



ORDINARY MEETING

Date of meeting: 26 November 2024
Location: Council Chambers
Time: 6:30 PM

BUSINESS PAPER

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1. WELCOME

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1. WELCOME

a) Acknowledgement of Indigenous Heritage

The Mayor, Councillor Les Sheather 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 15 October 2024 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.

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5. CONFIRMATION OF MINUTES

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7. CONDOLENCES

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

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8. MAYORAL MINUTE

8.1.1. MM - Lower Portland Ferry Operating Hours 24/7

Directorate: Infrastructure Services

BACKGROUND

The Hawkesbury River brings so much to our City, but it also brings challenges, including access across it. Recently, Council was successful in transferring the Lower Portland Ferry, the last Council operated vehicle ferry across the River, to Transport for NSW. This has had immediate benefits to Council and will, I'm sure, deliver benefits to the community in many ways into the future.

On the challenge of access though, this can and does have a very real impact on peoples' lives. It is true that individuals buy into these situations with eyes-wide-open, and indeed the relative isolation is a drawback for many, but in this time of a housing crisis, we cannot ignore that, for some, securing housing sees families moving to more remote and isolated parts of our City. From time to time, this isolation can bite which happened to one family in Lower Portland recently. After all that they had endured in the last five years, they were dealt a cruel blow when their family home was razed.

This has prompted calls from within the community for access across the River to be guaranteed 24 hours a day. It is not lost on me that we have only just transferred the Lower Portland Ferry, which operates between the hours of 6am to 10pm (with scheduled breaks), and we're now calling on the State Government to increase its servicing. But this is important for our community to ensure timely access for emergency services, and timely access to critical services, and seeks to bring it up to a level of servicing which is already provided by Sackville, Webbs Creek and Wisemans Ferries.

RECOMMENDATION

That Council write to the NSW Minister for Transport, seeking an expansion of the Lower Portland Ferry operating hours to be 24 hours a day, seven days a week.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS

There are no supporting documents for this report.

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

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10. REPORTS FOR DETERMINATION

10.1. PLANNING DECISIONS

10.1.1. CP - Planning Proposal - LEP005/23 Redbank, North Richmond - Post Exhibition Report (95498/ 124414)

Previous Item: 4.1.2, Ordinary (12 December 2023)

Directorate: City Planning

PLANNING PROPOSAL INFORMATION

File Number:	LEP005/23
Property Address:	Redbank North Richmond (various lots)
Applicant:	HATT PTY LTD & MARARCH DEV (RICHMOND) PTY. LTD. & REDBANK UNIT TRUST & WENGOR DEV (RICHMOND) PTY. LTD.
Owner:	BDNSW (MR) Project 0007 Pty Ltd
Date Received:	30 August 2023
Current Minimum Lot Size:	Various
Proposed Minimum Lot Size:	N/A
Current Zone:	R2 Low Density Residential R3 Medium Density Residential RE1 Public Recreation E1 Local Centre
Site Area:	180 ha

Key Issues:

1.	Resolving zoning inconsistencies that have arisen through subdivision design/development process of the subject site
2.	Adjustment of the R3 Medium density zone adjacent to the Redbank Village Centre to reflect the approved subdivision layout
3.	Expansion of the E1 Local Centre zone for the Redbank Village Centre
4.	Adjustment of boundaries of R3 Medium Density Residential zone and RE1 Public Recreation zone north of seniors living development to reflect privately owned land
5.	Various Issues raised through submissions

PURPOSE OF THE REPORT

The purpose of this report is to present the outcome of public exhibition associated with Planning Proposal LEP005/23, and to consider whether to finalise the proposed LEP Amendment.

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EXECUTIVE SUMMARY

Planning Proposal LEP005/23 for land at Redbank, North Richmond seeks to amend the Hawkesbury Local Environmental Plan 2012 to undertake minor zoning amendments to align the land zoning and associated planning controls with the development and subdivision design.

Planning control changes include:

- Adjustment of boundaries of RE1 Public Recreation, E1 Local Centre, R2 Low Density Residential, R3 Medium Density Residential, and R5 Large Lot Residential zones for certain lots
- Redbank Village Centre:
 - Reduce the area of R3 Medium Density Residential zoned land near the Local Centre
 - Increase the area of E1 Local Centre zoned land
- Rezone privately owned land north of senior living development from RE1 Public Recreation zone to RE2 Private Recreation
- Amend the associated minimum lot sizes and building height limit planning controls in accordance with proposed zoning changes.

This report details the outcome of public exhibition of the Planning Proposal and recommends that Council proceed with the amendment to the Hawkesbury Local Environmental Plan 2012 to give effect to the Planning Proposal.

RECOMMENDATION

That:

1. Council note the outcome of public exhibition of Planning Proposal LEP005/23, Redbank, North Richmond.
2. Council support the making of the proposed amendment to the Hawkesbury Local Environmental Plan 2012 (LEP005/23).
3. Council prepare and forward 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 Department of Planning, Housing and Infrastructure that the Hawkesbury Local Environmental Plan 2012 amendment can be made, Council request notification of the Hawkesbury Local Environmental Plan 2012 amendment on the NSW Legislation website to give effect to the amendment.

BACKGROUND

On 30 August 2023, Council received a Planning Proposal from Ethos Urban, on behalf of Hatt Pty Ltd and Mararch Dev (Richmond) Pty Ltd and Redbank Unit Trust and Wengor Dev (Richmond) Pty Ltd.

The Planning Proposal seeks to resolve inconsistencies in zone boundaries that have arisen through the subdivision design development process of the individual lots. Adjustments to the zoning are required to the RE1 Public Recreation, E1 Local Centre, R2 Low Density Residential, R3 Medium Density Residential, and R5 Large Lot residential zones. In addition to the above, the Planning

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Proposal also proposes to expand the existing E1 Local Centre zone for the Redbank Village Centre to provide greater flexibility for future uses.

The Planning Proposal will not increase the overall housing density or affect the delivery of approximately 1,400 dwellings originally envisaged in the 2012 Master Plan for the Redbank development.

On 30 November 2023, the Planning Proposal was presented to the Hawkesbury Local Planning Panel for advice, who considered that the Planning Proposal had potential strategic and site-specific merits, but recommended consideration of two specific areas.

Amendments to the Planning Proposal were made as a consequence of the advice from the Hawkesbury Local Planning Panel and at the Ordinary Meeting on 12 December 2023, Council resolved to support the Planning Proposal with the amendment to proceed with RE2 Private Recreation instead of R3 Medium density residential for rezoning the land north of the seniors' living development. The updated Planning Proposal was then forwarded to the Department of Planning, Housing and Infrastructure for a Gateway Determination.

A copy of the updated Planning Proposal is included as Attachment 1.

A Gateway Determination was issued by the Department of Planning, Housing and Infrastructure on 23 April 2024 in support of the Planning Proposal. The Gateway Determination had no conditions requiring amendment of the Planning Proposal and did not require referral to any public agencies. As the Planning Proposal relates in part to the rezoning of Council owned land, the Gateway Determination did not authorise Council to be the local plan-making authority to make the plan. As such the Department of Planning, Housing and Infrastructure will make the final determination on the proposed LEP Amendment.

DISCUSSION

The Gateway Determination required the LEP Amendment to be completed before 1 November 2024. However, the commencement of the exhibition stage was impacted by the caretaker period for NSW local government elections. Given this, a request was made for the Department of Planning, Housing and Infrastructure to extend the finalisation date included as a condition in the Gateway Determination. On 30 September 2024, the Gateway Determination was altered by the Department of Planning, Housing and Infrastructure to change the finalisation date from 1 November 2024 to 7 February 2025.

A copy of the Alteration of Gateway Determination is included as Attachment 2.

COMMUNITY ENGAGEMENT

The Planning Proposal and other supporting documentation was publicly exhibited from 25 September 2024 to 25 October 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, and between 9am to 4pm Monday to Friday at Council's Administration Office, 366 George Street, Windsor. Over 1,100 letters were sent to adjoining and surrounding property owners advising of the public exhibition of the Planning Proposal.

During the public exhibition period, Council received 13 written submissions (two via email and 11 as submissions from Your Hawkesbury Your Say webpage). A total of 11 of the responses were from individual respondents, with one respondent making multiple (three) submissions. All submissions objected to the Planning Proposal.

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A copy of the submissions, and responses from the applicant and Council Officer are provided as Attachment 3.

It is noted that most of the submissions object to the whole Redbank development, rather than to this specific Planning Proposal.

The submissions have raised the issues of biodiversity, impact on housing, impact of traffic and parking, loss of playground and lack of supporting infrastructure. Whilst Attachment 3 provides responses to each submission, the following is provided as a summary in terms of the primary issues raised:

Impact on Housing - The Planning Proposal does not increase overall density of the Redbank Development and will not affect the provision of approximately 1,400 dwellings that was originally envisaged for the broader Redbank Development site.

Impact on Traffic and Parking - Three Submissions highlighted the impact of traffic due to the increase of E1 Village Centre zone. A traffic statement has been provided by SCT consulting and submitted along with the Planning Proposal. It outlines that the Planning Proposal will not result in any net changes in traffic impacts from the Redbank development. Hence all the traffic and transport impact assessment completed for any approved or pending development applications are still valid in terms of traffic impacts assessed. In relation to the conversion of land zoned R2 Low Density Residential and R3 Medium Density Residential to the E1 Local Centre zone, since the area of land zoned R3 Medium Density Residential is reducing considerably, SCT has determined that an overall reduction in traffic generation will occur.

Supporting Infrastructure - The Planning Proposal will not increase the number of lots or dwellings across the broader Redbank development site. Rather the Planning Proposal facilitates an administrative adjustment of the zoning maps to match the final layout of the development. As such, no additional public infrastructure is required as a result of the Planning Proposal beyond that which has been, and will be, delivered by Redbank as part of approved Development Applications to date, and the public infrastructure that is being delivered under the Voluntary Planning Agreement that the broader Redbank site is already subject to.

Biodiversity - The Planning Proposal as proposed is considered minor in nature and will have no additional impacts on threatened species and ecological communities. An ecological statement prepared by Eco Logical Australia was submitted with the Planning Proposal, which outlines that the Planning Proposal will not have a negative impact on biodiversity values, and that no further biodiversity assessment is required.

Eight submissions referred to the removal of trees along Grose Vale Road, which is not related to this Planning Proposal, and has been subject to previous assessment.

That particular tree removal was associated with DA0092/22 which was determined by the Sydney Western City Planning Panel as the development had a Capital Investment Value of more than \$30 Million.

That road widening project is part of the Voluntary Planning Agreement for the Redbank development. The proposed works required the clearing of approximately 40 trees along the northern side of the road, and approximately 158 along the southern side. The Biodiversity Development Assessment Report prepared by Molino Stewart assessed the Significance in accordance with Section 7.3 of the Biodiversity Conservation Act for microbats and the Powerful Owl and concluded that the proposed works are not likely to have a significant impact on any of the species. Due to the lack of habitat present on the site for other species and the scale of the proposal, no other threatened fauna species were considered likely to be impacted by that proposal. It was concluded that the proposal would not

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likely have a significant effect on any threatened species, populations or communities listed under the Biodiversity Conservation Act.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

1.2 Encourage and enable our community to participate in a healthy lifestyle.

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.

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

AT - 2 Alteration of Gateway Determination.

AT - 3 Copy of Submissions and Applicant and Council Officer Responses.

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Attachment 2 - Alteration of Gateway determination



Department of Planning, Housing and Infrastructure

Alteration of Gateway Determination

Planning proposal (Department Ref: PP-2023-1685)

I, 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 23 April 2024 for the proposed amendment to the *Hawkesbury Local Environmental Plan 2012* as follows:

1. Delete:

"The LEP should be completed on or before 1 November 2024"

and replace with:

"The LEP is to be completed on or before 7 February 2025".

Dated 30th day of September 2024.



Rukshan de Silva
Director
Local Planning & Council Support
Department of Planning, Housing and
Infrastructure

Delegate of the Minister for Planning and
Public Spaces

[PP-2023-1685] (IRF24/2351)

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Attachment 3 - Copy of submissions and Council officer response

Attachment 3

No.	Submission	Applicant's Response	Council Officer's Response
1	<p>I'm just one of the hundreds of concerned residents that live in the Hawkesbury for the rural/ natural environment. We have been watching the removal of native trees and the "carpet" of turf and concrete take their place. The trees lining Grose Vale Road (that have been marked for removal) is cause for more concern. I was under the impression that Hawkesbury council looked after our trees on council roads?? Grose vale road has always been a beautiful avenue of trees that my community has enjoyed for decades, and now they are in the hands of Redbank development! I rang council (on behalf of the Facebook community at Bowen Mountain) because so many of us are frustrated and angry at the loss of more trees. The person that answered the phone at council said that" it was out of council hand, and Redbank development was going ahead with the removal." We longstanding residents are so fatigued with the constant battle to maintain some semblance of native / rural aspect and therefore I'm writing this submission. Trees are being replaced with non native species, (that is: not native to the area and unable to support native birds with nesting or feeding requirements) or not replace at all and turf is laid down (for mowing and spraying and watering). Every tree has now become a precious commodity! Awaiting the response with hope and unfortunately dwindling confidence.</p>	<p>This Planning Proposal does not propose to remove any trees. It is a housekeeping Planning Proposal to amend zone boundaries to reflect a suite of subdivision Development Applications already approved by Council to date. Eco Logical Australia has reviewed the Planning Proposal and concluded the following within its Biodiversity Statement (Appendix E of the Planning Proposal): Where RE1 Public Recreation zoned land is proposed to increase, the likelihood of biodiversity impact is reduced. Where Residential zoned or enterprise zoned land is proposed to replace RE1 Public Recreation zoned land to match the lot boundaries within the approved subdivision DAs, the biodiversity impacts have been assessed and approved within the previous subdivision DAs and therefore there will be no additional biodiversity impacts as a result of this Planning Proposal. The Planning Proposal does not affect any land identified as a Strategic Conservation Area under the Chapter 13 of the Biodiversity and Conservation SEPP 2021 and Cumberland Plain Conservation Plan. Therefore, Eco Logical Australia has concluded that the Planning Proposal will not have any negative impact on biodiversity values, and that no further biodiversity assessment is required. The species of tree planting in Redbank is beyond the remit of this Planning Proposal, and is a matter for future Development Applications, should they be lodged.</p>	<p>The removal of trees along Grose Vale Road is not related to this Planning Proposal. The tree removal referred to is part of DA0092/22 which was determined by the Sydney Western City Planning Panel as the development has a Capital Investment Value of more than \$30 million. The road widening project is part of the Voluntary Planning Agreement for the Redbank development. The works required the clearing of approximately 40 trees along the northern side of the road and approximately 158 along the southern side. The Biodiversity Development Assessment Report (BDAR) report prepared by Molino Stewart assessed the Significance in accordance with Section 7.3 of the Biodiversity Conservation (BC) Act for microbats and the Powerful Owl concluded that the proposed works are not likely to have a significant impact on any of the species.</p>
2	<p>Redbank will cause the temperature around the local area to increase over the summer months, due to the heat sump effect. The removal of mature trees along Grose River Road and Grose Vale Rd, will also add to increased temperatures. Wildlife habitat has been greatly impacted too. The developers appear to dictate what will happen, with their mission creep affecting locals from the surrounding area, such as Bowen Mountain, Grose Vale and Grose Wold, to name a few. The estate has spread further than first proposed, adding extra burden to the surrounding roads. The corruption that allowed this development to take place, is a legacy that the Hawkesbury Council failed to address and continues to support the destruction of a rural environment.</p>	<p>The approved removal of trees is not subject to this Planning Proposal. The Planning Proposal will result in a net increase of 113,791sqm of land zoned RE1 Public Recreation, which will be suitable for green landscaping and tree planting. Refer to response to Submission 1 demonstrating that the Planning Proposal will not result in any additional biodiversity impact that hasn't already been considered, assessed and approved in other Development Applications.</p>	<p>Refer to response to Submission 1 above. The removal of trees along Grose Vale Road is not related to this Planning Proposal.</p>

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3	<p>I reject this proposal on the grounds if the tree line (above Ploughmans and Belmont subdivisions) is to be removed. I do not have a massive issue with the Redbank development itself; however, I have a massive issue with unnecessary and excessive clearing, especially lines or corridors of trees that wildlife can use for safe travel. The proposed removal of gum trees during the widening of Grose Vale Road, for example, is controversial, especially for a long-time resident such as myself. People live here to escape the mass development observed in other communities, so you need to be really careful. No more tree clearing.</p>	<p>The Planning Proposal does not propose any tree removal. Notwithstanding, the Planning Proposal increases the amount of RE1 Public Recreation zoned land to north of the Ploughman's and Belmont precincts.</p> <p>Refer to response to Submission 1 demonstrating that the Planning Proposal will not result in any additional biodiversity impact that hasn't already been considered, assessed and approved in other Development Applications.</p>	<p>Refer to response to Submission 1 above.</p> <p>The removal of trees along Grose Vale Road is not related to this Planning Proposal.</p>
4	<p>To The General Manager, Hawkesbury City Council.</p> <p>Objections are made to the following sections in the planning proposal prepared by Ethos Urban 19 September 2024 2190387:</p> <p>Section 5.2.2, second paragraph: "...playground to be converted to retail...". The playground brings the community to the Village Centre, allowing kids to have fun under the supervision of a parent or caretaker whilst the other engages in Village Centre activities. This is integral to the living style promoted within the Redbank Estate community. The playground must be retained as part of the Village Centre offering. Having other playgrounds available is not a substitute - it enhances the options available to kids and parents to further explore the estate and promotes physical activity.</p> <p>Section 7.5 Traffic: Stating that traffic will decrease is misleading and incorrect by only focussing on the reduction in R3 Medium Density Residential. This statement must be offset against the significant increase in the E1 Village Centre zone. More retail space implies more shops which logically implies more traffic. More traffic results in the economic viability of more retail space and prosperity of future retail outlets. This is simple economics. Please correct this and state the anticipated increase in traffic and how it will impact not only the Redbank Community, but impact the flow of traffic on Grose Vale Road and Bells Line of Road.</p>	<p>The Planning Proposal relates to land use zoning, not the existing specific land uses. The expansion of the E1 Local Centre zone does not necessarily mean that the small ancillary playground will be converted to retail, business or other community uses. Rather, the expanded E1 Local Centre zoning provides Redbank (who will retain ownership over the E1 Local Centre zone land including the small ancillary playground) with flexibility for future retail, business or community uses on the land as the Village Centre evolves to meet the day-to-day needs of the growing community. A small ancillary playground within the Village Centre would continue to be permissible within the expanded E1 Local Centre zone.</p> <p>Moreover, refer to Section 5.2.2 of the Planning Proposal Report which demonstrates that double the amount of playgrounds originally envisaged by the Redbank DCP are being provided, including a purpose-built district playground and sporting facility at Peel Park delivered under Redbank's existing VPA with Council. Ample public playgrounds are therefore available to Redbank's residents, whether or not an ancillary playground continues to be provided within the Village Centre.</p> <p>Any future development applications will be assessed for traffic impacts having regard to the relevant development control plans and Australian Road Standards.</p>	<p>The Redbank development contains four additional playgrounds within the development area which are zoned RE1 Public Recreation other than the playground that is proposed to be rezoned. The development is also in proximity (500m) to a district level playground and sporting facility at Peel Park which is being delivered by Redbank as a part of the Voluntary Planning Agreement with Council. The Playground that is to be rezoned functions as a playground within a retail precinct rather than as a local park.</p> <p>A traffic statement has been provided by SCT consulting and submitted with the Planning Proposal. It outlines that the Planning Proposal will not result in any net changes in traffic impacts from the Redbank development. Hence all the traffic and transport impact assessment completed for any approved or pending development applications are still valid in terms of traffic impacts assessed. In relation to the conversion of land zoned R2 Low Density Residential and R3 Medium Density Residential to the E1 Local Centre zone, since the area of land zoned R3 Medium Density Residential is reducing considerably, SCT has determined that an overall reduction in traffic generation will occur.</p>
5	<p>I do not want to see any more trees culled for this destruction site on sacred land, do not remove any more trees on grose vale road for the ridiculous 11m wide span of road they say they 'need'</p> <p>There is more than people to think about! Animals need a place to live to you greedy humans</p>	<p>This Planning Proposal does not propose any tree removal, nor does it propose any changes to land zoning which would affect trees on Grose Vale Road.</p> <p>Refer to response to Submission 1 demonstrating that the Planning Proposal is unlikely to result in any additional biodiversity impact than what has already been considered, assessed and approved in other Development Applications.</p>	<p>Refer to response to Submission 1 above.</p> <p>The removal of trees along Grose Vale Road is not related to this Planning Proposal.</p>
6		<p>Refer to response to Submission 5 above.</p>	

