Woodbury Reserve Upgrade	\$8,002,649.88	\$1,313,486.52	\$818,196.00	\$805,758.00
Fernadell Park and Community Facility Development	\$9,093,909.00	\$776,885.00	\$1,078,419.00	\$676,920.00
Cycleway Bridge over Rickaby's Creek	\$4,044,810.00	\$651,000.00	\$208,081.00	\$79,284.00
Kurrajong-Kurmond Cycleway	\$4,534,367.00	\$685,000.00	\$421,044.00	\$180,669.00
Oasis Aquatic & Leisure Centre Improvements	\$5,924,000.00	\$792,000.00	\$272,943.00	\$96,170.00
Redevelopment of Richmond Swimming Centre	\$25,365,718.00	\$4,954,135.00	\$110,332.00	\$140,470.00
Tamplin Field Redevelopment	\$8,316,000.00	\$1,479,000.00	\$540,527.00	\$157,034.00

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<b>Projects</b>	<b>Approved Project Lifecycle Budget Excluding Cont.</b>	<b>Total Contingency Remaining</b>	<b>Full Year Budget FY2023/24</b>	<b>Actuals to date Q4 FY2023/24</b>
North Richmond Community Precinct	\$23,739,000.00	\$3,031,000.00	\$116,700.00	\$216,789.00
Getting around and Discovering the Hawkesbury (Wayfinding)	\$1,647,019.00	\$193,000.00	\$196,050.00	\$117,162.00
Turnbull Oval, North Richmond Pak - Grandstand and Amenities Upgrade	\$7,900,000.00	\$645,000.00	\$491,711.00	\$127,385.00
<b>Total</b>	<b>\$98,567,472.88</b>	<b>\$14,520,506.52</b>	<b>\$4,254,003.00</b>	<b>\$2,597,641.00</b>

**Project Status Summary**North Richmond Community Precinct

The North Richmond Community Precinct project is one of (along with Richmond Swimming Centre) the largest projects within the WSIG Program. Council has engaged NSW Public Works to undertake project development and project management functions, supported by a number of working groups.

Council is in the procurement phase for the Principal Design Consultant and responses are presently under evaluation. Council have also engaged a specialist consultant to provide further detailed advice on the design to maximise the greatest value to the community, including financial and non-financial factors.

Various site investigations including site-specific flood and traffic studies are either underway or about to be commenced and these will inform the ongoing project development.

A critical project dependency is the North Richmond Childcare and OOSH Redevelopment Project as the current site arrangements do not provide adequate site area for the concept. This will require resolution in the coming quarter.

Oasis Aquatic and Fitness Centre

Site investigation for the various components of the site improvement works is progressing. Concept design of the facility has been finalised and a Plan of Management has been drafted and is expected to be finalised in the coming months to formalise the proposed improvements. This project, and particularly the construction scheduling, is being developed with a view to limiting the temporary reduction in aquatics availability that will come with the redevelopment of the Richmond Swimming Centre.

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 Design Consultant for the preparation of a number of concept options.

Initial Community Engagement has been completed and this will be provided to the Design Consultant for use in the development of these concept designs.

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#### Fernadell Park and Community Facility Development

Council has progressed the landscape design of the project to 90% and are anticipating the tender for the landscape will be released to the market in the first quarter of the 2024/2025 financial year. Part of this work is preparing for the eventuality that the tender responses exceed the available funding envelope. This is a reasonably likely outcome given the delays experienced in waiting for the funding deeds and the volatility that has been observed in the construction market. To an extent this will be managed through the construct of the tender package and other measures include potential staging, alternate funding sources and value engineering the scope.

The detailed design plan for the Community Centre has commenced, utilising the information obtained through a successful community consultation exercise.

Finalisation of the Communications and Engagement Plan is expected to be achieved in July 2024.

#### Tamplin Field Redevelopment

Council is currently undertaking site investigation works. The concept plan is also being developed by the landscape architects and sporting facility experts. A site meeting with the Hawkesbury Sports Council and Athletics Club to discuss project priorities and deliverables has been held and this close collaboration will continue through the ongoing development of the project.

The funding envelope continues to present as a risk to the project, driven primarily by price escalation as a result of volatility in the market and the time which has transpired whilst awaiting the execution of completed funding deeds. The project team is currently working on various options of value engineering including staging, rescoping or descoping items to maximise the project outcomes within the available budget.

#### Turnbull Oval

Development of the concept plan is progressing by the landscape architects and sporting facility experts. Council has progressed the landscape design of the project to 50%.

Additional community engagement has been undertaken on site with Sports Council and Sports Clubs.

The funding envelope continues to present as a risk to the project, driven primarily by price escalation as a result of volatility in the market and the time which has transpired whilst awaiting the execution of completed funding deeds. The project team is currently working on various options of value engineering including staging, rescoping or descoping items to maximise the project outcomes within the available budget.

#### Woodbury Reserve Upgrade

Construction of the BMX Pump Track has been completed. Construction of Mountain Bike Trails is in progress and is expected to be completed in the first quarter of 2024/2025. Council has also awarded the contract for the design and construction of the Skate Park. Council has progressed the landscape design of the project to 60%.

#### Wayfinding Signage Stage 3

Following feedback from the installation of the first signs under the Wayfinding Signage Strategy, Council is working with the local Aboriginal community to finalise indigenous place names for the remaining signs and it is expected that this will be completed by the end of August. Once complete, the rollout of wayfinding signage will continue.

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Early financial forecast are anticipating an overall project saving. An expanded scope is being investigated and will be discussed with the funding authority.

#### Cycleway Bridge over Rickaby's Creek

Concept design options are being reviewed in consultation with Transport for NSW.

Procurement has commenced for:

- Environmental assessment
- Concept design for the new cycleway bridge
- Geotechnical investigations

Ongoing risks relate to the constraints on the alignment between Moses Street and Rum Corps Lane and the obtainment of approvals from TfNSW.

#### Kurrajong to Kurmond Cycleway

Community feedback has been incorporated into the finalised concept design. The tender for the detailed design has been released to market and it is expected that this work will commence in the first quarter of 2024/2025. Council is working with TfNSW to resolve design challenges at the intersection of Bells Line of Road and Old Bells Line of Road intersection.

#### Executive Steering Committee

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 May 2024 and 23 July 2024 Executive Steering Committee meetings are attached 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 by the Infrastructure Recovery program.

To date, Council has completed over \$101 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 over \$141 million of funding has been approved for sealed roads and landslip repairs by Transport for NSW.

Council was included in the natural disaster declarations AGRN1119 and AGRN1129 for the April 2024 and June 2024 flood events, respectively. The early estimate of damages is approximately \$30m across the two events which includes a reallocation of expanded projects from the 2022 declarations to these new disaster declarations. Accordingly in future reports there will be a corresponding decrease in the value of the 2022 declared damages.



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*Table 2 - Infrastructure Recovery FY2023/24 Financial Summary*

<b>Flood Event</b>	<b>Approved Program Lifecycle Budget</b>	<b>Full Year Budget FY2023/24</b>	<b>Total Actuals YTD FY2023/24</b>
AGRN1012 (March 2022) and AGRN1025 (July 2022)	\$141,284,690	\$63,179,503	\$53,222,975

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 full-time resident access.

The project is jointly sponsored by Hawkesbury City Council and Central Coast Council, with Hawkesbury City Council 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)

The Settlers Road Landslip works are nearing completion, with vegetation establishment and repairs to the eastbound (toward Spencer) lane currently underway following the completion of bulk earthworks and slope stabilisation works. The base line reconstruction program of the Thomas James Bridge had a completion of January 2025, however due to additional time required to safely remove heritage sandstone blocks for restoration and additional concrete work required to stabilise the foundation, address other latent conditions and support other heritage elements, the project completion time has been reforecast to March 2025.

Two additional landslips between the Thomas James Bridge and Wisemans Ferry ramp, one on the eastbound lane and one on the westbound lane (the former is the responsibility of Central Coast Council) have commenced as works on the more significant landslip have now provided sufficient space on site to maintain traffic flow along Settlers Road. These are anticipated to be completed within the overall project timeline of March 2025.

Cornwallis Restoration

Cornwallis Road, Cornwallis – Road and Stormwater Culvert Reconstruction now with funding approved is back on track with HCC and NSW Public Works managing the design, tender and construction phases. The landowners have been consulted throughout the design phase. The current design has maintained the function of the road and culvert stormwater drain, being independent of any activities on the adjoining private property.

The precast concrete culverts have been ordered and are currently being fabricated based off the current design prepared by NSW Public Works.

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The tender period for the construction contract was opened in June and closed in mid-July with tender review anticipated to be finalised by early August. The draft program anticipates that construction will commence in September 2024, pending contractor and materials availability. A twelve month construction period, subject to weather and river conditions, has been allowed for and will be reviewed once the successful contractor has been appointed and they have provided their construction timeline.

#### Gorricks Run Causeway

While the Macdonald River was significantly impacted by the April and June 2024 flood events, the higher river levels experienced during this period resulted in all progress halting on the replacement Gorricks Run Causeway. Construction works have now recommenced, with the contractor completing early works to facilitate the safe installation the new box culvert crossing which 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.

#### 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.

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4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

**FINANCIAL IMPACT**

There are no direct financial implications applicable to this report.

**ATTACHMENTS**

**AT - 1** Confidential Detailed Status Report Major Capital Projects - (*Distributed under separate cover*).

**AT - 2** Minutes of Executive Steering Committee Meetings.

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**Attachment 2 - Minutes of Executive Steering Committee Meetings**



Western Sydney Infrastructure Grants Program  
Executive Steering Committee  
Meeting #08

**Minutes**

Tuesday, 28 May 2024 at 1:00pm – 2:00pm  
Online via Microsoft Teams

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<b>ATTENDEES</b>	Councillor Sarah McMahon, Mayor - Chair Councillor Barry Calvert, Deputy Mayor - Deputy Chair Elizabeth Richardson, General Manager Will Barton, Director Infrastructure Services - Secretariat Laurie Mifsud, Director Corporate Services Jody Norman, Acting Chief Financial Officer Christopher Stutchbury, WSIG Program Manager Chelsea Jordan, Executive Assistant - Minute Taker, non-voting
<b>APOLOGIES</b>	Vanessa Browning, Chief Financial Officer Meagan Ang, Director City Planning
<b>GUESTS</b>	-

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## **1 APOLOGIES**

Apologies from Vanessa Browning and Meagan Ang were received and noted.

## **2 DECLARATION OF INTERESTS**

Standing declarations

- Councillor McMahon - Less than Significant Non-Pecuniary Interest with the Turnbull Oval project.
- Councillor McMahon - Less than Significant Non-Pecuniary Interest with the Kurrajong to Kurmond Cycleway project.

## **3 MINUTES OF LAST MEETING**

The minutes of the previous meeting held 23 April 2024 were received and accepted.

## **4 MATTERS ARISING**

Nil.

## **5 REVIEW OF ACTIONS**

The Open Actions register was reviewed.



## 6 STATUS SUMMARY

### DISCUSSION

WB provided status update of the projects underway as part of the Western Sydney Infrastructure Grants Program (WSIG). No significant changes since last meeting. Awaiting the final funding deed for the Federal Government's \$2.5M Protecting our Communities (Disaster Resilience) Program.

#### North Richmond Community Precinct

Initial community consultation has been completed, with 99 submissions received and engagement report being finalised. Consultant is finalising the feasibility study. This information, in conjunction with the community consultation feedback, will be used to inform the principal design brief. Flood study investigations and Environmental Impact Assessment is underway.

#### Oasis Aquatic and Fitness Centre

The concept design has now reached 90% completion. The plan of management is being reviewed. Engagement of detailed design consultant due to commence. Scope adjustment on some items is being reviewed.

#### Richmond Swimming Centre Redevelopment

The stakeholder engagement plan has been completed, and first round consultation undertaken with 264 submissions received; engagement report is being finalised. Consultant is finalising the feasibility and management options report. The procurement plan is in development. The flood study is underway and geotechnical report is complete. Planning underway for the principal design consultant brief and planning works for DA application.

Discussion on decision point milestone for scope review during quantity surveyor estimating.

**ACTION M08.01: Program to include milestones for scope review at 50% concept design completion and quantity surveyor estimates.**

#### Fernadell Park & Community Centre

Community consultation for the Community Centre concept design was completed, with 14 submissions received. Community consultation of the updated masterplan was completed, with 49 submissions received; engagement reports are being finalised. Landscape detail design is nearing completion. The working group has been reviewing value engineering and staging options. DA consultant has been engaged for the Community Centre. Review of environmental factors report has been completed, reviewed and determined.

#### Tamplin Field

Concept designs and cost estimate have been received. Running surface design options being assessed. Review of environmental factors, flood studies and traffic assessments are underway. The project team will engage with WSIG Office regarding any scope adjustments.

#### Turnbull Oval

Design consultant has been engaged and concept designs are underway. Review of environmental factors report is underway. Discussion underway with WSIG Office regarding scope of grandstand.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 13 August 2024



#### **Woodbury Reserve**

The pump track construction is 90% complete, and mountain bike track construction is 50% complete. The Skate Park design and construct tender documents have been issued and pre-tender meeting has been undertaken. The landscape and amenities block detailed design Request for Quote has been awarded. The project team are working on the usage and access of the pump track while remaining project works underway. There have been some minor maintenance issues identified. Review of Operations involvement in PCG and working groups to be undertaken, to ensure assessment early in design.

**ACTION M08.02: Carry out review of Operations involvement in PCG and working groups to ensure assessment of maintenance requirements as part of the design process.**

#### **Wayfinding Signage**

Entry gate design artwork is pending final review. Artwork design for incorporation into other WSIG projects has been submitted.

#### **Cycleway Bridge over Rickabys Creek**

Preliminary concept design underway. Site constraints being reviewed in consultation with Transport for NSW.

#### **Kurrajong to Kurmond Cycleway**

Geotechnical investigations have been completed. Community engagement is currently underway. 82 community consultation submissions received and Community pop-in session for impacted residents has been undertaken. Feedback will be incorporated in the design development. Review of environmental factors assessment has been completed.

## **7 MATTERS ESCALATED**

Nil.

## **8 OTHER BUSINESS**

### **8.1 Risk Register**

#### **DISCUSSION**

The risk register was reviewed. Some risks will begin to be downgraded as mitigation plans come into effect and work progresses.

Program team attend regular meetings with the other Western Sydney Councils that are also delivering projects under the WSIG Program. Discussions are aligned on the funding and resourcing risks and this continues to be articulated to the WSIG Program Office.

### **8.2 Engagement Plans**

#### **DISCUSSION**

Engagement plans for the North Richmond Community Precinct and the Richmond Swimming Centre Redevelopment have been submitted for endorsement to the 28 May Council meeting.

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 13 August 2024**



**9 DATE AND LOCATION OF NEXT MEETING**

**DISCUSSION:**

Next meeting scheduled to be held Tuesday 25<sup>th</sup> June 2024, 1pm via Microsoft Teams.

**10 ACTION REGISTER**

**Open Actions**

Ref	Item	Responsible	Due Date	Status
M08.A1	Program to include milestones for scope review at 50% concept design completion and quantity surveyor estimates.	CS	14 June '24	New
M08.02	Carry out review of Operations involvement in PCG and working groups to ensure assessment of maintenance requirements as part of the design process.	CS	June '24	New
M03.A4	Decision to be made on who will form the Independent Gateway Review panel. <i>Update: Details being worked through.</i>	ELT	June '24 August '24	In Progress

**Closed Actions**

Ref	Item	Responsible	Due Date	Status
M07.A1	Update communication and engagement plans to include workshopping comment.	MP, CS	26 April '24	Complete

Meeting Closed at: 1:30pm

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 13 August 2024



Western Sydney Infrastructure Grants Program  
Executive Steering Committee  
Meeting #09

**Minutes**

Tuesday, 23 July 2024 at 1:00pm – 2:00pm  
Online via Microsoft Teams

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<b>ATTENDEES</b>	Councillor Sarah McMahon, Mayor - Chair Elizabeth Richardson, General Manager Will Barton, Director Infrastructure Services - Secretariat Laurie Mifsud, Director Corporate Services Meagan Ang, Director City Planning Leanne Miller-Bassett, Acting WSIG Program Manager Chelsea Jordan, Executive Assistant - Minute Taker, non-voting
<b>APOLOGIES</b>	Vanessa Browning, Chief Financial Officer Councillor Barry Calvert, Deputy Mayor - Deputy Chair
<b>GUESTS</b>	-

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**1 APOLOGIES**

Apologies from Vanessa Browning and Councillor Barry Calvert were received and noted. WB introduced Leanne Miller-Basset, Acting WSIG Program Manager.

**2 DECLARATION OF INTERESTS**

Standing declarations

- Councillor McMahon - Less than Significant Non-Pecuniary Interest with the Turnbull Oval project.

**3 MINUTES OF LAST MEETING**

The minutes of the previous meeting held 28 May were received and accepted.

**4 MATTERS ARISING**

Nil.

**5 REVIEW OF ACTIONS**

The Open Actions register was reviewed.



## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 13 August 2024



#### 6 STATUS SUMMARY

##### DISCUSSION

WB provided status update of the projects underway as part of the Western Sydney Infrastructure Grants Program (WSIG). The Windsor Liveability Project has been handed over to the WSIG project team for delivery and now included in the WSIG Program Governance.

##### North Richmond Community Precinct

Principal Design Consultant tender submissions have been received and under review. Flood modelling has been completed and a final report is in progress. The independent feasibility study has been reviewed. There is a known interdependency with the Childcare construction project which is currently being managed.

##### Oasis Aquatic and Fitness Centre

The final draft of the Concept Design has been received and will be exhibited for community feedback. Preparation is underway for RFQ of the detailed design. Minor scope adjustments, including potential removal of indoor climbing wall and touch pads to Olympic pool.

##### Richmond Swimming Centre Redevelopment

Final draft of the independent feasibility study has been received and is under review. A procurement risk workshop has been completed. The project team will be engaging design consultant to further develop concept design and scope.

##### Fernadell Park & Community Centre

Landscape detail design is 90% complete. The staging plan for delivery of landscape components and amenities has been finalised. The Communications and Engagement Plan has been developed. A consultant has been engaged for the DA lodgment.

##### **ACTION M09.01: Circulate the Fernadell Park Staging Plan to the Executive Steering Committee to seek endorsement.**

##### Tamplin Field

The project team are continuing to engage with stakeholders. Site meeting held with Sports Council and Athletics Club to discuss project priorities and deliverables. REF is underway.

##### Turnbull Oval

Additional community engagement has been undertaken on site with Sports Council and Sports Clubs. Feasibility study underway to review utilisation of existing amenities within design. Landscape concept design 50% complete.

##### Woodbury Reserve

Construction of the BMX Pump Track has been completed with minor defects being rectified. Construction of Mountain Bike Trails is in progress. Design and Construct contract for the Skate Park has been awarded. Landscape concept design 60% complete. Upcoming opening event for BMX Pump Track and Mountain Bike Trails in early August.

##### Wayfinding Signage

Obtaining agreement from stakeholders to confirm wording required for individual signs. Aboriginal community focus group meeting has been organised with a view to obtaining final agreement on sign wording.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 13 August 2024



#### **Cycleway Bridge over Rickabys Creek**

Concept design options are being reviewed in consultation with TfNSW. RFQs have been issued for specialist investigations.

#### **Kurrajong to Kurmond Cycleway**

Community feedback has been incorporated into the finalised concept design. RFQ has been released for detail design works.

#### **Liveability**

Works are underway for stage 1 of the project. Sector 1 has reached 50% completion.

## **7 MATTERS ESCALATED**

### **8.2 Communication & Engagement Plan Fernadell Park**

#### **DISCUSSION**

Engagement plan for Fernadell Park was discussed for endorsement.

#### **RESOLUTION**

The Executive Steering Committee resolved to endorse the Fernadell Park Communication & Engagement Plan.

## **8 OTHER BUSINESS**

### **8.1 Risk Register**

#### **DISCUSSION**

There has been some movement in the risk register following review by the project team.

## **9 DATE AND LOCATION OF NEXT MEETING**

#### **DISCUSSION:**

Next meeting scheduled to be held Tuesday 27<sup>th</sup> August 2024, 1pm via Microsoft Teams.

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 13 August 2024



10 ACTION REGISTER

Open Actions

Ref	Item	Responsible	Due Date	Status
M09.01	Circulate the Fernadell Park Staging Plan to the Executive Steering Committee to seek endorsement.	WB	29 July '24	New
M03.A4	Decision to be made on who will form the Independent Gateway Review panel. <i>Update: Details being worked through.</i>	ELT	August '24	In Progress

Closed Actions

Ref	Item	Responsible	Due Date	Status
M08.A1	Program to include milestones for scope review at 50% concept design completion and quantity surveyor estimates. <i>Update: Agreed amendment to action for cost estimate to be completed during design stage. Individual programs to include milestones as appropriate.</i>	LMB	14 June '24	Complete
M08.02	Carry out review of Operations involvement in PCG and working groups to ensure assessment of maintenance requirements as part of the design process.	CS	June '24	Complete

Meeting Closed at: 1:30pm

oooO END OF REPORT Oooo

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

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

**11.1.1. ROC - Audit, Risk and Improvement Committee - 28 June 2024 - (158054, 95196)**

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Audit, Risk and Improvement Committee, held on 28 June 2024.