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7	<p>Abandon all destruction of habitat and life of grose vale road!!! It's completely wrong</p>	<p>Refer to response to Submission 1 demonstrating that the Planning Proposal will not result in any additional biodiversity impact that hasn't already been considered, assessed and approved in other Development Applications.</p>	<p>Refer to response to Submission 1 above. The removal of trees along Grose Vale Road is not related to this Planning Proposal.</p>
7	<p>:With all due respect: To Whom It May Concern, Cease & Desist the destruction of Darug lands, waters & skies. I'm writing to you in regards to your corporation granting permissions for the removal of trees, animals habitats, environmental destruction etc on Darug Ngunna, and to inform you that whomever has granted you such permission to sign off on these actions has NO JURISDICTION. This letter is to officially inform you that your permission to sign off on any actions and activities that we deem harmful to the environment and our flora & fauna family has been revoked by the true estate and jurisdiction, the Darug people. May I remind you that your role is as a public servant, and that it is to carry out the wishes of the people, not the greedy wantings of a corporation, and first & foremost, you have a Duty Of Care to Do No Harm. All permissions, contracts etc granted to & signed off by your corporation to these other companies/corporations/developers etc passed that have begun &/or yet to be conducted &/or carried out), present & future to carry out such activities hold No Authority, and of this moment, are deemed Null & Void. Cease & Desist these actions immediately. The killing and desecration of our lands & nature family is warfare & murder, and is a direct violation of our Sacred Laws/Lores. You have been put on notice, and this is your opportunity to make right, to sit with our people and form full remedy.</p>	<p>Refer to response to Submission 1 demonstrating that the Planning Proposal will not result in any additional biodiversity impact that hasn't already been considered, assessed and approved in other Development Applications.</p>	<p>Refer to response to Submission 1 above. The removal of trees along Grose Vale Road is not related to this Planning Proposal.</p>
8	<p>Being residents who live directly across from the Redbank Village Centre we are extremely concerned about the changes to zoning being proposed, particularly the R3 Medium Density area. The available parking at the Village Centre and surrounding streets is currently completely insufficient, in so much that the Developer has created a temporary overflow carpark to cater for employees of the Vet Clinic and the Cafe, which operates on the land in the DA that is to be Zoned R3. This parking area is being used daily by approx 20 vehicles as there is no available street parking and the parking of employee vehicles within the Vet parking area is not encouraged by the Vet Service. The village centre DA removes the current parking next to the boardwalk and replaces it with Shops. We have shops and a Supermarket also being built at the moment which is only going to increase the need for more parking for employees and for customers. When there is an event on in the village centre, the temporary carpark is completely full, and a second temporary facility has been constructed on the roadway adjacent to the children's playground which also</p>	<p>The Planning Proposal does not preclude the ability for additional car parking for the Village Centre to be provided on the land zoned E1 Local Centre. The Planning Proposal does not change the R3 zoning of the land currently used for the temporary car park. A Development Application could be lodged now independent of this Planning Proposal for a medium density residential development on that land. Any future residential development on the land proposed to be zoned R3 Medium Density Residential will contain the necessary minimum car parking provision in accordance with the Hawkesbury DCP 2023, and therefore would not result in any unacceptable parking impacts. DA 0092/22 and approved modified consent MOD 0075/23 provides 102 marked on street parallel and perpendicular parking spots. These spots are adjacent the central open space corridor and easy walking distance to the village centre. These parking spots are over and above any required parking spots in current development approvals and future applications.</p>	<p>A traffic statement has been provided by SCT consulting and submitted along with the Planning Proposal. It outlines that the Planning Proposal will not result in any net changes in traffic impacts from the Redbank development. Hence all the traffic and transport impact assessments completed for any approved or pending development applications are still valid in terms of traffic impacts assessed. In relation to the conversion of land zoned R2 Low Density Residential and R3 Medium Density Residential to the E1 Local Centre zone, since the area of land zoned R3 Medium Density Residential is reducing considerably, SCT has determined that an overall reduction in traffic generation will occur.</p>

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9	<p>becomes completely full. This carpark will disappear when the road is continued through the later stages of development. We feel that when the R3 development occurs, this will also increase the demand on parking in the area. Council should take this opportunity to find a way to reduce demand for parking and increase the available parking for the centre by retaining the temporary overflow parking and making it permanent.</p> <p>We have photographs which show the Temporary carparks being fully utilized.</p> <p>As residents we already have issues when our visitors are struggling to find street parking because of restrictions being placed by council and the number of properties in the vicinity that have granny flats with no off street parking, that use minimal spaces on the street that are available.</p>	<p>As a resident directly impacted by the Redbank Village Centre our biggest concern is the changes to zonings in which a we can see a concerning increase in restricted parking for residents, customers and employees. The demand for parking is high already due to the lack of off street parking for granny flat residents, employees of the cafe, daycare and vet. Yes the businesses have parking but they are denied usage by employees as to be kept for customers. This is already shown by the "temporary" carpark that redbank has created. This carpark is not allowed to be used for residents who again have very limited street parking due to large amount of no stopping zones that have been erected along the street and employees not utilising the carpark they have been "temporarily" given. (I would like to add this was never brought to residents attention before the no stopping was put in place.) I am also aware that the carpark which has been erected for the new IGA has gone from a 100+ car parking area to a 80+ carpark, already a significant decrease in parking availability.</p> <p>I am strongly urging council to look deeply into the effects R3 zoning would have as an impact on the already struggling parking issues Redbank faces around the Village centre especially to already existing residents who are the ones to be suffering the most.</p>	<p>Refer to response to Submission 8 above.</p>	<p>Refer to response to Submission 8 above.</p>
10	<p>After witnessing the completely cruel and unnecessary destruction and removal of old habitat trees by Redbank on Grose Vale Road,</p> <p>I want to be assured that no more trees will be removed as part of this planning proposal. We are mourning the loss of these trees; the wildlife that was killed and displaced as they were removed, and the beautiful shade beauty and historical heritage they contributed to the Hawkesbury. This heritage is quickly and irreversibly being destroyed.</p> <p>This is not why we live here and it's not why tourists come to this area. It is imperative that no more trees and natural habitat are destroyed by Redbank. Thank you.</p>	<p>Refer to response to Submission 1 demonstrating that the Planning Proposal will not result in any additional biodiversity impact that hasn't already been considered, assessed and approved in other Development Applications.</p>	<p>Refer to response to Submission 1 above.</p> <p>The removal of trees along Grose Vale Road is not related to this Planning Proposal.</p>	<p>Refer to response to Submission 1 above.</p> <p>The removal of trees along Grose Vale Road is not related to this Planning Proposal.</p>

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11	<p>I am writing to you in regards to the Redbank development. I have worked as a volunteer wildlife rehabilitator rescuing and rehabilitating local Koalas for the last 9 years. The recent removal of many old growth eucalyptus trees along Grose Vale Rd bordering known Koala habitat was deeply troubling. I had personally tracked one of our released Koalas for Science For Wildlife who, after much travelling, had decided to settle in this location and use the area of forest directly adjacent to where these trees were removed. Wally was tracked for 12 months in this area. Science For Wildlife have accurate records of Wally's movements and the exact locations where we had tracked him. What was particularly troubling was that there was an alternative to removing these important trees which would have achieved the desired goals of widening Grose Vale Rd without the wide scale destruction of critical Koala habitat. I do understand the need for future residential development but know there are better ways to move forward where wildlife can be given the opportunity to coexist along side us. The onsite manager from Redbank has tried to assure me that there have been no records of Koalas in this area for 8 years. This is completely incorrect and we can provide clear evidence to support this claim. As I'm sure you are all aware Koalas are an endangered species in NSW with habitat destruction being the main driver behind their declining numbers. We can and must do much better with balancing the increasing needs of residential development along with preserving critical Koala habitat. Other areas of development have been able to effectively address these concerns and provide wins for both investors and conservation. There is a solution. I would be deeply opposed to any further large scale removal of Koala food trees in the Redbank development site as it is known Koala habitat.</p>	<p>Refer to response to Submission 1 demonstrating that the Planning Proposal will not result in any additional biodiversity impact that hasn't already been considered, assessed and approved in other Development Applications</p>	<p>Refer to response to Submission 1 above. The removal of trees along Grose Vale Road is not related to this Planning Proposal.</p>
12	<p>Dear Council I object to your planning proposal re Redbank development. Redbank should never have been approved. Turning prime land into housing with no road and bridge infrastructure is a disaster.</p>	<p>As stated on Page 34 of the Planning Proposal Report, the Planning Proposal will not increase the number of lots or dwellings on the Redbank site, rather the Planning Proposal is for an administrative boundary adjustment on the zoning map. As such, no additional public infrastructure is required as a result of the Planning Proposal beyond that which has been, and will be, delivered by Redbank, Council and public authorities as part of approved Development Applications to date, and the public infrastructure that is being delivered under the Voluntary Planning Agreement that the broader Redbank site is already subject to (executed in July 2014 as part of the initial planning proposal for the site - PP_2012_HAWKE_002_00).</p>	<p>The Planning Proposal will not increase the number of lots or dwellings across the broader Redbank development site. Rather the Planning Proposal facilitates an administrative adjustment of the zoning maps to match the final layout of the development. As such, no additional public infrastructure is required as a result of the Planning Proposal beyond that which has been, and will be, delivered by Redbank, as part of approved Development Applications to date, and the public infrastructure that is being delivered under the Voluntary Planning Agreement that the broader Redbank site is already subject to.</p>

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<p>13</p>	<p>I am totally disillusioned by the Redbank development. Much protest & discussion with the community went into the original plans for the Redbank development. The original issues such as habitat for wildlife, impact of housing on Redbank c&k and endangered communities both flora & fauna as well as historical & heritage ideals. The Redbank Group has no interest in these issues & is totally desecrating the Rural look & feel of the Hawkesbury under the guise of an irrelevant DA passed by a corrupt councillor as proven by ICAC, who now officially works for the Redbank. Group. It has come to my notice that the DA was changed again during covid, when people were to busy worrying about being sick & the world was shut-down. Citing financial hardship (laughable) the RG again applied for changes to the DA, sneaky & underhanded!! There is no transparency for the public. There is no Respect for our history , heritage , or wildlife, especially our large koala population. So here we go again, they must have found another way to shuffle their development to increase their already enormous profit. This has to stop!! The housing is already unaffordable & an absolute eyesore please show some compassion for the people & animals that live here.</p>	<p>Refer to response to Submission 1 demonstrating that the Planning Proposal will not result in any additional biodiversity impact that hasn't already been considered, assessed and approved in other Development Applications.</p> <p>In relation to heritage, as assessed on Page 36 of the Planning Proposal Report:</p> <ul style="list-style-type: none"> • Kelleher Nightingale has reviewed the Planning Proposal and concluded within its Aboriginal Heritage Statement (Appendix B of the Planning Proposal) that it does not change the conclusions determined through previous development applications for Redbank, in that no Aboriginal archaeological sites will be impacted. • Urbis Heritage has reviewed the Planning Proposal and concluded within its Heritage Statement (Appendix C of the Planning Proposal) that it will not require any further heritage assessment beyond that completed in the approved development applications for Redbank. Therefore, it has concluded that the Planning Proposal is acceptable on heritage grounds. 	<p>The Planning Proposal as proposed is considered minor in nature and will have no additional impacts on threatened species and ecological communities. An ecological statement prepared by Eco Logical Australia was submitted with the Planning Proposal. It outlines that the Planning Proposal will not have a negative impact on biodiversity values, and that no further biodiversity assessment is required.</p> <p>The Planning Proposal does not increase overall density of the Redbank Development and will not affect the provision of approximately 1,400 dwellings that was originally envisaged for the broader Redbank site.</p>
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10.2. GENERAL MANAGER

10.2.1. GM - 2023/2024 Annual Report and State of our City Report (79351)

Previous Item: 4.2.1, Ordinary (21 November 2023)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to present Council's 2023/2024 Annual Report and State of our City Report 2021-2024, as attached as Attachment 1 and Attachment 2 to this report.

EXECUTIVE SUMMARY

The 2023/2024 Annual Report and State of our City Report 2021-2024 (formerly known as the End of Term Report) have been prepared in accordance with all requirements of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021. These reports are key documents ensuring accountability, transparency, and engagement with the community under the Integrated Planning and Reporting Framework (IP&R).

The Annual Report provides a comprehensive review of the Council's performance over the past year, highlighting achievements and progress against the principal activities and key priorities of the Delivery Program 2022-2026 and Operational Plan 2023/2024. It also contains key statutory reporting information on a wide range of Council's services.

The State of our City Report complements this by offering a broader perspective on the current conditions, recent trends, and challenges facing the Hawkesbury region, assessing the effectiveness of the Community Strategic Plan: Our Hawkesbury 2042, its long-term objectives and success indicators.

RECOMMENDATION

That Council:

1. Adopt the 2023/2024 Annual Report attached as Attachment 1 to this report and forward a copy to the Office of Local Government and place on Council's website by 30 November 2024.
2. Note the State of our City Report 2021-2024 attached as Attachment 2 to this report.

BACKGROUND

Under the Local Government Act 1993, the Integrated Planning and Reporting Framework (IP&R) requires that each Council must prepare an Annual Report by 30 November to report on its achievements in implementing its Delivery Program over the previous year. To do this, a report on the achievement of the actions identified in Council's Operational Plan for the relevant financial year is used to inform the Annual Report.

The following is a summary of the requirements of Section 428 of the Local Government Act 1993:

- Council must prepare an Annual Report within five months of the end of the financial year 30 November
- The report must outline Council's achievements in implementing its Delivery Program

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- The report must contain Council's audited Financial Statements and Notes, and any information required by the Regulation or the Guidelines
- A copy of the report must be posted on Council's website and provided to the Minister for Local Government.

The Annual Report also includes key statutory information that is prescribed by the Local Government (General) Regulation 2021. This information has been included by the NSW State Government to assist the community in understanding how Council has been performing as a business entity, community leader and service provider. Council's Annual Report 2023/2024 has been prepared to meet all requirement under the Local Government Act and Regulation, as well as the Office of Local Government (OLG) Annual Reporting Guidelines and Checklist.

This Annual Report reports on the 2023/2024 Operational Plan, framed around the outcomes of the Community Strategic Plan: Hawkesbury 2042 (CSP) and principal activities of the Delivery Program 2022-2026. The report contains a comprehensive final status of each of Council's Operational Plan 2023/2024 actions, and therefore also represents Council's Six-Monthly Progress Report for January - June 2024.

A separate report containing Council's Audited Financial Statements for year ended 30 June 2024 was presented to Council at its meeting on the 12 November 2024. The final Audited Financial Statements for 2023/2024 will be made available on Council's website alongside the Annual Report 2023/2024 and are referenced directly as an accompanying document.

Under IP&R, Council is also required to produce a State of our City Report (formerly the End of Term Report) in the year in which an ordinary election of Councillors is to be held. The report is appended to that year's Annual Report and assesses progress on the implementation and effectiveness of the Community Strategic Plan across the previous term of Council. The report aims to assist the new Council in undertaking a review of the CSP, which is currently underway.

The State of our City Report 2021-2024 provides an overview of progress against the long-term objectives and success indicators under each of the four Community Outcomes of the CSP, Our Hawkesbury 2042, as well as discussing key changes and challenges faced by the Hawkesbury region over the previous term of Council.

The State of our City and Annual Reports are key points of accountability between Council and its community.

Relevant Legislation

Local Government Act 1993

Local Government (General) Regulation 2021

DISCUSSION

On an annual basis, Council is presented with an Operational Plan and Budget. Since 2019, Council has continued to deliver services while responding to major natural disasters, including the 2019/2020 bushfires, the flooding events of 2020-2024, and the COVID-19 Pandemic. These unprecedented challenges have significantly impacted both the community and Council operations.

The 2023/2024 Annual Report and the 2021-2024 State of our City Report reflect these impacts, recognising them as major events that have affected community resilience, wellbeing, and Council's priorities.

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Council is requested to consider and adopt the 2023/2024 Annual Report and note the State of our City Report 2021-2024 attached as Attachments 1 and 2 to this report.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy, although the Annual Report relates to the 2023/2024 Operational Plan, which Council did engage the community on. The State of the City Report also provides a key input into the development of the forthcoming revised Community Strategic Plan, which is developed through significant community and stakeholder engagement.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.3 Build strong financial sustainability for now and future generations.
- 4.4 Build strong relationships and shared responsibilities.
- 4.7 Encourage informed planning, balanced growth and community engagement.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

The Annual Report and State of our City Report are key points of accountability between a Council and its community. Council faces significant reputational and compliance risks by not accurately and effectively reporting to its community.

ATTACHMENTS

AT - 1 2023/2024 Annual Report - *(Distributed under separate cover)*.

AT - 2 State of our City Report 2021-2024 - *(Distributed under separate cover)*.

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10.3. CITY PLANNING

10.3.1. CP - Fire Safety Complaint - Paragon Filling – Hannabus Place, Aspinall Place and Hudson Place, Mulgrave (95498)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to table two reports that Council has received from Fire and Rescue NSW (FRNSW) following a fire safety inspection that have been undertaken at the following addresses which collectively form part of 'Paragon Filling' complex:

- 3, 4 and 5 Hannabus Place, Mulgrave
- 11, 12 and 14 Hudson Place, Mulgrave
- 11 Aspinall Place, Mulgrave.

These premises collectively form part of 'Paragon Filling' complex.

In accordance with Schedule 5, Part 8, Section 17(2) of the Environmental Planning and Assessment Act 1979 (the Act), any report or recommendation that Council receives from the Commissioner of Fire and Rescue NSW such as Inspection Reports, is to be tabled at a Council Meeting. As Council Officers have the delegation under Schedule 5, Part 8, Section 17(4) of the Act to determine an appropriate course of action in response to the issues identified in the Inspection Reports, this report is provided to meet Council's legislated reporting responsibilities as prescribed under the Act, as well as provide Council with details of the course of action that will be undertaken.

EXECUTIVE SUMMARY

The Paragon Filling complex is located in the industrial area of Mulgrave.

Council is in receipt of written correspondence from Fire and Rescue NSW (FRNSW) that provides Council with copies of Inspection Reports that have arisen from inspections that were carried out by FRNSW in relation to the complex, involving the following properties:

- Lot 9 DP 717896 No. 3 Hannabus Place, Mulgrave
- Lot 8 DP 717896 No. 4 Hannabus Place, Mulgrave
- Lot 7 DP 717896 No. 5 Hannabus Place, Mulgrave
- Lot 10 DP 788448 No. 12 Hudson Place, Mulgrave
- Lot 9 DP 788448 No. 14 Hudson Place, Mulgrave
- Lot 11 DP 787262 No. 11 Aspinall Place, Mulgrave
- Lot 16 DP 1132823 No. 11 Hudson Place, Mulgrave

Six of the seven properties share common boundaries and have been assessed as one large development as referenced in the report by FRNSW dated 24 September 2024. The seventh property is located across the road at No.11 Hudson Place, Mulgrave as referenced in the report dated 22 October 2024.

The inspection reports received from FRNSW identified fire safety issues and includes a request that Council Officers investigate the premises and take action as appropriate.

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Clause 17 of Schedule 5 of the Environmental Planning and Assessment Act 1979 notes (in part) as follows:

"(2) A council must—

- (a) table any report and recommendations it receives under this clause at the next meeting of the council, and*
- (b) at any meeting of the council held within 28 days after receiving the report and recommendations or at the next meeting of the council held after the tabling of the report and recommendations, whichever is the later, determine whether it will exercise its powers to give a fire safety order."*

As Council's Development Assessment staff have the delegation to inspect the premises and take an appropriate course of action to resolve all of the fire safety concerns that are identified, which may include to determine to exercise their powers to give a fire safety order, this report is provided to meet Council's legislated reporting responsibilities as prescribed under the Act.

RECOMMENDATION

That Council receive and note the two Inspection Reports from the Commissioner of Fire and Rescue NSW provided as Attachments 1 and 2 to this report.

BACKGROUND

Pursuant to Section 9.32 of the Environmental Planning and Assessment Act 1979:

9.32 Fire brigades inspection powers

"(1) An authorised fire officer may exercise the powers of an investigation officer under this Division for the purpose of inspecting a building to determine whether or not:

- (a) adequate provision for fire safety has been made in or in connection with the building, or*
- (b) the fire safety provisions prescribed for the purposes of this section by the regulations have been complied with.*

.....

(4) The Commissioner of Fire and Rescue NSW must send a report of any inspection carried out under this section to the council concerned."

Clause 17 of Schedule 5 of the Act is noted in part as follows:

"(2) A council must—

- (a) table any report and recommendations it receives under this clause at the next meeting of the council, and*
- (b) at any meeting of the council held within 28 days after receiving the report and recommendations or at the next meeting of the council held after the tabling of the report and recommendations, whichever is the later, determine whether it will exercise its powers to give a fire safety order."*

FRNSW have carried out an inspection of seven separate properties and have subsequently provided a copy of the Inspection Reports to Council for action. The Commissioner of FRNSW has recommended that Council Officers now inspect the premises and address the matters identified in

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the Inspection Reports as well address any other deficiencies that are identified by Council Officers during the course of investigations.

DISCUSSION

The fire safety matters that were investigated by FRNSW are included in the Investigation Reports provided as Attachments 1 and 2 to this report.

With regard to the matters investigated, FRNSW recommends that Council inspect the premises and address the matters identified in the Inspection Reports as well address any other deficiencies that are identified by Council Officers during the course of investigations.

Action Taken

On Thursday, 29 August 2024, Fire and Rescue NSW (FRNSW) conducted an inspection of the premises with representatives of Hawkesbury City Council, SafeWork NSW, the tenant and the owner's appointment accredited practitioner (fire safety).

During the inspection, FRNSW raised a number of matters that require further investigation and clarification. The Inspection Reports issued by FRNSW are provided as Attachments 1 and 2 to this report.

Council has written to the property owners informing them of the inspection reports that have been received from FRNSW and that the matter will be tabled to the next meeting of Council.

Action Proposed

It is intended to issue a Notice of Intention to Serve a Fire Safety Order under Schedule 5 of the Environmental Planning and Assessment Act 1979.

Due to the number of non-compliances, age and complex use of the buildings, it is highly likely that Council Officers will require the owners to engage a Fire Safety Consultant to develop a course of action addressing the concerns raised by FRNSW.

Council Officers will consider the recommendations of the Fire Safety Consultant and determine a timeframe and schedule of works for inclusion in the issue of a Fire Safety Order, in consultation with relevant stakeholders.

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

4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications for Council applicable to this report.

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RISK MANAGEMENT CONSIDERATIONS

Both Fire and Rescue NSW (FRNSW) and Council have legislated responsibilities regarding fire safety compliance.

Risk management considerations to be considered include:

- Compliance - The risk of breaking the law, of non-compliance with legislation.
- Environment - The risk of inability or failure to protect the environment leading to a loss of biodiversity and/or environmental degradation due to natural or human disasters or public hazards.

ATTACHMENTS

AT - 1 Inspection letter dated 22 October 2024 from FRNSW.

AT - 2 Inspection letter dated 24 September 2024 from FRNSW - (*Distributed under separate cover*).

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Attachment 1 - Joint Inspection Report - Letter Out - 9 32 Inspection Report - Paragon Filling (MMP Industrial) 11 Hudson Place Mulgrave - Hawkesbury City Council

OFFICIAL



File Ref. No: FRN16/3004 - BFS24/4192 - 800036654
TRIM Ref. No: D24/126023
Contact: Inspector Paul Scott

22 October 2024

The General Manager
Hawkesbury City Council
PO Box 146
Windsor NSW 2756

E-mail: council@hawkesbury.nsw.gov.au

Attn: Building Compliance Unit

Dear Sir/Madam

**Re: INSPECTION REPORT
PARAGON FILLING (MMP INDUSTRIAL)
11 HUDSON PLACE MULGRAVE ("the premises").**

Pursuant to Section 9.32(1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act), Authorised Fire Officers from the Fire Safety Compliance Unit of Fire and Rescue NSW (FRNSW) inspected 'the premises' on 29 August 2024. Hawkesbury City Council were also present during the inspection.

On behalf of the Commissioner of FRNSW, comments in this report are provided under Section 9.32(4) and Schedule 5, Part 8, Section 17(1) of the EP&A Act.

The items listed in the comments of this report are based on the following limitations:

- A general overview of the building was obtained without using the development consent conditions or approved floor plans as a reference.
- Details of the Provisions for Fire Safety and Fire Fighting Equipment are limited to a visual inspection of the parts in the building accessed and the fire safety measures observed at the time.

COMMENTS

The following items were identified during the inspection:

1. Certification
 - 1A. Annual Fire Safety Statements (AFSS)
 - A. The 2023 AFSS does not list all fire safety measures at the premises.

Fire and Rescue NSW

ABN 12 593 473 110

www.fire.nsw.gov.au

Community Safety Directorate
Fire Safety Compliance Unit

1 Amarina Ave
Greenacre NSW 2190

T (02) 9742 7434
F (02) 9742 7483

www.fire.nsw.gov.au

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2. Essential Fire Safety Measures

2A. Fire Hydrant System

- A. The fire hydrant block plan does not meet the requirements of Clause 7.11 of Australian Standard (AS) 2419.1-2005. FRNSW observed,
 - i. The sprinkler pumpset is detailed as being installed between the feed hydrant and boost inlet connection pipework.
 - ii. The location of both attack fire hydrants are not shown in the correct position.
 - iii. The location and storage of all flammable storage areas. The fire sprinkler block plan states that the site is used for the storage of aerosols.
 - iv. Location and size of on-site mains was not shown.
- B. The fire hydrant block plan indicates the hydrant system is designed with a pressure and flow capability of 10 L/sec contrary to the requirements of Table 2.1 of AS 24191-2005. Given the premises has a floor area of approximately 2500 m² and the storage of aerosols, a single hydrant flowing may be inadequate to undertake firefighting operations.
- C. The location of the two attack hydrants are not operationally desirable. FRNSW recommend that thean additional dual-valve attack hydrant be installed adjacent to the boundary fence.

Where an additional attack hydrant is installed as per above,

A fade and weather resistant sign, A4 in size, is to be permanently affixed to or adjacent to the external attack hydrant, and have uppercase contrasting text which states, ATTACK FIRE HYDRANT, not less than 25 mm high.

- D. The pressure gauge at the boost inlet connection appeared to be faulty as the gauge displayed a reading of zero (0) kPa.

2B. Automatic Fire Sprinkler System

- A. The fire sprinkler system is not installed throughout the premises, despite the fire sprinkler block plan showing coverage throughout.

2C. Access and Egress

- A. The external path of travel on the northern side of the building was obstructed, preventing free passage of occupants in the area of an exit contrary to the requirements of Clause 109 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021 (EPAR2021). FRNSW overserved,

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- i. A 150 mm galvanised pipe crossing the path of travel, installed at a height of 1750 mm above the ground,
 - ii. The pathway contained vegetation that may create a trip or slip hazard.
 - iii. The water storage tank, stock and gutters created an impediment to persons attempting to reach the roadway.
3. Compartmentation and Separation
- 3A. FRNSW were unable to determine if adequate separation was provided between the warehouse and office parts contrary to the requirements of Clause C3D9 of the National Construction Code 2022, Volume 1 Building Code of Australia (NCC).

FRNSW believes that there are inadequate provisions for fire safety within the building.

RECOMMENDATIONS

FRNSW recommends that Council:

- a. Review items 1 to 3 of this report and conduct an inspection.
- b. Address any other deficiencies identified on "the premises".

Please be advised that Schedule 5, Part 8, Section 17(2) requires any report or recommendation from the Commissioner of FRNSW to be tabled at a Council meeting. This matter is referred to Council as the appropriate regulatory authority. FRNSW awaits the Council's advice regarding its determination under Schedule 5, Part 8, Section 17 (4) of the EP&A Act.

Please do not hesitate to contact Inspector Paul Scott of FRNSW's Fire Safety Compliance Unit at FireSafety@fire.nsw.gov.au or call (02) 9742 7434 if there are any questions or concerns about the above matters. Please refer to file reference FRN16/3001 – BFS24/4189 (8000036651) regarding any correspondence concerning this matter.

Yours faithfully



Paul Scott
Team Leader Fire Safety Compliance
Fire Safety Compliance Unit

OFFICIAL

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10.3.2. CP - Community Batteries (95498)

Previous Item: 6.1.1, Ordinary (12 September 2023)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to respond to the Council Resolution regarding community batteries from the Council Meeting on 12 September 2023.

EXECUTIVE SUMMARY

Council Officers have investigated the economic feasibility of community battery schemes in response to Council's Resolution at the Council Meeting on 12 September 2023.

The economic feasibility of community battery schemes is complex and to date there is little real-world data to understand how feasible they are in practice. Whilst the cost effectiveness of community batteries can only be determined on a case-by-case basis determined by the characteristics of the proposed servicing area, it is found that they are most likely to be cost effective in areas that have a high density of solar photovoltaic connection to feed into the battery and are community-owned.

Currently, Council has no dedicated resource or budget provision for scoping or implementing a community battery project. Endeavour Energy is undertaking a project to implement a community battery in Hobartville.

The report outlines a possible funding stream through the ARENA - Advancing Renewables Program, however investigation undertaken by Officers has highlighted that it is likely that no areas in the Hawkesbury Local Government Area are of a sufficiently high enough density of solar photovoltaic (PV) connections to make community batteries cost effective.

The report also provides options for projects that Council could investigate in order to increase the uptake of solar photovoltaic in the community.

RECOMMENDATION

That Council note the information provided in response to the Council Resolution regarding community batteries from Council's Meeting on 12 September 2023.

BACKGROUND

At Council's Meeting on 12 September 2023, following consideration of a Notice of Motion, Council resolved:

"That Council receives a report updating the Chamber on:

- 1. The most current data demonstrating whether community batteries are cost-effective at their scale, given the prohibitive expense and long ROI of household batteries.*
- 2. Whether our Local Environmental Plan (LEP) facilitates placement of community batteries in geographically appropriate locations to service groups of houses or buildings across the Local Government Area.*
- 3. Whether the process of canvassing residents or businesses in a locality to initiate a community battery program can be facilitated by Council, partnering with network operators.*

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4. *Which network operators are running community battery programs and have a good track record in this space, and*
5. *What the current sources of grant funding are to expedite a rollout, and how Council can access them.”*

Community batteries are a relatively new technology that currently has limited implementation throughout Australia. A previous grant stream through the Federal Government’s Australian Renewable Energy Agency (ARENA) has been accessed by Endeavour Energy to implement community batteries across multiple suburbs in their area of operations, including one in Hobartville.

DISCUSSION

A response to the Council Resolution from the Ordinary Meeting 12 September 2023 is provided below:

1. **The most current data demonstrating whether community batteries are cost-effective at their scale, given the prohibitive expense and long ROI of household batteries.**

The economic feasibility of community battery schemes is extremely complex, and to date there is little real-world data to understand how feasible they are in practice. A report (Attachment 1 to this report) was previously funded by ARENA to provide a potential cost benefit analysis for community batteries.

The report outlines that the cost effectiveness of community batteries can only be determined on a case-by-case basis determined by the unique characteristics of the proposed servicing area. but are most likely to be cost effective in areas that have a high density of solar photovoltaic connection to feed into the battery and are community owned.

2. **Whether our Local Environmental Plan (LEP) facilitates placement of Community Batteries in geographically appropriate locations to service groups of houses or buildings across the Local Government Area.**

The Infrastructure SEPP – Division 4 Electricity generating works or solar energy systems, covers planning controls for solar related developments. Subdivision 1 Electricity transmission or distribution networks 2.44 (2)(d), provides planning controls for installation of equipment.

The Infrastructure SEPP overrides the Hawkesbury LEP 2012.

3. **Whether the process of canvassing residents or businesses in a locality to initiate a Community Battery program can be facilitated by Council, partnering with network operators.**

Currently, Council has no dedicated resource for conducting the type of intensive community engagement campaign required to canvas businesses and residents for the purposes of initiating a community battery program, therefore would require funding through Council’s budget review process. Typically, community battery projects have been initiated and implemented by Network Operators such as in the case of Hobartville by Endeavour Energy.

This is mainly due to Endeavour Energy having the information readily available on the electricity grid infrastructure such as load flow/flux, grid capacity, solar photovoltaic density and likely cost/benefits for themselves and their customers. This information is required for assessing the practicality of implementing a community battery.

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4. Which network operators are running Community Battery programs and have a good track record in this space,

In NSW there are 15 community battery projects that have been grant funded and are being undertaken by Ausgrid and Endeavour Energy including the Hobartville project (Endeavour Energy). One Northern NSW project is underway through Geni.Energy. Additionally, three projects have been approved conditionally under the ARENA community batteries Round 1 for three non-Distribution Network Service Providers (Shell Energy Retail, Transport for NSW and ZEN Energy Retail).

5. What the current sources of grant funding are to expedite a rollout, and how Council can access them.

There is a possible funding stream through the ARENA - Advancing Renewables Program. Guidelines for this grant program are contained in Attachment 2 to this report. Additionally, Attachment 3 to this report is ARENA's Investment Plan which the Guidelines refer to as a requirement for any application to address which includes reference to community batteries. In order to access this funding, a project concept would need to be developed. The concept would need to be presented to ARENA through their Contact Form, and then discussed for eligibility and potential funding through the Advancing Renewables Program. If ARENA views the concept positively, a formal application would be made to access funding.

The investigation undertaken by Officers has highlighted that it is likely that no areas in the Hawkesbury Local Government Area are of a sufficiently high enough density of solar photovoltaic (PV) connections to make community batteries cost effective.

Some options for projects that Council could investigate in order to increase the community density of solar photovoltaic uptake are outlined below. All the proposed options are not currently resourced and would require investment through the budget review process. All projects except the WSROC Community Renewable Energy Project would require in depth investigation, research and business case development in order to be properly considered.

Options for increasing community uptake and density of Solar photovoltaics:

- **Joining WSROC's Community Renewable Energy Project:**

WSROC is currently undertaking a Community Renewable Energy Project which emulates an award-winning project by Mitcham Council in South Australia (Attachment 4 to this report). WSROC proposes to undertake the white-labelling process and procurement on behalf of its member councils for an upfront fee (as of 3 April 2024 - \$17,500). Currently a number of WSROC councils have already committed to this scheme and the project is underway. Council was unable to commit given there was no allocation within the current budget. WSROC has indicated there is the option to join mid-project if funding from councils becomes available. This option presents the opportunity for a good return on investment with limited resourcing beyond an upfront fee. Council may be required to contribute to media efforts to encourage community uptake and host community information sessions.

- **Implementing a Council rebate scheme for solar photovoltaic and battery systems:**

Council could allocate budget for the community to register their solar project and apply for a rebate to incentivise uptake and minimise financial barriers. This would be less cost effective than the above option and would likely impose a large administrative load on both the Environmental Sustainability and Finance teams, however Hawkesbury residents would likely receive a larger financial benefit. This could only be achieved with the reduction of another service area to free up the funding.

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- **Low interest loans for community solar initiatives:**

Council could invest in community solar projects through a loan initiative at low interest. A Business Case would need to be developed to determine the mechanism for application and approval, including the interest rate applied. Upfront costs would be returned over time; however, this would increase the workload of Council's Finance team considerably and would also result in lower returns on Council's Investment Portfolio. There is potential to drive a high level of solar uptake depending on level of Council investment.

- **Creating a community solar innovation competition:**

Budget could be provided to run a community competition to encourage innovation and implementation of solar projects. Budget would be needed for prizes, media campaigns and an awards ceremony. Multiple Council business units would likely experience increased workload as a consequence and would also require a reallocation of funding from another service area. The return on investment is highly variable, and there is a risk of no actual impact.

- **Collecting used solar panels and redistributing to community:**

Used solar panels have been shown to still retain a serviceable level of energy capture yet are currently being sent to landfill at exponential rates. There is potentially a holistic solution in diverting used panels from landfill to residents and businesses which has emissions benefits upstream (manufacturing), in situ (energy) and downstream (landfill), maximising emissions reductions. This option has the potential to also stimulate the local economy and provide a revenue stream for Council. This option would be highly complex and require cross Council dedication and commitment. It would also likely require external partnerships. There may also be regulatory considerations in terms of accepting, storing and distributing used solar panels.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.6 Build on a sense of community and wellbeing.

Protected Environment and Valued History

- 2.2 Value, protect and enhance our natural land-based environment with an emphasis on using local resources and key partnerships.
- 2.4 Encourage and enable our community to make more sustainable choices.
- 2.6 Achieve net zero emissions targets.

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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.

Reliable Council

- 4.3 Build strong financial sustainability for now and future generations.
- 4.4 Build strong relationships and shared responsibilities.

FINANCIAL IMPACT

The matters raised in this report do not have direct financial implications. Should Council resolve to undertake any of the options outlined within the report. The expenditure applicable is not provided for in the Adopted 2024/2025 Operational Plan, and therefore would require a reduction in other services areas to provide the required funding, which would occur during Quarterly Budget Reviews or in the development of future Operational Plans.

RISK MANAGEMENT CONSIDERATIONS

Strategic Risk:

There is a risk that Council may not meet its Net Zero targets without investment into community renewable energy.

Financial Risk:

There is a risk that Council could engage in an enterprise that does not represent value for money.

Environmental Risk:

Any project may have both positive and negative implications for the environment which would need to be carefully considered.

ATTACHMENTS

- AT - 1** Community Batteries Cost Benefit Analysis *(Distributed under separate cover)*.
- AT - 2** ARENA Advancing Renewables Program - Guidelines *(Distributed under separate cover)*.
- AT - 3** ARENA Investment Plan *(Distributed under separate cover)*.
- AT - 4** City of Mitcham - Community Renewable Energy Program *(Distributed under separate cover)*.

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10.4. CORPORATE SERVICES

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

Previous Item: 4.4.6, Ordinary (14 May 2024)

Directorate: Corporate Services

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 \$97 million in investments as at 31 October 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 October 2024 be received and noted.

BACKGROUND

Council held \$97 million in investments as at 31 October 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 \$97 million in investments as at 31 October 2024.

Table 1: Summary of Council's Investment Portfolio as at 31 October 2024

Product Type	Face Value	% of Total
Term Deposits - Fixed Rate	\$80,500,000	83%
Floating Rate Notes	\$4,850,000	5%
NSW TCorp Long Term Growth Fund	\$1,124,827	1%
At Call Deposits	\$10,861,384	11%
Grand Total	\$97,336,211	100%

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

Long Term Credit Rating	Face Value	% of Total
AA	\$83,861,384	86%
A	\$11,350,000	12%
BBB	\$1,000,000	1%

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Long Term Credit Rating	Face Value	% of Total
NSW TCorp Long Term Growth Fund	\$1,124,827	1%
Grand Total	\$97,336,211	100%

Table 3 – Fixed Term Deposits

Financial Institution	Long Term Rating	Maturity Date	Interest Date	Face Value
Bendigo Adelaide	A-	11-Dec-24	5.07%	\$1,000,000
		5-Feb-25	5.10%	\$2,000,000
Bank of Queensland	BB+	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-	20-Nov-24	0.75%	\$1,000,000
		11-Dec-24	5.05%	\$4,000,000
		11-Dec-24	4.95%	\$1,000,000
		8-Jan-25	5.05%	\$4,000,000
		20-Feb-25	5.00%	\$1,000,000
		19-Mar-25	5.40%	\$4,000,000
		26-Mar-25	5.37%	\$2,500,000
		26-Mar-25	5.00%	\$1,000,000
		10-Apr-25	5.40%	\$2,000,000
		24-Apr-25	5.30%	\$2,000,000
		24-Apr-25	5.05%	\$1,500,000
		7-May-25	5.30%	\$3,000,000
		7-May-25	5.30%	\$1,000,000
		7-May-25	5.00%	\$4,000,000
		25-Jun-25	5.30%	\$1,500,000
		25-Jun-25	5.50%	\$1,500,000
		9-Jul-25	5.10%	\$2,000,000
		13-Aug-25	5.10%	\$2,000,000
		3-Nov-25	0.95%	\$500,000
		19-Nov-25	0.90%	\$500,000
Suncorp	A1+	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
		20-Feb-25	5.26%	\$3,000,000

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Financial Institution	Long Term Rating	Maturity Date	Interest Date	Face Value
		24-Apr-25	5.05%	\$3,500,000
		11-Jun-25	5.07%	\$2,000,000
		09-Jul-25	5.07%	\$2,000,000
		23-Jul-25	5.07%	\$2,000,000
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
			Grand Total	\$80,500,000

Table 4: Floating Rate Notes

Institution	Maturity	Yield	Face Value
Macquarie Bank	14-Sep-26	5.27%	\$800,000
Suncorp	13-Mar-29	5.40%	\$500,000
Bank of Queensland	30-Apr-29	5.76%	\$2,050,000
Bendigo Adelaide	14-May-27	5.36%	\$500,000
AMP	13-Sep-27	5.69%	\$1,000,000
		Grand Total	\$4,850,000

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
AMP	13-Sept-27	5.69%	\$1,000,000
Bendigo Adelaide	11-Dec-24	5.07%	\$1,000,000
	5-Feb-25	5.10%	\$2,000,000
	14-May-27	5.36%	\$500,000
Suncorp	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
	20-Feb-25	5.26%	\$3,000,000

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Institution	Maturity	Rate	Face Value
	24-Apr-25	5.05%	\$3,000,000
	11-Jun-25	5.07%	\$2,000,000
	9-Jul-25	5.07%	\$2,000,000
	23-Jul-25	5.07%	\$2,000,000
	13-Mar-29	5.40%	\$500,000
Westpac	8-Jan-25	5.07%	\$1,000,000
	10-Apr-25	5.07%	\$4,000,000
		Grand Total	\$32,000,000

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

Product Type	Face Value	% of Total
Non Fossil Fuel Lending ADIs	\$27,500,000	28%
- AMP	\$1,000,000	
- Bendigo Adelaide	\$3,500,000	
- Suncorp Bank	\$23,000,000	
Socially Responsible Investment	\$5,000,000	5%
- Westpac	\$5,000,000	
Fossil Fuel Lending ADIs	\$63,711,384	66%
- Bank of Queensland	\$7,050,000	
- Commonwealth Bank	\$10,861,384	
- Macquarie Bank	\$800,000	
- National Australia Bank	\$40,000,000	
- Westpac	\$5,000,000	
Other	\$1,124,827	1%
- NSW TCorp Long Term Growth Fund	\$1,124,827	
Grand Total	\$97,336,211	

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	86%	100%	Yes
A	12%	60%	Yes
BBB	1%	50%	Yes
NSW TCorp Funds	1%	20%	Yes

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Table 8: Term to Maturity

Term to Maturity	% of Portfolio	Policy Range	Compliant with Policy
Between 0 and 1 years	93%	40% - 100%	Yes
Between 1 and 5 years	7%	0% - 60%	Yes

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

31 October 2024	Monthly Return (Annualised)	Financial Year to Date (Annualised)
Hawkesbury City Council – Investment Portfolio	5.00%	4.64%
Benchmark – Bloomberg Ausbond Bank Bill Index	4.50%	4.50%
Performance Relative to Benchmark	0.50%	0.14%

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 31 October 2024 and has advised of the following:

"Council's investment portfolio returned 5.00%pa for the month on a marked-to-market basis versus the bank bill index benchmark's 4.50%pa return. Over the past 12 months, the investment portfolio has returned 4.68% versus the bank bill index benchmark's 4.45%.