**EXECUTIVE SUMMARY**

The Audit, Risk and Improvement Committee considered sixteen items and a General Business item at its meeting on 28 June 2024. The sixteen 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 28 June 2024.

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**DISCUSSION**

The Minutes of the Audit, Risk and Improvement Committee meeting held on 28 June 2024 are attached as Attachment 1 to this report.

The Audit, Risk and Improvement Committee met on 28 June 2024 and discussed the following Items:

- Item 1 - 2023/2024 Internal Audit Program Update
- Item 2 - Status of Internal Audit Management Actions
- Item 3 - Financial Reports and Investment Policy Review
- Item 4 - Risk Management Update (including update on Risk Management Framework)
- Item 5 - Cyber Security Quarterly Update - June 2024
- Item 6 - Status of the Implementation of the Fraud Control Action Plan
- Item 7 - The Procedure for Exit Interviews
- Item 8 - Service Review Framework and Catalogue
- Item 9 - Procurement Integrity Report

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

- Item 10 - 2023/2024 Review of the Internal Audit Function Performance
- Item 11 - Proposed Four Year Internal Audit Program from 2024/2025 to 2027/2028
- Item 12 - Internal Audit Charter
- Item 13 - Audit, Risk and Improvement Committee Annual Assessment and Four Year Strategic Work Plan
- Item 14 - Audit, Risk and Improvement Chairperson and Members Update
- Item 15 - Recommendations of ICAC Operation Hector
- Item 16 - Meeting Dates for 2024/2025
- General Business: A - In Camera Sessions

In relation to Item 12 regarding the Internal Audit Charter, the Audit, Risk and Improvement Committee, at its meeting on 28 June 2024, considered this matter and resolved as follows:

*"That the Audit, Risk and Improvement Committee endorse the Internal Audit Charter attached as Attachment 1 to the report."*

The Audit, Risk and Improvement Committee has endorsed the Internal Audit Charter. Council at its meeting on 9 July 2024 considered a report regarding the Internal Audit Charter and resolved to adopt the Internal Audit Charter.

**ATTACHMENTS**

**AT - 1** Minutes of the Audit, Risk and Improvement Committee - 28 June 2024

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 13 August 2024**

**Attachment 1 - Minutes of the Audit, Risk and Improvement Committee - 28 June 2024**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**  
**Meeting Date: 28 June 2024**

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**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 13 August 2024**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date: 28 June 2024**

**1. PROCEDURAL MATTERS**

Minutes of the Meeting of the Audit, Risk and Improvement Committee held in Council Committee Rooms, Windsor, on Friday, 28 June 2024, commencing at 11.10am

**ATTENDANCE**

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

**Apologies:** Nil.

**In Attendance:** Ms Susan Leahy, Centium  
Ms Elizabeth Richardson, Hawkesbury City Council  
Mr Laurie Mifsud, Hawkesbury City Council  
Ms Patricia Krzeminski, Hawkesbury City Council  
Ms Vanessa Browning, Hawkesbury City Council  
Ms Rachel Ridges, Hawkesbury City Council  
Ms Donna McCue, Hawkesbury City Council  
Ms Sharlene Van Leerdam, Hawkesbury City Council  
Ms Angela Trent, Hawkesbury City Council  
Mr Miles Carter, Hawkesbury City Council  
Ms Melissa Ryan, Hawkesbury City Council  
Ms Imogen Williams, Hawkesbury City Council

Member	27/3/2023	30/6/2023	29/9/2023	1/12/2023	22/03/2024	28/06/2024
Mr Michael Quirk (Chairperson)	✓	✓	✓	✓	✓	✓
Ms Rachel Harris	✓	✓	✓	✓	✓	✓
Mrs Rhonda Wheatley	✓	✓	✓	✓	✓	✓
Councillor Mary Lyons-Buckett	✓	✓	✓	✓	✓	✓

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

**APOLOGIES**

An apology was received from Mr Kenneth Leung, NSW Audit Office.

**DECLARATION OF INTERESTS**

There were no Declarations of Interests made.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**2. CONFIRMATION OF MINUTES**

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Mr Michael Quirk that the Minutes of the Audit, Risk and Improvement Committee held on 22 March 2024, be confirmed.



**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3. REPORTS FOR DETERMINATION**

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

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the progress report 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 Rachel Harris.

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

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 28 June 2024

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

Directorate: Corporate Services

#### 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 8 May 2024, as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 8 May 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.
- Mrs Rhonda Wheatley asked if the Management Action from the Work Health and Safety Internal Audit, regarding the use of Respiratory Protective Equipment, was resolved. This question was answered by the Manager People and Development in Item 3.1.7.
- Mr Michael Quirk requested that the due date for Action Number 23/WH/1.8/A2 regarding Respiratory Protective Equipment be extended to 31 July 2024 (see Item 3.1.7.).
- Ms Rachel Harris asked if the four overdue Customer Service Standards and Complaints Audit Management Actions had been completed. The Director Corporate Services confirmed that all Customer Service Standards and Complaints Audit Management Actions have been completed.
- Mr Michael Quirk asked for the time between the tracking of actions and the Audit, Risk and Improvement Committee Meetings be shortened to allow for more accurate reporting. The Director Corporate Services responded that prior to the Audit, Risk and Improvement Committee Meetings, the Executive Leadership Team and the Senior Leadership Team review these Actions in their meetings and that is why they are tracked so early. However, where possible, the time between tracking the actions and the Audit, Risk and Improvement Meetings will be shortened.
- Ms Rachel Harris expressed concerns about the leachate pump actions not being completed. The Director Corporate Services confirmed that the main action around leachate pumps has been completed and that a new provider is being sought.

#### COMMITTEE RECOMMENDATION:

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

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

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

1. Internal Audit Management Actions Summary Report as at 8 May 2024, as outlined in Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 8 May 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: 13 August 2024

#### AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 28 June 2024

**3.1.3. ARIC - Financial Reports and Investment Policy Review - (158054, 95496, 79351)**

**Directorate:** Corporate Services

**OFFICER'S RECOMMENDATION:**

That the Audit, Risk and Improvement Committee receive and note the report regarding the March 2024 Quarterly Budget Review Statement, the April 2024 Investment Report and the reviewed Investment Policy.

**DISCUSSION**

- The Chief Financial Officer provided an overview on the Financial Reports and Investment Policy Review.
- Mrs Rhonda Wheatley requested that a debtor analysis report showing the length of time outstanding be presented at the next Audit, Risk and Improvement Committee Meeting. The Chief Financial Officer responded that debt recovery procedures have been enhanced recently. The Chief Financial Officer confirmed that a report of this nature can be presented at the next Audit Risk and Improvement Committee Meeting.
- Ms Rachel Harris mentioned that materials were overbudget, but employee expenditure is on track and asked if it had anything to do with capitalisation. The Chief Financial Officer responded that timing of programs had an impact on this, in conjunction with vacancy backfilling using agency hires were captured under materials and services. Part of the variance relates to legal expenditure.
- Ms Rachel Harris also asked if investments with under one percent interest rates maturing in 2025 should be broken and reinvested into accounts with higher interest rates. The Chief Financial Officer explained that there are break costs and that this can also cause issues when investing again. There are six investments left under one percent interest rates, but the investments that mature in 2025 will be looked into.
- Mr Michael Quirk asked how everything is looking towards the end of the year, how revaluations are tracking and how the timetable is looking. The Chief Financial Officer confirmed that there are tight timeframes due to the election coming up and the main concerns are regarding chasing invoices. Revaluations are progressing well and there is a lot of work going into the remediation plan for the Waste Management Facility.
- Councillor Mary Lyons-Buckett asked if it is likely that Council will have to apply for a Special Rates Variation and asked how big of a buffer there will be in terms of what needs to be adjusted if a Special Rate Variation is needed and doesn't come through. The Chief Financial Officer confirmed that the Long Term Financial Plan identifies what additional revenue is required.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the report regarding the March 2024 Quarterly Budget Review Statement, the April 2024 Investment Report and the reviewed Investment Policy.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.4. ARIC - Risk Management Update (including update on Risk Management Framework) - (158054)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION:**

That the Audit Risk and Improvement Committee receive and note the update on Risk Management, including Council's Risk Management Framework.

**DISCUSSION**

- The Manager Governance and Risk provided an overview on the Risk Management Update, including Council's Risk Management Framework.

**COMMITTEE RECOMMENDATION:**

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

That the Audit Risk and Improvement Committee receive and note the update on Risk Management, including Council's Risk Management Framework.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 28 June 2024

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

**Previous Item:** 3.1.7. Ordinary (22 March 2024)

**Directorate:** Corporate Services

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*Ms Donna McCue, Information Services Manager, joined the meeting at 11:39am.*

#### OFFICER'S RECOMMENDATION:

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

#### DISCUSSION

- The Information Services Manager provided an overview of the Cyber Security Quarterly Update for June 2024.
- Mrs Rhonda Wheatley mentioned that another Council recently experienced the failure of their firewall and their backup firewall and that this caused them to be offline for twenty-four hours. She encouraged Hawkesbury City Council to complete regular backup firewall testing.
- Councillor Mary Lyons-Buckett asked what extent of data is held in Hawkesbury City Council's system and if third-party information is held for organisations such as Peppercorn Services. The Information Services Manager confirmed that Hawkesbury City Council does not have access to Peppercorn Services' systems.
- Ms Rachel Harris asked how the Multifactor Authentication rollout and framework documents went, what the protocol was for those who clicked on links from the friendly phishing training and if records are kept on those who repeatedly clicked links. The Information Services Manager responded that the Multifactor Authentication rollout is in its final stage, fortnightly meetings are being held for the framework documents and that staff who clicked on friendly phishing links had to redo their training. No one has had to do redo the training more than once.
- Mr Michael Quirk asked that a paragraph about the impact that cyber risks are having on service delivery be included in the next report.

#### COMMITTEE RECOMMENDATION:

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

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

*Ms Donna McCue, Information Services Manager, left the meeting at 11:56am.*

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.6. ARIC - Status of the Implementation of the Fraud Control Action Plan - (158054)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION:**

That the Audit, Risk and Improvement Committee receive and note the status of the implementation of Council's Fraud Control Action Plan.

**DISCUSSION**

- The Manager Governance and Risk provided an overview on the Status of the Implementation of the Fraud Control Action Plan.
- Mrs Rhonda Wheatley asked about the level of approval required for secondary employment and asked that this be highlighted in future papers. The General Manager confirmed that all secondary employment goes to the General Manager for approval.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the status of the implementation of Council's Fraud Control Action Plan.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.7. ARIC - The Procedure for Exit Interviews - (158054)**

**Directorate:** General Manager

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*Ms Angela Trent, Manager People and Development, joined the meeting at 11:50am*

**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee receive and note the information contained in the report regarding exit interviews.

**DISCUSSION**

- Mrs Rhonda Wheatley said that organisations she previously worked with did their exit interviews face-to-face and if that was not an option, they did them online. Hawkesbury City Council do their exit interviews online which is more likely to lead to less relevant feedback. The Manager People and Development confirmed that exit interviews are done online but employees are asked if they want to do them in person. The People and Development team have an independent person who does exit interviews.
- Addressing the question raised in Item 3.1.2. about personal protective equipment, the Manager People and Development responded that one staff member uses the respiratory mask from the outstanding item in the Workplace Health and Safety Audit and this might not be necessary. An investigation is being conducted into whether the audit action item is needed. Mrs Rhonda Wheatley suggested that an expert be involved in the evaluation of the necessity of the audit action item and requested that the item be extended further. The Manager of People and Development confirmed that this process will involve an expert and that the action should be extended by another month. Mr Michael Quirk requested that the due date for this item be revised to 31 July 2024.
- Mr Michael Quirk asked how often staff members complete surveys. The Manager People and Development confirmed that comprehensive Hawkesbury Heartbeat surveys are conducted every two years, with a smaller one conducted each year in between.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the information contained in the report regarding exit interviews.

*Ms Angela Trent, Manager People and Development, left the meeting at 12:03pm.*



## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 28 June 2024

##### 3.1.8. ARIC - Service Review Framework and Catalogue - (158054, 79351)

Directorate: General Manager

---

*Ms Sharlene Van Leerdam, Manager Business Transformation and Customer Experience, joined the meeting at 12:05pm.*

*Mr Miles Carter, Corporate Planning and Performance Strategist, joined the meeting at 12:03pm.*

#### OFFICER'S RECOMMENDATION

That the ARIC:

1. Endorse the draft Service Review Framework; and
2. Note that it will be piloted in 2024/2025 to enable an agile change management and continuous improvement approach.

#### DISCUSSION

- The Manager Business Transformation and Customer Experience provided an overview of the Service Review Framework and Catalogue.
- Mr Michael Quirk asked if there is prioritisation envisaged in what services are driven by the Operational Plan. The Manager Business Transformation and Customer Experience responded that discussions are taken to the Executive Leadership Team where they talk about what services should be reviewed and look at risks and trends.
- Mr Michael Quirk has asked that Council make sure the Framework is consistent for all services and asked if the Service Catalogue can come to the Audit, Risk and Improvement Committee once it is complete. The Manager Business Transformation and Customer Experience confirmed that this can be presented to the Committee and that it should be completed by October 2024.

#### COMMITTEE RECOMMENDATION:

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

That the ARIC:

1. Endorse the draft Service Review Framework; and
2. Note that it will be piloted in 2024/2025 to enable an agile change management and continuous improvement approach.

*Ms Sharlene Van Leerdam, Manager Business Transformation and Customer Experience and Mr Miles Carter, Corporate Planning and Performance Strategist, left the meeting at 12:19pm.*

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.9. ARIC - Procurement Integrity Report - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee receive and note the Procurement Integrity Report.

**DISCUSSION**

- The Director Corporate Services provided an overview of the Procurement Integrity Report.
- Mr Michel Quirk said that because the last Audit of Procurement was in 2018/2019 this report was created to enable the Committee to get a sense of what the key points are within Procurement and doesn't need to go any further because a Procurement Internal Audit is in the 2024/2025 Internal Audit Program

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the Procurement Integrity Report.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.10. ARIC - 2023/2024 Review of the Internal Audit Function Performance - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the proposed approach for the review of the Internal Audit Function Performance as outlined in the report be received and noted.

**DISCUSSION**

- The Manager Governance and Risk provided an overview of the 2023/2024 Review of the Internal Audit Function Performance.

**COMMITTEE RECOMMENDATION:**

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

That the proposed approach for the review of the Internal Audit Function Performance as outlined in the report be received and noted.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.11. ARIC - Proposed Four Year Internal Audit Program from 2024/2025 to 2027/2028 - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee approve the following Four Year Internal Audit Program from 2024/2025 to 2027/2028, including the Annual Internal Audit Program for 2024/2025:-

**2024/2025**

1. Development Applications
2. Procurement and Corporate Credit Cards
3. Volunteers
4. Cash Management
5. Transport for NSW DRIVES Compliance

**2025/2026**

1. Project Management
2. Performance Management and Monitoring including compliance with Integrated Planning and Reporting Guidelines
3. Payroll
4. Risk Management Framework Effectiveness
5. Transport for NSW DRIVES Compliance

**2026/2027**

1. Grants
2. Building, Food and Health Inspections
3. Fleet Management
4. Contract and Vendor Management
5. Transport for NSW DRIVES Compliance

**2027/2028**

1. Investments
2. Developer Contributions including Voluntary Planning Agreements
3. Cyber Security

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### AUDIT, RISK AND IMPROVEMENT COMMITTEE

Meeting Date: 28 June 2024

4. Leisure Facilities
5. Transport for NSW DRIVES Compliance

#### DISCUSSION

- The Director Corporate Services provided an overview of the Proposed Four Year Internal Audit Program from 2024/2025 to 2027/2028.
- Ms Rachel Harris asked if the Payroll Internal Audit will confirm that pay requirements are correct and being met. Ms Susan Leahy expects this will be included in the scope.
- Councillor Mary Lyons-Buckett asked if the Development Applications Internal Audit is about outcomes or systems and processes and will it address issues around the NSW Planning Portal. Ms Susan Leahy confirmed that it would include the process from end to end.
- Councillor Mary Lyons-Buckett mentioned that there were no audits programmed for Compliance and Regulatory Services and asked if this is something that should be regularly audited. The Director Corporate Services confirmed that there was an Internal Audit for the Regulatory Inspection Function completed in 2017/2018 and that there is a Building, Food and Health Inspection Internal Audit scheduled in 2026/2027.
- Mr Michael Quirk advised that Regulatory Services are reviewed on an annual basis, just not as an Audit and asked if the Procurement data analytics are matching payroll bank accounts to lenders. Ms Susan Leahy confirmed that this is part of the scope. The Chief Financial Officer mentioned that Council tries to keep payroll and suppliers separate.
- Mr Michael Quirk asked, as Asset Management, Floodplain Risk Management and Adaption to Climate Risk are in high-risk areas, were they considered to be put in this schedule. The Director Corporate Services responded that an Asset Management Audit had been completed recently. The General Manager added that Council has only just adopted an Asset Management Plan and endorsed a Climate Plan recently. Floodplain Risk Management is assessed often.

#### COMMITTEE RECOMMENDATION:

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

That the Audit, Risk and Improvement Committee approve the following Four Year Internal Audit Program from 2024/2025 to 2027/2028, including the Annual Internal Audit Program for 2024/2025:-

#### 2024/2025

1. Development Applications
2. Procurement and Corporate Credit Cards
3. Volunteers
4. Cash Management
5. Transport for NSW DRIVES Compliance

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**2025/2026**

1. Project Management
2. Performance Management and Monitoring including compliance with Integrated Planning and Reporting Guidelines
3. Payroll
4. Risk Management Framework Effectiveness
5. Transport for NSW DRIVES Compliance

**2026/2027**

1. Grants
2. Building, Food and Health Inspections
3. Fleet Management
4. Contract and Vendor Management
5. Transport for NSW DRIVES Compliance

**2027/2028**

1. Investments
2. Developer Contributions including Voluntary Planning Agreements
3. Cyber Security
4. Leisure Facilities
5. Transport for NSW DRIVES Compliance

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.12. ARIC - Internal Audit Charter - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee endorse the Internal Audit Charter attached as Attachment 1 to the report.

**DISCUSSION**

- The Manager Governance and Risk provided an overview of the Internal Audit Charter.
- Mr Michael Quirk asked if a Quality Assurance and Improvement Program is being developed. Ms Susan Leahy confirmed that it is.
- Mr Michael Quirk asked about the responsibilities of Council's Internal Audit Coordinator. The Director Corporate Services responded that the Internal Audit Coordinator is in-house and Council contracts out the provision of Internal Audits.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee endorse the Internal Audit Charter attached as Attachment 1 to the report.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.13. ARIC - Audit, Risk and Improvement Committee Annual Assessment and Four Year Strategic Work Plan - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee:

1. Receive and note the information on the requirement of the Audit, Risk and Improvement Committee to provide an Annual Assessment for 2023/2024.
2. Receive and note information on the requirement of the Audit, Risk and Improvement Committee to develop the Four Year Strategic Work Plan from 2024/2025 to 2027/2028.

**DISCUSSION**

- The Manager Governance and Risk provided an overview of the Audit, Risk and Improvement Committee Annual Assessment and Four Year Strategic Work Plan.
- Mr Michael Quirk requested a meeting with the Manager Governance and Risk and the Director Corporate Services to discuss this.
- Mr Michael Quirk will also have a meeting with Ms Rachel Harris and Mrs Rhonda Wheatley about the Four Year Strategic Work Plan.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee:

1. Receive and note the information on the requirement of the Audit, Risk and Improvement Committee to provide an Annual Assessment for 2023/2024.
2. Receive and note information on the requirement of the Audit, Risk and Improvement Committee to develop the Four Year Strategic Work Plan from 2024/2025 to 2027/2028.



**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.14. ARIC - Audit, Risk and Improvement Committee Chairperson and Members Update - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

---

**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee receive and note the update on the Audit, Risk and Improvement Committee Members.

**DISCUSSION**

- The Manager Governance and Risk provided an overview of the Audit, Risk and Improvement Committee Chairperson and Members Update, noting that the term expires in September 2024 and Council will seek reappointment.
- Mrs Rhonda Wheatley asked if reappointment will be staggered and if those currently on the Committee are eligible to reapply. The Manager Governance and Risk confirmed this is correct.
- Mr Michael Quirk asked if appointment goes to a Council Meeting as a report. The Director Corporate Services confirmed that it will.
- Ms Rachel Harris asked if current members need to reapply for next term. The Manager Governance and Risk said Council's intention is to ask Audit, Risk and Improvement Committee members if they are comfortable with being re-elected.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the update on the Audit, Risk and Improvement Committee Members.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.15. ARIC - Recommendations of ICAC Operation Hector - (158054, 80928)**

**Directorate:** Corporate Services

---

**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee receive and note the report regarding the outcome of the NSW Independent Commission Against Corruption (ICAC) *Investigation into the awarding of Transport for NSW and Inner West Council contracts* (Operation Hector).

**DISCUSSION**

- The Manager Governance and Risk provided an overview of the Recommendations of ICAC Operation Hector.
- Ms Rachel Harris said the Commonwealth is implementing a debarment scheme where information will be listed so Council's can have a look at this before employing new staff.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee receive and note the report regarding the outcome of the NSW Independent Commission Against Corruption (ICAC) *Investigation into the awarding of Transport for NSW and Inner West Council contracts* (Operation Hector).