The rise in domestic and overseas bond yields (and their corresponding drop in valuations) and modest falls in shares had a detrimental effect on the performance of the NSW TCorp Long Term Growth Fund (-0.41% actual) during the month.

Without marked-to-market influences, Council's investment portfolio yielded 5.07%pa for October. 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 October, Council had maturities of \$8m among four term deposits with original maturities ranging between 3 and 7 months which were paying an average of 5.09%pa.

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Council invested \$11m across five deposits with maturities between 6 and 9 months yielding an average of 5.06%.

Council has \$9m in term deposits maturing in November. 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.
- The jump up in rates in October primarily impacted long dated terms which are still lower than banks' 6-12 month rates. For maturities landing in the May – November 2025 range it is still possible to lock in up to the 5.10%pa area.
- Suncorp remains very competitive across the 6-12 month range, however occasionally they only accept maturity rollovers, no new funds. NAB and Westpac are also offering 12 month rates in the 5.05% - 5.07%pa area, up 10 basis points from last month and worth considering if expenditure requirements allow.
- 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."

Restriction of Funds

Council's total investment portfolio as at 31 October 2024 included funds that are restricted as to what they can be expended on.

Table 10: Restriction of Funds

Restriction Type	October 2024	%	September 2024	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$28,738,297	29.52%	\$28,656,390	29.51%
External Restrictions - Bushfire and Flood Grants	\$7,767,470	7.98%	\$7,958,989	8.20%
External Restrictions - West Invest Program	\$9,010,185	9.26%	\$9,167,680	9.44%
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	\$19,715,538	20.26%	\$20,314,828	20.92%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$16,519,251	16.97%	\$16,325,041	16.81%
Unrestricted	\$15,585,471	16.01%	\$14,685,981	15.12%
Total	\$97,336,211		\$97,108,909	

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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.

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 used 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 2024/2025 Operational Plan.

RISK MANAGEMENT CONSIDERATIONS

The recommendation in this report is to receive and note the performance of Council's Investment Portfolio. Should Council not proceed with the recommendation, there is a minimal reputational risk to Council, as legislative compliance is met by the report being tabled to Council. Financial risks are mitigated through the application of Council's Investment Policy when making investment decisions and do not apply to the actual report itself.

ATTACHMENTS

There are no supporting documents for this report.

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10.4.2. CS - September 2024 Quarterly Budget Review Statement - (95496, 96332)

Previous Item: 10.2.2, Ordinary (11 June 2024)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to inform Council of its financial position as at 30 September 2024 and to seek adoption of proposed changes required to the Budget within the Adopted 2024/2025 Operational Plan.

EXECUTIVE SUMMARY

Council is required to review its progress in achieving the financial objectives set out in its Operational Plan, within two months of the end of each quarter. The Responsible Accounting Officer must submit to Council a budget review statement that shows the revised estimate of the income and expenditure for that year, referencing the estimate of income and expenditure included in the Adopted Operational plan.

The Responsible Accounting Officer has revised Council's income and expenditure for the 2024/2025 financial year and recommends revising estimates in line with Council's financial performance as at the end of September 2024, and as projected for the remainder of the financial year. This report and the relevant attachment provide information on Council's financial performance and financial position for:

- The first quarter of the 2024/2025 financial year; and
- The resulting financial position including the Budget variations proposed.

The Quarterly Budget Review Statement – September 2024 (the Statement) recommends budget adjustments that result in an overall balanced adjustment for the quarter.

RECOMMENDATION

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

BACKGROUND

Clause 203 of the Local Government (General) Regulation 2021 stipulates that the Responsible Accounting Officer of a council must prepare and submit to the council a Budget Review Statement within two months after the end of each quarter (except the June quarter).

The Integrated Planning and Reporting (IP&R) Framework outlines that councils are required to present a summary of the Council's financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of Council's progress against the Original Budget and the last revised budget along with recommended changes and reasons for major variances.

The Quarterly Budget Review Statement is the mechanism stipulated by the Local Government Regulations 2021 for councils to revise the adopted Operational Plan for the year to reflect the actual financial performance as at the end of each quarter and projected to the end of the financial year. This

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review ensures Council's Budget remains current and relevant throughout the financial year and provides early indication of progress in achieving financial targets.

In revising estimates, a conservative approach has been taken. Unfavourable trends relating to income outside of Council's control are proposed to be adjusted to reflect the anticipated performance up to the 30 June 2025. Unfavourable trends relating to expenditure outside of Council's control are also proposed to be adjusted for the same period.

The Statement recommends budget adjustments that result in an overall balanced adjustment for the Quarter.

Variations proposed are necessary to ensure appropriate budget allocations are available to deliver Council's Adopted 2024/2025 Operational Plan attached as Attachment 1 to this report.

Relevant Legislation

Local Government Act, 1993

Local Government (General) Regulation, 2021

DISCUSSION

1. Favourable Adjustments:

- *Interest Allocation to Reserves (\$897K)* – Due to a higher portion of developer contributions for the Vineyard Precinct being accepted as Works in Kind rather than cash, the projected closing reserve balances are lower than when developing the Original Budget. In line these amended projections, the interest to be allocated to these reserves has been reduced.
- *Insurance Claim (\$113K)* – Council received \$113K from an insurance claim lodged to recover costs incurred in the prior year for rebuilding Turnbull Oval Amenities damaged by arson in August 2023.
- *Employee Costs (\$451K)* – A review was undertaken to update the projected employee costs to be incurred during the financial year, which identified that this budget could be reduced.
- *Recovery of Legal Costs (\$162K)* – Council has been successful in being awarded \$162K for the recovery of legal costs for several matters that were determined in Council's favour.

2. Unfavourable Adjustments:

- *Koala Habitat Mapping (\$240K)* – Council resolved to fund the mapping of koala habitats at the Council Meeting held on 12 December 2023, and in adopting the 2024/2025 Operational Plan, to consider a proposal to include the development of a Koala Plan of Management in the September 2024 Quarterly Budget Review.

The \$240k would fund the following work to be undertaken in a sequential manner:

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Project Component	Description	Cost
Koala Food Tree List	Developed internally – identify local areas Koala food tree species	Potential to be conducted by internal staff
Highly Suitable Koala Map	Developed through combination of Fine Scale Vegetation Mapping and Koala Food Tree list	\$20,000
Koala Occupancy Survey Planning	Survey design & Private land access & Communication Strategy	\$60,000
Koala Occupancy Survey	Identify distribution and potentially density of Koalas	\$150,000
Collation Vegetation Mapping and Koala Occupancy Survey	Overlaying obtained data	Minimal Cost
Analysis of data to produce Core Habitat Map	Identify the range of vegetation that is currently habitat for Koalas	\$10,000
Total:		\$240,000

It is also noted that following the completion of this work that additional funding would be required to complete the following items:

Project Component	Description	Cost
Optional: Koala Corridor Assessment	Identify the movement of Koala's between Core Koala Habitat	Up to \$10k
Optional: Final Report/Management Strategy	Document tying all available data together and reported to Council – potentially same effect as a Koala Plan of Management	Up to \$60k
Total:		Up to \$70k

- *Financial Assistance Grant (\$228K)* – As a result of the change in the calculation methodology applied to the distribution of the Financial Assistance Grant, the allocation to Council is lower than projected.

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- *Renewal of Deerubbin Centre Airconditioning (\$175K)* – Renewal of the Deerubbin Centre’s airconditioning systems is required to ensure continuity of service, protection of library and arts collections, and to reduce service and energy costs.
- *Complying Development Income (\$145K)* – The number of complying development applications has been lower than projected as at the end of September 2024. This program will continue to be monitored, and further adjustments may be required in future Quarterly Reviews.
- *Vehicle Changeover Costs (\$116K)* – The number and pricing of vehicles to be replaced has increased since the development of the Original Budget.
- *Acquisition of 39 Sam’s Way, Mountain Lagoon (\$106K)* – The Mountain Lagoon Rural Fire Service Brigade was located on private property. This property was acquired, as resolved by Council at its meeting held on 11 October 2022.

Women’s Cottage Extension

At the Council Meeting held 13 August 2024, it was resolved that Council “receives a report at the time of the September Quarterly Review regarding project management resourcing and costings, the potential funding sources and partnerships”. Council staff are currently working with the Women’s Cottage and Hawkesbury Action Network Against Domestic Violence to gain an understanding of the scope and requirements of the project. Once this understanding has been reached and estimations of the works determined, a report addressing the resolution will be presented to Council.

3. Adjustments with No Bottom-Line Impact

Drainage Works at Price Lane, Agnes Banks (\$588K) – Council recovered some of the legal costs associated with the matter relating to 22 Price Lane, Agnes Banks through the successful submission of an insurance claim. An amount of \$588K has been allocated towards the drainage construction works to be undertaken at Price Lane, Agnes Banks in accordance with the Court ruling. A further allocation funded from Council Reserves is also proposed within this Quarterly Review, as outlined later in this Report.

4. Grants – Additional Works and Programs -\$8.2M

Several adjustments relating to grant funding successfully secured by Council, and adjustments in relation to the expected timing of delivery of the grant funded projects are included in this Quarterly Budget Review Statement. These adjustments have a nil effect on the Budget position, as amounts included for income have a corresponding amount for expenditure. The securing of grant funding assists Council to undertake works otherwise not funded through Council’s available funds.

The amounts listed below reflect the full grant amount, however quarterly adjustments for capital projects reflect the amount expected to be expended during the 2024/2025 financial year, with further budgetary adjustments to occur in future quarterly reviews.

Approved grant funding is outlined below:

- *Community Local Infrastructure Renewal Program (\$7.4M)* – Council has received funding under the 2022 Community Local Infrastructure Recovery Package to undertake repairs and betterment to several locations to aid in the reinstatement of Council assets damaged by the 2022 flood event. The locations and works to be undertaken are as follows:

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- Colbee Park - driveway access and carpark, including drainage enhancements through the reserve and the creation of an improved shared pathway network
- Bensons Lane Reserve, The Breakaway, Brinsley Reserve, Navua Reserve and Argyle Bailey Reserve - works to improve accessibility, function and future flood mitigation
- Governor Phillip Park - undertake upgrades to the pathway network and furniture and armour the riverbank. These works will improve accessibility and provide safer access to the river foreshore for fishing and leisure.
- **Black Spot Program (\$3.6M)** – The State Government committed \$3.6M in funding roads projects with the aim of improving road safety and significantly reducing road crashes and trauma. Black Spot projects directly target improvements on high-risk roads or roads with a proven crash history. The following locations have been identified for works under this program in 2024/2025:
 - Tennyson Road, Tennyson
 - Hanckel Road, Oakville
 - Spinks Road, Freemans Reach
 - Old Pitt Town Road (south of Speets Road), Oakville
- **North Richmond Evacuation Centre (\$2.5M)** – The approved funding of \$2.5M received from the Australian Government under the Protecting Our Communities (Disaster Resilience) Program will provide a much needed fit for purpose emergency evacuation centre for the community residing west of the Hawkesbury River.
- **Roads to Recovery Program (\$2M)** – The new five-year program commences in 2024/2025 with the Australian Government providing funding to support the construction and maintenance of local road assets, which facilitates greater accessibility and improves safety, economic and social outcomes for Hawkesbury residents. The following locations have been identified for works under this program in 2024/2025:
 - George Street, Windsor
 - Mileham Street, South Windsor
 - Old Bells Line of Road, Kurrajong
 - Sackville Road, Wilberforce
 - Settlers Road, Wisemans Ferry
- **Safe Speed High Pedestrian Activity Area (\$1M)** – Under the State Government's Safe Speeds in High Pedestrian Activity Areas Program, Council was successful in receiving funding to undertake two projects. A study and concept design will be undertaken in the North Richmond Town Centre. Construction works will take place at the Kurrajong Town Centre, improving pedestrian safety.
- **Public Library Infrastructure Grants Program (\$200K)** – Under the State Library NSW Public Infrastructure Grants Program, a refit to the computer room at the Central Library will be undertaken. A digital hub will be created that allows library members to better access modern IT facilities as well as professional archiving, production, communication and printing services.
- **AI in Planning Early Adopter Program (\$144K)** – Council has gained acceptance into the Department of Planning, Housing and Infrastructure's Artificial Intelligence in NSW Planning

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Council Early Adopter Program. The funding will be used to implement a software solution from the AI Solutions Panel established by the Department to facilitate the progressive improvement of assessment effort and overall DA processing efficiency through enhancement of the pre-lodgement DA process. This will improve the DA process for all users including homeowners, councils and developers.

Adjustments relating to timing of projects were made to the following projects, which have previously been reported to Council and are anticipated to be spent during 2024/2025:

- Infrastructure Investment Program - \$10.8M
- Liveability Works - \$6.2M
- Riverbank Restoration Repair - \$5.0M
- 2023/2024 Black Spot Program - \$2.8M
- Stimulus Package Phase 4 - \$1.6M
- Yarramundi Reserve Repair - \$1.3M
- Bligh Park Playground Upgrade - \$400K
- Macquarie Park - \$600K
- South Windsor Inclusive Playground - \$500K

5. Reserve Funded Adjustments

The following major adjustments are within internally or externally restricted funds, and consequently have nil impact on Council's overall position:

S64 Reserves

- Pitt Town Stormwater – decrease reserve – Construction of Thornton Gross Pollutant Trap - \$2.3M
- S64 Sewer – decrease reserve – Developer Contributions reduced - \$350K
- S64 Sewer – increase reserve – timing of Nutrient Offset works - \$290K

S.7.11 Reserves

- Vineyard – decrease reserve – interest reduced in line with projected balance - \$894K
- Pitt Town – increase reserve - adjusted for Fernadell Park project timing - \$862K

S.7.12 Reserve

- Increase reserve –adjusted for Kurmond-Kurrajong Cycleway project timing - \$346K

Infrastructure Borrowings Program Reserve

- Increase reserve – Lindsay Place rehabilitation funded from LRCIP 4 grant - \$184K

Multi-Year Reserve

- Decrease reserve – Council funding towards Infrastructure Program funded projects - \$2.9M
- Increase reserve – timing of works Turnbull Oval - \$1.5M
- Increase reserve – sale of 7 Fernadell Drive for future works at Fernadell Park - \$1.4M

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- Decrease reserve – drainage construction 22 Price Lane, Agnes Banks - \$750K
- Decrease reserve – additional costs associated with 6 McKinnons Road, Wilberforce acquisition - \$415K
- Decrease reserve – fund Bilpin Hall Car Park works - \$170K
- Decrease reserve – fund remaining Administration Building refurbishment works - \$154K

Information Technology Reserve

- Increase reserve – Optimisation of systems and enhanced resilience - \$200K

Property Reserve

- Increase reserve – Part repayment towards 6 McKinnons Road, Wilberforce - \$587K

Domestic Waste Management Reserve (total adjustments decrease reserve by - \$613K)

- Decrease reserve – adjust for purchase of Garbage Truck – Plant 136 - \$532K

Waste Management Facility Reserve (total adjustments increase reserve by - \$172K)

- Increase reserve – adjust for review in employee costs - \$111K

Sewer Reserve (total adjustments decrease reserve by - \$58K)

- Decrease reserve – fund shortfall on Automatic Changeover Switch - \$190K
- Increase reserve – revised spend on Sewer Pipe Relining Program - \$100K

6. Staff Establishment

As reported to Council at its Ordinary Meeting 14 May 2024, Council's staffing numbers in terms of Full Time Equivalents (FTE) as at the 31 March 2024 was 358.4. There has been an increase of 2.8 to 358.6 as at the 30 September 2024.

The following positions have had an increase in FTE:

- 1.0 FTE Program Manager – Infrastructure Recovery (temporary, grant funded)
- 1.0 FTE Project Manager - Infrastructure Recovery (temporary, grant funded)
- 1.0 FTE Administration and Procurement Officer – Infrastructure Recovery (temporary, grant funded)
- 0.2 FTE Community Planning and Partnerships Coordinator
- 1.0 FTE Team Leader – Maintenance
- 1.0 FTE Community Development Officer – Community Hubs (temporary, grant funded)
- 0.4 FTE Community Recovery Support Officer – Community Hubs (temporary, grant funded)
- 0.2 FTE Senior Customer Experience Officer
- 0.6 FTE Marketing Officer – Arts and Culture
- 0.6 FTE Museum and Gallery Programs Officer

The following position have had a decrease in FTE:

- 1.0 FTE Waste Management Facility Officer

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- 1.0 FTE Project Technical Officer – Western Sydney Infrastructure Grants Program
- 0.54 FTE Civil Engineer Intern
- 0.03 FTE IT Business Support Officer
- 0.14 FTE Customer Experience Officer
- 1.0 FTE Creative Programs Coordinator
- 0.29 FTE Library Assistant

It is to be noted that throughout the year, reviews are undertaken to ensure the optimal resource mix between staff and contractors and that sufficient resourcing is available to delivery Council's services and works programs.

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. If adopted, the budget proposed will be added to the current 2024/2025 Budget.

Performance against Financial Sustainability Benchmarks

Table 1 provides an update of Council's performance against the Financial Sustainability Benchmarks.

Table 1

Financial Sustainability Ratio	Benchmark	Original Budget 24/25	Amended Budget 24/25 After Carry Overs	Amended Budget 24/25 After Sep QBRS
Operating Performance	>= 0	0.33	0.31	0.31
Own Source Revenue	> 60%	43.3%	43.3%	41.58%
Asset Renewal	> 100%	416.6%	464.4%	560.9%
Infrastructure Backlog	< 2%	9.31%	8.06%	6.5%
Asset Maintenance	> 100%	100.5%	167.3%	164.2%
Debt Service		0%-20%	2.9%	2.9%

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Both the Asset Renewal and Infrastructure Backlog have improved as a result of the additional renewal works being undertaken in line with grant funding received.

RISK MANAGEMENT CONSIDERATIONS

As the result of the September 2024 Quarterly Budget Review is balanced, there is minimal financial risk associated with the adoption of the recommendation. There are compliance, legal and reputations risks associated with not adopting the recommendation, as the actions identified within the adopted 2024/2025 Operational Plan and a range of grant funding requirements will not be able to be delivered to the community.

ATTACHMENTS

AT - 1 The Quarterly Budget Review Statement – September 2024 - (*Distributed under separate cover*).

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10.4.3. CS - Data Breach Policy - (95496, 96333)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to:

- Outline the process for review and adoption of the Draft Data Breach Policy.
- Seek Council's endorsement to place the Draft Data Breach Policy on public exhibition.

EXECUTIVE SUMMARY

The Privacy and Personal Information Protection Amendment Bill 2022 passed the NSW Parliament on 16 November 2022 and came into effect on 28 November 2023.

The Bill amends the Privacy and Personal Information Protection (PIIP) Act 1998 to say that Council is required to notify the NSW Privacy Commissioner (IPC) and effected individuals of eligible data breaches involving personal or health information under the Mandatory Notification of Data Breach (MNDB) Scheme and that Council must prepare and publish a Data Breach Policy.

In accordance with the requirements of the legislation, the Draft Data Breach Policy (Draft Policy) has been developed, but also covers Council's responsibilities under the Notifiable Data Breach (NDB) Scheme and other breaches of Council information not covered by the MNDB or NDB Schemes.

RECOMMENDATION

That:

1. The Draft Data Breach Policy, attached as Attachment 1 to this report, be placed on public exhibition for a minimum of 28 days.
2. At the expiration of the public exhibition period, the following action be taken:
 - a) Should any submissions be received regarding the Data Breach Policy, a further report be submitted to Council, or
 - b) Should no submissions be received, Council adopt the Data Breach Policy, attached as Attachment 1 to this report.

BACKGROUND

Amendments to the PIIP Act, known as the Privacy and Personal Information Protection Amendment Bill 2022, passed the NSW Parliament on 16 November 2022 and will come into effect on 28 November 2023.

Section 59ZD of the amended PIIP Act says:

- "(1) The head of a public sector agency must prepare and publish a data breach policy.*
- (2) The policy must be publicly available."*

The Australian Privacy Act 1988 was previously amended to include the NDB Scheme which says that Council must prevent, investigate and report incidents known as "eligible data breaches". This was reported to the Audit Committee at its meeting on 20 June 2018 and included a Data Breach Response Plan.

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Relevant Legislation

Privacy and Personal Information Protection Act 1998

Health Records Information Privacy Act 2002

Privacy Code of Practice for Local Government

Privacy Act 1988

DISCUSSION

The amendments to the PPIP Act relate to the introduction of a MNDB Scheme, by which Council will be required to notify the IPC and affected individuals of eligible data breaches involving personal or health information, and to comply with other newly introduced data management requirements.