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**3.1.16. ARIC - Meeting Dates for 2024/2025 - (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**OFFICER'S RECOMMENDATION**

That the Audit, Risk and Improvement Committee approve the meeting dates for the 2024/2025 period as follows:

- Friday, 13 September 2024
- Friday, 6 December 2024
- Friday, 28 March 2025
- Friday, 27 June 2025.

**DISCUSSION**

- All Committee Members agreed on the dates proposed in the report.

**COMMITTEE RECOMMENDATION:**

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

That the Audit, Risk and Improvement Committee approve the meeting dates for the 2024/2025 period as follows:

- Friday, 13 September 2024
- Friday, 6 December 2024
- Friday, 28 March 2025
- Friday, 27 June 2025.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**Meeting Date:** 28 June 2024

**4. GENERAL BUSINESS**

A. In Camera Sessions

- Mr Michael Quirk noted that In Camera Sessions were held with the Information Services Manager prior to this Audit, Risk and Improvement Committee Meeting.

The meeting terminated at 12:50 pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

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**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**11.1.2. ROC - Enhancing the Arts in the Hawkesbury Working Group - 16 July 2024 - (142963)**

**Directorate:** Corporate Services

---

**PURPOSE OF THE REPORT**

The purpose of this report is to present the discussion notes and recommendations of the Enhancing the Arts in the Hawkesbury Working Group, held on 16 July 2024.

**EXECUTIVE SUMMARY**

The Minutes of the Enhancing the Arts in the Hawkesbury Working Group meeting held on 16 July 2024 are attached as Attachment 1 to this report.

The Enhancing the Arts in the Hawkesbury Working Group met on 16 July 2024 and discussed the following Items:

- Item 3.1.1. Summary of Findings of Invitees
- Item 3.1.2. Cultural Plan Engagement Summary Findings

**RECOMMENDATION**

That Council adopt the recommendations contained in the Minutes of the Enhancing the Arts in the Hawkesbury Working Group meeting held on 16 July 2024.

---

**ATTACHMENTS**

**AT - 1** Minutes of the Enhancing the Arts in the Hawkesbury Working Group - 16 July 2024

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 13 August 2024**

**Attachment 1 - Minutes of the Enhancing the Arts in the Hawkesbury Working Group - 16 July 2024**

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**  
**Meeting Date: 16 July 2024**

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**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**

**Meeting Date:** 16 July 2024

**1. AGENDA**

**Welcome**

Minutes of the Meeting of the Enhancing the Arts in the Hawkesbury Working Group held in the Windsor Board Room, Windsor, on Tuesday, 16 July 2024, commencing at 4:33pm.

**ATTENDANCE**

**Present:** Councillor Mary Lyons-Buckett  
Councillor Danielle Wheeler  
Councillor Nathan Zamprogno  
Councillor Barry Calvert

**Apologies:**

**In Attendance:** Ms Elissa Blair, Manager Arts and Culture, Hawkesbury City Council  
Ms Mariam Abboud, Gallery and Museum Coordinator, Hawkesbury City Council  
Ms Melissa Ryan, Coordinator Administrative Support, Hawkesbury City Council  
Ms Imogen Williams, Administrative Support Officer, Hawkesbury City Council

<b>Member</b>	<b>19/03/2024</b>	<b>23/04/2024</b>	<b>21/05/2024</b>	<b>16/07/2024</b>
Councillor Mary Lyons-Buckett	✓	✓	✓	✓
Councillor Nathan Zamprogno	✓	✓	✓	✓
Councillor Barry Calvert	✓	A	✓	✓
Councillor Patrick Conolly	A	✓	X	
Councillor Danielle Wheeler	✓	✓	✓	✓

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

**APOLOGIES**

There were no Apologies made.

**DECLARATIONS OF INTERESTS**

There were no Declarations of Interest made.



**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**

**Meeting Date:** 16 July 2024

**2. CONFIRMATION OF DISCUSSION NOTES AND RECOMMENDATIONS**

The Working Group resolved on the Motion of Councillor Wheeler, seconded by Councillor Zamprogno, that the Discussion Notes and Recommendations from the previous meeting held on Tuesday, 25 June 2024 be confirmed.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP

Meeting Date: 16 July 2024

### 3. REPORTS FOR DETERMINATION

#### 3.1.1. EAHWG - Summary of Findings of Invitees (142931)

Directorate: Corporate Services

---

#### OFFICER'S RECOMMENDATION:

That Council receive and note the Summary of Findings of Invitees Report for the Enhancing the Arts in the Hawkesbury Working Group attached as Attachment 1 in this report.

#### DISCUSSION:

Councillor Lyons-Buckett suggested that some of the information gathered in this Working Group could be used to inform Council's Social Infrastructure Plan.

Councillor Wheeler suggested that the Summary of Findings of Invitees could justify the restoration of older community halls, as these buildings were listed as the most suitable for invitees needs.

Councillor Wheeler acknowledged that the Windsor Function Centre is not meeting the needs of local arts groups.

Councillor Calvert suggested that Council consider revisiting the idea of sponsoring competitive arts events such as sculptures by the sea, as well as introducing digital and projective art to Council events.

Councillor Lyons-Buckett proposed that the Working Group consider ways of sponsoring non-commercial performing arts community groups in future meetings and investigate criteria to determine eligible groups and processes to allocate sponsorship.

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Wheeler and seconded by Councillor Calvert.

That the Enhancing the Arts in the Hawkesbury Working Group:

1. Receive and note the Summary of Findings of Invitees Report for the Enhancing the Arts in the Hawkesbury Working Group attached as Attachment 1 to this report.
2. Acknowledge that the Hawkesbury Local Government area has local cultural events and groups that have a variety of requirements.
3. Acknowledge that it appears that the needs of various groups will be best met by the use of facilities across the Local Government Area, rather than one multipurpose facility.
4. Hear from cultural, accessible and first nations groups in a future Working Group Meeting.
5. Invite a staff member from Corporate Communications and Events to a future Working Group meeting.
6. Note that Council could be a better partner by underwriting and providing organisational help and resourcing to groups and events. Council could reframe spending for these events as a benefit to the community rather than a stream of income for Council.
7. Note that Council could look at further opportunities to integrate performing arts into Council's events calendar.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**

**Meeting Date:** 16 July 2024

**3.1.2. EAHWG - Cultural Plan Engagement Summary Findings**

**Directorate:** Corporate Services

---

**OFFICER'S RECOMMENDATION:**

That the Enhancing the Arts in the Hawkesbury Working Group receive and note the information in this report regarding the 2024 Cultural Plan Engagement Survey results.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Wheeler and seconded by Councillor Zamprogno.

That the Enhancing the Arts in the Hawkesbury Working Group receive and note the information in this report regarding the 2024 Cultural Plan Engagement Survey results.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**ENHANCING THE ARTS IN THE HAWKESBURY WORKING GROUP**

**Meeting Date:** 16 July 2024

**4. GENERAL BUSINESS**

There was no general business discussed.

The meeting terminated at 5:38pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

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**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**11.1.3. ROC - Disaster and Emergency Committee - 30 July 2024 - (151940)**

**Directorate:** Infrastructure Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Disaster and Emergency Committee, held on 30 July 2024.

**EXECUTIVE SUMMARY**

The Disaster and Emergency Committee considered one item, contained within the Minutes of the Disaster and Emergency Committee.

The item has no policy or financial implications for Council, it is presented for information only.

**RECOMMENDATION**

That Council adopt the recommendations contained in the Minutes of the Disaster and Emergency Committee meeting held on 30 July 2024.

---

**DISCUSSION**

The Minutes of the Disaster and Emergency Committee meeting held on 30 July 2024 are attached as Attachment 1 to this report.

The Disaster and Emergency Committee met on 30 July 2024 and discussed the following Item:

- Item 4.1.1. - Flood Recovery Update

Due to technical difficulties Councillor Conolly had to leave the meeting throughout Item 4.1.1. and therefore the Committee did not have a quorum for the remainder of the meeting.

**ATTACHMENTS**

**AT - 1** Minutes of the Disaster and Emergency Committee - 30 July 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 13 August 2024**

**Attachment 1 - Minutes of the Disaster and Emergency Committee - 30 July 2024**

**DISASTER AND EMERGENCY COMMITTEE**  
**Meeting Date: 30 July 2024**

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### DISASTER AND EMERGENCY COMMITTEE

Meeting Date: 30 July 2024

##### 1. AGENDA

###### Welcome

Minutes of the Meeting of the Disaster and Emergency Committee held in the Council Chambers on 30 July 2024, commencing at 4:02pm

###### ATTENDANCE

<b>Present:</b>	Councillor Barry Calvert, Deputy Mayor Councillor Patrick Conolly (audio-visual) Councillor Shane Djuric Councillor Amanda Kotlash Councillor Mary Lyons-Buckett Councillor Jill Reardon Councillor Danielle Wheeler
<b>Apologies:</b>	Councillor Sarah McMahon, Mayor Councillor Paul Veigel Councillor Nathan Zamprogno Mr Ethan Parker, Rural Fire Service Mr Kevin Jones, NSW State Emergency Service
<b>In Attendance:</b>	Insp. Brendan Hillyard, Police NSW 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 Phillip Bow, Resilience and Emergency Management Officer Ms Melissa Ryan, Administrative Support Coordinator

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

Apologies were received from Councillor Sarah McMahon, Mayor, Councillor Paul Veigel, Councillor Nathan Zamprogno and Mr Ethan Parker, Rural Fire Service.

###### RESOLUTION:

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Kotlash that the apologies tendered by Councillor Sarah McMahon, Mayor, Councillor Paul Veigel, Councillor Nathan Zamprogno and Mr Ethan Parker, Rural Fire Service be accepted.

Councillor Eddie Dogramaci and Councillor Les Sheather were absent from the Meeting.

A request to attend the meeting via audio-visual link was received from Councillor Patrick Conolly.

###### RESOLUTION:

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Lyons-Buckett that the request by Councillor Connolly to attend the meeting via audio-visual link be accepted.



**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**DISASTER AND EMERGENCY COMMITTEE**

**Meeting Date:** 30 July 2024

**ELECTION OF CHAIRPERSON**

In the absence of Councillor Sarah McMahon, Mayor, the Committee shall elect a Committee Member to act as the Chairperson during this absence.

**RESOLUTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Kotlash that Councillor Barry Calvert, Deputy Mayor, act as the Chairperson for the Disaster and Emergency Committee meeting on 30 July 2024.

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**DISASTER AND EMERGENCY COMMITTEE**

**Meeting Date:** 30 July 2024

**2. CONFIRMATION OF PREVIOUS MINUTES**

The Committee resolved on the Motion of Councillor Reardon, seconded by Councillor Lyons-Buckett that the Minutes of the Disaster and Emergency Committee meeting held on 28 May 2024 be confirmed.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**DISASTER AND EMERGENCY COMMITTEE**

**Meeting Date:** 30 July 2024

**4. REPORTS FOR DETERMINATION**

**4.1.1. DE - Flood Recovery Update - (151940, 95495)**

**Directorate:** Infrastructure Service

---

**OFFICERS RECOMMENDATION**

That the Committee receive and note the report regarding the June 2024 Flood Events.

**COMMITTEE RECOMMENDATION**

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

That the Committee receive and note the report regarding the June 2024 Flood Events.

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

**Against the Motion:** Nil.

**Absent:** Councillors McMahon, Conolly, Dogramaci, Sheather, Veigel and Zamprogno.

*Councillor Conolly left the meeting at 4:16pm due to technical difficulties. Due to Councillor Conolly leaving the meeting the Committee no longer had a quorum.*

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**DISASTER AND EMERGENCY COMMITTEE**

**Meeting Date:** 30 July 2024

**5. GENERAL BUSINESS**

- Councillor Wheeler noted that she attended an event on the impacts of mental health as a result of natural disasters. Councillor Wheeler suggested that the next Council receive information on suicide and domestic violence as a result of natural disasters in the Hawkesbury.
- Councillor Kotlash noted that the Accidental Counsellor Training should be offered to the next Council.

Meeting terminated at 4:32pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

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**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**11.1.4. ROC - Heritage Committee - 1 August 2024 - (80242)**

**Directorate:** City Planning

---

**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Heritage Committee held on 1 August 2024.

**EXECUTIVE SUMMARY**

Three matters - Items 3.1.1, 3.1.2 and 3.1.4 contained within the minutes of the Heritage Committee have policy or financial implications to Council, and therefore require specific consideration by Council, the details of which are discussed in the report below.

In relation to Item 3.1.3 and General Business items, as they have no policy or financial implications for Council, they are presented for information only.

**RECOMMENDATION**

That in relation to the Minutes of the Heritage Committee Meeting held on the 1 August 2024:

1. Council receive and note the Heritage Committee Meeting Minutes of 1 August 2024 in respect to Item 3.1.3 and General Business.
2. Council note that the Committee Recommendations in respect of Item 3.1.1 will require further investigation prior to being considered by Council.
3. Council endorse the Committee Recommendations in respect of Item 3.1.2, namely:

*“That the Heritage Committee:*

1. *Note the status of the current development application for the demolition of “Allambie” cottages at Kurrajong Heights.*
  2. *Congratulate the Kurrajong Heights and Kurrajong communities and Council in the campaign to save “Allambie” Cottages.”*
  4. Council note the Committee Recommendations in respect of Item 3.1.4 will require further investigation prior to being considered by Council.
- 

**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.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### 3.1.1 Windsor Bridge Replacement Project Working Group Progress Update

The Heritage Committee considered an update in respect of progress of the Windsor Bridge Replacement Project Working Group. Following consideration of the matter, the Heritage Committee resolved:

*That the Heritage Committee recommends that:*

1. *The recommendations from the Windsor Bridge Working Group meeting on 11 July 2024 be received, including:*
  - *Manager Strategic Planning has requested the all-meeting minutes to be submitted to be reviewed at the Heritage Committee meeting on the 1st of August.*
  - *The recommendation to the Heritage Committee will be to have the Working Group reinstated once council reconvene following the election.*
  - *Local studies officer has informed staff that there is a repository available online. To locate this, we will need to search Windsor bridge replacement working group; there are currently 27 items listed. Local Studies Officer has also informed staff that there are several collections and database that have not yet been catalogued.*
  - *The Working Group has also asked about the potential to purchase copies of the original blueprints and engineering plans of the bridge which are housed at the state archives. This was noted as a possibility in the event a temporary exhibition is held at the Hawkesbury Regional Museum.*
  - *Working Group Members are working on a draft document of bridge related in what the committee group witnessed when the bridge was taken down and provide context of how the objects were found. Draft version to go up to the Heritage Committee, draft will be due close of business on Tuesday, 16 July 2024.*
  - *Recommendation to the Heritage Committee is that the care and maintenance of the Windsor Bridge Artefacts Collection is the responsibility of Hawkesbury City Council. For insurance purposes the Windsor Bridge Artefacts Collection is a standalone collection separate to the museum collection. The Working Group have been informed that it will not be stored with the museum collection on site due to size and material type, (ie. Building materials cannot be stored in the museum collection spaces).*
  - *The Windsor Bridge Artefacts Collection could have a separate collection category in the current Museum eHive database for streamlining council collections, however museum staff do not have the capacity to catalogue or maintain the collection records for this separate collection. Members of the Working Group could volunteer to be trained in the future in how to use eHive once the artefacts to be conserved and stored have been identified.*
  - *The Working Group also discussed the potential of connecting with Engineering Heritage Australia to nominate the 1874 Windsor Bridge for a Historical Engineering Markers. The recommendation of the Working group is to work with this organisation to have the marker (if successful) installed on the side of the Thompson Square section of the bridge.*
  - *A temporary Bridge history exhibition has been scheduled to be developed and installed in March-April 2025. This temporary exhibition will be on display for a period of 12 months at the Hawkesbury Regional Museum. The thesis of the*

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

*exhibition could focus on the engineering and significance of the bridge, what happened to the bridge and the steps taken by the community. Staff will work with a curatorium (up to 4 volunteer representatives from the WB working group) to advise on identifying objects, stories and images of the bridge to be included in the exhibition. The curatorium will meet regularly (TBC every 4-6 weeks) with the museum curator and Museum and Gallery coordinator to develop the exhibition. Staff have informed the working group that some of the 250k will need to be used for specialized display cases, conservation, cleaning and transportation of objects that are displayed.*

2. *Plastic pallets be used for the storage of artefacts rather than timber pallets.*
3. *Council provide advice with respect to where 121 pieces of sandstone from the Windsor Bridge Project that were stored by Council have been used.*
4. *It is important that the two associated listings of the items that are still on site or have been taken off the site stay together in addition to the listing of Aboriginal artefacts that have been reburied on site.*
5. *Council investigate the provision of an appropriately sized shed or structure to be used to protect the artefacts such as at the East Kurrajong depot, and that the shed be used to also store historic building items for the Hawkesbury Local Government Area.*

In terms of the various recommendations from the Heritage Committee, further investigation is required by Officers ahead of providing a formal recommendation to Council.

#### **3.1.2 Update on Allambie Cottages - 1256 Bells Line of Road, Kurrajong Heights**

The Heritage Committee considered an update on the current status of the Development Application considered by the Sydney Western City Planning Panel for the demolition of Allambie Cottages at 1256 Bells Line of Road, Kurrajong Heights.

Following consideration of the matter, the Heritage Committee resolved:

*That the Heritage Committee:*

1. *Note the status of the current development application for the demolition of "Allambie" cottages at Kurrajong Heights.*
2. *Congratulate the Kurrajong Heights and Kurrajong communities and Council in the campaign to save "Allambie" Cottages.*

The Heritage Committee recommendation is supported.

#### **3.1.4 Hawkesbury Heritage Strategy 2024/2025 - 2026/2027**

The Heritage Committee considered the preparation of the Hawkesbury Heritage Strategy 2024/2025 - 2026/2027

Following consideration of the matter the Heritage Committee resolved:

*That the Heritage Committee recommend that Council:*

1. *Consider the need to employ a full time Heritage Planner and a full time Heritage Advisor.*



**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

2. *Include early engagement with the Committee for major projects with high heritage values.*
3. *Combine recommendations 6 and 7 from the Current Heritage Strategy and remove reference to main street program.*
4. *Seek to encourage property owners, especially commercial buildings, about Heritage significance.*
5. *Consider the introduction of a fee for Heritage Advice.*

In terms of the various recommendations from the Heritage Committee, further investigation is required by Council Officers ahead of providing a formal recommendation to Council.

**ATTACHMENTS**

**AT - 1** Minutes of Heritage Committee Meeting 1 August 2024

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 13 August 2024**

**Attachment 1 - Minutes of Heritage Committee Meeting 1 August 2024**

**HERITAGE COMMITTEE**  
**Meeting Date: 1 August 2024**

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### HERITAGE COMMITTEE

Meeting Date: 1 August 2024

##### 1. AGENDA

Minutes of the Meeting of the Heritage Committee held in the Council Chambers, Windsor, on 1 August 2024 commencing at 4:02pm.

##### ATTENDANCE

**Present:** Councillor Danielle Wheeler Hawkesbury City Council - (Chairperson)  
Councillor Shane Djuric, Hawkesbury City Council  
Councillor Mary Lyons-Buckett, Hawkesbury City Council  
Councillor Jill Reardon, Hawkesbury City Council  
Mr Graham Edds, Community Representative – (Deputy Chairperson)  
Ms Jan Barkley-Jack, Community Representative  
Dr Cheryl Ballantyne, Community Representative  
Ms Michelle Nichols, Community Representative (Audio-visual)  
Ms Deborah Hallam, Community Representative  
Mr Michael Edwards, Community Representative  
Dr Gaye Wilson, Community Representative (Audio-visual)

**Apologies:** Nil

**In Attendance:** Mr Andrew Kearns, Hawkesbury City Council  
Mr Christopher Reeves, Hawkesbury City Council  
Ms Jessica Vaughan, Hawkesbury City Council  
Ms Imogen Williams, Hawkesbury City Council

Member	1/02/2024	02/05/2024	01/08/2024
Councillor Danielle Wheeler	✓	✓	✓
Councillor Shane Djuric	✓	✓	✓
Councillor Mary Lyons-Buckett	✓	✓	✓
Councillor Jill Reardon	✓	✓	✓
Ms Jan Barkley-Jack	✓	✓	✓
Dr Cheryl Ballantyne	✓	✓	✓
Dr Gaye Wilson	A	✓	✓
Ms Deborah Hallam	A	✓	✓
Ms Michelle Nichols	✓	✓	✓
Mr John Moxon	A	X	X
Ms Erin Wilkins	✓	X	X
Ms Cindy Laws	A	A	X
Mr Michael Edwards	A	✓	✓
Mr Graham Edds	✓	✓	✓

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

##### APOLOGIES

There were no apologies noted.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**HERITAGE COMMITTEE**

**Meeting Date:** 1 August 2024

**DECLARATION OF INTERESTS**

Councillor Danielle Wheeler declared an interest in Items 3.1.3. and 3.1.4.

Mr Graham Edds declared an interest on Item 3.1.3.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**HERITAGE COMMITTEE**

**Meeting Date:** 1 August 2024

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the Motion of Councillor Shane Djuric, seconded by Councillor Jill Reardon that the Minutes from the previous meeting held on Thursday, 2 May 2024 be confirmed with the addition of the Responses to Questions Taken on Notice in the Heritage Committee on 2 May 2024.

**Questions on Notice**

A series of questions were taken on notice with respect to the Liveability Project including:

#	Question
1	Heritage Committee sought further information about the detail of the compacted granular substrate and its ability to allow the percolation of water.
2	The method of interface between the paving and sandstone kerbing and how this is being treated?
3	When and how is the drainage testing undertaken?
4	Is the substrate in a certain area?
5	Who is overseeing the quality of this work?

Responses to these questions are able to be provided.

1. Council has adopted the Western Sydney Engineering Design Manual which outlines all specifications for granular material such as that which will be used for the substrate.
2. Where the paving sits flush with the kerbing, there will be no interface material. Where the paving does not sit flush with the kerbing, a mortar mix that adheres to heritage requirements will be used at the interface between sandstone kerb and pavers.
3. Drainage testing associated with substrate would be undertaken in accordance with the Western Sydney Engineers Design Manual.
4. A granular substrate will be used throughout Stage 1.  
  
Stages 1A and 2 are in concept only and detailed design is yet to be developed, however both Stages will have a granular substrate, with a concrete substrate only being used in areas in Stage 2 (Windsor Mall) where there will be vehicular traffic.
5. The quality of work is outlined in the tender specification. The contractor has to abide by the tender specification and Council's role is to monitor the contractor against these specifications.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### HERITAGE COMMITTEE

Meeting Date: 1 August 2024

#### 3. REPORTS FOR DETERMINATION

##### 3.1.1. HC - Windsor Bridge Replacement Project Working Group Progress Update - (80242)

Directorate: Corporate Services

#### OFFICER'S RECOMMENDATION

That the Heritage Committee consider the update on progress of the Windsor Bridge Replacement Project Working Group.

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Graham Edds and seconded by Dr Cheryl Ballantyne

That the Heritage Committee recommends that:

1. The recommendations from the Windsor Bridge Working Group meeting on 11 July 2024 be received, including:
  - Manager Strategic Planning has requested the all-meeting minutes to be submitted to be reviewed at the Heritage Committee meeting on the 1st of August.
  - The recommendation to the Heritage Committee will be to have the Working Group reinstated once council reconvene following the election.
  - Local Studies Officer has informed staff that there is a repository available online. To locate this, we will need to search Windsor bridge replacement working group; there are currently 27 items listed. Local Studies Officer has also informed staff that there are several collections and database that have not yet been catalogued.
  - The Working Group has also asked about the potential to purchase copies of the original blueprints and engineering plans of the bridge which are housed at the state archives. This was noted as a possibility in the event a temporary exhibition is held at the Hawkesbury Regional Museum.
  - Working Group Members are working on a draft document of bridge related in what the committee group witnessed when the bridge was taken down and provide context of how the objects were found. Draft version to go up to the Heritage Committee, draft will be due close of business on Tuesday, 16 July 2024.
  - Recommendation to the Heritage Committee is that the care and maintenance of the Windsor Bridge Artefacts Collection is the responsibility of Hawkesbury City Council. For insurance purposes the Windsor Bridge Artefacts Collection is a standalone collection separate to the museum collection. The Working Group have been informed that it will not be stored with the museum collection on site due to size and material type, (ie. Building materials cannot be stored in the museum collection spaces).
  - The Windsor Bridge Artefacts Collection could have a separate collection category in the current Museum eHive database for streamlining council collections, however museum staff do not have the capacity to catalogue or maintain the collection records for this separate collection. Members of the Working Group could volunteer to be trained in the future in how to use eHive once the artefacts to be conserved and stored have been identified.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### HERITAGE COMMITTEE

Meeting Date: 1 August 2024

- The Working Group also discussed the potential of connecting with Engineering Heritage Australia to nominate the 1874 Windsor Bridge for a Historical Engineering Markers. The recommendation of the Working group is to work with this organisation to have the marker (if successful) installed on the side of the Thompson Square section of the bridge.
  - A temporary Bridge history exhibition has been scheduled to be developed and installed in March-April 2025. This temporary exhibition will be on display for a period of 12 months at the Hawkesbury Regional Museum. The thesis of the exhibition could focus on the engineering and significance of the bridge, what happened to the bridge and the steps taken by the community. Staff will work with a curatorium (up to 4 volunteer representatives from the WB working group) to advise on identifying objects, stories and images of the bridge to be included in the exhibition. The curatorium will meet regularly (TBC every 4-6 weeks) with the museum curator and Museum and Gallery coordinator to develop the exhibition. Staff have informed the working group that some of the 250k will need to be used for specialized display cases, conservation, cleaning and transportation of objects that are displayed.
2. Plastic pallets be used for the storage of artefacts rather than timber pallets.
  3. Council provide advice with respect to where 121 pieces of sandstone from the Windsor Bridge Project that were stored by Council have been used.
  4. It is important that the two associated listings of the items that are still on site or have been taken off the site stay together in addition to the listing of Aboriginal artefacts that have been reburied on site.
  5. Council investigate the provision of an appropriately sized shed or structure to be used to protect the artefacts such as at the East Kurrajong depot, and that the shed be used to also store historic building items for the Hawkesbury Local Government Area.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**HERITAGE COMMITTEE**

**Meeting Date:** 1 August 2024

**3.1.2. HC - Update on Allambie Cottages - 1256 Bells Line of Road, Kurrajong Heights - (80242)**

**Directorate:** City Planning

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*Dr Gaye Wilson left the meeting at 4:58pm.*

**OFFICER'S RECOMMENDATION**

That the Heritage Committee note the status of the current development application for the demolition of "Allambie" cottages at Kurrajong Heights.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Jill Reardon and seconded by Ms Deborah Hallam.

That the Heritage Committee:

1. Note the status of the current development application for the demolition of "Allambie" cottages at Kurrajong Heights.
2. Congratulate the Kurrajong Heights and Kurrajong communities and Council in the campaign to save "Allambie" Cottages.



**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**HERITAGE COMMITTEE**

**Meeting Date:** 1 August 2024

**3.1.3. HC - Potential Heritage Items Project - (80242)**

**Directorate:** City Planning

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Councillor Danielle Wheeler declared a less than significant non pecuniary interest being that her family home is included in the Slab Barn Study.

Mr Graham Edds declared a less than significant non pecuniary interest being that he is part of the consultancy team for the Slab Barn Study.

---

**OFFICER'S RECOMMENDATION**

That the Heritage Committee note the contents of this update report.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Jill Reardon and seconded by Ms Michelle Nichols.

That the Heritage Committee note the contents of this update report.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**HERITAGE COMMITTEE**

**Meeting Date:** 1 August 2024

**3.1.4. HC - Hawkesbury Heritage Strategy 2024/2025 - 2026/2027 - (80242)**

**Previous Item:** 2, HC (22 July 2021)

**Directorate:** City Planning

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Councillor Danielle Wheeler declared a less than significant non pecuniary interest being that her family home is included in the Slab Barn Study.

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*Ms Michelle Nichols left the meeting at 5:38pm.*

**OFFICER'S RECOMMENDATION**

That the Heritage Committee receive and note the activities and ancillary work that will be included in the next Three-Year Heritage Strategy, being for the 2024 to 2025, 2025 to 2026 and 2026 to 2027 periods.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Jill Reardon and seconded by Ms Jan Barkley-Jack.

That the Heritage Committee recommend that Council:

1. Consider the need to employ a full time Heritage Planner and a full time Heritage Advisor.
2. Include early engagement with the Committee for major projects with high heritage values.
3. Combine recommendations 6 and 7 from the Current Heritage Strategy and remove reference to main street program.
4. Seek to encourage property owners, especially commercial buildings, about Heritage significance.
5. Consider the introduction of a fee for Heritage Advice.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**HERITAGE COMMITTEE**

**Meeting Date:** 1 August 2024

**4. GENERAL BUSINESS**

**A. Request for update on Building at 167 George Street Windsor**

A request for an update with respect to the building at 167 George Street Windsor was made and responded to by officers at the meeting.

**B. Update on Catherine Street Guttering**

A request for an update on replacement/repair of the Catherine Street kerb was made, and will be followed up by officers.

**C. Jolly Frog Land and Environmental Court Matter**

A request for an update on the Jolly Frog Land and Environmental Court proceedings was made, and will be followed up by officers.

**D. Australiana Pioneer Village Heritage Study Progress**

A request was made for an update on the preparation of the draft Conservation Management Plan for the Australiana Pioneer Village, and responded to by officers at the meeting.

**E. Removed Heritage Items and Local Environmental Plan**

A question was asked with respect to lost heritage items and how these are reflected in the Local Environmental Plan. This was responded to by officers at the meeting.

The meeting terminated at 6:21pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**11.1.5. ROC - Local Traffic Committee - 8 July 2024 - (82045)**

**Directorate:** Infrastructure Services

---

**PURPOSE OF THE REPORT**

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

**DISCUSSION**

The Committee considered staff reports on a range of matters as shown in the attached Minutes, attached as Attachment 1 to this report. The following items require specific consideration by Council.

- Item 4.1.1. - Proposed Upgrade to the existing Roundabout Drummond Street and Mileham Street, South Windsor (Hawkesbury)
- Item 4.2.1. - The Hawkesbury 120 Ski Race Classic 2024 (Hawkesbury)
- Item 4.2.2. - Ironman 70.3 Western Sydney 2024 - Richmond/Agnes Banks (Hawkesbury)
- Item 4.2.3. - Savour the Flavour - Hawkesbury 2024 Event, Richmond - (Hawkesbury)

**ATTACHMENTS**

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

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 13 August 2024**

**Attachment 1 - Minutes of the Local Traffic Committee held on 8 July 2024**

**LOCAL TRAFFIC COMMITTEE**  
**Meeting Date: 8 July 2024**

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

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

**Meeting Date:** 13 August 2024

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 8 July 2024

**1. AGENDA**

**Welcome**

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

**ATTENDANCE**

**Present:** Mr Raymond Tran, Transport for NSW  
Mr Thile Somaratne, Transport for NSW

**Apologies:** Councillor Sarah McMahon, Mayor  
Ms Felicity Findlay (Office of Member for Hawkesbury)  
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 Mr Thile Somaratne, seconded by Mr Christopher Amit, that the apologies be accepted.

**Declaration of Interests**

There were no Declarations of Interest made.

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

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 8 July 2024

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the motion of Mr Christopher Amit, seconded by Mrs Cathy Mills, that the minutes from the previous meeting held 17 June 2024 be confirmed.

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

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 8 July 2024

**3. BUSINESS ARISING**

There was no business arising from the previous minutes.

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



**ORDINARY MEETING**

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

**Meeting Date: 13 August 2024**

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date: 8 July 2024**

**4. REPORTS FOR DETERMINATION**

**4.1. GENERAL TRAFFIC**

**4.1.1. LTC - Proposed Upgrade to the existing Roundabout Drummond Street and Mileham Street, South Windsor (Hawkesbury) - (80245, 123265)**

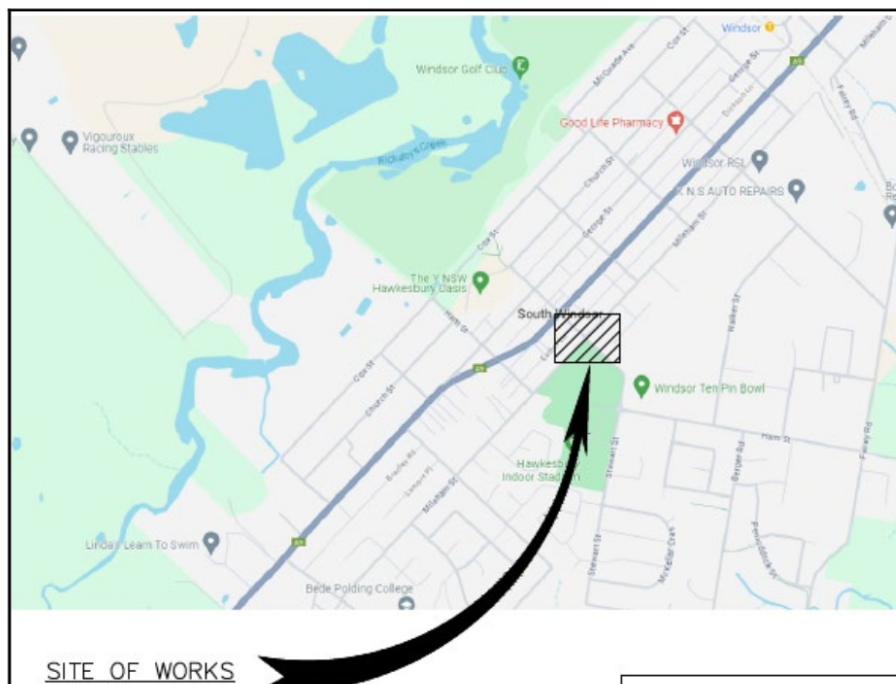
**INTRODUCTION:**

Funding to the value of \$350,000 has been provided under the 2023/2024 Australian Government Black Spot Program (Project Number P.0084945) to improve the safety and functionality of the intersection of Drummond Street and Mileham Street, South Windsor. The existing roundabout at this location, as a result of its injury crash history, has met the criteria for the funding. The works will include improving the deflection angle of the existing roundabout, provision of slow points, raised thresholds, horizontal deviation islands and pedestrian crossing points.

**DISCUSSION:**

This intersection is a cross-junction intersection with Drummond Street having the majority through movement connecting Macquarie Street (signalised intersection) to the commercial/industrial area of South Windsor.

The speed limit along both Drummond Street and Mileham Street is 50km/h.



**Figure 1: Intersection Location – Drummond Street and Mileham Street, Windsor**

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The Crash pattern at this intersection is made up of the five crashes with the following road user movement (RUM) codes; 'cross traffic' (10) = 4 and 'off carriageway to left on right bend' (80) =1. All five crashes resulted in then being Injury Accidents and recorded between 01 July 2016 and 30 June 2021. The crash locations are outlined in Figure 2.



Figure 2: Intersection Crash Diagram

The design for the upgrade to the existing roundabout has been undertaken which includes, reconstruction of the central annulus, construction of speed cushions on all four approaches to the roundabout, adjustments to kerb returns and the provision of kerb extensions (kerb islands) to the departure lanes. Line marking and associated warning signs are to be provided to facilitate the additional traffic calming measures provided. No changes are required to the existing regulatory No Stopping zones and street lighting. As part of the design process a road safety audit has also been undertaken with corrective actions addressed in the final design release. Details of the roundabout and associated works is included in Attachments 1 and 2.

Details of the turning paths in relation to the upgrade to the existing roundabout are included in Attachment 3 to 8. The turning paths for the existing roundabout in consultation with TfNSW have been undertaken primarily for the 12.5m design vehicle (SU Truck) design vehicle, with the check vehicle undertaken for the 25m B-Double noting that Drummond Street in the straight direction allows for the 23m B-Double. The upgrade to the roundabout is primarily based on providing traffic calming with the overall geometry of the site not changing.

Summary:

It is proposed that the upgrade to the existing roundabout at the intersection of Drummond Street and Mileham Street, South Windsor, which includes the reconstruction of the central annulus, construction of speed cushions on all four approaches to the roundabout, adjustments to kerb returns, line marking and associated measures including warning signs, be undertaken in accordance with the details outlined in Attachment 1 and 2 (Job Number 240216 - Plan Nos. CC103 Issue C and CC104 Issue C).

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**RECOMMENDATION TO COMMITTEE:**

That the upgrade to the existing roundabout at the intersection of Drummond Street and Mileham Street, South Windsor, which includes the reconstruction of the central annulus, construction of speed cushions on all four approaches to the roundabout, adjustments to kerb returns, line marking and associated measures including warning signs, be undertaken in accordance with the details outlined in Attachment 1 and 2 (Job Number 240216 - Plan Nos. CC103 Issue C and CC104 Issue C).

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Thile Somaratne, seconded by Mr Christopher Amit.

Support for Recommendation: Unanimous support.

That the upgrade to the existing roundabout at the intersection of Drummond Street and Mileham Street, South Windsor, which includes the reconstruction of the central annulus, construction of speed cushions on all four approaches to the roundabout, adjustments to kerb returns, line marking and associated measures including warning signs, be undertaken in accordance with the details outlined in Attachment 1 and 2 (Job Number 240216 - Plan Nos. CC103 Issue C and CC104 Issue C).

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#### 4.2. SPECIAL EVENTS

**4.2.1. LTC - The Hawkesbury 120 Ski Race Classic 2024 - (Hawkesbury) - (80245, 92138)**

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#### INTRODUCTION:

An application has been received from Ski Racing NSW Inc, seeking approval (in traffic management terms) to conduct the Hawkesbury 120 Ski Race Classic 2024 on Saturday, 19 and Sunday, 20 October 2024.

The event organiser has advised;

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

Saturday, 19 October 2024:

- Ski Race from Governor Philip Park, Windsor to Sackville Ski Gardens, Tizzana Road, Sackville and return.
- Start and Finish times: 8am to 5pm.
- Set Up and Pack Down Times: 7:30am to 5:30pm.

Sunday, 20 October 2024:

- Ski Race from Governor Philip Park, Windsor to NSW Ski Grounds Caravan Park (Known as NSW Ski Gardens) at River Road, Wisemans Ferry and return.
- Start and Finish times: 8am to 9pm.

Set Up and Pack Down Times 7:30am to 9:30pm

- The event will incorporate vessel safety scrutineering to be undertaken on Friday, 18 October 2024. The safety scrutineering will be conducted between 12noon and 5pm and with the expected number of competitors, it is not anticipated to impact on local traffic conditions in the area. All vehicles towing vessels will be able to be contained within the car park facilities and will not adversely impact local street or cause significant traffic congestion.
- The suspension of ferry services is required on Sunday, 20 October 2024:
  - Lower Portland Ferry from 8am to 5pm
  - Sackville Ferry from 8am to 5pm

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- Webbs Creek Ferry and Wisemans Ferry are located downstream to the NSW Ski Gardens, and subsequently these ferry operations are not affected.
- The suspension of the ferry services is required for safety reasons. Emergency vehicles will be allowed access at all times. The ferries will operate in the event of an emergency and competitors will be stopped to ensure the safety of all.
- Alternate routes for traffic are available which include travelling via Putty Road to Windsor on the western side and via Pitt Town, Cattai and Wisemans Ferry Roads to Windsor on the eastern side of the River.
- The event organiser acknowledges that Transport for NSW – TfNSW (formerly RTA/RMS) on the day may have the need to alter the suspension of the ferries at their discretion.
- A river open boat will pass the entire course at the conclusion of the event.
- The event will be held within Governor Phillip Park located at the northern end of George Street, Windsor.
- Windsor boat ramp will be closed to the public on both days.
- The number of participants expected is approximately 200, consisting of four groups of 50 participants.
- Approximately 500 spectators are expected at the start/finish venue at Governor Phillip Park, Windsor.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park and there may be considerable impacts on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road.
- It is expected that residents on George Street, Palmer Street, North Street, Arndell Street and Court Street may be affected due to the increased traffic flow.
- Parking will be at Governor Phillip Park, with access to the Event Parking area provided from Palmer Street.
- Traffic controllers will manage the entry into the event car park in Palmer Street and to manage event patrons crossing the internal access road within the park to the event parking in the field adjacent to Governor Phillip Park accessed from Palmer Street and manage access to the boat ramp.
- Vehicles can approach the access point into the Event Parking area from the direction of either George Street or Court Street.
- With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed.
- With the installation of the new traffic signals, to maintain traffic flow in Bridge Street, the right turn from Bridge Street (northbound) into George Street (eastbound) is now prohibited and all traffic is required to turn right at Court Street at the uncontrolled intersection.
- As Bridge Street is effectively one lane at Court Street, allowing event traffic to turn right at this location has the potential to increase congestion and as such it is proposed to ban the right turn into and out of Court Street at Bridge Street between 8am and 4pm on Saturday 19 and Sunday 20 October 2024.

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- Traffic that would normally turn right into Court Street will be detoured over the Windsor Bridge to perform a U-turn at the new roundabout at Freemans Reach Road, return back over the Bridge and then turn left into George Street or at Court Street for vehicles over 9metres in length.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street.
- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- A detour route will be signposted to direct vehicles travelling from the south to continue north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road to travel south along the Bridge and turn left into George Street or at Court Street for vehicles over 9metres in length.
- Vehicles travelling from the west along Macquarie Street will turn right into Bridge Street and then left into Court Street.
- Variable Message Signs (VMS) signs will be used to inform traffic and detour routes signposted. A VMS plan with three VMS boards located at key locations and detour plan that guides event traffic and local road network traffic has been prepared.
- Variable Message Signs (VMS) will be provided to inform traffic on how to enter the Event site and will be located at;
  - Bridge Street, Windsor - North Bound near Court Street,
  - Bridge Street, Windsor - North Bound near George Street,
  - Bridge Street, Windsor - South Bound near George Street.
- In addition to the proposed traffic restrictions at Court Street and Bridge Street, road closures are required on the approach roads to the two ferries along the Hawkesbury River.
- The River will be closed for the duration of the event on each of the two days along the length of the event course.
- When the event concludes at 5pm on Saturday and 9m on Sunday and the patrons are leaving, the traffic volumes on Bridge Street will be lower than the peak periods during the earlier part of the day. Furthermore, as all queuing is contained within the local road network, it is anticipated that there will be minimal delays to regional traffic.
- Approval by way of exclusive use is being sought to utilise Governor Phillip Park for the event.

Details of the Event Traffic Control and VMS Plans are contained in Attachments 1 to 3.