Council has developed a Draft Data Breach Policy utilising the IPC's 'Mandatory Notification of Data Breach Scheme: Guide to Preparing a Data Breach Policy' for reference. The Draft Data Breach Policy is attached as Attachment 1 to this report.

The elements of the Draft Policy include:

- How Council has prepared for a data breach
- Clear descriptions of what constitutes a breach, especially an eligible data breach under the MNDB Scheme; that is, where the data breach involves personal information, and the data breach could result in serious harm to any individuals to whom the information relates
- Strategies for containing, assessing and managing eligible data breaches
- Notification of data breaches to the IPC and affected persons and reporting requirements
- Post-breach review and evaluation actions
- Recordkeeping responsibilities, including the creation and management of a public notification register (published on Council's website) and a data breach incident register (internal to Council)
- How Council will contend with third-party data breaches if they occur
- Roles and responsibilities of staff members who are part of the Data Breach Response Team.

Council is required to undertake actions to prevent, investigate and report certain types of data breaches under the Notifiable Data Breach (NDB) Scheme in accordance with the Australian Privacy Act 1988.

The Draft Policy includes provisions regarding breaches under both the MNDB and NDB Schemes, as well as breaches of information not captured by these Schemes.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that Council place the Draft Data Breach Policy on public exhibition for a minimum of 28 days.

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.

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Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

The Draft Data Breach Policy has been prepared in response to legislative requirements. It is one of many key governance documents that provides a clear commitment to respond and procedure to follow should Council face a data breach. Council faces major compliance, financial, operational and reputational risks by operating without an adopted Policy and Procedure in place.

ATTACHMENTS

AT - 1 Draft Data Breach Policy - (*Distributed under separate cover*).

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10.4.4. CS - Privacy Management Plan - (95496, 96333)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to:

- Outline the process for review and adoption of the Draft Privacy Management Plan
- Seek Council's endorsement to place the Draft Privacy Management Plan provided as Attachment 1 to this report, on public exhibition.

EXECUTIVE SUMMARY

Under Section 33 of the Privacy and Personal Information Protection (PPIP) Act 1998, Council is required to develop and publish a Privacy Management Plan.

The Privacy and Personal Information Protection Amendment Bill 2022 passed the NSW Parliament on 16 November 2022 and came into effect on 28 November 2023.

The Bill amends the PPIP Act 1998 to say that Council is required to add to its Privacy Management Plan, the procedures and practices used to ensure compliance with the obligations under the Mandatory Notification of Data Breach Scheme. Council's Privacy Management Plan has been reviewed and amended to reflect this and to make it current.

RECOMMENDATION

That:

1. The Draft Privacy Management Plan, attached as Attachment 1 to this report, be placed on public exhibition for a minimum of 28 days.
2. At the expiration of the public exhibition period, the following action be taken:
 - a) Should any submissions be received regarding the Privacy Management Plan, a further report be submitted to Council, or
 - b) Should no submissions be received:
 - i. Council adopt the Privacy Management Plan, attached as Attachment 1 to this report, and
 - ii. A copy of the Privacy Management Plan be provided to the NSW Privacy Commissioner.

BACKGROUND

The Privacy and Personal Information Protection Act 1998 (PPIP Act) requires agencies to have a Privacy Management Plan. It sets out Council's commitment to respecting the privacy rights of employees, Councillors and members of the public.

Section 33 of the PPIP Act says:

- (1) Each public sector agency must have and implement a privacy management plan.*
- (2) The privacy management plan of a public sector agency must include provisions relating to the following—*

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- (a) *the devising of policies and practices to ensure compliance by the agency with the requirements of this Act or the Health Records and Information Privacy Act 2002, if applicable,*
- (b) *the dissemination of those policies and practices to persons within the agency*
- (c) *the procedures that the agency proposes to provide in relation to internal review under Part 5,*
- (c1) *the procedures and practices used by the agency to ensure compliance with the obligations and responsibilities set out in Part 6A for the mandatory notification of data breach scheme,*
- (d) *such other matters as are considered relevant by the agency in relation to privacy and protection of personal information held by the agency.”*

Amendments to the PPIP Act passed the NSW Parliament on 16 November 2022 and came into effect on 28 November 2023.

The amendments relate to the introduction of a Mandatory Notification of Data Breach (MNDB) Scheme, by which Council will be required to notify the NSW Privacy Commissioner (IPC) and affected individuals of eligible data breaches involving personal or health information, and to comply with other newly introduced data management requirements.

In order to comply with the amended PPIP Act, Council is required to add to its Privacy Management Plan the procedures and practices used to ensure compliance with the obligations and responsibilities of the MNDB Scheme.

The Privacy Management Plan also takes into account Council's obligations under the Health Records and Information Privacy Act 2002 and Privacy Code of Practice for Local Government.

Relevant Legislation

Privacy and Personal Information Protection Act 1998

Health Records Information Privacy Act 2002

Privacy Code of Practice for Local Government

DISCUSSION

Council's current Privacy Management Plan is based on the Model Privacy Management Plan (Model Plan) for Local Government released in 2013 by the then Department of Premier Cabinet of the Division of Local Government (now known as the Office of Local Government [OLG]).

The IPC and OLG were consulted to clarify if the Model Plan was fit for purpose, and it was determined that the Model Plan was no longer endorsed or reviewed by any organisation, and more current resources provided by the IPC superseded it.

To ensure that Council's Privacy Management Plan is current and reflects the amendments made to the PPIP Act, the following IPC documents have been utilised:

- The IPC's 'Guide to Making Privacy Management Plans' to understand the content required in the Privacy Management Plan
- The IPC's 'Privacy Management Plans checklist' to ensure all relevant information is captured
- The IPC's own Privacy Management Plan as a source of information and guidance.

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Council's Privacy Management Plan required a rewrite as:

- The Model Plan is no longer endorsed or being regularly reviewed and updated to consider current privacy legislation or practices
- The IPC is the statutory authority in NSW that deals with privacy and their resources reflect best practice
- It will ensure Council is compliant with the PPIP Act, other privacy legislation, codes of practice and relevant guidelines
- It can align with the Data Breach Policy that is being prepared at the same time.

To meet the PPIP Act's requirement to include details about Council's procedures and practices under the MNDB Scheme, the following information has been added to the Draft Privacy Management Plan:

"5.2 Council's privacy responsibilities extend to:

- b) Following the processes and procedures in Council's Data Breach Policy and Data Breach Response Plan for managing a data breach under the Mandatory Notification Data Breach*

Scheme, including the considerations around notifying those persons whose privacy may be affected by the breach".

Section 33(5) of the PPIP Act says:

"An agency must provide a copy of its privacy management plan to the Privacy Commissioner as soon as practicable after it is prepared and whenever the plan is amended."

The Draft Privacy Management Plan is attached as Attachment 1 to this report.

Once adopted, Council must provide a copy of the Privacy Management Plan to the INSW Privacy Commissioner.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that Council place the Draft Privacy Management Plan on public exhibition for a minimum of 28 days.

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

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

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RISK MANAGEMENT CONSIDERATIONS

The revised Draft Privacy Management Plan has been prepared in response to legislative requirements. It is one of many key governance documents that provides Council's commitment and response to a potential data breach. Council faces major compliance, financial, operational and reputational risks by operating without an adopted Privacy Management Plan in place.

ATTACHMENTS

AT - 1 Draft Privacy Management Plan - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 26 November 2024

10.4.5. CS - Public Interest Disclosure Policy - (95496, 96333)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to:

- Outline the process for review and adoption of the Draft Public Interest Disclosure Policy
- Seek Council's endorsement to place the Draft Public Interest Disclosure Policy on public exhibition.

EXECUTIVE SUMMARY

Under Section 42 and Section 47 of the Public Interest Disclosure Act 2022 (PID Act), Council is required to develop and publish a public interest disclosure policy.

The PID Act underwent major amendments and commenced on 1 October 2023. The amendments include:

- Increasing the scope of people who public officials can report serious wrongdoing to
- Enhancing the protections for whistleblowers
- Clarifying how agencies should respond to public interest disclosures
- Clarifying an agency's obligations for managing confidentiality, providing support and undertaking risk mitigation strategies.

The Draft Public Interest Disclosure Policy (PID Policy) has been reviewed in response to the amendments and it replaces the current 'Internal Reporting Policy (Public Interest Disclosures Act)'. It is based on the model policy developed by the NSW Ombudsman.

RECOMMENDATION

That:

1. The Draft Public Interest Disclosure Policy, attached as Attachment 1 to this report, be placed on public exhibition for a minimum of 28 days.
2. At the expiration of the public exhibition period, the following action be taken:
 - a) Should any submissions be received regarding the Public Interest Disclosure Policy, a further report be submitted to Council, or
 - b) Should no submissions be received, Council adopt the Public Interest Disclosure Policy, attached as Attachment 1 to this report.

BACKGROUND

Council's 'Internal Reporting Policy (Public Interest Disclosures Act)' is being replaced by the PID Policy in response to major amendments to the PID Act.

The PID Act commenced on 1 October 2023 and replaced the Public Interest Disclosures Act 1994.

Section 42 of the Public Interest Disclosures Act 2022 (PID Act) says:

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“An agency must have a public interest disclosure policy.”

The purpose of Council’s PID Policy is to establish an internal reporting system for public officials, including Council staff and Councillors, to report serious wrongdoing within Council without fear of reprisal.

Under Section 47 of the PID Act, Council is required to publish their PID Policy on its website and intranet.

Relevant Legislation

Public Interest Disclosures Act 2022

DISCUSSION

The PID Act introduced significant reforms to how public interest disclosures are made, received and handled, and provides greater protections for people who make public interest disclosures. The amendments include:

- Providing multiple pathways for public officials to report serious wrongdoing, including to a disclosure officer, their manager or other agencies who can accept public interest disclosures
- Enhanced protections for whistleblowers by lowering the threshold for what is considered detrimental action that is taken against a person who has made a public interest disclosure, and increasing the penalties associated with detrimental action
- Clarifying what agencies are expected to do when they receive a public interest disclosure and how they must deal with the report once it is identified as a public interest disclosure
- Obligations around ensuring there are systems in place to manage confidentiality, to provide support to public interest disclosure makers, and to set in place risk mitigation strategies.

Section 45 of the PID Act says:

“If the Ombudsman publishes a model public interest disclosure policy under section 73(a), an agency may adopt the model policy.”

The NSW Ombudsman released the ‘Developing your PID policy’ guideline which includes a model policy. Council has decided to utilise the model policy to develop their own PID Policy.

In accordance with Section 43 of the PID Act, the PID Policy contains the following mandatory elements:

- Council’s procedures for:
 - Dealing with disclosures that are or may be public interest disclosures
 - Acknowledging receipt of public interest disclosures and providing information to the makers of public interest disclosures
 - Taking steps to assess and minimise the risk of detrimental action, other than reasonable management action, being taken against a person as a result of public interest disclosures being made
 - Dealing with allegations a detrimental action offence has been committed by or against a public official associated with Council
 - Maintaining confidentiality in relation to public interest disclosures and protecting the identity of the makers of public interest disclosures

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- Taking appropriate corrective action in response to findings of serious wrongdoing or other misconduct that arise from public interest disclosures relating to Council
- Record-keeping and reporting in relation to public interest disclosures, including the preparation of annual returns
- Establishing internal oversight of Council's compliance with the PID Act.
- The responsibilities imposed by the PID Act on:
 - The General Manager
 - Other Disclosure Officers of Council
 - Council's Managers to communicate public interest disclosures they receive to a Disclosure Officer.
- Information about the protections available under the PID Act to makers of public interest disclosures.
- Disclosure Officer details, including:
 - A list identifying Disclosure Officers for the agency by class, position, role or name
 - Information enabling Disclosure Officers for Council to be contacted.

The Draft Public Interest Disclosure Policy is attached as Attachment 1 to this report.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that Council place the Draft Public Interest Disclosure Policy on public exhibition for a minimum of 28 days.

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

- 4.1 Provide representative, responsive and accountable governance.
- 4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

The Draft Public Interest Disclosure Policy has been prepared in response to legislative requirements. It is one of many key governance documents that outlines how public interest disclosures are made, received and handled and provides greater protections for people who make public interest disclosures. Council faces moderate compliance, financial, operational and reputational risks by operating without an adopted Public Interest Disclosure Policy in place.

ATTACHMENTS

AT - 1 Draft Public Interest Disclosure Policy - *(Distributed under separate cover)*.

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10.4.6. CS - Proposed Road Closure Part of High Street, McGraths Hill - (95496, 112106, 162748)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to obtain Council's endorsement to close a section of Council owned unused public road adjoining The Australian Hotel, being part of High Street, McGraths Hill.

EXECUTIVE SUMMARY

From 1 July 2018, changes to the Roads Act, 1993 (the Act) mean that Councils now have the power to close Council public roads. In May 2024, The Australian Hotel requested Council close a section of road, approximately 425.5m², being part of High Street, McGraths Hill due the identification of part of a structure being located on the road reserve as part of a Building Information Certificate Application lodged by The Australian Hotel for the replacement of a pergola/awning.

This report considers the road closure request and recommends that Council publicly exhibit the proposed road closure.

RECOMMENDATION

That:

1. Council publicly exhibit and notify adjoining owners of the proposed road closure of an area of approximately 425.5m² of High Street, McGraths Hill as shown in the location plan attached as Attachment 2 to this report.
2. At the expiration of the public exhibition period outlined in Part 1, the following action be taken:
 - a) Should any submissions be received regarding the proposed road closure a further report be submitted to Council, or
 - b) Should no submissions be received:
 - i) Council approve the road closure as shown in Attachment 2 to this report, being part of High Street, McGraths Hill.
 - ii) Authority be given for the Road Closure Plan, and any documentation in association with the matter to be executed under the Seal of Council.

BACKGROUND

The Australian Hotel located at 1 Pitt Town Road, McGraths Hill applied for a Building Information Certificate for the replacement of an existing attached awning on the side of the brick building, along the Windsor Road side of the building. The awning had been installed by the previous owners.

During the assessment of the Building Information Certificate, it was identified that part of the existing structure was on Council's road reserve, known as High Street, McGraths Hill. To correct this issue it is proposed to close the part of High Street, McGraths Hill between the two lots owned by The Australian Hotel. These two lots consists of the Hotel and car park on 1 Pitt Town Road, McGraths Hill and another car park on 115 Windsor Road, McGraths Hill. A location plan showing the road closure area is attached as Attachment 1 to this Report, with the proposed road closure area is shown in red. A copy of the proposed Road Closure Plan is attached as Attachment 2 to this Report. The area

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highlighted in yellow is the portion of the road reserve to be closed. This portion of High Street is not accessible from Windsor Road and not utilised as a through road.

In May 2024, The Australian Hotel requested Council close a section of road being part of High Street, McGraths Hill. It is proposed to close a portion of High Street, McGraths Hill, with an approximate area of 425.5m², shown in yellow on Attachment 2 to this Report.

The Australian Hotel will bear the costs of the road closure process and prepare the road closure plan. On 3 July 2024, the applicant paid the fees associated with the commencement of the proposed road closure process. Internal referrals were forwarded to the relevant Council staff for their comments. No objection to the closure of unformed section of road reserve was received.

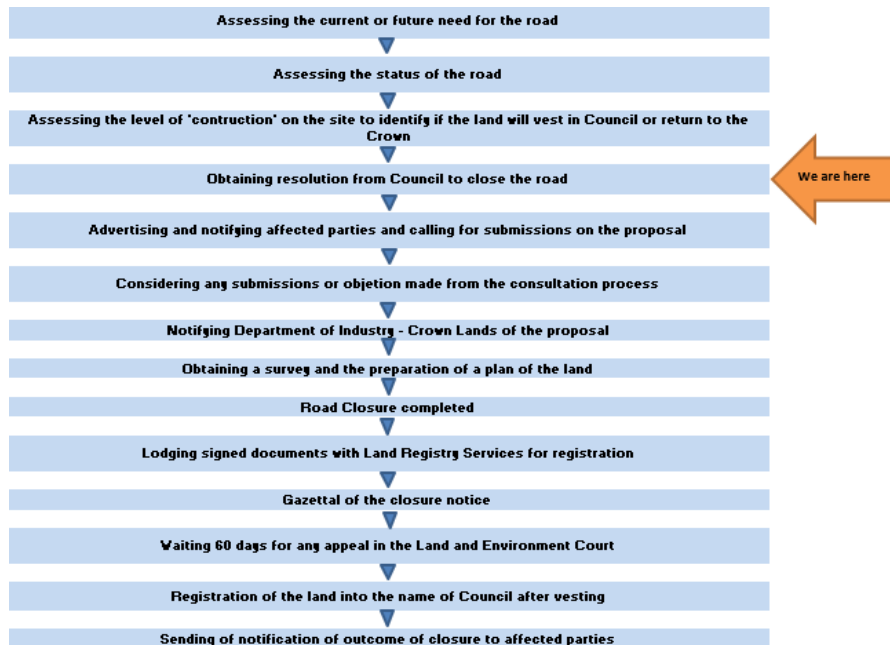
Road Closure Process

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

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

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

The procedure for the closing of a road now involves:



Road Status and Construction Declaration

There are two areas which require examination with regard to road status, dedication and construction.

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Dedication

A Road Status Check has been completed which found the road reserve was declared as a Public Road under Council's control.

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

Construction

Only constructed Council public roads remain owned by Council after closure. Unconstructed Council public roads become owned by the Crown upon closure (Section 38E(2) of the Act).

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

The subject portion of public road does contain utility services and appropriate easements are included in the draft road closure plan. The road has not been used as a public road, rather an access to The Australian Hotel's car park. Council has not undertaken maintenance and repairs. This satisfies the definition of 'construction'.

Accordingly, the land will be vested in Council after closure pursuant to Section 38E(2)(a) of the Act. After the road closure plan is registered, the land will be swapped from road reserve to open space. The usual process is for Crown Lands to allow Council to close the road in exchange for the land becoming open space which will also vest in Council. To progress the matter further, a resolution of Council is required to proceed with the road closure.

Once Council endorses the road closure, consultation will be carried out in accordance with the Act which includes inviting submissions from neighbouring owners, the public and prescribed authorities. If any submissions are received the matter will be reported back to Council for further consideration.

DISCUSSION

If Council does not proceed with the proposed road closure, any ongoing maintenance for that section of road reserve would be the responsibility of Council. Further the encroachment on the road reserve may be required to be rectified, if directed by Council's Regulatory Services Branch.

By publicly exhibiting the proposed road closure, it will allow adjoining owners and the general public to have make their comments, and if required Reports the results of the public exhibition back to Council for further consideration.

COMMUNITY ENGAGEMENT

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

Section 38B of the Act requires consultation to be carried out in order for Council to close a council public road. The consultation must notify the public of the proposal and call for submissions. In accordance with the Act, the following will be contacted:

- Newspaper advertisement
- Direct mailing to adjoining land owners
- Notification to prescribed authorities
- Notification to Department of Crown Lands.

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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.

FINANCIAL IMPACT

The matters raised in this report do not have direct financial implications. The expenditure applicable in regard to this matter will be borne by the Applicant.

RISK MANAGEMENT CONSIDERATIONS

Council's Risk Management Framework was consulted in the consideration of this matter and the potential risks are listed below:

- Low Financial Risk: there is low financial due to the Applicant covering the costs incurred from the road closure process.
- Moderate Compliance Risk: there is a moderate compliance risk if Council is not compliant with legislation should public notification not be adhered to.
- Moderate Reputational Risk: there is a moderate reputational risk should the proposed road closure not be approved for public notification due to similar matters being approved by Council historically.

ATTACHMENTS

AT - 1 Location Plan - High Street McGraths Hill.

AT - 2 Draft Road Closure Plan - High Street McGraths Hill.