#### DISCUSSION:

The event organiser is seeking Transport for NSW – TfNSW (formerly RTA/RMS) approval for the suspension of the following Ferry Services on Sunday, 20 October 2024:

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- Lower Portland Ferry from 8am to 5pm,
- Sackville Ferry from 8am to 5pm,

Webbs Creek Ferry and Wisemans Ferry are located downstream of the NSW Ski Gardens, and subsequently these ferry operations are not affected on Sunday, 20 October 2024.

Ferry operations are not affected on Saturday, 19 October 2024, as Wisemans Ferry, Webbs Creek Ferry, Sackville Ferry and Lower Portland Ferry are all located downstream of the Sackville Ski Gardens.

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

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

The Lower Portland Ferry Service and Sackville Ferry Service is under the care and control of Transport for NSW – TfNSW (formerly RTA/RMS). The operation of the Lower Portland Ferry is being transferred from Hawkesbury City Council to TfNSW on 1 September 2024.

The event will be held principally along the Hawkesbury River with the event organiser requesting exclusive use of the River from Transport for NSW – TfNSW (formerly NSW Maritime). The participants/spectators travelling to the event, and in particular to Governor Phillip Park, may impact heavily on the state road network along Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street as well as the local roads such as George Street and Court Street.

With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed. The Management measures proposed have been previously discussed between Police, TfNSW and Council to ensure that traffic movement is not compromised in particular at the intersection of Bridge Street and Court Street. These measures have been utilised for other events held recently at Governor Phillip Park.

A summary of the traffic management measures is listed below:

- Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 8am and 4pm on Saturday 19 and Sunday 20 October 2024.
- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street (State Road) to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- A traffic control vehicle will be parked in the centre of Court Street with barrier boards and traffic cones used to delineate and enforce the No Right Turn restrictions.
- A detour route will be signposted to direct vehicles travelling from the south to travel north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road and then travel south along Bridge Street to turn left into George Street or at Court Street for vehicles over 9metres in length.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street via either Arndell Street or Palmer Street.

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- Vehicles travelling from the west along Macquarie Street will turn right into Bridge Street and then left into Court Street.
- VMS's will be used to inform traffic and all detour routes signposted.

The suspension of the Ferry services and subsequent road closures leading to these ferries namely, Sackville Ferry affecting Sackville Road (Transport for NSW Ferry) and Lower Portland Ferry affecting the Ferry Road off West Portland Road (Transport for NSW Ferry), will have an impact on the adjacent road network in the vicinity of the ferries. The suspension of the Transport for NSW ferries is affectively closing a State road. Taking into account the suspension of the ferry services and the exclusive use of the River, it would be appropriate to classify the event as a "Class 1" special event under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

As the event is classified as a "Class 1" event, approval is to be sought directly by the event organiser for the suspension of both the Lower Portland and Sackville Ferry services from Transport for NSW – TfNSW (formerly TMC).

The event organiser has submitted the following items in relation to the event: Attachment 1 (ECM Document Set ID No: 8891329):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Special Event Traffic Management Plan which needs to be updated in relation to the road closures affecting the Ferries.

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

#### 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 Hawkesbury 120 Ski Race Classic 2024 event planned for Saturday, 19 and Sunday, 20 October 2024 be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

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4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures:
- Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 8am and 4pm on Saturday 19 and Sunday 20 October 2024. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
  - Partial road closure permitted at the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 8am and 4pm on Saturday 19 and Sunday 20 October 2024.

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 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 TMC) as this is a "Class 1" event, the road closures resulting from the suspension of the TfNSW (formerly RTA/RMS) ferries and the traffic movements and restrictions along Bridge Street (State Road) and its intersections with George Street and Court Street, Windsor and the proposed turn restrictions at the intersection of Bridge Street and Court Street between 8am and 4pm on Saturday 19 and Sunday 20 October 2024 where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street, Windsor; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) for the entire route which need to include details such as the specific position of barriers, signs etc, required for the proposed ferry/road closures and traffic diversions, to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly

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RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from Transport for NSW – TfNSW (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain written approval from Council for the use of Governor Phillip Park;
- 4l. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (advertising medium to be advised);
- 4m. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4o. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4p. 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:**

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

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

**Ferry Services**

- 5. The applicant is to seek approval from Transport for NSW – TfNSW (formerly TMC and RTA/RMS), for the suspension of the Lower Portland Ferry and Sackville Ferry Services, due to the event being classified as a Class 1 event.

Suspension of the ferry services on Sunday, 20 October 2024 as listed below:

- Lower Portland Ferry from 8am to 5pm
- Sackville Ferry from 8am to 5pm

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

- 5a. advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to :
  - traffic impact and delays,
  - exclusive use of Governor Phillip Park,
  - timings of suspension of ferry services,

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

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

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

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Thile Somaratne, seconded by Mr Christopher Amit.

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 Hawkesbury 120 Ski Race Classic 2024 event planned for Saturday, 19 and Sunday, 20 October 2024 be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures:
  - Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 8am and 4pm on Saturday 19 and Sunday 20 October 2024. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
  - Partial road closure permitted at the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 8am and 4pm on Saturday 19 and Sunday 20 October 2024.

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

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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 TMC) as this is a "Class 1" event, the road closures resulting from the suspension of the TfNSW (formerly RTA/RMS) ferries and the traffic movements and restrictions along Bridge Street (State Road) and its intersections with George Street and Court Street, Windsor and the proposed turn restrictions at the intersection of Bridge Street and Court Street between 8am and 4pm on Saturday 19 and Sunday 20 October 2024 where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street, Windsor; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) for the entire route which need to include details such as the specific position of barriers, signs etc, required for the proposed ferry/road closures and traffic diversions, to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from Transport for NSW – TfNSW (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advise all adjoining Councils such as Central Coast, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain written approval from Council for the use of Governor Phillip Park;

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- 4l. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (advertising medium to be advised);
- 4m. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4o. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4p. 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:**

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

#### **Ferry Services**

5. The applicant is to seek approval from Transport for NSW – TfNSW (formerly TMC and RTA/RMS), for the suspension of the Lower Portland Ferry and Sackville Ferry Services, due to the event being classified as a Class 1 event.

Suspension of the ferry services on Sunday, 20 October 2024 as listed below:

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- Lower Portland Ferry from 8am to 5pm
- Sackville Ferry from 8am to 5pm

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

- 5a. advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to :
- traffic impact and delays,
  - exclusive use of Governor Phillip Park,
  - timings of suspension of ferry services,

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

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

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**4.2.2. LTC - Ironman 70.3 Western Sydney 2024 - Richmond/Agnes Banks (Hawkesbury) - (80245, 73621, 123265, 128733, 140545)**

#### INTRODUCTION:

An application has been received seeking approval (in traffic management terms) to conduct the Ironman 70.3 Western Sydney 2024 event, on Sunday, 22 September 2024.

The event organiser has advised;

- The Ironman 70.3 Western Sydney event is based at the Sydney International Regatta Centre, Penrith.
- The event is being held predominantly within the Penrith Council LGA, with a small section of the Cycling route contained within the Hawkesbury Council LGA.
- This is the ninth year the event is being run. The 2024 course follows the course from the previous events which have been in place since 2015. The event in 2020 and 2021 was cancelled due to COVID-19.
- The event will be conducted between 5am and 3:30pm. The set up and pack down times are between 4am and 5pm.
- Approximately 1,300 participants are expected for the event.
- Approximately 3,000 spectators are expected.
- The Ironman event is a race and involves participants swimming, cycling and running:
  - Swimming: 1.9 kilometres clockwise lap of the Sydney International Regatta Centre competition lake.
  - Cycling: 90 kilometres (2 laps of 45 kilometres) incorporating the major arterial roads of both Penrith City Council and Hawkesbury City Council from the Sydney International Regatta Centre to McCarthys Lane to Castlereagh Road, Brooks Lane, Wilshire Road, Jockbett Road, The Driftway (Hawkesbury) and returning via Jockbett Road, Wilshire Road, Brooks Lane, Castlereagh Road and McCarthys Lane. The course consists of two laps in a clockwise direction with a number of road closures.
  - Running: 21.1 kilometres incorporating paths within and out of the Sydney International Regatta Centre and along Old Castlereagh Road, Penrith.
- To facilitate the event build and competition, a comprehensive schedule of Road Closures has been designed. The majority of road closures are within the Penrith LGA. The only road closure required within the Hawkesbury LGA is The Driftway between Londonderry Road and Castlereagh Road.
- The safety of the event will be improved with the removal of through traffic along the course.
- Authorised Traffic Controllers will be used at all road closure points along the course, with motorists directed around the site.

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

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

#### DISCUSSION:

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

The 2024 course follows the same route as the previous events undertaken from 2015 to 2023, noting that the 2020 and 2021 events were cancelled due to COVID-19. The 2015 event was originally approved by Penrith Council which inadvertently included The Driftway (Hawkesbury), as this is a bordering road. Penrith Council classified the event as a Class 2 and this classification has carried through since the 2015 event. To be consistent, the event within the Hawkesbury LGA should also be classified as a Class 2 event, even though there is the proposal to undertake Road Closures and Speed Zone reductions along a State Road within the Penrith Council LGA.

On this basis it would be appropriate to classify the event as a "Class 2" special event under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may disrupt traffic and transport systems along the specified route, which includes the proposed road closures, and there may be disruptions to the non-event community.

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

- Road Closure along The Driftway is proposed for Sunday, 22 September 2024, between 5am and 1:30pm. The overall road closures for the event within the Penrith Council area is until 4:30pm.

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

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

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No: 8869886):

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

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

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#### RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Ironman 70.3 Western Sydney 2024 event, which is a cross regional event and will traverse across two Local Government Areas, with the Hawkesbury LGA component being within the Richmond/Agnes Banks area, planned for Sunday, 22 September 2024 between 5am and 3:30pm be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
  - Road Closure; The Driftway, Richmond/Agnes Banks, between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
  - Road Closure only permitted for Sunday, 22 September 2024, between 5am and 1:30pm.
  - No other road closures are permitted.
  - Due to the Road Closure of Castlereagh Road (State Road) within the Penrith LGA, Detour Routes and relevant Signage are to be provided within the Hawkesbury LGA and surrounding area to ensure alternate traffic routes are available and signposted.
  - The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

and the following conditions:

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

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This

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

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routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;

- 4m. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

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

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Thile Somaratne, seconded by Mr Christopher Amit.

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 Ironman 70.3 Western Sydney 2024 event, which is a cross regional event and will traverse across two Local Government Areas, with the Hawkesbury LGA component being within the Richmond/Agnes Banks area, planned for Sunday, 22 September 2024 between 5am and 3:30pm be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

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3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
  - Road Closure; The Driftway, Richmond/Agnes Banks, between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
  - Road Closure only permitted for Sunday, 22 September 2024, between 5am and 1:30pm.
  - No other road closures are permitted.
  - Due to the Road Closure of Castlereagh Road (State Road) within the Penrith LGA, Detour Routes and relevant Signage are to be provided within the Hawkesbury LGA and surrounding area to ensure alternate traffic routes are available and signposted.
  - The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

and the following conditions:

**Prior to the event:**

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

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

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**ORDINARY MEETING**

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

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**LOCAL TRAFFIC COMMITTEE**

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

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## ORDINARY MEETING

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**4.2.3. LTC - Savour the Flavour - Hawkesbury 2024 Event, Richmond - (Hawkesbury) - (80245, 79341)**

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#### INTRODUCTION:

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Savour the Flavour - Hawkesbury 2024 event in Richmond, on Saturday, 12 October 2024.

The event organiser has advised:

- This is the second year this event is being held.
- This event celebrates the Hawkesbury being the original food bowl of Sydney. It will be a festival with food stalls, cooking demonstrations, live music and roving entertainment.
- The event will be conducted between 4pm and 9pm. The set up and pack down times are between 8am and 10pm.
- The event is expected to attract approximately 10,000 spectators with 70 participants.
- The event will be held within Richmond Oval and Park, Richmond which is adjacent to East Market Street, Windsor Street and March Street.
- Traffic controllers will be used to manage pedestrian safety within the Richmond Town and will be located in:
  - Windsor Street midway between East Market Street and West Market Street,
  - East Market Street midway between Windsor Street and March Street and directing pedestrians from the Railway Station to the traffic signals at March Street,
  - March Street and East Market Street traffic signals,
  - Windsor Street and East Market Street traffic signals,
  - March Street at the carpark entrance to Richmond Park.
- Traffic controllers will control pedestrian movements across the marked pedestrian crossing in Windsor Street to stop traffic in Windsor Street to safely manage pedestrians crossing in platoons to ensure delays to buses and vehicles using Windsor Street are minimised.
- The impact of stopping traffic will be localised to Windsor Street and will not disrupt traffic in the greater regional area.
- A traffic controller will be used outside the Richmond Railway Station to direct pedestrians to the signalised crossing of East Market Street and March Street.
- Traffic controllers will be used to manage pedestrians crossing at the two signalised intersections of East Market Street at March Street and Windsor Street to ensure that the pedestrians cross East Market Street when the pedestrian walk phase operates.
- The Special Event parking area is located at the Richmond Market Place with entry to this parking area from Paget Street.

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- Variable Message Signs (VMS) will be installed to direct event patrons to the Event Parking area located at the Richmond Market Place.
- Variable Message Signs (VMS) will be installed 2 weeks prior to advertise the event and inform traffic.
- No road closures are associated with this event.
- The Richmond Town Centre public transport options include local bus services that service the local area as well as rail services at Richmond Station to service greater regional areas that may be used by participants to travel to the event.

Details of the Event Traffic Control and VMS Plans are contained in Attachments 1 and 2.

#### DISCUSSION:

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

Whilst no road closures are proposed traffic controllers will be used to manage pedestrian safety within the Richmond Town and will be located in:

- Windsor Street midway between East Market Street and West Market Street,
- East Market Street midway between Windsor Street and March Street and directing pedestrians from the Railway Station to the traffic signals at March Street,
- March Street and East Market Street traffic signals,
- Windsor Street and East Market Street traffic signals,
- March Street at the carpark entrance to Richmond Park.

The traffic control measures will be in place on Saturday, 12 October 2024 between 3pm and 9pm. Traffic control at the entrance to Richmond Park will be in place from 6am to midnight on Friday, 11 October 2024 and 6am to 5pm on Monday, 14 October 2024.

Traffic controllers are to stop traffic in Windsor Street to safely manage pedestrians crossing Windsor Street from the event parking areas to the north of the site and surrounding areas. The traffic controllers will ensure that pedestrians cross the road in platoons to minimise delays to buses and other traffic using Windsor Street. Overall this measure may cause minor delays along Windsor Street to traffic, with the traffic controllers to ensure that the traffic does not queue back through the traffic signals at East Market Street.

Traffic controllers will direct patrons from the Railway Station towards the pedestrian traffic signals at the intersection of March Street and East Market Street. Pedestrians will be prohibited from crossing East Market Street mid-block.

The event organiser has submitted the following items in relation to the event: Attachment 3 (ECM Document Set ID No: 8906280):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,

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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 (formerly RTA/RMS),
4. Special Event Traffic Management Plan and Traffic Control Plans,
5. Copy of Insurance Policy which is valid to 31 October 2024, however, does not include Transport for NSW – TfNSW (formerly RTA/RMS) as an Interested Party,
6. Copy of correspondence to the NSW Fire and Rescue, Hawkesbury Ambulance Service, Hawkesbury Local Area Command, Busways, NSW Rural Fire Service 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 Savour the Flavour - Hawkesbury 2024 event in Richmond, on Saturday, 12 October 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, the following road closures and traffic control measures;
  - Traffic controllers to manage pedestrian safety within the Richmond Town and located in:
    - Windsor Street midway between East Market Street and West Market Street,
    - East Market Street midway between Windsor Street and March Street and directing pedestrians from the Railway Station to the traffic signals at March Street,
    - March Street and East Market Street traffic signals,
    - Windsor Street and East Market Street traffic signals,
    - March Street at the carpark entrance to Richmond Park.

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- The traffic control measures are only permitted to be in place on Saturday, 12 October 2024 between 3pm and 9pm, with the traffic control at the entrance to Richmond Park to be in place from 6am to midnight on Friday, 11 October 2024 and 6am to 5pm on Monday, 14 October 2024.
- No road closures are permitted.

and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic control measures that may impact on the operation of the signalised intersections of East Market Street at both March Street and Windsor Street, Richmond; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain written approval from Council for the use of Richmond Park;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

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- 4i. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closure, detour route 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;
- 4j. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closure, detour route 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 has been submitted to Council;
- 4k. 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:

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

#### **COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Thile Somaratne, seconded by Mr Christopher Amit.

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 Savour the Flavour - Hawkesbury 2024 event in Richmond, on Saturday, 12 October 2024 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and

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Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
  - Traffic controllers to manage pedestrian safety within the Richmond Town and located in:
    - Windsor Street midway between East Market Street and West Market Street,
    - East Market Street midway between Windsor Street and March Street and directing pedestrians from the Railway Station to the traffic signals at March Street,
    - March Street and East Market Street traffic signals,
    - Windsor Street and East Market Street traffic signals,
    - March Street at the carpark entrance to Richmond Park.
  - The traffic control measures are only permitted to be in place on Saturday, 12 October 2024 between 3pm and 9pm, with the traffic control at the entrance to Richmond Park to be in place from 6am to midnight on Friday, 11 October 2024 and 6am to 5pm on Monday, 14 October 2024.
  - No road closures are permitted.

and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;

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## ORDINARY MEETING

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- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic control measures that may impact on the operation of the signalised intersections of East Market Street at both March Street and Windsor Street, Richmond; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain written approval from Council for the use of Richmond Park;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closure, detour route 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;
- 4j. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closure, detour route 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 has been submitted to Council;
- 4k. 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:

- 4l. access is to be maintained for businesses, residents and their visitors;
- 4m. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4n. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4o. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, 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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**ORDINARY MEETING**

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- 4p. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4q. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

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**ORDINARY MEETING**

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**4.3. FOR INFORMATION**

There were no reports for Information.

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**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 8 July 2024

**5. GENERAL BUSINESS**

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday 12 August 2024 at 3.00pm.

The meeting terminated at 3.20pm.

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**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 13 August 2024

#### 11.1.6. ROC - Local Traffic Committee - 5 August 2024 - (82045)

Directorate: Infrastructure Service

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#### PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 5 August 2024.

#### EXECUTIVE SUMMARY

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

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

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

#### RECOMMENDATION

That the Council adopt the recommendations contained in the Minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 5 August 2024.

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#### DISCUSSION

The Committee considered staff reports on a range of matters as shown in the attached Minutes, attached as Attachment 1 to this report. The following items require specific consideration by Council.

- Item 4.1.1. - Proposed Median Island - Keyline Road - Redbank, North Richmond - DA0311/22 - (Hawkesbury)
- Item 4.2.1. - Light Up Windsor Street Fair 2024 Event - (Hawkesbury)
- Item 4.2.2. - RAAF Richmond Open Day 2024 - RAAF Base and Hawkesbury Showground, Clarendon - (Hawkesbury)

#### ATTACHMENTS

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

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 13 August 2024**

**Attachment 1 - Minutes of the Local Traffic Committee held on 8 July 2024**

**LOCAL TRAFFIC COMMITTEE**  
**Meeting Date: 5 August 2024**

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**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 13 August 2024**

**LOCAL TRAFFIC COMMITTEE**  
**Meeting Date: 5 August 2024**

**1. AGENDA**

**Welcome**

Minutes of the Meeting of the Local Traffic Committee held Remotely on 5 August 2024, commencing at 3pm.

**ATTENDANCE**

**Present:** Mr Thile Somaratne, Transport for NSW  
Ms Felicity Findlay (Office of Member of Hawkesbury)

**Apologies:** Councillor Sarah McMahon, Mayor  
Inspector Daniel Clements, NSW Police Force

**In Attendance:** Mr Christopher Amit, Hawkesbury City Council  
Mrs Cathy Mills, Hawkesbury City Council  
Mr Rob Wainhouse, Hawkesbury City Council  
Ms Kaysie Cordi, Hawkesbury City Council

**Apologies**

RESOLVED on the motion of Ms Felicity Findlay, seconded by Mr Thile Somaratne, that the apologies be accepted.

**Declaration of Interests**

There were no Declarations of Interest made.

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This is page 4 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 5 August 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 13 August 2024

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 5 August 2024

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the motion Mr Thile Somaratne, seconded by Mr Christopher Amit, that the minutes from the previous meeting held 8 July 2024 be confirmed.

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**ORDINARY MEETING**

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

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**LOCAL TRAFFIC COMMITTEE**

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**3. BUSINESS ARISING**

There was no business arising from the previous minutes.

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**4. REPORTS FOR DETERMINATION**

**4.1. GENERAL TRAFFIC**

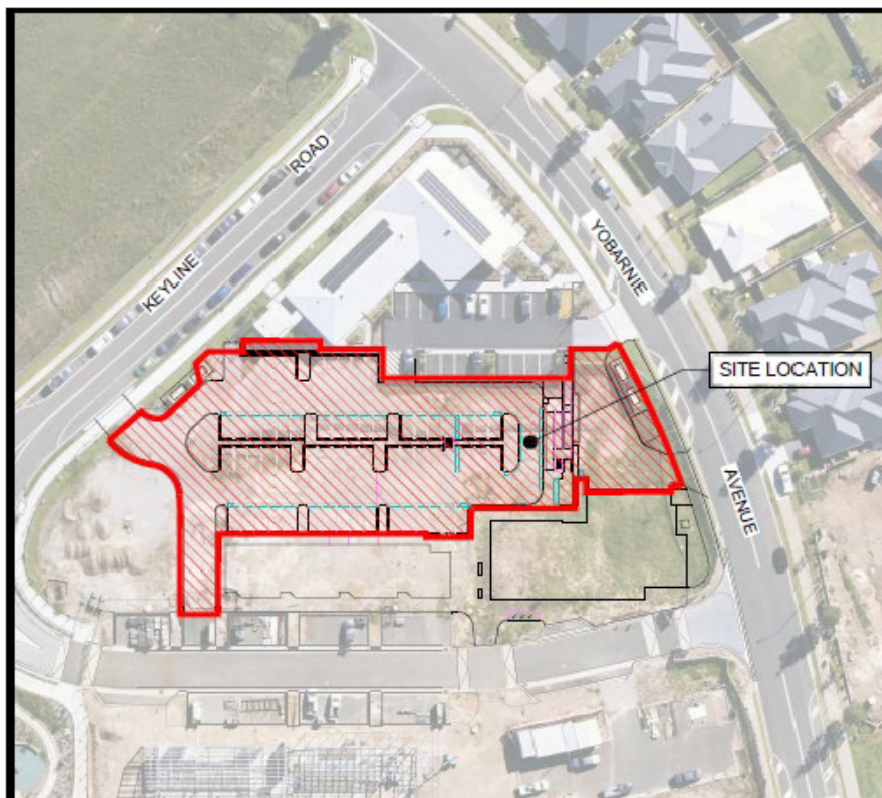
**4.1.1. LTC - Proposed Median Island - Keyline Road - Redbank, North Richmond - DA0311/22 - (Hawkesbury) - (80245, 73621, 123265, 112157, 146425)**

**Previous Item:** Item 2.5, LTC (09 January 2023)

**INTRODUCTION:**

Development Consent No. DA0311/22 has been granted to construct a carpark for the neighbourhood supermarket as part of the Redbank Village Centre. The works are being undertaken as part of the overall Redbank Development of approximately 1,400 lots in North Richmond.

The existing driveway to the carpark site fronting Keyline Road is required to be modified to allow left-in entry only from Keyline Road into the development site and left-out egress only onto Keyline Road from the development site.



**Figure 1: Site of Proposed Carpark**

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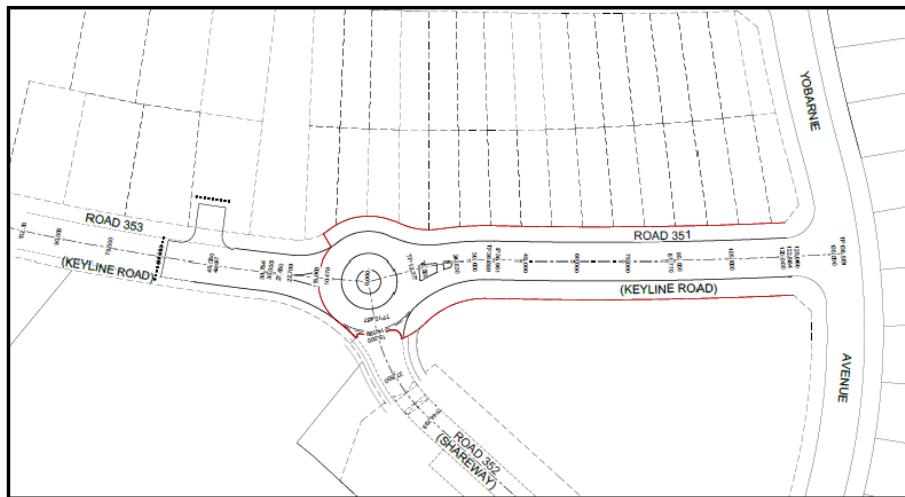
**LOCAL TRAFFIC COMMITTEE**

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**DISCUSSION:**

The original approval for the construction of Keyline Road between Yobarnie Avenue and Road 352 (Private Road) included a roundabout at the intersection of Keyline Road and Road 352 as outlined in Figure 2. The roundabout was to provide the main point of connection between the private road and public road network, with access to the proposed carpark from Road 352. No access point was to be provided along Keyline Road into the carpark.

The location of the roundabout at the intersection of Keyline Road and Road 352 was part of the overall traffic strategy of the developer to minimize entry points from the public road network to the carpark to ensure safety for patrons accessing the carpark with the roundabout at Road 352, to control the carpark entry/exit. Further to this Road 352 provided a link between Keyline Road and Yobarnie Avenue as outlined in Figure 3. It was originally requested that the roundabout be located at the intersection of Yobarnie Avenue and Keyline Road, however based on the strategy provided by the developer, the location of the roundabout at Keyline Road and Road 352 was accepted.



**Figure 2: Keyline Road – Proposed Works**

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**Figure 3: Access Point and Road 352 link between Keyline Road and Yobarnie Avenue**

Keyline Road was constructed with an access point to the carpark site without approval. Initial indications from the Developer were that this access was provided on a temporary basis to allow vehicles to enter and leave the proposed carpark site without damaging the constructed kerb. Since this time the developer has requested to retain the access point with a change in strategy for the access to the carpark.

On request to retain the constructed driveway, the conditions within the DA0311/22, relating to the carpark, have been set to restrict movements in and out of the carpark along Keyline Road to left-in and left-out to ensure safety for drivers along Keyline Road. This will reduce the impact to the through movement of traffic along Keyline Road, which is also a bus route.

The conditions of Consent require that the existing driveway to the carpark fronting Keyline Road is restricted to allow left-in entry only from Keyline Road into the development site and left-out egress only onto Keyline Road from the development site with the provision of a median Island in Keyline Road.

Due to the constructed width of Keyline Road being 11metres, the proposed traffic island is 0.6m wide over a length of 10metres, placed centrally across the constructed driveway of 7.1metres. The usage of the carpark is restricted to cars only.

Details of the proposed treatment including Swept/Turning paths are outlined in attachments 1 to 4 and within the plans prepared by J.Wyndham Price - Project 110185-11. The Swept paths satisfy the manoeuvring at the access to the carpark for the passenger-car design vehicle and the 8.8m check vehicle (MRV-Service Truck) as well as travelling along Keyline Road and negotiating the proposed Median Island for the 8.8m design vehicle (MRV-Service Truck) and the 14.5m check vehicle (Long Rigid Bus).

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The signage and line marking plan prepared by J. Wyndham Prince (Plan No: 110185-11- CC8003 – A) has been submitted to the Local Traffic Committee for its concurrence and approval in accordance with the Development Consent conditions. The plan provides for two options with the preferred option being Option A, which is considered to be compliant for the site.

**Summary:**

It is proposed that the Signage and Line marking plan prepared by J.Wyndham Price (Plan No: 110185-11- CC8003 - A) – Option A - associated with the proposed median Island in Keyline Road, North Richmond, in conjunction with the Development Application DA0331/22, be implemented.

**RECOMMENDATION TO COMMITTEE:**

The Signage and Line marking plan prepared by J.Wyndham Price(Plan No: 110185-11- CC8003 - A) - Option A - associated with the proposed median Island in Keyline Road, North Richmond, in conjunction with the Development Application DA0331/22, be implemented.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Ms Felicity Findlay, seconded by Mr Thile Somaratne.

Support for Recommendation: Unanimous support.

The Signage and Line marking plan prepared by J.Wyndham Price(Plan No: 110185-11- CC8003 - A) - Option A - associated with the proposed median Island in Keyline Road, North Richmond, in conjunction with the Development Application DA0331/22, be implemented.

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#### 4.2. SPECIAL EVENTS

**4.2.1. LTC - Light Up Windsor Street Fair 2024 Event - (Hawkesbury) - (80245, 94012)**

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#### INTRODUCTION:

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Light Up Windsor Street Fair 2024 Event, on Saturday, 30 November 2024.

The event organiser has advised;

- The event will be undertaken along George Street, Windsor in the vicinity of Thompson Square between Bridge Street and Baker Street, connecting with Windsor Mall between Baker Street and Fitzgerald Street.
- This is a Christmas Event in the Windsor Town Centre which includes a Christmas Street fair that has market stalls, roving and live entertainment, workshops, lighting and snow installations.
- This is the sixth year Hawkesbury City Council are undertaken this event. In previous years, the Windsor Business Group Inc. have undertaken the event in the vicinity of Windsor Mall between Baker Street and Kable Street as well as the Thompson Square Park area.
- Approximately 50 to 100 participants and 12,000 spectators are expected for the event.
- Event times for the event are between 5pm and 9pm with setup commencing at 11 am with pack down until 12 midnight.
- All shops within the precinct have been notified and a majority of them will be open on the evening. This includes their support in relation to the temporary road closures proposed.
- Parking areas are available within Council car parks and on-street parking, all within walking distance to the Event.
- Additional parking will be available at Governor Phillip Park. Pedestrians will be directed up to Bridge Street along George Street. The new traffic lights at this intersection will allow pedestrians to cross at this point.
- Parking will be in the field adjacent to Governor Phillip Park, with access to the Event Parking area provided from Palmer Street.
- Traffic controllers will manage the entry into the event car parking in Palmer Street and to manage event patrons crossing the internal access road within the park.
- Vehicles can approach the access point into the Event Parking area from the direction of either George Street or Court Street
- With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed.

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- With the installation of the new traffic signals, to maintain traffic flow in Bridge Street, the right turn from Bridge Street (northbound) into George Street (eastbound) is now prohibited and all traffic is required to turn right at Court Street at the uncontrolled intersection.
- As Bridge Street is effectively one lane at Court Street, allowing event traffic to turn right at this location has the potential to increase congestion and as such it is proposed to ban the right turn into and out of Court Street at Bridge Street between 11am and 12 midnight on Saturday, 30 November 2024.
- Traffic that would normally turn right into Court Street will be detoured over the Windsor Bridge to perform a U-turn at the new roundabout at Freemans Reach Road, return back over the Bridge and then turn left into George Street or at Court Street for vehicles over 9metres in length.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street and Bridge Street.
- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- A detour route will be signposted to direct vehicles travelling from the south to continue north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road to travel south along the Bridge and turn left into George Street or at Court Street for vehicles over 9metres in length.
- Vehicles travelling from the west along Macquarie Street will turn right at Bridge Street and then left into Court Street.
- Variable Message Signs (VMS) signs will be used to inform traffic with detour routes signposted. A VMS plan with three VMS boards located at key locations and detour plan that guides event traffic and local road network traffic has been prepared.
- Some on-street parking along George Street near its intersection with Palmer Street may be taken out to allow safe vehicular movements in this vicinity. The adjoining property owners will be advised of this proposal.
- Advance warning with VMS shall be installed 2 weeks prior to the event and will be located at;
  - Bridge Street, Windsor – northbound at Court Street,
  - Bridge Street, Windsor – northbound at George Street,
  - Bridge Street, Windsor – southbound before George Street.
- The following road closures are proposed to accommodate the overall extent of the event:
  - George Street closed between Bridge Street and Baker Street. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
  - Thompson Square Road closed between George Street and The Terrace.
  - Baker Street closed between Macquarie Street and the Woolworths loading dock/carpark opposite the Hawkesbury Regional Museum.

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- Kable Street closed at The Terrace with access provided for residents and stall holders only travelling towards Baker Street as well as allowing vehicles to exit from the Woolworths Loading dock/carpark arriving from Baker Street.
- Windsor Mall (George Street) closed between Baker Street and Fitzgerald Street.
- The road closures are required from 11am to 12 midnight on Saturday, 30 November 2024.
- The road closures will be introduced from 10am to ensure parked vehicles are removed from the site prior to the event commencing.
- Traffic in George Street will be detoured via Bridge Street and Macquarie Street.
- Traffic in Baker Street will only be exiting from the Woolworths loading dock/carpark into The Terrace.
- Traffic controllers will manage traffic exiting the Woolworths loading dock/carpark and exit via The Terrace. Traffic controllers will also manage the access from the Doctors Surgery in Thompson Square.
- To ensure that parked cars are not parked in the closed sections, parking patrol will close the parking lanes from 10am with traffic cones and inform motorists of the closure for the event.
- Traffic controllers will be deployed in Bridge Street at George Street to ensure pedestrian safety for patrons.
- Traffic controllers will be used to manage pedestrians at the pedestrian crossing in Kable Street at Windsor Mall (George Street) and Fitzgerald Street at Windsor Mall (George Street)
- Buses may be affected along Kable Street, Fitzgerald Street and The Terrace. The Bus operators will be advised of the proposed traffic arrangements.
- The proposed road closures will improve the overall safety at the event.
- Businesses have been advised, due to the road closures, to arrange for deliveries before 11am and to let their customers know of the access changes.
- Traffic will be monitored at all times with any build ups cleared immediately. Traffic controllers will be on site to implement any changes required.
- Emergency vehicles will be given priority at all times.

Details of the Event Traffic Control and VMS Plans are contained in Attachments 1 to 4.

#### DISCUSSION:

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

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

- George Street is to be closed between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street. There may be an impact to traffic along Bridge Street wishing to turn into George Street which will require approval from Transport for NSW – TfNSW (formerly TMC). The State Road traffic will need to be detoured accordingly.
- Thompson Square Road closed between George Street and The Terrace.
- Baker Street closed between Macquarie Street and the Woolworths loading dock/carpark opposite the Hawkesbury Regional Museum. There may be an impact to traffic along Macquarie Street which will require approval from Transport for NSW – TfNSW (formerly TMC). The State Road traffic will need to be detoured accordingly.
- Kable Street closed at The Terrace with access provided for residents and stall holders only travelling towards Baker Street as well as allowing vehicles to exit from the Woolworths loading dock/carpark arriving from Baker Street.
- Windsor Mall (George Street) closed between Baker Street and Fitzgerald Street.
- Road closures are required from 11am until 12 midnight on Saturday, 30 November 2024.
- The road closures will be introduced from 10am to ensure parked vehicles are removed from the site prior to the event commencing. There are other private car parks which will be controlled by traffic controllers after 11am until the event commences.

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

With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed. The Management measures proposed have been previously discussed between Police, TfNSW and Council to ensure that traffic movement is not compromised in particular at the intersection of Bridge Street and Court Street. A summary of these traffic management measures is listed below:

- Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 11am and 12 midnight on Saturday, 30 November 2024.
- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street (State Road) to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- A traffic control vehicle will be parked in the centre of Court Street with barrier boards and traffic cones used to delineate and enforce the No Right Turn restrictions.
- A detour route will be signposted to direct vehicles travelling from the south to travel north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road and then travel south along Bridge Street to turn left into George Street at the new traffic signals or at Court Street for vehicles over 9metres in length.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street and Bridge Street via either Arndell Street or Palmer Street.

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- Vehicles travelling from the west along Macquarie Street will turn right at Bridge Street and then left into Court Street.
- VMS signs will be used to inform traffic and all detour routes signposted.

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

The event organiser has submitted the following items in relation to the event: Attachment 5 (ECM Document No: 8947941):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Special Event Traffic Management Plan (TMP) – requires updating for the Class of the event and other information listed in the main application,
5. Copy of Insurance Policy, which is valid to 31 October 2024,
6. Proposed Road Closure Plan, Detour Plan and VMS Plan,
7. Copy of correspondence to the NSW Fire and Rescue, Hawkesbury RFS, Hawkesbury Ambulance Service, Hawkesbury SES, Hawkesbury Local Area Command and Buses.

#### RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events> and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Light Up Windsor Street Fair 2024 Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Fitzgerald Street, planned for Saturday, 30 November 2024 between 11am and 12 midnight be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;

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- Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.
- Road Closure; Thompson Square Road, Windsor between George Street and The Terrace.
- Road Closure; Baker Street, Windsor between Macquarie Street and the Woolworths loading dock/carpark opposite the Hawkesbury Regional Museum.
- Road Closure; Kable Street, Windsor at The Terrace.
- Road Closure; Windsor Mall (George Street, Windsor) between Baker Street and Fitzgerald Street.
- Road Closures are only permitted for Saturday, 30 November 2024, between 11am and 12 midnight.
- Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 11am and 12 midnight on Saturday, 30 November 2024. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- No other road closures are permitted.

and the following conditions:

#### Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to 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 submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCP) – noting this is a Class 2 event - which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a

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person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) due to the following measures required on Saturday 30 November 2024:
- a) traffic movements and restrictions along Bridge Street, Windsor (State Road) which affects the intersections of George Street and Bridge Street as well as the proposed road closures which includes the road closure of George Street at Bridge Street and Baker Street at Macquarie Street,
  - b) traffic movements and restrictions along Bridge Street, Windsor (State Road) and its intersections with George Street and Court Street and the proposed turn restrictions at the intersection of Bridge Street and Court Street where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street;
- a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and occupation of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain written approval from Council for the use of Thompson Square Park and Governor Phillip Park;
- 4i. 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;
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence has been submitted to Council;
- 4m. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

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##### During the event:

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

##### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Felicity Findlay, seconded by Mr Thile Somaratne.

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 Light Up Windsor Street Fair 2024 Event within the Windsor Mall and Thompson Square precinct along George Street, Windsor between Bridge Street and Fitzgerald Street, planned for Saturday, 30 November 2024 between 11am and 12 midnight be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
  - Road Closure; George Street, Windsor between Bridge Street and Baker Street and extending across Thompson Square Road. The road closure includes the intersection of Baker Street but not the intersection of Bridge Street.

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- Road Closure; Thompson Square Road, Windsor between George Street and The Terrace.
- Road Closure; Baker Street, Windsor between Macquarie Street and the Woolworths loading dock/carpark opposite the Hawkesbury Regional Museum.
- Road Closure; Kable Street, Windsor at The Terrace.
- Road Closure; Windsor Mall (George Street, Windsor) between Baker Street and Fitzgerald Street.
- Road Closures are only permitted for Saturday, 30 November 2024, between 11am and 12 midnight.
- Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 11am and 12 midnight on Saturday, 30 November 2024. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- No other road closures are permitted.

and the following conditions:

#### Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to 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 submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCP) – noting this is a Class 2 event - which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

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- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) due to the following measures required on Saturday 30 November 2024:
- a) traffic movements and restrictions along Bridge Street, Windsor (State Road) which affects the intersections of George Street and Bridge Street as well as the proposed road closures which includes the road closure of George Street at Bridge Street and Baker Street at Macquarie Street,
  - b) traffic movements and restrictions along Bridge Street, Windsor (State Road) and its intersections with George Street and Court Street and the proposed turn restrictions at the intersection of Bridge Street and Court Street where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street;
- a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and occupation of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain written approval from Council for the use of Thompson Square Park and Governor Phillip Park;
- 4i. 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;
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence has been submitted to Council;
- 4m. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

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**During the event:**

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

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**4.2.2. LTC - RAAF Richmond Open Day 2024 - RAAF Base and Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 123265)**

#### INTRODUCTION:

An application has been received on behalf of the RAAF Richmond seeking approval (in traffic management terms) to conduct the RAAF Richmond Open Day 2024, on Saturday, 26 October 2024, within the RAAF Base and the Hawkesbury Showground, Clarendon.

The event organiser has advised:

- This is the first time this event is being undertaken at the RAAF Richmond Base and on the main runway.
- The RAAF Richmond Open Day is an exhibition event. It is an event to provide the community with an insight into Air Force capabilities, roles and the units which operate at the RAAF base at Richmond.
- The open day will showcase aircraft from within the Air Mobility Group (AMG).
- The event will be undertaken between 10am and 4pm on Saturday, 26 October 2024.
- The event is expected to attract approximately 20,000 spectators.
- The event will be undertaken over two sessions.
- The event is a prebooked ticketed event with a large number of visitors expected from outside the Hawkesbury LGA.
- Traffic control measures will be implemented between 9am and 5pm on Saturday, 26 October 2024.
- Access to the RAAF Richmond Base will be provided from a temporary pedestrian entry gate and separate exit gate located along Hawkesbury Valley Way opposite Racecourse Road, Clarendon.
- Free parking for visitors will be provided within the Hawkesbury Showground site located along Racecourse Road, with access from Gate 1. This site will be used as the main event parking area which provides for around 20,000 vehicles. Parking details will be communicated to event patrons through the ticket booking process.
- Traffic controllers will be used to direct traffic into and within the showground.
- Traffic controllers will be used to manage pedestrian movements from the showground to the event entry gate.
- The triangular grassed island that separates the entry and exit for Racecourse Road from Hawkesbury Valley Way will be fenced off to provide a safe storage area for pedestrians before traffic controllers stop traffic in Hawkesbury Valley Way to allow them to cross the road and enter the entry gate.
- Mobility parking will be provided within the RAAF car park accessed from Percival Street. A shuttle bus will transport patrons to the runway via the RAAF internal road network. The mobility parking will be pre-booked through the ticketing process.