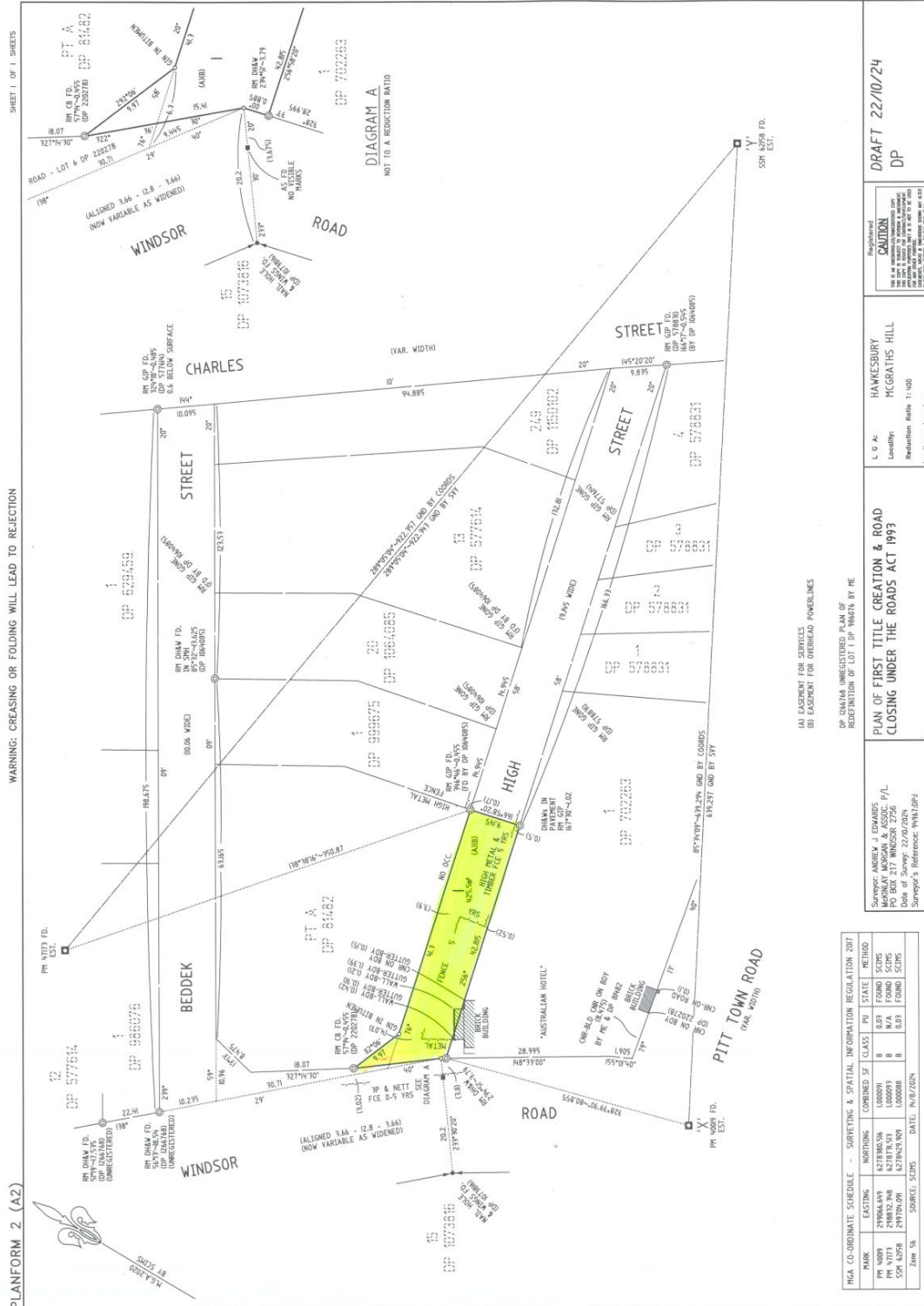
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Attachment 1 - Location plan - High Street McGraths Hill



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Attachment 2 - Draft Road Closure Plan - High Street McGraths Hill



MGA CO-ORDINATE SCHEDULE - SURVEYING & SPATIAL INFORMATION REGULATION 2017 MARK EASTING NORTHING COMBINED SF CLASS PRI STATE METHOD PM 4009 279064.949 6278780.506 1.000001 B 6.03 FOUND SCIPIS PM 4173 278852.748 6278784.833 1.000003 B N/A FOUND SCIPIS SM 6258 2791761.091 6278782.809 1.000000 B 6.01 FOUND SCIPIS Zone 56 SOURCE: SCIPIS DATE: 19/02/2024		Surveyor: ANDREW J EDWARDS License No: 12765 PO BOX 217 WINDSOR 2256 Date of Survey: 22/09/2024 Surveyor's Reference: 9483 (P)	L G A: HAKESBURY Locality: MCGRATHS HILL Reduction: Ratio 1:500 Lengths are in metres.	Description: CAUTION THIS PLAN IS AN UNREGISTERED SURVEY PLAN OF FIRST TITLE CREATION & ROAD CLOSING UNDER THE ROADS ACT 1993. THIS PLAN IS NOT TO BE USED FOR ANY OTHER PURPOSE. THIS PLAN IS NOT TO BE USED FOR ANY OTHER PURPOSE. THIS PLAN IS NOT TO BE USED FOR ANY OTHER PURPOSE.	DRAFT 22/10/24 DP
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10.5. INFRASTRUCTURE SERVICES

10.5.1. IS Quarter 1 - 2024/2025 Capital Projects Report - (95495)

Previous Item: 10.5.3, Ordinary (13 August 2024)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to respond to Council's resolution at its Ordinary Meeting of 18 April 2023 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.

This is the first Capital Projects Report compiled for the 2024/2025 Financial year and while primarily reporting on capital projects delivered by the Infrastructure Recovery, Project Delivery and Western Sydney Infrastructure Grants program teams, it will also provide broad commentary on Council's overall program.

It is timely after one full year of reporting, that the content be reviewed to understand Council's capacity to deliver, not only from a delivery perspective but also regarding support services that are integral for the capital program to be delivered.

EXECUTIVE SUMMARY

This report details matters of scope, progress, time, and budget for major capital projects and 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 1 - 2024/2025 Capital Projects Report.

BACKGROUND

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

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

This is the first quarterly Capital Projects Report compiled for 2024/2025, 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 and Reporting Framework and an important document to communicate to the community the achievements of Council over the previous reporting period. However, being annual and generally released some months after the reporting date, it doesn't meet the need to provide frequent and timely updates on how Council is progressing with its major capital programs and significant projects, particularly those which have a high interest and high impact on our community.

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Historically over the past two years, Council has delivered approximately \$95 million and \$81 million worth of capital projects in 2022/2023 and 2023/2024 respectively. This has increased significantly from prior years where delivery was typically in the range of \$17 million to \$21 million. The previous two years have identified a slower initial expenditure in the first quarter, due to the focus on design and procurement activities. In the previous two years, Council's expenditure in the first quarter has only equated to 15-18% of the actual annual program expenditure, with an increased level of expenditure experienced in the final three quarters during delivery stages. The previous two fiscal years demonstrated an actual annual spend that equated to between 5.5 to 6.5 times that of the first quarter spend. It should still be noted that both previous years still were unable to reach their initial "Full Year Budget" proposed.

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 and the Infrastructure Recovery 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 highest ranked projects, by complexity and/or risk, have been included in this report, and commentary has been provided at an Asset Program level for the remainder of the Capital Works Program.

A full financial on the Capital Works Program is included in this Business Paper as part of the September Quarterly Budget Review Statement.

Current Program 2024/2025

The current 2024/2025 Capital program first quarter expenditure exceeds the two previous years historical performance (and exceeds most annual budgets prior to 2022) at \$20 million, which equated to 14% of the Full Year Budget for the capital program. The average monthly spend for the first quarter across Council was approximately \$6.7 Million per month. This rate of expenditure would only see delivery of an annual program of only \$81 million if it continued. This however doesn't allow for the historical acceleration of expenditure in the final three quarters which historically has occurred and is outlined within the background of this report.

The three main capital expenditure teams of Western Sydney Infrastructure Grants (WSIG) team, Infrastructure Recovery (IR) and Project Delivery have completed a review of their program as part of the Quarterly Budget Review process. Both the WSIG team and Infrastructure Recovery teams will decrease their forecasts by \$28 million and \$14 million respectively, for yearly expenditure based on updated phasing of actual expenditure in budget forecasts and delays with key projects, such as Cornwallis and landslip projects. The Project Delivery team will increase their forecast expenditure for the financial year due to a delay in receiving executed funding deed agreements for the Infrastructure Investment Program (IIP), relating to 14 projects at an anticipated cost of approximately \$13 million.

This will actually see a capital delivery program estimated to be \$110-115 million program for 2024/2025, which appears appropriate based on previous years evidence of upscaling in final three quarters. This will however be dependent on Council's overall capacity to deliver, which is being

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actively managed. Although the Quarterly Budget Review (QBR) will include the revised reduced forecasts for WSIG and IR teams, and the increase in Project Delivery, the Finance team have advised that they are required to also bring other grant allocations into the QBR which have yet to be programmed by Program Delivery teams., due to the current dates of delivery determined in respective Deeds.

An assessment of capacity subsequent to the programming of all grant programs, including the seeking of extensions will be undertaken and it is likely that a reduction will be made as part of the December Quarterly Budget Review.

PROJECT DELIVERY

- **Capital Works Program Status Summary**

The Project Delivery capital program for Q1 has been progressing through its primary stages in design and procurement of the project life cycle. In Q1, Council has reviewed the prioritisation of its capital program to ensure grant funded projects for open space, buildings, roads, stormwater and sewer are reviewed in conjunction with its key milestones. The project delivery team are strategically positioning internal procurement to be finalised by the end of 2024 (calendar year) for the majority of its projects. Subject to satisfactory procurement outcomes, Council anticipates completing all the forecasted 24/25 capital program for the financial year.

The Program Delivery Works Program continues with recently completed designs for transport and open space projects. In Q1, Council successfully delivered a number of substantial road renewal projects after the delay in obtaining the executed funding deeds for the Infrastructure Investment Program (IIP).

Buildings

Building Capital projects included in 2024/2025 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:

- Animal Shelter underfloor heating

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

- Navua Reserve Amenities Upgrade
- Regional Gallery Lighting Upgrade

Council have progressed design phases of upcoming building upgrades:

- The Breakaway Amenities Upgrade
- Brinsley Park Amenities Upgrade
- Argyle Bailey Amenities Upgrade
- Deerubin Park Amenities Building
- Hawkesbury Central Library - New Technology Hub

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

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Hawkesbury Fire Control Centre

Council, in partnership with the NSW Government, is in the process of developing the new Hawkesbury Emergency Services Precinct, incorporating a new Rural Fire Service Control Centre, to replace the current centre located at Macquarie Road, Wilberforce.

During the reporting period, Council settled on the purchase of the land for the Precinct, at 6 McKinnons Road, Wilberforce and progressed the Precinct's Masterplan to approximately 80%, in conjunction with NSW Rural Fire Service and NSW State Emergency Service. It is anticipated that the detailed designs of the Fire Control Centre and upgrades and integration of the SES site will continue throughout the remainder of this year. In respect of this, Council is dependent on these two agencies, who ultimately control this project.

The Project Control Group, consisting of Council, NSW RFS, NSW SES and supported by NSW Public Works, continues to meet to monitor and drive the progress of this critical infrastructure.

Wilberforce Rural Fire Brigade Station

At the conclusion of the reporting period, the concept design for the Wilberforce Rural Fire Brigade Station and associated alterations works to Council's Wilberforce Works Depot were completed and detailed design work, preparation of planning approval documents and supporting studies had commenced.

It is anticipated that the finalisation and obtainment of various approvals and development consents, completion of detailed designs and preparation of the procurement pack will continue throughout the remainder of this year, as well as the commencement of Council's early works to prepare the site, late in 2024/2025.

The Project Control Group, consisting of Council, NSW RFS (Hawkesbury District and Greater Sydney Area Command) and supported by NSW Public works, continue to meet to monitor and drive the progress of this project.

Open Space

Open Space capital projects included in the 2024/2025 financial year program of works are largely going through design phase with some continuing and minor projects either in procurement for construction or under construction.

Project completed this quarter:

- Shade Over Playspace Program – Mileham Road, South Windsor and Colonial Reserve, Bligh Park

Projects currently in design stage include:

- Bounty Reserve Playground, Bligh Park
- Frank Mason Playground, South Windsor
- Church Street Reserve Playground Upgrade
- Breakaway Oval Car Park, Freemans Reach
- Vineyard Field and Lighting Upgrade

The following projects are currently either in construction or procurement:

- Freemans Reach Playground
- Wilberforce Playground

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- Indigenous and endemic edible garden
- Colbee Park Upgrade – Stage 1
- Jack Gow Reserve Playground Upgrade
- Macquarie Park, Enhancement Upgrade
- Yarramundi Reserve Upgrade
- Bensons Lane Car Park 1

Community and Local Infrastructure Repair Program (CLIRP) & OLG

Council has completed the design of the following projects under CLIRP & OLG grant program, the projects are now in the procurement stage:

- Argyle Bailey Memorial Reserve
- Howe Park Bank Stabilisation (x2)
- Rickaby's Creek Pedestrian Bridge Repair
- Churchills Wharf Reserve
- Governor Phillip Park, Embankment Stabilisation.

Roads and Transport

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

Projects completed this quarter include:

- White Place, South Windsor
- Bowen Mountain Road, Bowen Mountain
- Bridge Replacement, Willow Glen Road, Kurrajong
- Argyle Street, South Windsor
- Blackman Crescent, South Windsor

Projects in design:

- Greens Road, Lower Portland

The following projects are either in construction or procurement:

- Scheyville Rd, Maraylya
- Packer Road, Blaxlands Ridge
- Kurmond Road, Freemans Reach
- Spinks Road, Glossodia
- Kurmond Road, Kurmond
- Comelroy Road, East Kurrajong
- Grose Vale Road, North Richmond
- Oakville Road, Oakville

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- Wire Lane, Freemans Reach
- Riverview Street, North Richmond
- Berger Road, South Windsor
- March Street, Richmond
- George Street, Windsor
- Valder Avenue, Hobartville
- Lindsay Place, Glossodia
- Grose Wold Road, Grose Wold.

Road Safety Improvement / Traffic Projects

The following are in procurement stage:

- Drummond and Mileham Streets, South Windsor - Blackspot - documents with procurement
- Rifle Range Road, Bligh Park - Blackspot - documents with procurement
- Terrace Road, North Richmond - Blackspot - planning for procurement

Stormwater

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

Projects in design:

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

The following projects is in planning:

- Price Lane, Agnes Banks Stormwater Upgrade - reviewing design issues based on community feedback

WESTERN SYDNEY INFRASTRUCTURE GRANTS

Program Status Summary

The Western Sydney Infrastructure Grants Program (WSIG), formerly West Invest, for Hawkesbury City Council comprises 10 projects, all of which have funding deeds executed. The WSIG Team also delivers the Liveability Projects which has a different funding stream.

Council have resourced the program delivery team with project and program level governance framework established for decision making and to manage risks, issues and escalations. These comprise of Technical Working Group (TWG), Project Control Group (PCG), Program Control Committee (PCC) and Executive Steering Committee (ESC).

The majority of the projects are currently in the Planning and Design Stage, the exception to this is Woodbury, which has had the pump track, and the mountain bike tracks completed. The initial cost estimate of most projects is exceeding budget. The WSIG team is considering value management

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with options of staging/descoping/rescoping works and preparation of construction packages in separable portions, in consultation with the stakeholders.

The preferred option to suit available budget will be assessed against the benefits outlined in the Outcome Logic Map (OLM) in the funding deed and submitted to the funding body for a variation, subject to a viability review. The funding body have provided advice that the OLM will be referenced heavily for any variation requests.

Community consultation is ongoing on all projects as per the approved Consultation and Engagement Plans.

Since the majority of the WSIG projects have a prolonged planning and design phase to manage cost escalation and potential issues, the trend of actual expenses indicates significant underspends in the original full year budget for FY 2024/25. This requires resetting the FY 2024/25 budget to a more realistic figure to match the revised budget forecast for the program.

Table 1 – FY 2024/25 Status of Western Sydney Infrastructure Grant Program

Project Name	Capital Project Stage	Project Stage % Progress	Overall Project Health Status
WSIGP - Fernadell Park Recreation Facilities	Design	35	Potential Issue - Cost escalation and Multisport Grants deadline
WSIGP - Wayfinding signage	Design	85	On Track
WSIGP - North Richmond Precinct	Planning	10	Potential Issue - Cost Escalation, Interdependency, Co-funding
WSIGP - Oasis Aquatic and Fitness Centre	Design	20	Potential Issue - Cost Escalation
WSIGP - Richmond Swimming Centre	Design	10	Potential Issue - Cost Escalation
WSIGP - Kurmond Cycleway	Design	25	Potential Issue - Cost Escalation
WSIGP - Rickabys Creek Cycleway	Design	20	Potential Issue - Cost Escalation and TfNSW Approval
WSIGP - Turnbull Oval	Design	20	Potential Issue - Cost Escalation
WSIGP - Tamplin field Redevelopment	Planning	27.5	Potential Issue - Cost Escalation
WSIGP - Woodbury Reserve	Design + Construction	27.5	MTB and Pump track completed. On Track
Liveability Project – Stage 1 (Railway Bridge to Fitzgerald Street.)	Construction	75	On track
Liveability Project – Stage 1a – Thompson Square - Baker Street to Bridge Road)	Procurement	25	On track
Liveability Project – Stage 2 (Windsor Mall	Design	15	Potential issue – Funding

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Project Name	Capital Project Stage	Project Stage % Progress	Overall Project Health Status
-Fitzgerald Street to Baker Street)			shortfall and Grant deadline

Regarding the Liveability Project – Stage 2, a future report will be provided to Council as per resolution on the estimated cost to complete and any potential shortfall in funding.

Project Status Summary

North Richmond Community Precinct

North Richmond Community Precinct project is one of the significant projects for Council which is highest in value. Council have engaged NSW Public Works to provide specialist project management services on behalf of Council. An Operational Working Group was established by the Community Planning & Partnerships Branch to determine the strategic approach for community facilities. An escalation of Childcare Centre & Outside of School Hours Centre interdependency was made with the recommendation to commence re-design on the assumption the building footprint stays within current land plots (and no longer spans over the existing Childcare Centre). Progress to develop a procurement strategy for design and construction services, with aim to mitigate programme impacts with staging options considering end dates for multiple funding deeds.

Oasis Aquatic and Fitness Centre

Community Consultation was completed via Your Hawkesbury – Your Say. Concept design has been developed with scope prioritisation completed based upon results of the survey and operational input. The plan of Management for Church St Reserve has been progressed. The Project Team has recommended to progress to a detailed design stage with cost estimate, value engineering and staging options which would enable more informed decision-making regarding viability of the project.

Redevelopment of Richmond Swimming Centre

Council have engaged NSW Public Works to provide specialist project management services for design and up to construction procurement. Architects (NBRs) have been engaged to prepare Functional Design Brief (FDB) and Concept re-design. FDB has been workshopped and developed, considering operational priorities alongside feedback from the community survey. NBRs have prepared three concept design options as per the FDB with the intent of selecting the preferred option to progress to concept and detailed design. There has been progress on the development of a procurement strategy for design and construction services, with aim to mitigate programme impacts with staging options.

Fernadell Park & Community Facility Development

Council has progressed the landscape detailed design of the project to 80%. Detailed design for Amenities block is completed. Detailed design with tender pack for community centre is at 70%. Development Assessment (DA) documentation for the Community Centre DA is at 70%. Draft Traffic & Pedestrian Impact Assessment (TPIA) report is under review. Revised cost estimates packaged into separable portions has been received which is under review with the TWG to stage works to fit budget, community needs as well as meet the requirements of the project Outcome Logic Map (OLM). A major constraint is the Multi-Sports funding which is ending on 30 June 2025. Therefore, there is a need to progress the Refer for Tender process (RFT) in tandem with scope variations externally and internally as well as try to seek an extension to deed completion.

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Tamplin Field Redevelopment

The Flood Study is currently underway. The Review of Environmental Factors process has been initiated. Community consultation with the Hawkesbury Sports Council and user groups has been completed. A reduced scope option is being prepared based on community consultation and OLM, which primarily comprises of removing the synthetic track and grandstand and building tiered seating and a new amenities block. A revised cost estimate has been received, which is still higher than available budget. RFT is issued for engaging a principal design consultant. The Department of Education has confirmed that the Hobartville Public School fence will be relocated in the 2024/25 financial year.

Turnbull Oval

Development of the concept plan is progressing by landscape architects and sporting facility experts. The initial cost estimate for both the baseline and revised scope has been received, and a discussion was held with the Quantity Surveyor to address certain aspects of the estimates. Following this discussion, a revised cost estimate for the revised scope was received, which is still higher than the available budget. The Plan of Management (PoM) is progressing. NBR Architects presented options to either refurbish and extend the existing amenities building or demolish and reconstruct it. The design has been impacted due to the imminent construction of a new Sydney Water sewer trunk main which will run through the oval, which since been resolved with an option to build over their asset following due process for approvals.

Woodbury Reserve Upgrade

The construction of the BMX Pump Track and Mountain Bike Trails is completed. Council has awarded the Design & Construct contract for the Skate Park to specialist contractors CONVIC. A community consultation session has been organised for community to give inputs on inclusion for skatepark design. Council staff have reviewed the landscape detailed design plan and 3D render at 60% submission and provided feedback for inclusion in further design. Council staff have reviewed the draft TPIA report pertaining to the entry junction from Spinks Road.

Wayfinding Signage Stage 3

Indigenous community focus group meeting has been organised to confirm wording required for individual signs for acknowledgement of country. Signage for the 11 town centres nominated has been included in the wayfinding and signage package. Submitted the draft-artwork mock-up of the suburb-entry sign and LGA entry gate sign based on the Council's signage strategy to focus group comments for endorsement.

Cycleway Bridge over Rickaby's Creek

Draft concept design is being reviewed in consultation with Transport for NSW. Geotech Investigation, REF and bridge concept design are underway. Based on price escalation, there may not be adequate budget for the new proposed bridge. An option could be to stage the bridge for future works and utilise the existing road bridge for the shared path with adequate signage and safety measures. Value management with staging options will be considered in the detailed design.

Kurrajong to Kurmond Cycleway

Community feedback has been incorporated into the finalised concept design. Initial Refer for Quotation (RFQ) for detailed design works rescinded as prices received exceeded RFQs limits. RFTs have been issued with suppliers invited to submit tenders for detailed design. The REF has been endorsed.

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 26 November 2024

Liveability

Stage 1 (Railway Bridge to Fitzgerald Street) - Construction of Sectors 1,2,3,4 fully complete, Sector 5 paving complete, Sector 6 paving complete and trees 90% installed. Sector 5 trees on hold for re-design. Sector paving 100% completed. Sector 8 paving 25% complete. Sector 8 demolition 50% complete.