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- Whilst public transport is encouraged by using the train service at Clarendon Station, due to the location of the site, it is expected that the majority of visitors will travel to the event by private vehicle.
- Variable Messaging signs (VMS) will be located in the wider area to inform motorists of the route to the event parking. Nine locations are proposed with details outlined in attachments 4 and 5.
- As entry to the event parking area within the showground is accessed from Racecourse Road, for event traffic originating from the Kurrajong, North Richmond, Blacktown, Penrith and Campbelltown areas, VMS will be used to direct traffic to enter Racecourse Road from the Blacktown Road intersection. It is likely that there will be an increase to traffic with minor delays in Blacktown Road during the hour leading up to each session and also in the hour at the end of each session.
- For traffic originating from Pitt Town, Windsor, Rouse Hill and Castle Hill, access to the event parking will be via a left turn into Racecourse Road from Hawkesbury Valley Way. As traffic controllers will be used to manage pedestrian movements across Hawkesbury Valley Way at Racecourse Road, there will be delays for traffic travelling along Hawkesbury Valley Way between Windsor and Richmond throughout the day during the event as traffic in Hawkesbury Valley Way will be stopped to allow pedestrians to cross. Traffic controllers will observe traffic and keep these intermittent stoppages to a minimum with stoppages restricted to 1 to 2 minutes at a time.
- A temporary 40kph speed zone will be implemented along Hawkesbury Valley Way and Racecourse Road on all the approaches to the intersection to reduce vehicle speed. In addition to the speed reduction, boom gates will be used to provide additional safety for the traffic controllers.
- To maintain traffic flow in Hawkesbury Valley Way, the right turn bay into Racecourse Road will be closed and the right turn banned from 9am to 5pm on Saturday, 26 October 2024. The right turn ban will be implemented using a traffic control vehicle, traffic cones and barrier boards.
- With the control of traffic in Hawkesbury Valley Way and Racecourse Road, there is the potential for traffic to queue to the railway level crossing in Racecourse Road. Traffic controllers will be used to manage traffic flow across the level crossing to ensure vehicles do not queue across the level crossing.
- To mitigate the potential traffic impacts, an alternate Bypass route will be available for motorist to travel between Richmond and Windsor and avoid Hawkesbury Valley Way near Racecourse Road. The bypass route will be along Bourke Street, Francis Street, Jersey Street, Dight Street and Percival Street. A number of VMSs will be provided to guide the traffic along this route for traffic travelling in both directions.
- During the peak event departure periods, the traffic controllers will stop traffic in Hawkesbury Valley Way to allow vehicles to exit Racecourse Road to maintain safety and prevent queuing over the level crossing

Details of the Event Traffic Control Plans, Alternate Bypass Route Plan and VMS Location Plan are contained in Attachments 1 to 5.

#### DISCUSSION:

Traffic controllers will be used to manage pedestrian movements from the showground parking area, Clarendon Station and across Hawkesbury Valley Way to the event entry gate and access the event site.

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Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site and intersects with Blacktown Road approximately 3.5 kilometres to the south. Racecourse Road is a minor distributor rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser has indicated that access to the showground from Racecourse Road will be split via both Hawkesbury Valley Way and Blacktown Road. Both Hawkesbury Valley Way and Blacktown Road are state roads.

Whilst traffic entering Racecourse Road will be from both Hawkesbury Valley Way and Blacktown Road, it is likely that traffic congestion is likely to be concentrated in Hawkesbury Valley Way, where vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter the parking area from Gate 1. There will be traffic impacts along Blacktown Road as well. The right turn ban proposed along Hawkesbury Valley Way into Racecourse Road will assist with the movement of traffic along Hawkesbury Valley Way. To improve traffic and pedestrian safety around the event precinct, the event organiser has applied to Transport for NSW – TfNSW (formerly RTA/RMS) for the following speed limit reductions:

- Hawkesbury Valley Way, speed reduction from 70/80km/h to 60km/h and 40km/h extending approximately 350metres either side of Racecourse Road.
- Racecourse Road, speed reduction from 60km/h to 40km/h: extending approximately 300metres from Hawkesbury Valley Way.

The provision of the alternate bypass route will allow motorists to avoid the event area along Hawkesbury Valley Way when traveling between Richmond and Windsor. The bypass route along Bourke Street, Francis Street, Jersey Street, Dight Street and Percival Street may have a minor impact to the local community along these roads. The event organiser will be required to undertake a letter box drop to all affected properties within the event precinct which also includes the alternate bypass route. The contingency plan for wet weather will allow for a suitable alternative to the proposed parking areas. The event organiser has been informed that road works are proposed along Percival Street, between September 2024 and March 2025, and to liaise with the project manager for the site, to ensure there is minimal disruption to the work site and the movement of traffic along the proposed alternate route.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCP) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed traffic control measures along Hawkesbury Valley Way, Blacktown Road, Racecourse Road and the surrounding road network that will affect the movement of traffic along these roads as well as the potential impact across the railway level crossing at Clarendon Station.

It would be appropriate to classify the event as a "Class 1" special event under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may impact on major traffic and transport systems which includes the Speed Zone reductions and traffic control on the nominated State roads, and there may be significant 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: 8989528):

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

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5. Copy of Insurance Policy which is valid to 30 June 2025, however, does not include Hawkesbury City Council and the Transport for NSW – TfNSW (formerly RTA/RMS) as Interested Parties,
6. Copy of the application to the NSW Police Force.

#### 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 RAAF Richmond Open Day 2024 planned for Saturday, 26 October 2024, within the RAAF Base Richmond and the Hawkesbury Showground, Clarendon, be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

#### Prior to the event:

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

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- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCP) – noting this is a Class 1 event - which needs to include details such as the specific position of barriers, signs etc, required for the proposed pedestrian and road traffic control measures as well as outline the measures to mitigate the impact of the proposed works along Percival Street that may impact the alternate traffic diversion to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as this is a "Class 1" event which will have a traffic impact on both Hawkesbury Valley Way and Blacktown Road (state roads), as well as the pedestrian crossing point in Hawkesbury Valley Way at Racecourse Road and the proposed temporary speed reductions required for the following roads;
- Hawkesbury Valley Way, speed reduction from 70/80km/h to 60km/h and 40km/h extending approximately 350metres either side of Racecourse Road.
  - Racecourse Road, speed reduction from 60km/h to 40km/h: extending approximately 300metres from Hawkesbury Valley Way.
- a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on public roads and the provision of the Crossing Points, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. 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;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, alternate traffic bypass route 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);
- 4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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- 4m. 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, alternate traffic bypass route 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 and along the alternate bypass route, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4n. 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:

- 4o. access is to be maintained for businesses, residents and their visitors;
- 4p. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4q. 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);
- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs - including temporary speed restriction signs (subject to Transport for NSW – TfNSW (formerly TMC and RTA/RMS) requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities - and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Felicity Findlay, seconded by Mr Thile Somaratne.

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 RAAF Richmond Open Day 2024 planned for Saturday, 26 October 2024, within the RAAF Base Richmond and the Hawkesbury Showground, Clarendon, be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

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3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers 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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to 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 submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCP) – noting this is a Class 1 event - which needs to include details such as the specific position of barriers, signs etc, required for the proposed pedestrian and road traffic control measures as well as outline the measures to mitigate the impact of the proposed works along Percival Street that may impact the alternate traffic diversion to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as this is a "Class 1" event which will have a traffic impact on both Hawkesbury Valley Way and Blacktown Road (state roads), as well as the pedestrian crossing point in Hawkesbury Valley Way at Racecourse Road and the proposed temporary speed reductions required for the following roads;
  - Hawkesbury Valley Way, speed reduction from 70/80km/h to 60km/h and 40km/h extending approximately 350metres either side of Racecourse Road.
  - Racecourse Road, speed reduction from 60km/h to 40km/h: extending approximately 300metres from Hawkesbury Valley Way.

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a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;

- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on public roads and the provision of the Crossing Points, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. 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;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, alternate traffic bypass route 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);
- 4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, alternate traffic bypass route 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;
- 4m. 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, alternate traffic bypass route 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 and along the alternate bypass route, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4n. 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:

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

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This is page 29 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 5 August 2024.

**ORDINARY MEETING**

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

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**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 5 August 2024

- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs - including temporary speed restriction signs (subject to Transport for NSW – TfNSW (formerly TMC and RTA/RMS) requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities - and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

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This is page 30 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 5 August 2024.



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**4.3. FOR INFORMATION**

There were no reports for Information.

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**5. GENERAL BUSINESS**

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday 14 October 2024 at 3.00pm.

The meeting terminated at 3:10pm.

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**oooO END OF REPORT Oooo**

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**12. NOTICES OF MOTION**

**12.1.1. NM1 - Section 7.12 Levy Relief for Dwellings Lost Through Catastrophic Loss**

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**Submitted by:** Councillor Zamprogno

**NOTICE OF MOTION**

That:

1. Council's policy be that Section 7.12 fees are generally not charged for applicants seeking to rebuild homes or structures following catastrophic loss (being so long as the new structures do not exceed 110% of the floor area of the lost Structures).
2. If a replacement structure exceeds 110% of the floor area of the original structure, that 7.12 fees are only charged on the difference in replacement cost between a replacement structure of the same floor area and the proposed new structures.
3. Council's policy be that after a catastrophic loss, that the assessment not define the new DA as occurring on 'vacant land' so long as the gap between loss and application for rebuild does not exceed five years.
4. The date of a "Loss" shall be defined as the date that the property was damaged by a flood, fire or storm event.
5. "Catastrophic Loss" shall be defined as the substantial destruction of a dwelling or structure that renders it uninhabitable due to a fire, flood, earthquake or other natural disaster. A dwelling or structure must be deemed inhabitable, either by damage impact assessment (as undertaken by an emergency response agency) or by an insurer's assessment.
6. Council's Draft Contributions Plan be amended prior to being placed on public exhibition to reflect this policy.

**BACKGROUND**

This motion arises from a recognition of a lack of clarity in our planning rules.

It is intended as a compassionate support to homeowners who have lost their homes or ancillary structures in any kind of catastrophic loss, such as a fire or flood.

The problem is that a Section 7.12 levy (previously a Section 94A levy), which is charged at a rate of 1% for any new construction over \$200,000, is intended to provide infrastructure to the community based on an assumed increase in population. But a resident replacing their own home after a catastrophic loss does not represent an increase in population, and their original dwelling may already have had such a levy applied to it anyway.

The NSW Department of Planning Practice Note dated February 2021 for Section 7.12 Fixed Development Consent Levies states that there should be a connection between the types of development on which the levy is imposed and the infrastructure being funded by the levy. This is not the case for the replacement dwellings as the connection is not justified because it does not create any additional demand for infrastructure over and above that generated by the original dwelling.

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This motion accounts for where the replacement structure is significantly larger than the original and seeks to have a levy applied on the difference in price between the estimated cost of a like-for-like structure and the cost of the submitted DA.

Further, there are examples provided to me of residents being told that their rebuild DA has to be assessed as being made for construction on 'vacant land' rather than as a rebuild. This places some applicants at a disadvantage and is not fair.

There have been concessions of this type before. Council passed NM6 / 138885 from the meeting of 11 February 2020 where Section 7.12 fees were waived for victims of a specific defined disaster event, the Gaspers Mountain Fire. The intent of this motion is to provide relief for all such circumstances without requiring a designated disaster to be declared.

Section 2.7 of Council's Contributions Plan says that the Council retains the ability to waive such levies for "any other development for which Council considers an exemption warranted, where a decision is made by formal ratification of the Council at a public Council meeting."

It is expected that the number of people falling into this category is small and that this would not be a significant financial imposition on Council's finances.

I have engaged with discussions with staff about the form and impact of this policy and hope that it addresses the points they have raised.

I commend the motion to you.

**NOTE BY MANAGEMENT**

Such an approach is supported in principle. To give effect to this it is preferred that the Section 7.12 Contribution Plan be amended to specifically include this as an exempted type of development.

It is noted that a new Draft Section 7.12 Contribution Plan has been reported to Council on 13 August 2024 to seek endorsement to publicly exhibit. Should Council resolve to do so, then the amendment to include rebuilt homes and structures following catastrophic loss as exempt development within the new Draft 7.12 Contribution Plan can be made prior to commencing public exhibition of the Draft Plan.

**oooO END OF REPORT Oooo**

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**12.1.2. NM2 - Efficient and Cost-Effective Weed Management**

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**Submitted by:** Councillors Kotlash, Calvert and Conolly.

Note: As per Section 17.6 of Council's Code of Meeting Practice this Notice of Motion requires three signatures as less than three months has elapsed since the motion was lost.

**NOTICE OF MOTION**

That:

1. Council writes to the Minister for Local Government the Hon. Ron Hoenig MP proposing that:
  - a) As a preference, the Minister dissolves the Hawkesbury River County Council (HRCC);  
or
  - b) In the event the dissolution of the HRCC is not supported by the Minister, he instead amends the constitution of the HRCC to permit Hawkesbury City Council (HCC) to leave the Hawkesbury River County Council (HRCC) at the end of June 2025; and
  - c) In the event that either of the above circumstances are supported by the Minister, Hawkesbury City Council receives an equitable share of the assets of the HRCC (estimated over \$4 million) that HCC has been contributing to for many years. This would allow each constituent council to choose to do their own weed management or to form a new modern shared services model based on their needs and resources.
2. Council writes to the Chair of Hawkesbury River County Council (HRCC) to advise that Council no longer feels that the County Council model is delivering either the best value for money or community outcomes in fulfilling its responsibilities under the *NSW Biosecurity Act 2015* and advising them of the above resolution.
3. In the letter to the Minister the following information and reasons should be included in the following 4 sections:
  - a) Better value for rate payers' money
  - b) Why the County Council model is no longer appropriate or efficient.
  - c) Better strategic outcomes
  - d) Hawkesbury Council's ability to maintain a regional focus

**BACKGROUND**

***Better value for rater payers' money***

There are three main areas to be considered regarding what we get for our \$256,271 pa contribution to HRCC:

- What weed control we get.

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- How many property inspections we get.
- How we could use the money from the sale of lazy assets.

It is important to assess weed control delivery by hours/days not hectares, because the cost of treating a hectare of weeds can be inflated. For instance, in 2021 HRCC claimed HCC got a benefit of \$471,000 per annum for our \$214,535 pa contribution. However, this was based in part on a \$3,110 cost per ha for weed control. The Greater Sydney Local Land Services who give out the Weed Action Plan funding capped this per ha cost at \$1000 based on regional averages.

Recent HRCC weed control delivery for Hawkesbury including discretionary weed control species (i.e. widespread weeds) (shading = all HRCC / 4 as no data for each Council is publicly available)

Year	Land-based Target ha	Actual Land-based ha	Actual Land-based hrs	Aquatic Target ha & km	Actual Aquatic ha/km	Actual Aquatic hrs	Total HRCC hrs	Total HRCC days
2021-22	14	29	1074	51	200	59	1133	162
2022-23	16	17	291	51	152	85	376	54
2023-24	16	15	314	51	213	132	446	64

One Hawkesbury City Council Weed Control Officer would have:

- 52 weeks – 4 weeks annual leave = 48 weeks
- 48 weeks x 35 hours = 1680
- At 75% capacity = 1260 = 180 days
- At 60% capacity = 1008 = 144 days

So, Council would be consistently better off if it did its own weed control.

HRCC Inspection delivery for Hawkesbury (shading = all HRCC / 4 as no data for each Council is publicly available)

Year	Property Inspection Target	Actual Property inspections	Inspection staff FTE (est)
2016-2017	680	847	3
2017-2018	708	355	2
2018-2019	780	524	3
2019-2020	811	987	3
2020-2021	715	834	2

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Year	Property Inspection Target	Actual Property inspections	Inspection staff FTE (est)
2021-2022	416	461	3
2022-2023	450	448	3
2023-2024	509	380	3

One Hawkesbury City Council Authorised Officer could do inspections and would have:

- 52 weeks – 4 weeks annual leave = 48 weeks
- 48 weeks x 35 hours = 1680
- At 75% capacity = 1260 = 180 days
- At 60% capacity = 1008 = 144 days

The table above shows that HRCC has 3 Authorised Officers to do the inspections for 4 Council areas, (0.75 for each Council) so it stands to reason that 1 Authorised Officer employed by Hawkesbury City Council would be able to deliver more inspections.

The HCC staff report received and noted from the business paper at Council meeting 23 July 2024:

- Estimated a benefit cost ratio of \$0.56 for each \$1 given to HRCC for non-discretionary weed management.
- Estimated that if HCC employed two staff members, at a higher cost than the annual HRCC fee (\$294,672), to carry out its weed management it would get about \$0.73 for each \$1 which would be a much better outcome for our rate payers. We would also be in control and be able to pivot when needed.

Council understands that it would be eligible to apply for the Department of Primary Industries' annual Weed Action Program funding which is usually around \$50,000 per council. This would bring the annual cost of HCC's weed management down to \$244,672 and increase the benefit to cost ratio further. This is nearly \$12,000 cheaper than what we get from HRCC.

If Council initially employed one Authorised Weed Officer to develop its weed management plan, and used local weed control contractors, it could determine if it needed to employ weed control officers. All year round weed control is not always the most effective way to control weeds as flowering and seeding are seasonal.

The HRCC depot is seen as a lazy asset because it is, as a piece of commercial real estate, quite valuable, but only accommodates a very small number of part-time employees. A small organization of 9 staff, 6 or who are largely field based seems like an inefficient use of this resource.

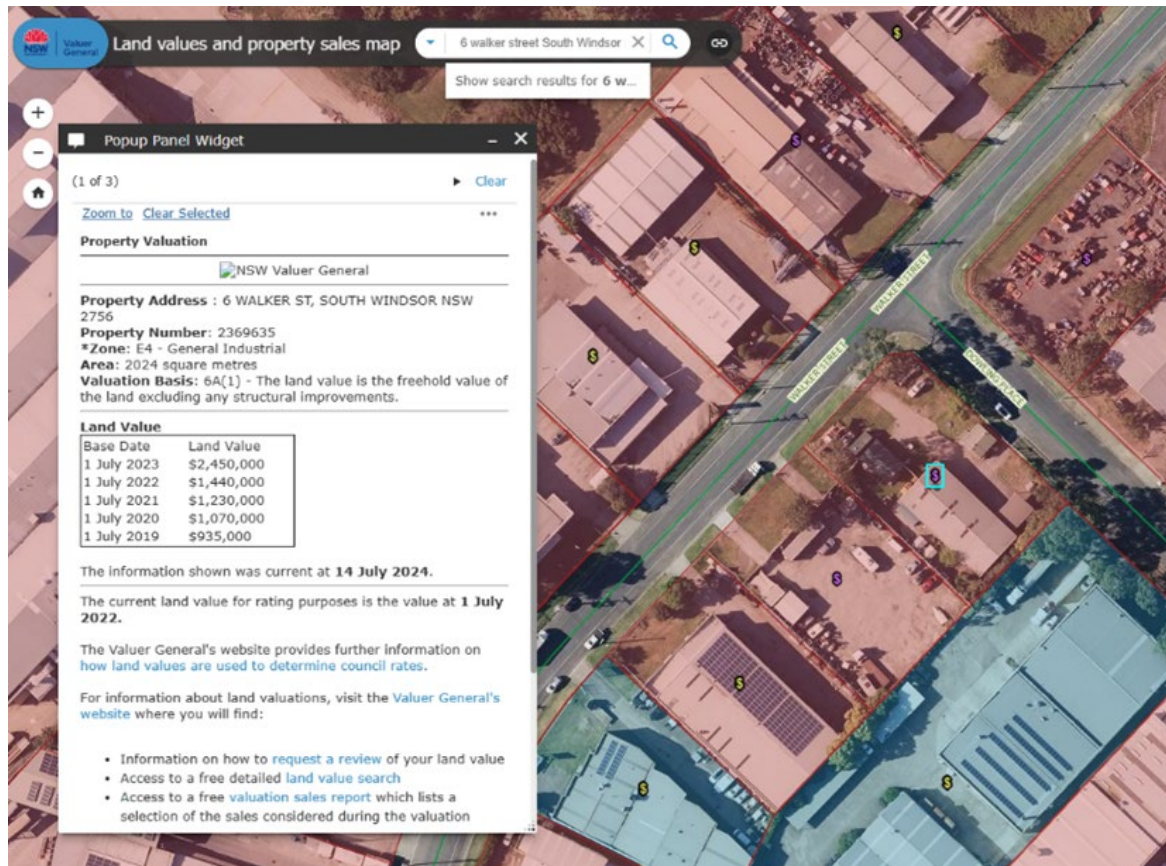
A search of the Valuer Generals website reveals that the HRCC land alone in 2023 was worth \$2,450,000. The depot building and other structures would probably bring this up to over \$3,000,000. This is considered to be quite lavish and unnecessary as the employment of two new employees of HCC would not incur much, if any, additional accommodation expenses.



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#### ***Why the County Council model is no longer appropriate or efficient***

Council believes that the County Council model no longer fits the needs of modern weed management. The reasons are varied and span, equity, governance structure, and unnecessary administrative duplication.

- The HRCC was first formed to address a floating weed bloom in the Hawkesbury-Nepean River in the 1940s. Today there are 8 LGAs that the Hawkesbury-Nepean River flows through. Hawkesbury, Penrith and The Hills Shire are the three HRCC member Councils of these 8, Blacktown is not on the river. This is an inequitable situation. HRCC can no longer justify keeping the weed harvesters that are expensive to run and maintain that would deal with another bloom. The two weed harvesters have been written off as being obsolete and are to be disposed of, so HRCC no longer has this capability.
- HRCC has a disproportionately high administrative and compliance burden compared with large multipurpose Council that does not add value to the weed management service that they provide.
- HRCC is a very small organisation with only about 9 employees. There are 3 administrative roles, 3 weed inspectors and 3 weed control officers.
- Keeping in mind that each constituent Council pays \$256,291 per annum. The 3 administrative roles cost about \$318,000 just in salaries per annum. This adds up to a non-operational expenditure of about \$385,000 per annum if the cost of the 8 Councillors (2 from each constituent council) is included. Not included in this figure are the cost of auditors, accountants, tax agents etc. that are also needed to fulfil the requirements of a County Council.

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- This leaves 6 staff to do the weed management work.

The table below shows how the constituent Councils have been getting less but paying more over the last eight years or so. This is mainly due to a correction in the proportion of Weed Action Program (WAP) funding HRCC gets per annum, an increasing administrative burden because it must comply with most of the mandatory requires large multipurpose council are required to do, and the loss of the Department of Primary Industries (DPI) Aquatic funding.

A summary of HRCC staffing levels and expenditure

Year	Total FTE or no. of staff	GM and Senior Advisor* Salaries (\$)	Councillor expenses (all 8) (\$)	annual contribution (exc GST) (\$)	WAP funding (est) HRCC (\$)	DPI Aquatic funding (\$)
2016-2017	17.5	126,000	66,832	?	319,476	100,000
2017-2018	15.4	153,000	73,587	171,517	310,320	94757
2018-2019	13.2	159,000	71,337	175,462	320,000	97600
2019-2020	12.2	149,000	72,434	189,673	345,000	97600
2020-2021	11	180,000	72,887	194,604	204,901	0
2021-2022	10	177,000	68,943	214,535	204,901	0
2022-2023	8	187,000	76,763	217,776	204,901	0
2023-2024	9	210,000 +*	78,634***	244,319	?	0
2024-2025	9		80,994***	256,291	?	0

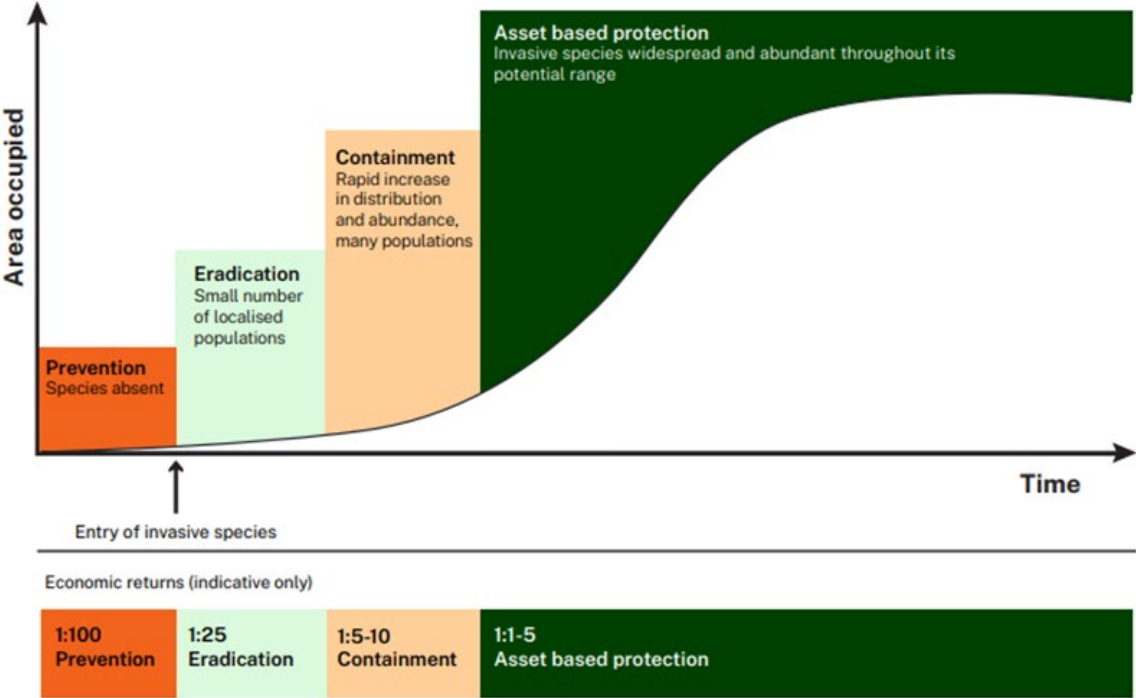
(\* Senior Corporate Advisor started at \$30,000 pa ) \*\* data yet to be released,\*\*\* est based on previous years

**Better strategic outcomes**

Council would also like to adopt a more modern and strategic approach to weed management.

Council would have more control over the types of weeds that are managed. In the *Greater Sydney Regional Strategic Weed Management Plan 2023-2027* page 11 it gives a diagram that shows the more work done in the early stages of weed invasion is the most cost-effective in terms of economic returns.

Figure 3.1: Generalised weed invasion curve illustrating actions appropriate to each stage and indicative return on investment.



**2021-2022** Hawkesbury weed control from HRCC

Priority type	Ha/km	% of total Ha	hours	% of total hrs
<b>Eradication</b>	10	4	183	<b>14</b>
<b>Containment</b>	198	87	259	<b>20</b>
<b>Asset protection</b>	21	9	851	<b>66</b>
	229	100	1293	<b>100</b>

**2022-2023** Hawkesbury weed control from HRCC

Priority type	Ha/km	% of total Ha	hours	% of total hrs
<b>Eradication</b>	2	1	23	<b>6</b>
<b>Containment</b>	137	81	63	<b>17</b>
<b>Asset protection</b>	30	18	290	<b>77</b>
	169	100	376	<b>100</b>

**2023-2024** Hawkesbury weed control from HRCC

Priority type	Ha/km	% of total Ha	hours	% of total hrs
<b>Eradication</b>	7	3	13	<b>3</b>
<b>Containment</b>	182	80	66	<b>15</b>
<b>Asset protection</b>	40	17	366	<b>82</b>

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Priority type	Ha/km	% of total Ha	hours	% of total hrs
	229	100	445	100

As can be seen from the three tables above, HRCC does most of its weed control in the asset protection priority space which is considered to be the least cost effective.

Council believes that the benefits of integrating its weed management program with the in-house work being carried out by its community nursery, well established bushcare groups, parks and gardens staff, natural areas staff and our staff who look after our extensive drainage systems that have recently showed signs of chronic weed infestation are worth pursuing.

Council has an extensive Geographical Information System (GIS) that would assist in the more strategic management of weeds.

***Hawkesbury Council's ability to maintain a regional focus***

Council believes it would still be able to participate in regional weed management if it was to do its own weed management.

- Regional weed management in Greater Sydney is driven by Greater Sydney Local Land Services (GSLLS) and the Department of Primary Industries (DPI).
- When a state priority weed is detected in an LGA, like we saw in Oakville in November 2022 with Frogbit, DPI is the leading agency who manages the incursion. In the Frogbit case, it organized 60 weed officers from 17 LGAs and agencies to inspect the incursion area and provided \$30,000 for control works. This regional response would happen with or without HRCC.

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**12.1.3. NM3 - Women's Cottage Extension**

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**Submitted by:** Councillor Wheeler

**NOTICE OF MOTION**

That Council:

1. Acknowledges the outstanding work of the Women's Cottage and Hawkesbury Action Network Against Domestic Violence (HANADV) in providing support, advocacy, care and access to safety for women and children affected by domestic and family violence in the Hawkesbury Local Government Area (LGA).
2. Notes that the incidence of family and domestic violence has increased in the Hawkesbury LGA in the last five years following COVID, repeated natural disasters and increased financial pressures.
3. Notes that The Women's Cottage is unable to meet service needs in its current premises and requires additional funding for an extension to its Bosworth Street, Richmond site.
4. Commits to providing funding from the 2025/2026 budget and additional project management support to enable the extension of the Women's Cottage to be completed.

**BACKGROUND**

One in three women in Australia experience domestic and family abuse. One in four Australian children are exposed to domestic and family abuse, often with lifelong consequences. Domestic and family abuse is the leading contributor to homelessness for women and children in Australia. Hawkesbury City Council's Family and Domestic Violence Action Plan, 2017, outlines Council's role in the partnership framework approach taken to prevention and service provision. Consistent with this role, Council continues to provide community sponsorship funding to The Women's Cottage as a full rent subsidy of the Bosworth St, Richmond premises.

In the 2022/2023 financial year, The Women's Cottage supported 1,440 women and 1,300 children in families receiving ongoing support. A total of 4,812 occasions of service were provided. Of these, approximately 1000 occasions of service were directly related to immediate impacts of domestic violence. Others related to the long-term impacts of domestic violence and others forms of trauma.

Domestic violence has been increasing in the Hawkesbury every year since the 2019 fires. Contributing factors include repeated natural disasters (fire and flood) and COVID, the cost of living crisis, mortgage stress, high rents and the low availability of rental properties, and lack of affordable housing. The Women's Cottage has attracted over \$700, 000 in new funding over the past four years to support vulnerable women but cannot take on new workers or provide new services without additional office and service space. Recent examples of the impacts of inadequate space include turning a small storage room into an office for a new DV case worker and the possibility of paying for commercial space to house workers to deliver a new program supporting safe and respectful relationships for high school students (the program cannot begin until there is space for the workers). To meet the growing needs of women experiencing the increased occurrence of violence, the Women's Cottage must have more space.

The Women's Cottage first raised plans for an extension in 2020 and received conflicting advice relating to driveway requirements and treatment of a Sydney Water easement. Additional work

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required added significantly to the cost of the project. Funding has been received from Department of Communities and Justice: \$75,000 Capital Works funding in 2016, and \$250,000 from COVID-19 Sexual, Domestic and Family Violence Infrastructure Grant Program.

The Women's Cottage signed a contract to construct an extension to the Council-owned Bosworth St, Richmond site in August 2021 with a project budget of \$423,000. \$60,000 of additional variations were identified by February 2024. A Development Application was submitted to Council in February 2022. In June 2023, believing the DA was nearing approval, the Women's Cottage paid their builder \$285,000 for deposits and materials, and were advised these funds were held in trust. In September, Council conditions halted progress of the DA. In February 2024, Council advised The Women's Cottage that a construction certificate could be issued while conditions were negotiated. Later that month, the building company went into voluntary administration. It was then revealed that monies paid were not held in trust, insurance taken out by the builder was not valid, that debts were greater than assets held, making it unlikely any funds would be returned to creditors and that directors had declared themselves bankrupt, thus avoiding personal liability for funds owed. The Women's Cottage is pursuing legal recourse but this will not result in a return of funds.

Urban City Consulting is now working with The Women's Cottage to provide updated costings and planning advice. The funding shortfall is likely to be \$600,000. The Women's Cottage retains approximately \$200,000 from funding and community fundraising. A further \$117,000 has been provided for fit-out costs through the NSW Government's Local Small Communities Allocation Program.

#### FINANCIAL IMPACT

This Notice of Motion will incur costs to Council.

#### NOTE BY MANAGEMENT

The Women's Cottage has operated from a Council-owned commercial facility since 1986. In 2017 Council resolved to enter into a 30 year lease arrangement at \$1 per year with The Women's Cottage, ostensibly waiving its commercial lease fees to enable more of the funding that The Women's Cottage receives to be directed to the important work of supporting vulnerable women and children in the Hawkesbury. To date, this has amounted to a direct subsidisation valued at \$156,794.

In February 2022, Council received an application for alterations and additions to the Council-owned property at 22 Bosworth Street, Richmond – the site of the Women's Cottage. The applicant, acting on behalf of the Women's Cottage, indicated at the time of application that these works had an estimated cost of \$464,555.73.

Council requested additional information, including written confirmation from Sydney Water stating that they had no objection to extinguish an easement that exists within the property.

There was a delay by the applicant in obtaining written confirmation, with this ultimately being provided on 22 November 2022 from Sydney Water. However, Council did not receive the necessary information from Sydney Water until 19 January 2023 regarding the easement extinguishment and with this was at that time able to proceed with the determination.

As the development application was for a Council-owned building, the matter was required to be determined by the Hawkesbury Local Planning Panel (HLPP). The matter was reported to the HLPP in February 2023 and approved.

In June 2023, the applicant lodged an application to modify the consent which sought a change to openings on the approved façade.

The modification application was unable to be determined until such time that the "*Managing Council Related Development Policy*" was adopted and in force as per Section 30B of the Environmental

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Planning and Assessment Regulation 2021. This Policy was finalised in December 2023 after which the modification application was determined by the HLPP later that month.

On 23 November 2023, the applicant submitted documentation to apply for a Construction Certificate for works. At this time the Women's Cottage (as operators of a service on the site) also queried with Council on the ability to vary conditions within the development consent associated with the driveway and carpark being:

*A sealed finish on driveway and requirement to construct driveway in accordance with the 'Driveway Specification' within Hawkesbury Development Control Plan.*

Representatives of the applicant and the Women's Cottage attended a meeting to discuss this condition with the Mayor and staff in November 2023, where the condition and the costs associated with this aspect of the development were discussed.

In December 2023 advice was given to the Women's Cottage as follows:

*"That as the car park and driveway is associated with the development, the Women's Cottage as the tenant is responsible. Further, the lease clause provides the upgrade should then vest in Council's ownership at no expense to Council.*

*It is understood from our meeting that an alternative design may considered, however this would be subject to a modification application.*

*As the cost for the driveway remains with the Women's Cottage, you may wish to explore other options regarding funding the costs as previously discussed."*

At the time of this report a modification application to vary this condition of development consent has not been received.

Council requested additional information in support of the Construction Certificate application in January and February 2024 respectively.

As the applicant has now gone into receivership, a new application for a Construction Certificate must be lodged before the project can progress.

Whilst Council has not contributed funding towards this project, Council has provided funding to support The Women's Cottage through a number of small grants over many years, as well as has forgone \$156,794 in lease income since the 2017/2018 financial year, with a further budget for 2024/2025 of \$22,400 lease income contribution for the site.

Council staff have worked with the Women's Cottage in an attempt to seek alternate accommodation for expanded programs as an interim measure. The Women's Cottage have indicated a strong preference to remain on or near the site and as such, Council does not have a site that meets the Women's Cottage expressed needs. Council staff have also attempted to secure an alternative benefactor for the project but have been unsuccessful in assisting the Women's Cottage to date.

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**12.1.4. NM4 - Koala Plan of Management**

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**Submitted by:** Councillor Wheeler

**NOTICE OF MOTION**

That Council:

1. Receives the Petition from the Hawkesbury Environment Network calling for Council to commit to funding habitat mapping for a Koala Plan of Management
2. Commits to funding habitat mapping at the September Quarterly Review.
3. Commits to fully funding a Koala Plan of Management in the 2025/2026 Operational Plan.

**BACKGROUND**

The Hawkesbury LGA is home to the most genetically diverse koala population in Australia. Unfortunately, that population remains under extreme threat. The Black Summer bushfires destroyed 78.7% of koala habitat in the Hawkesbury, pushing koalas into peri-urban interface areas and making remaining habitat protection even more critical to species survival.

Hawkesbury remains the only Council to voluntarily opt-in to the Rural Boundary Clearing Code, which allows clearing of habitat that has not been identified in a koala plan of management (KPoM). Development pressures in key habitat areas like Kurrajong Heights further exacerbate habitat loss unprotected by vegetation mapping and KpoM.

In June 2024, Council resolved to:

*“In the September 2024 Quarterly Budget Review consider a proposal to include the development of a Koala Plan of Management and Council’s Urban Greening Strategy.”*

This resolution does not provide sufficient certainty to ensure the next steps required for a KpoM and leaves unmet a need created by this Council when it opted in to the Rural Boundary Clearing Code.

Environment groups, including the Hawkesbury Environment Network and the Sydney Basin Koala Network are gravely concerned about Council’s failure to protect this iconic but endangered Australian species and the biodiversity supported by koala habitat across the LGA. Closing loopholes that undermine the protection of core koala habitat is urgent.

**FINANCIAL IMPACT**

This Notice of Motion will incur costs to Council, to be met through a Quarterly Review and the 2025/2026 Operational Plan.

**NOTE BY MANAGEMENT**

Following Council's resolution at the Ordinary Meeting on 12 December 2023 with respect to obtaining high quality vegetation mapping for the purpose of developing a Koala Plan of Management, a competitive procurement process was undertaken, and appropriately skilled and experienced consultants were appointed.

**ORDINARY MEETING**

**12. NOTICES OF MOTION**

**Meeting Date:** 13 August 2024

The project is to update Council's existing mapping by using supporting data provided by the Department of Climate Change, Energy, the Environment and Water, and conducting botanical ground-truthing surveys to verify mapping and establish high quality accuracy. The outcome of these works is to obtain high-quality vegetation mapping for the purpose of future development of a Koala Plan of Management and to assist in informing future land use planning. The study area is the extent of the current vegetation mapping and includes all lands in the Hawkesbury Local Government Area which are outside of any formal reserves (NSW National Parks and Wildlife Service Estate, Biodiversity Conservation Trust, etc) and Forestry Corporation of NSW tenure.

This work is being undertaken with the funding previously allocated by Council.

Should Council proceed, it should be noted that based on Council Officers discussions with the Department of Climate Change, Energy, the Biodiversity Conservation SEPP 2021 is still under review by the NSW Government, and during this review process Koala Plans of Management are not able to be certified. However, the information obtained through the Fine Scale Vegetation Mapping and further work is useable regardless of whether or not certification of a Koala Plan of Management is able to occur.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

**13. QUESTIONS WITH NOTICE**

**Meeting Date:** 13 August 2024

**13. QUESTIONS WITH NOTICE**

Nil reports.

**ORDINARY MEETING**  
**13. QUESTIONS WITH NOTICE**  
**Meeting Date: 13 August 2024**

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**ORDINARY MEETING**

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**Meeting Date:** 13 August 2024

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**14.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting - 23 July 2024**

The following questions were raised from Councillors regarding matters on the Council Meeting Business Paper of 23 July 2024. These questions were taken on notice and the responses are provided below:

#	Councillor	Question	Response
1	Sheather	In relation to the Hawkesbury District Concert Band and the others, is there a reason Council does not use them as much as we used to?	<p>Over the last five years Council has developed a varied program of iconic annual events, each with its own purpose and identity.</p> <p>In order to create a fair selection process for performers attending the annual events Council generally develop an Expression of Interest for each event which outlines the vision for the event and expectations for performers. Successful performers are selected based on their response to the criteria in the Expression of Interest including price, availability, local, size of the group and available performance space, length of performance time and set up time, achieving event outcomes and general suitability. The performers must also provide links to past performances online, either on You Tube, Facebook or Instagram so that their performances can be reviewed prior to being selected.</p> <p>The Hawkesbury District Concert Band performed at Light Up Windsor in 2023 and will be invited to feature at Light Up Windsor in 2024 as the size and location of the performance space and event's Christmas theme is well aligned to the band's size and repertoire. Light Up Windsor is Council's most significant event on the annual event calendar with around 15, 000 in attendance in 2023 and therefore it is considered a fitting local event to showcase the Hawkesbury District Concert Band.</p>

**ORDINARY MEETING**

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**Meeting Date:** 13 August 2024

#	Councillor	Question	Response
2	Wheeler	<p>Will the report on Liveability include a breakdown on what money has been spent in each of the three towns (South Windsor, Richmond and Windsor)? If not, is this possible to include?</p> <p>Do we have information of what the changes to the Liveability project have done to the costings</p>	<p>This is being investigated and will be reported back to a future Council Meeting.</p>
3	Wheeler	<p>In relation to the gas lamps, was there ever a comparative cost analysis against LEDs in the original plan of the Liveability project?</p> <p>Has there been a calculation of the CO2 emissions from these lamps and the impact of those on the net zero targets for 2030?</p> <p>Do we have any information on the maintenance costs on the gas lamps into the future and was any of this information available before changing the project parameters?</p> <p>Which funding pool are the running costs coming from?</p>	<p>This is being investigated and will be reported back to a future Council Meeting.</p>
4	Conolly	<p>Has there been any discussion with the business owners about sharing the costs of the gas? If not, could there be?</p>	<p>This is being investigated and will be reported back to a future Council Meeting.</p>

oooO END OF REPORT Oooo

**ORDINARY MEETING**

**15. CONFIDENTIAL REPORTS**

**Meeting Date:** 13 August 2024

**15. CONFIDENTIAL REPORTS**

**15.1. GENERAL MANAGER**

**15.1.1. GM - Appointment of Chairperson and Independent Members to the Audit Risk and Improvement Committee - (79351)**

**Previous Item:** 100, Ordinary (10 May 2022)

**Directorate:** General Manager

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**REASON FOR CONFIDENTIALITY**

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

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

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

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**ORDINARY MEETING**  
**15. CONFIDENTIAL REPORTS**  
**Meeting Date: 13 August 2024**

**15.2. CITY PLANNING**

Nil reports.

**ORDINARY MEETING**

**15. CONFIDENTIAL REPORTS**

**Meeting Date:** 13 August 2024

**15.3. CORPORATE SERVICES**

**Attachment 2 to Item 10.4.2. - Proposed Sale of 295 Sackville Road, Wilberforce**

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**REASON FOR CONFIDENTIALITY**

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

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

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

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**15.3.1. CS - Code of Conduct Complaint and Investigation - (95496)**

**Previous Item:** 15.3.2., Ordinary (23 July 2024)

**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)(i) of the Act as it relates to alleged contraventions of any code of conduct requirements applicable under Section 440.*

*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:** 13 August 2024

**15.4. INFRASTRUCTURE SERVICES**

**Attachment 1 to Item 10.5.1. - Detailed Status Report Major Capital Projects**

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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.*

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# 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.