Stage 1a (Thompson Square - Baker Street to Bridge Road) - Construction RFT underway and Tenders received on Monday, 11 November 2024. Heritage NSW S60 approval has been received.

Stage 2 (Windsor Mall -Fitzgerald Street to Baker Street) - Detailed design draft received and under review by Council staff.

In accordance with the grant funding the Program completion deadline is the 30 June 2025. Heritage approvals are needed for several work locations such as Thompson square. Due to the central location of the works, safety is always a major concern as all work areas are trafficable locations. Close coordination required with the community during construction works. Due to the age of the area, latent conditions and service heights present constant challenges throughout the construction phase, leading to constant need for re-design and movement of any inground works.

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 27 August 2024 and 24 September 2024 Executive Steering Committee meetings are attached to this report as Attachments 1 and 2.

INFRASTRUCTURE RECOVERY

Program Status Summary

Council is continuing to deliver the reconstruction of essential public assets; these works are being funded by the Disaster Recovery Funding Arrangements provided by the State and Commonwealth Governments. This program of works is being delivered by Council under the Infrastructure Recovery program.

To date, Council has completed over \$90 million worth of reconstruction works to Council assets since 2021. Council has also completed additional \$11 million worth of landslip repair works on Settlers Road, on behalf of Central Coast Council. A total of over \$165 million of funding has been approved across various project by Transport for NSW.

Table 3 - Infrastructure Recovery FY2024/25 Financial Summary

Approved Program Lifecycle Budget	Full Year Actuals FY2023/24	Total Actuals YTD Q1 FY2024/25	Total Forecast FY2024/25
\$166,884,076	\$27,387,218	\$10,426,366	\$36,353,448

Thomas James Bridge

The approaches to Thomas James Bridge, 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. It is also the oldest in-use convict-built bridge in mainland Australia, circa 1830s, and is an important heritage aspect of the Old Great North Road – World Heritage Walk.

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 26 November 2024

Commencing 18 September 2023, the project is well underway, starting 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 approved Essential Public Asset Reconstruction (EPAR) funding limit is:

- \$17.5 million – Thomas James Bridge (EPAR – Transport for NSW Greater Sydney)
- \$17 million – Settlers Road Landslip (EPAR - Transport for NSW North)
- \$1.4 million – Settlers Road Landslip at Road Chainage 300m (EPAR – Transport for NSW Greater Sydney).

The Settlers Road Landslip works are completed, with exception of vegetation establishment and road repair. Originally the reconstruction Thomas James Bridge was planned to be completed by March 2025, however due to additional time required to safely remove heritage sandstone blocks, uncovering of variable and unexpected ground conditions, and additional structural concrete work to stabilise the foundation, the project completion time has been extended to June 2025.

Once complete, Thomas James Bridge will retain its unrestricted road access while maintaining its heritage aspects.

Cornwallis Restoration

The initial procurement process failed to produce a value-for-money outcome in accordance with NSW Procurement Guidelines. This necessitated a new tender process which is forecast to be completed and, subject to tenders being satisfactory, a contract awarded prior to the end of December 2024, with construction commencing early in 2025. Council has continued to work closely with administering agencies and the Reconstruction Authority regarding the funding and project delivery timing to ensure the project is funded correctly and risks are adequately manage.

Over 240 precast concrete culverts have been ordered and are currently being delivered to site, ready for the expected construction date early of 2025.

The construction program, subject to final tender acceptance and contract award, remains at approximately 11 months, with completion expected late in 2025 subject to the constraints and risks already outlined.

Gorricks Run Causeway

Construction to the new culvert bridge and concrete accessway is now complete. The tonnage limit for the road has been extinguished and the old creek crossing is now fully removed.

With the project coming in under budget, Council's nursery will provide plants to be planted in the disturbed areas facilitating the stabilisation of the creek embankment.

COMMUNITY ENGAGEMENT

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

Each project and/or program is subject to its own community consultation or community engagement process in line with 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.

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 26 November 2024

Great Place to Live

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

Protected Environment and Valued History

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

Strong Economy

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

Reliable Council

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

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

In considering the delivery of Council's Capital Program, if the Program does not proceed as expected there will be a direct risk to Council's reputation and its ability to achieve its strategic delivery goals for various infrastructure. A proportion of this also relates to Council's infrastructure asset backlog. The lack of delivery of the Capital Program would also have a direct impact on Council's ability to meet its objectives and goals at a strategic level in some cases.

A large portion of Council's Capital Program is funded by various grant bodies which also require compliance with funding deeds and delivery dates. This also links directly to the risk of not achieving Council's forecast expenditure targets. This could also jeopardise external relationships with various funding bodies and undermine future opportunities for external funding to increase Council's Program.

In some instances where assets are relied on by the community in the delivery of services, there would also be operational risks linked to delivery of services for customers.

The above risk issues could lead to reputational damage to Council as an organisation and a brand.

Council must also ensure a rigorous process to develop its Capital Program to ensure it is able to meet its projected forecasts for asset replacement, improvement and expenditure.

ATTACHMENTS

AT - 1 Minutes 27 August 2024 – WSIG Executive Steering Committee Meeting

AT - 2 Minutes 24 September 2024 – WSIG Executive Steering Committee Meeting

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 26 November 2024

Attachment 1 - Minutes 27 August 2024 - WSIG Executive Steering Committee Meeting



Western Sydney Infrastructure Grants Program
Executive Steering Committee
Meeting #10

Minutes

Tuesday, 27 August 2024 at 1:00pm – 2:00pm
Online via Microsoft Teams

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

1 APOLOGIES

Apologies from Councillor Sarah McMahon, Mayor and Councillor Barry Calvert, Deputy Mayor - Deputy Chair were received and noted.

2 DECLARATION OF INTERESTS

Nil.

3 MINUTES OF LAST MEETING

The minutes of the previous meeting held 23 July 2024 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: 26 November 2024



6 STATUS SUMMARY

DISCUSSION

PM provided status update of the projects underway as part of the Western Sydney Infrastructure Grants Program (WSIG). Milestones reported are indicative of the dates within the deeds and will be updated to align to actual program dates.

North Richmond Community Precinct

The interdependency with the Childcare construction project is under assessment with options being reviewed. This has an impact to program.

Oasis Aquatic and Fitness Centre

Scope adjustments aligned with community feedback have been confirmed with the WSIG Program Office.

Richmond Swimming Centre Redevelopment

Project kick-off meeting held. Feasibility Study incorporating Council-specific data and requirements for finalisation. Options being assessed to utilise existing pool shells.

Fernadell Park & Community Centre

Submission of grant application under Thriving Suburbs has been completed. Tender package is nearing completion.

Tamplin Field

Preparation of RFT documentation for sports field and amenities design has commenced.

Turnbull Oval

Assessment underway of potential impact relating to separate Sydney Water project works. Grandstand scope under review, including options for the amenities building. Discussion on stakeholder engagement process regarding scope and defining hold points within program for review.

ACTION M10.A1: Project team to feed back to the ESC the consultation that has been undertaken for the Turnbull Oval project and any scope impacts against original requirements.

Woodbury Reserve

Commencement of the skate park design and construct contract. Project team are reviewing the RFQ submissions for the amenities block.

Wayfinding Signage

Work undertaken with indigenous community to finalise wording on signage.

Cycleway Bridge over Rickabys Creek

Working through concept design options consultation with TfNSW.

Kurrajong to Kurmond Cycleway

Risk being managed with cost escalation.

Liveability

Confirmation from grant authority that there is flexibility with tree locations. Redesign for sector 2 and sector 4 underway.

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 26 November 2024



7 MATTERS ESCALATED

7.1 Communication & Engagement Plan Oasis

DISCUSSION

Engagement plan for Oasis was discussed for endorsement.

RESOLUTION

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

7.2 Communication & Engagement Plan Wayfinding

DISCUSSION

Engagement plan for Wayfinding was discussed for endorsement.

RESOLUTION

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

8 OTHER BUSINESS

8.1 Risk Register

Risk register was reviewed.

9 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:

Next meeting scheduled to be held Tuesday 24th September 2024, 1pm via Microsoft Teams.

10 ACTION REGISTER

Open Actions

Ref	Item	Responsible	Due Date	Status
M10.A1	Project team to feed back to the ESC the consultation that has been undertaken for the Turnbull Oval project and any scope impacts against original requirements.	LMB	6 September 2024	New
M03.A4	Decision to be made on who will form the Independent Gateway Review panel. <i>Update: Details being worked through.</i>	ELT	Q2 FY24/25 August '24	In Progress

Closed 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	Complete

Meeting Closed at: 1:25pm

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 26 November 2024

Attachment 2 - Minutes 24 September 2024 - WSIG Executive Steering Committee Meeting



Western Sydney Infrastructure Grants Program
Executive Steering Committee
Meeting #11

Minutes

Tuesday, 24 September 2024 at 1:00pm – 2:00pm
Online via Microsoft Teams & Small Committee Room

ATTENDEES	Elizabeth Richardson, General Manager Will Barton, Director Infrastructure Services - Secretariat Laurie Mifsud, Director Corporate Services Meagan Ang, Director City Planning Vanessa Browning, Chief Financial Officer Phil Moore, Capital Program Director Rupesh Shah, Program Manager, WSIG Program Leanne Miller-Bassett, A/Program Manager, WSIG Program Chelsea Jordan, Executive Assistant - Minute Taker, non-voting
APOLOGIES	-
GUESTS	-

1 APOLOGIES

Nil.

2 DECLARATION OF INTERESTS

Nil.

3 MINUTES OF LAST MEETING

The minutes of the previous meeting held 27 August 2024 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: 26 November 2024



6 STATUS SUMMARY

DISCUSSION

PM provided status update of the projects underway as part of the Western Sydney Infrastructure Grants Program (WSIG).

North Richmond Community Precinct

The interdependency with the Childcare construction project is under assessment with options being reviewed. This has an impact to program. Further analysis of cost drivers is being undertaken, budget shortfall anticipated.

Oasis Aquatic and Fitness Centre

Scope adjustments aligned with community feedback and review underway. Further analysis of cost drivers is being undertaken, budget shortfall anticipated.

Richmond Swimming Centre Redevelopment

Concept Feasibility review commenced. Project workshop with architect undertaken to review scope. Further analysis of cost drivers is being undertaken, budget shortfall anticipated.

Fernadell Park & Community Centre

Project team are finalising the Services Detailed Design and DA packages. Cost Estimate for the project to be finalised based on the Detailed Design.

Tamplin Field

Preparation of RFT documentation for sports field and amenities design underway. Cost estimate for revised scope is in progress. Communication & Engagement plan has been drafted. Further analysis of cost drivers is being undertaken, budget shortfall anticipated.

Turnbull Oval

Assessment underway of potential impact relating to separate Sydney Water project works. Communication & Engagement plan has been drafted. Further analysis of cost drivers is being undertaken, budget shortfall anticipated.

Woodbury Reserve

Signage for Pump track and Mountain Bike Trails in progress. Skate park design and construct contract being finalised.

Wayfinding Signage

Signage finalisation underway. It was noted the reported overall financials to be updated.

Cycleway Bridge over Rickabys Creek

Working through concept design options consultation with TfNSW. Awaiting TfNSW appointment of project manager. Council to liaise with TfNSW on funding opportunities.

Kurrajong to Kurmond Cycleway

Finalisation of consultant for detailed design at the advanced stage of completion. Communication & Engagement plan has been drafted. Council to liaise with TfNSW on funding opportunities.

ACTION M11.A1: WB to request TfNSW for funding opportunities in relation to Cycleway projects.

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 26 November 2024



Liveability

Stage 1 paving to be completed prior to Light Up Windsor event. Consultation with stakeholders has been thorough. Design finalisation of stage 1a underway.

7 MATTERS ESCALATED

7.1 North Richmond Community Precinct / Childcare Centre & OOSH interdependency
Design options and servicing delivery options discussed.

ACTION M11.A2: ER and MA to further investigate servicing options relating to North Richmond OOSH.

Concept design for NRCC to proceed on basis that Chas Perry Memorial Community Centre removed.

7.2 Oasis Aquatic & Leisure Centre Concept Design cost estimate vs available budget
Design options discussed. Further options analysis of QS report to be completed.

7.3 WSIG Program Overall Program Budget and Status

Project team to seek advice from WSIG Program Office regarding funding allocations. Further options analysis to be completed. Workshop with Councillors to be arranged to discuss.

ACTION M11.A3: Workshop with Councillors to be arranged to discuss WSIG Program.

7.4 Tamplin Field Communication and Engagement Plan for endorsement

DISCUSSION

Engagement plan for Tamplin Field was discussed for endorsement.

RESOLUTION

The Executive Steering Committee resolved to endorse the Tamplin Field Communication & Engagement Plan.

7.5 Turnbull Oval Communication and Engagement Plan for endorsement

DISCUSSION

Engagement plan for Turnbull Oval was discussed for endorsement.

RESOLUTION

The Executive Steering Committee resolved to endorse the Turnbull Oval Communication & Engagement Plan.

7.6 Kurrajong to Kurmond Cycleway Communication and Engagement Plan for endorsement

DISCUSSION

Engagement plan for Kurrajong to Kurmond Cycleway was discussed for endorsement.

RESOLUTION

The Executive Steering Committee resolved to endorse the Kurrajong to Kurmond Cycleway Communication & Engagement Plan.

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 26 November 2024



8 OTHER BUSINESS

8.1 Risk Register

Risk register was noted.

9 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:

Next meeting scheduled to be held Tuesday 22 October 2024, 1pm via Microsoft Teams subject to Councillor appointments.

10 ACTION REGISTER

Open Actions

Ref	Item	Responsible	Due Date	Status
M11.A1	WB to request TfNSW for funding opportunities in relation to Cycleway projects.	WB	Oct 2024	New
M11.A2	LR and MA to further investigate servicing options relating to North Richmond OOSH.	ER, MA	Nov 2024	New
M11.A3	Workshop with Councillors to be arranged to discuss WSIG Program.	WB	Nov 2024	New
M03.A4	Decision to be made on who will form the Independent Gateway Review panel. <i>Update: Details being worked through.</i>	ELT	Q2 FY24/25	In Progress

Closed Actions

Ref	Item	Responsible	Due Date	Status
M10.A1	Project team to feed back to the ESC the consultation that has been undertaken for the Turnbull Oval project and any scope impacts against original requirements. <i>Update: Details circulated on 6/09/24.</i>	LMB	6 Sep 2024	Complete

Meeting Closed at: 2:00pm

oooO END OF REPORT Oooo

ORDINARY MEETING

10. REPORTS FOR DETERMINATION

Meeting Date: 26 November 2024

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 26 November 2024

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

11.1.1. ROC - Local Traffic Committee - 11 November 2024 - (82045)

Directorate: Infrastructure Service

PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 11 November 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 11 November 2024.

DISCUSSION

The Committee reviewed staff reports on a range of matters as stated in the Minutes that are included as Attachment 1 to this report. The Committee is of the view that following items require specific consideration by Council:

- Item 4.1.1. Proposed Signposting and Line Marking for the Pitt Town Precinct at 65, 67 and 69 Wells Street, Pitt Town - DA0151/23 - (Hawkesbury)
- Item 4.1.2. Proposed Signposting and Line Marking for the Development at 10 and 16 Old Bells Line of Road, Kurrajong - DA0351/22 - (Hawkesbury)
- Item 4.2.1. Pitt Town Anzac Day Memorial Service 2025 (Hawkesbury)
- Item 4.2.2. Australia Day on the Hawkesbury 2025 Event - Governor Phillip Park, Windsor - (Hawkesbury).

ATTACHMENTS

AT – 1 Minutes of the Local Traffic Committee held on 11 November 2024

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 26 November 2024

Attachment 1 – Minutes of the Local Traffic Committee held on 11 November 2024

LOCAL TRAFFIC COMMITTEE

Meeting Date: 11 November 2024

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This is page 3 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 11 November 2024.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 26 November 2024

LOCAL TRAFFIC COMMITTEE

Meeting Date: 11 November 2024

1. AGENDA

Welcome

Minutes of the Meeting of the Local Traffic Committee held Remotely on 11 November 2024, commencing at 3pm.

ATTENDANCE

- Present:** Councillor Mike Creed
Mr Thile Somaratne, Transport for NSW
Ms Felicity Findlay (Office of Member for Hawkesbury)
- Apologies:** Senior Constable Damien Mitchell, NSW Police Force
Inspector Ben Watson, 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 Ms Felicity Findlay, seconded by Mr Thile Somaratne, that the apologies be accepted.

Declaration of Interests

There were no Declarations of Interest made.

This is page 4 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 11 November 2024.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 26 November 2024

LOCAL TRAFFIC COMMITTEE

Meeting Date: 11 November 2024

2. CONFIRMATION OF MINUTES

The Committee resolved on the motion of Ms Felicity Findlay, seconded by Mr Thile Somaratne, that the minutes from the previous meeting held 14 October 2024 be confirmed.

This is page 5 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 11 November 2024.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 26 November 2024

LOCAL TRAFFIC COMMITTEE

Meeting Date: 11 November 2024

3. BUSINESS ARISING

There was no business arising from the previous minutes.

This is page 6 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 11 November 2024.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 26 November 2024

LOCAL TRAFFIC COMMITTEE

Meeting Date: 11 November 2024

4. REPORTS FOR DETERMINATION

4.1. GENERAL TRAFFIC

- 4.1.1. LTC - Proposed Signposting and Line Marking for the Pitt Town Precinct at 65, 67 and 69 Wells Street, Pitt Town - DA0151/23 - (Hawkesbury) - (80245, 73621, 123265)**

INTRODUCTION:

The Land and Environment Court granted Development Consent to DA0151/23 (LEC No: 2023/214858) for the creation of 30 Torrens tile lots over two (2) stages which involves the demolition of existing structures, the removal of vegetation, construction of roads, drainage civil works and associated street landscaping works. The proposed development has a location reference of Nos. 65, 67 and 69 Wells Street, Pitt Town (Lots 1, 2 and 3 in DP 872233). The site is bounded by Wells Street and Wilkinson Street as outlined in Figures 1 and 2.

The development will provide for two new roads which are an extension of Wells Street and Wilkinson Street in an easterly direction. The adjacent development site (55 Wells Street – DA0146/22), west of this site, has been released resulting in the construction and extension of Wilkinson Street in an easterly direction from Fleming Street.

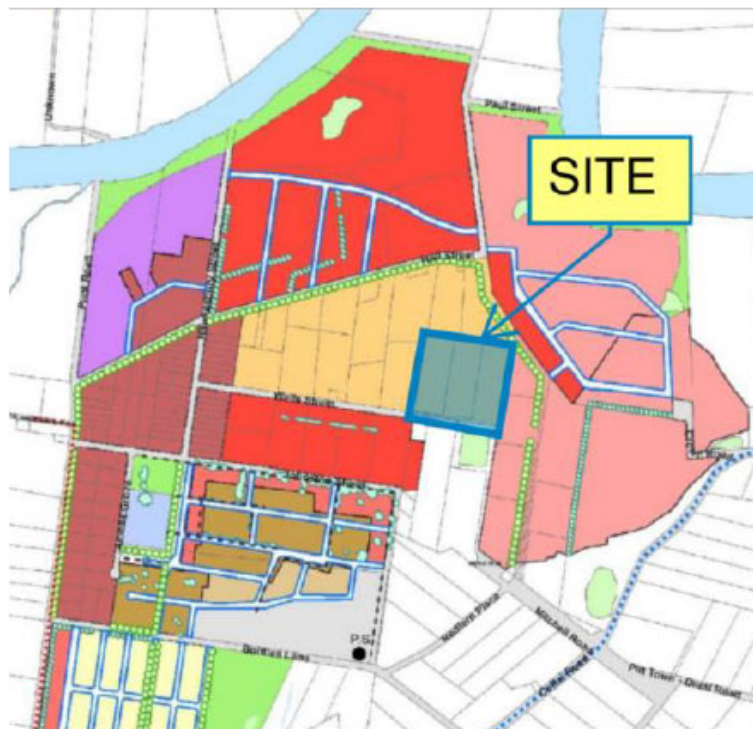


Figure 1: Site Locality within the Pitt Town Precinct

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 26 November 2024

LOCAL TRAFFIC COMMITTEE

Meeting Date: 11 November 2024

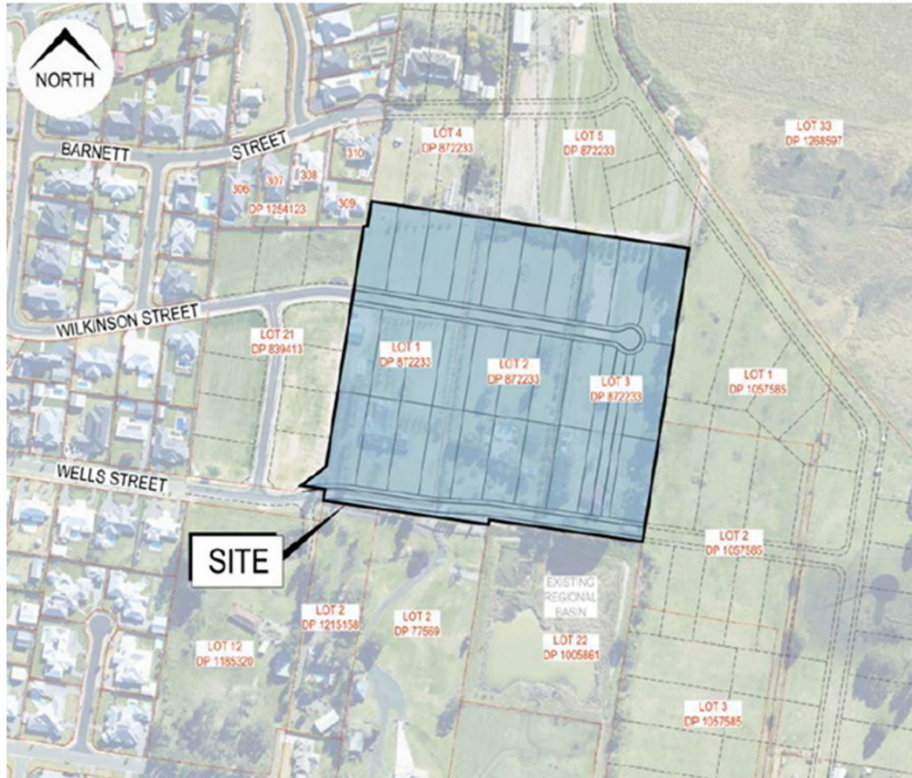


Figure 2: Site Extent and Road Layout

DISCUSSION:

The proposed road network, as outlined in Figure 2, will connect to Wells Street and Wilkinson Street. The proposed roads are listed below with their corresponding road widths between kerbs.

- Wells Street – Local Road 8m Carriageway with temporary cul-de-sac radius of 12m (Full Road Width Construction – Full Length).
- Wilkinson Street - Local Road 8m Carriageway with a cul-de-sac radius of 8.5m (Full Road Width Construction – Full Length).

The cul-de-sac at the eastern end of Wilkinson Street is to be sign posted with a No Parking zone. The temporary cul-de-sac at the eastern end of Wells Street will remain operational until Wells Street is extended to the east as part of future development of this area. Temporary end road chevron signage "D4-5" is to be located at the end of the temporary cul-de-sac to delineate to traffic no access beyond this point. The temporary cul-de-sac is to be sign posted with temporary No Parking signs.

Currently Wells Street at its eastern end has an existing cul-de-sac. The proposed works for this development will result in the cul-de-sac remaining and the new road connecting to the cul-de-sac. A temporary Stop sign is proposed to control vehicles traveling in a westerly direction from the new section of Wells Street approaching the existing cul-de-sac. The existing cul-de-sac is outlined in Figure 3.

This is page 8 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 11 November 2024.

ORDINARY MEETING
11. RECEIPT OF MINUTES OF OTHER COMMITTEES
Meeting Date: 26 November 2024

LOCAL TRAFFIC COMMITTEE
Meeting Date: 11 November 2024

This section of road as part of future development to the south of Wells Street will result in the formation of a T-Junction with Wells Street being the priority movement. The temporary Stop sign will be removed when that development is completed. The proposed intersection layout is outlined in Figure 4.



Figure 3: Existing Wells Street cul-de-sac



Figure 4: Future Road Layout - Wells Street

All temporary zones will be reviewed when the final road layouts are developed in the future and actioned accordingly if they are to be adjusted or removed. Details of the proposed signage and line

This is page 9 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 11 November 2024.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 26 November 2024

LOCAL TRAFFIC COMMITTEE

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marking is outlined in the Plan prepared by Orion Consulting (22-0253-02-DA-950-C-Annotated Plan) – Attachment 1.

Swept/Turning path diagrams (Attachments 2 to 4) have been provided for the 8.8m design vehicle (Service Vehicle-MRV Truck) and the 12.5m check vehicle (SU-HRV Truck). The purpose of the check vehicle is to ensure that there are no physical barriers prohibiting the manoeuvre. On this basis, the manoeuvres are acceptable, taking into consideration the road dimensions, geometry, grades, and kerb returns are in accordance with the relevant standards.

The original proposal was to provide a temporary road (Road 01) at the eastern end of the extended Wells Street to provide access to Wilkinson Street on a temporary basis. As a result of the recent registration of the adjacent development site (55 Wells Street – DA0146/22), west of this site, Wilkinson Street has been extended in an easterly direction from Fleming Street. This allows for this development to connect to the adjacent development site (Wilkinson Street) without the need to undertake the temporary road. The Plans provided have been submitted with annotations to this effect as prepared by Orion Consulting (22-0253-02-DA-950-C-Annotated Plan).

The design plans have been prepared by Orion Consulting (22-0253-02-DA-950-C-Annotated Plan) and Certification provided by Hawkesbury City Council. The certification indicates compliance of the road design, and that all relevant standards and road widths can accommodate the proposed line marking treatments in accordance with the relevant standards.

The signage and line marking plan prepared by Orion Consulting (22-0253-02-DA-950-C-Annotated Plan) has been submitted to the Local Traffic Committee for concurrence and approval in accordance with the Development Consent conditions.

Summary:

The Signage and Line marking plan, in accordance with the details outlined in Attachment 1, as prepared by Orion Consulting (22-0253-02-DA-950-C-Annotated Plan), associated with the Development Application DA0151/23 be implemented

RECOMMENDATION TO COMMITTEE:

The Signage and Line marking plan, in accordance with the details outlined in Attachment 1, as prepared by Orion Consulting (22-0253-02-DA-950-C-Annotated Plan), associated with the Development Application DA0151/23 be implemented.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Mike Creed, seconded by Ms Felicity Findlay.

Support for Recommendation: Unanimous support.

The Signage and Line marking plan, in accordance with the details outlined in Attachment 1, as prepared by Orion Consulting (22-0253-02-DA-950-C-Annotated Plan), associated with the Development Application DA0151/23 be implemented.

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- 4.1.2. LTC - Proposed Signposting and Line Marking for the Development at 10 and 16 Old Bells Line of Road, Kurrajong - DA0351/22 - (Hawkesbury) - (80245, 73621, 123265)**

INTRODUCTION:

The Land and Environment Court granted Development Consent to DA0351/22 (LEC No: 2022/00382438) for the construction of a centre-based child care facility, hospital, veterinary hospital, two dog parks, the conversion of a dwelling house to health consulting rooms and landscaping works. The proposed development has a location reference of Nos. 10 and 16 Old Bells Line of Road, Kurrajong (Lot 271 in DP661435 and Lot 1 in DP 828073). The site is fronting Old Bells Line of Road as outlined in Figure 1.

The development will provide for the construction of Kerb and Gutter, footpath and pavement works along the frontage of the development site and within the road reserve. There are two access points to the site. Access at the western end of the site will allow for left and right turns in and out of the site with a turning lane provided in Old Bells Line of Road. Access at the eastern end of the site will be limited to left in and left out only.



Figure 1: Site Locality

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DISCUSSION:

The construction of Kerb and Gutter (K&G) along the frontage of the site will result in the existing gravel shoulder being constructed/sealed and widened to allow for the new K&G alignment. The lane width along this section of road will be in the range of 3.2m to 4.7m. Due to the pavement transition from the existing centre seal along the existing road into and out of the proposed works, the travelling lanes will be wider at the ends with the lane widths being in the range of 3.2m to 3.5m along the main frontage.

A No Stopping zone will be provided along the frontage of the site and along the extent of Kerb and Gutter constructed which is approximately 200metres in length.

There are two access points to the site. Access at the western end of the site will allow for left and right turns in and out of the site with a turning lane provided in Old Bells Line of Road. Access at the eastern end of the site will be limited to left in and left out only. Signage will be provided in Old Bells Line of Road to prohibit the right turn into the eastern access point with a 'No Right Turn' (R2-6) sign and supplemented with an 'All Traffic (Left Symbolic) Only' (R2-14) sign within the internal road. Both internal roads will be treated with a Give Way control, Holding line (TB/TB1) and double centre lines (BB) at its intersection with Old Bells Line of Road.

The turning lane in Old Bells Line of Road will result in a Channelised Right Turn (CHR) treatment. The turning lane (3.3m) has been designed in accordance with Austroads allowing for a compliant turning lane width, deceleration lane lengths and storage lengths. Details are outlined in Attachments 2 and 3.

Swept/Turning path diagram (Attachment 2) has been provided for the 6.4m Waste Truck design vehicle (Waste Truck). The manoeuvres are acceptable, taking into consideration the road dimensions, geometry, grades, and driveway widths. It should be pointed out that as this Development was the subject of The Land and Environment Court granting Development Consent with the requirement relating to turning paths only for the Design Vehicle.

The design plans have been prepared by In-House Consulting Engineers (Project 20400), and Certification provided by Hawkesbury City Council. The certification indicates compliance of the road design, and that all relevant standards and road widths can accommodate the proposed line marking treatments in accordance with the relevant standards.

The signage and line marking plan prepared by TEF Consulting (23083/01 – Rev J), for works only within the road reserve of Old Bells Line of Road, Kurrajong, has been submitted to the Local Traffic Committee for concurrence and approval in accordance with the Development Consent conditions. The proposed works within the development site do not require consideration by the Local Traffic Committee as these works are on private land and assessed as part of the Development Approval process.

Summary:

The Signage and Line marking plan, in accordance with the details outlined in Attachment 1, as prepared by TEF Consulting (23083/01 – Rev J), for works only within the road reserve of Old Bells Line of Road, Kurrajong, associated with the Development Application DA0351/22 be implemented.

RECOMMENDATION TO COMMITTEE:

The Signage and Line marking plan, in accordance with the details outlined in Attachment 1, as prepared by TEF Consulting (23083/01 – Rev J), for works only within the road reserve of Old Bells Line of Road, Kurrajong, associated with the Development Application DA0351/22 be implemented.

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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Mike Creed, seconded by Ms Felicity Findlay.

Support for Recommendation: Unanimous support.

The Signage and Line marking plan, in accordance with the details outlined in Attachment 1, as prepared by TEF Consulting (23083/01 – Rev J), for works only within the road reserve of Old Bells Line of Road, Kurrajong, associated with the Development Application DA0351/22 be implemented.

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4.2. SPECIAL EVENTS

4.2.1. LTC - Pitt Town Anzac Day Memorial Service 2025 - (Hawkesbury) - (80245, 146679, 3284)

INTRODUCTION:

An application has been received from the Pitt Town Anzac Day Planning Committee seeking approval (in traffic management terms) to conduct the Pitt Town Anzac Day Memorial Service 2025, on Friday, 25 April 2025.

The event organiser has advised;

- The event is a Memorial Service commemorating Anzac Day.
- The event has been held in previous years and this is the seventh year an application relating to traffic management has been provided to Council.
- Approximately 500 spectators/participants are expected for the event.
- The event will be conducted between 7am and 12noon, which includes set up and packdown.
- The event location is adjacent to No. 81 Bathurst Street, Pitt Town (The Bird in The Hand – Inn).
- It is anticipated that the majority of people attending the event will walk to the site from surrounding residences and any parking of vehicles will be undertaken in surrounding streets.
- The following Road Closures are proposed;
 - Bathurst Street extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Eldon Street at Bathurst Street and Grenville Street.
 - Grenville Street at Eldon Street
 - Bathurst Street at Chatham Street.
 - Bathurst Street at Buckingham Street.
 - Traffic will be detoured around the event site.
 - Road Closures will be between 7am and 12noon.
- Authorised Traffic Controllers will be used to implement all traffic control measures.
- No live traffic will be entering the event whilst it is taking place.
- Consultation is to be undertaken with adjoining property owners along the proposed road closures, noting that in previous years concurrence has been provided by the property owners.
- Existing access to private properties affected by the event shall be maintained during the event or alternative access arrangements acceptable to the property owners/tenants shall be made.

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Details of the traffic control measures are contained in Attachment 1.

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 minor traffic and transport systems, which includes the proposed road closures, and there may be a low scale disruption to the non-event community.

The following Road Closures are proposed for Friday, 25 April 2025, between 7am and 12noon;

- Bathurst Street extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
- Eldon Street at Bathurst Street and Grenville Street.
- Grenville Street at Eldon Street.
- Bathurst Street (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
- Bathurst Street at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street. Traffic from Church Street and Bathurst Street between Church Street and Buckingham Street will be permitted to travel in a northerly direction towards Buckingham Street.
- Traffic will be detoured around the event site utilising Buckingham Street and Chatham Street.
- Road Closures will be between 7am and 12noon.
- Adjoining property owners are to be consulted, noting that they have been supportive of the event in previous years.
- Access to adjacent properties will be maintained where possible in consultation with the property owners.
- The speed limit in the vicinity of the event site for the local roads is 50kph, with Bathurst Street and Chatham Street within the state network being 60kph.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 9113054):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP),
5. Road Closure Traffic Control Plan for the proposed road closures – dated 2017.

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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 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 4) and the Hawkesbury City Council special event information package.
2. The Pitt Town Anzac Day Memorial Service 2025 event planned for Friday, 25 April 2025 between 7am and 12noon 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; Bathurst Street, Pitt Town extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Road Closure; Eldon Street, Pitt Town at Bathurst Street and Grenville Street.
 - Road Closure; Grenville Street, Pitt Town at Eldon Street.
 - Road Closure; Bathurst Street, Pitt Town (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
 - Road Closure; Bathurst Street, Pitt Town at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street.
 - Road Closures only permitted for Friday, 25 April 2025, between 7am and 12noon.
 - 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

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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 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 event incorporating Traffic Control Plans (TCPs) - noting this is a Class 2 event - which needs to include details such as the specific position of barriers, signs, measures to stop errant vehicles 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 \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 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 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, if it is 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, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

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- 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, 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;
- 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, and as a minimum to the full extent of the proposed road closure, 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 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 Councillor Mike Creed, seconded by Ms Felicity Findlay.

Support for Recommendation: Unanimous support.

That:

- 1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and

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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 4) and the Hawkesbury City Council special event information package.

2. The Pitt Town Anzac Day Memorial Service 2025 event planned for Friday, 25 April 2025 between 7am and 12noon 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; Bathurst Street, Pitt Town extending from Church Street for approximately 80 metres in a southerly direction from Eldon Street, past No.81 Bathurst Street (The Bird in The Hand – Inn).
 - Road Closure; Eldon Street, Pitt Town at Bathurst Street and Grenville Street.
 - Road Closure; Grenville Street, Pitt Town at Eldon Street.
 - Road Closure; Bathurst Street, Pitt Town (Local road section) at Chatham Street. Bathurst Street traffic travelling in a northerly direction along the State road towards Chatham Street will not be permitted to turn left into Bathurst Street (Local road section).
 - Road Closure; Bathurst Street, Pitt Town at Buckingham Street. Bathurst Street traffic travelling in a southerly direction from Bottles Lane towards Eldon Street will be detoured into Buckingham Street towards Chatham Street.
 - Road Closures only permitted for Friday, 25 April 2025, between 7am and 12noon.
 - 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>;

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- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 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 event incorporating Traffic Control Plans (TCPs) - noting this is a Class 2 event - which needs to include details such as the specific position of barriers, signs, measures to stop errant vehicles 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 \$10,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 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 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, if it is 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, 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);
- 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, 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;
- 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

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residents and businesses in proximity of the event, and as a minimum to the full extent of the proposed road closure, 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 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 - Australia Day on the Hawkesbury 2025 Event - Governor Phillip Park, Windsor - (Hawkesbury) - (80245, 79341)

INTRODUCTION:

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Australia Day on the Hawkesbury 2025 Event within Governor Phillip Park, Windsor, on Sunday, 26 January 2025.

The event organiser has advised:

- This is an annual event with the initial event being held in 2018.
- This is a Community free family friendly event which includes food and beverages, stalls, live music, roving entertainment, rides, outdoor games, attendances from the local emergency services and a fireworks display on the river.
- The event will be conducted between 5pm and 9:30pm. The set up and pack down times are between 4pm and 10pm.
- The event will be held within Governor Phillip Park located at the northern end of George Street, Windsor.
- The event is expected to attract approximately 7,000 spectators.
- 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 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.
- Traffic controllers will manage entry into Governor Phillip Park which will be restricted only for event vehicles and those vehicles towing a boat and wishing to access 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

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into and out of Court Street at Bridge Street between 4pm and 10pm on Sunday, 26 January 2025.

- 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) will be used to inform traffic and detour routes signposted. A VMS plan with four 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,
 - Macquarie Street, Windsor – eastbound in the Car Park at Kable/Macquarie Street,

Refer to Attachments 1 to 3 for details on the Road Closures and Traffic Detours.

DISCUSSION:

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.

A summary of the traffic management measures is listed below:

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- 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.
- 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.
- 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.

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.

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No: 9114092):

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 and Traffic Control Plan.
5. Copy of Insurance Policy which is valid to 31 October 2024,
6. Copy of the application to the NSW Police Force.
7. Copy of correspondence to the NSW Fire and Rescue, Hawkesbury RFS, Hawkesbury Ambulance Service, Hawkesbury SES, Hawkesbury Local Area Command and Busways.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.

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2. The Australia Day on the Hawkesbury 2025 event within Governor Phillip Park, Windsor, on Sunday, 26 January 2025 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 traffic control measures:
 - Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 4pm and 10pm on Sunday 26 January 2025. 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 4pm and 10pm on Sunday 26 January 2025, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

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) due to 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 4pm and 10pm on Sunday 26 January 2025 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;

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- 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 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;
- 4g. the event organiser is to obtain written approval from Council for the use of Governor Phillip Park;
- 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 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 directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to submit the completed " Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

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 are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed 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);
- 4r. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,

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- 4s. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Mike Creed, seconded by Ms Felicity Findlay.

Support for Recommendation: Unanimous support.

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
2. The Australia Day on the Hawkesbury 2025 event within Governor Phillip Park, Windsor, on Sunday, 26 January 2025 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 traffic control measures:
 - Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 4pm and 10pm on Sunday 26 January 2025. 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 4pm and 10pm on Sunday 26 January 2025, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

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

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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) due to 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 4pm and 10pm on Sunday 26 January 2025 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;
- 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 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;
- 4g. the event organiser is to obtain written approval from Council for the use of Governor Phillip Park;
- 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 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 directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;

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- 4m. the event organiser is to submit the completed " Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4p. 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);
- 4q. 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);
- 4r. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4s. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

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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 20 January 2025 at 3:00pm.

The meeting terminated at 3:15pm.

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oooO END OF REPORT Oooo

ORDINARY MEETING

12. NOTICES OF MOTION

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12. NOTICES OF MOTION

Nil reports.

ORDINARY MEETING

12. NOTICES OF MOTION

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ORDINARY MEETING

13. QUESTIONS WITH NOTICE

Meeting Date: 26 November 2024

13. QUESTIONS WITH NOTICE

Nil reports.

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13. QUESTIONS WITH NOTICE

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ORDINARY MEETING

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

Meeting Date: 26 November 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	Wheeler	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?	The breakdown of money spent in each town centre is as follows: <ul style="list-style-type: none">• South Windsor - \$2,807,126• Richmond - \$2,506,278• Windsor - \$3,332,139
		Do we have information of what the changes to the Liveability Project have done to the costings	Since the original scope for the Liveability Project was initiated in 2019, there has been an escalation in costs equating to 20% due to the extended time frame and changes in the Project.
2	Wheeler	In relation to the gas lamps, was there ever a comparative cost analysis against LEDs in the original plan of the Liveability Project?	To date there has not been a comparative cost analysis of gas against LEDs however in 2023 restoration of the lamps and conversion to LED was costed at \$74,778. To ascertain costs just for restoration, without solar conversion, an updated quotation would be required.
		Has there been a calculation of the CO2 emissions from these lamps and the impact of those on the net zero targets for 2030?	The annual emissions are estimated to be 4099 tonnes of CO2 emissions from the gas lamps. There has not been a calculation on the impact of these emissions on the Net Zero targets other than the fact that these emissions will continue to contribute to Council's overall carbon emissions.
		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?	There is no information available on the maintenance costs of the gas lamps into the future.
		Which funding pool are the running costs coming from?	The running costs for the gas lamps will be allocated from Council's general funds and will result in a negative financial impact in future Operational Plans.

ORDINARY MEETING

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

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#	Councillor	Question	Response
3	Conolly	Has there been any discussion with the business owners about sharing the costs of the gas? If not, could there be?	No. There is no immediately obvious legal mechanism to give affect to a cost sharing mechanism other than to manage it as a special levy on those property owners.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 26 November 2024

15. CONFIDENTIAL REPORTS

15.1. GENERAL MANAGER

Nil reports.

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ORDINARY MEETING

15. CONFIDENTIAL REPORTS

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15.2. CITY PLANNING

Nil reports.

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15. CONFIDENTIAL REPORTS

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ORDINARY MEETING

15. CONFIDENTIAL REPORTS

Meeting Date: 26 November 2024

15.3. CORPORATE SERVICES

15.3.1. CS - Easement - William Street Reserve, 8 William Street, North Richmond
(112106, 95496, 35808)

Directorate: Corporate Services

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 purchase an easement through a property owned by the 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.

ORDINARY MEETING

15. CONFIDENTIAL REPORTS

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ORDINARY MEETING

15. CONFIDENTIAL REPORTS

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15.4. INFRASTRUCTURE SERVICES

Nil reports.



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.