



# ORDINARY MEETING

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Date of meeting: 8 April 2025  
Location: Council Chambers  
Time: 6:30 PM

**BUSINESS PAPER**



**ORDINARY MEETING**

**Table of Contents**

**Meeting Date: 8 April 2025**

**Table of Contents**

**1. WELCOME ..... 5**

a) Acknowledgement of Indigenous Heritage ..... 5

b) General Manager's Matters for Mention ..... 5

**2. ACKNOWLEDGEMENT OF OFFICIAL VISITORS TO THE COUNCIL..... 5**

**3. APOLOGIES AND LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK BY COUNCILLORS..... 5**

**4. DECLARATIONS OF INTERESTS ..... 5**

**5. CONFIRMATION OF MINUTES ..... 7**

**6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS ..... 9**

**7. CONDOLENCES ..... 11**

**8. MAYORAL MINUTES..... 13**

8.1.1. MM – Road Safety Activity..... 13

**9. EXCEPTION REPORTS - ADOPTION OF ITEMS NOT IDENTIFIED FOR DISCUSSION AND DECISION..... 15**

**10. REPORTS FOR DETERMINATION ..... 17**

10.1. PLANNING DECISIONS..... 17

10.1.1.CP - Hawkesbury Slab Barns and Outbuildings Update Study – (95498, 124414) ... 17

10.1.2.CP - Draft Voluntary Planning Agreement for 14 Angophora Drive, Kurmond (95498, 124414)..... 23

10.2. GENERAL MANAGER..... 29

10.2.1. GM - Draft Delivery Program 2025-2029, Operational Plan and Budget 2025/2026 and Long-Term Financial Plan 2025-2035 - (79351,96332,159586) ..... 29

10.2.2. GM – Council Events Program – (79351, 15988)..... 41

10.2.3. GM - Event Sponsorship Report 2024/2025 Round 2 – (79351, 15988) ..... 57

10.2.4. GM – 2025 Floodplain Management Australia National Conference - (79351, 80286) . 67

10.3. CITY PLANNING ..... 71

10.3.1. CP – Redbank Creek Flood Study- (95498, 124414)..... 71

10.4. CORPORATE SERVICES ..... 79

10.4.1. CS – Disclosure of Pecuniary Interests and Other Matters Returns – (95496)..... 79

**ORDINARY MEETING**

**Table of Contents**

**Meeting Date: 8 April 2025**

10.4.2. CS – Investment Report – February 2025 – (95496, 96332) ..... 81

10.4.3. CS - Hawkesbury Woodcraft Cooperative Limited – Use of Part of Woodland Park - (95496, 159585)..... 89

10.5. INFRASTRUCTURE SERVICES ..... 97

10.5.1.IS - Western Sydney Infrastructure Grants Program - Endorsement of projects (95495, 159577)..... 97

**11. RECEIPT OF MINUTES OF OTHER COMMITTEES ..... 105**

11.1.1. ROC - Floodplain Management Committee – 19 March 2025 – (95498, 124414, 161821)..... 105

11.1.2. ROC - Local Traffic Committee - 10 March 2025 – (95495, 82045)..... 125

**12. NOTICES OF MOTION ..... 157**

**13. QUESTIONS WITH NOTICE ..... 159**

13.1.1. Questions with Notice ..... 159

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING..... 163**

**15. EXCLUDED AGENDA ITEM – COUNCIL MEETING - 11 MARCH 2025 - (79351)..... 165**

**16. CONFIDENTIAL REPORTS..... 167**

16.1. GENERAL MANAGER ..... 167

16.2. CITY PLANNING ..... 169

16.3. CORPORATE SERVICES..... 171

16.3.1. CS - Lease to The Minister for Emergency Services (Fire and Rescue) - Road Reserve Adjoining 43 March Street, Richmond - (112106, 95496, 120506) ..... 171

16.4. INFRASTRUCTURE SERVICES ..... 173

## ORDINARY MEETING

### 1. WELCOME

Meeting Date: 8 April 2025

### 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

In accordance with Section 233A of the Local Government Act 1993, Councillors have taken an oath or made an affirmation of office to undertake the duties of the office of Councillor in the best interests of the people of the Hawkesbury City Council Local Government Area and the Hawkesbury City Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in Councillors under the Local Government Act 1993 or any other Act to the best of their ability and judgment. Council's Code of Conduct requires Councillors to disclose and appropriately manage conflicts of interest.

**ORDINARY MEETING**

**1. WELCOME**

**Meeting Date:** 8 April 2025

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**ORDINARY MEETING**

**5. CONFIRMATION OF MINUTES**

**Meeting Date:** 8 April 2025

**5. CONFIRMATION OF MINUTES**

Minutes of Ordinary Council Meeting 11 March 2025

**ORDINARY MEETING**  
**5. CONFIRMATION OF MINUTES**  
**Meeting Date: 8 April 2025**

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**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

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

**ORDINARY MEETING**

**Meeting Date:** 8 April 2025

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**ORDINARY MEETING**

**7. CONDOLENCES**

**Meeting Date:** 8 April 2025

**7. CONDOLENCES**

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

**ORDINARY MEETING**

**7. CONDOLENCES**

**Meeting Date:** 8 April 2025

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## **8. MAYORAL MINUTES**

### **8.1.1. MM – Road Safety Activity**

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#### **BACKGROUND**

Hawkesbury City Council actively contributes to the State Government's 'Working Towards Zero' campaign, which aims to push the number of fatalities on NSW roads towards zero.

Council employs a Road Safety Officer, co-funded by Transport for NSW (TfNSW) who plans and implements road safety projects in response to key road safety priorities.

Council's Road Safety Officer works with NSW Police, local primary and secondary schools and other stakeholders to increase road safety awareness and promote safe and responsible behaviour for and by all road users in the Hawkesbury. The Road Safety Officer also works closely with Council's Infrastructure Services Division on various road safety initiatives.

Educational programs delivered and support Council include include:

- **Child Car Restraint Check and Fitting Days**

Child car restraints are checked and installed for free by an authorised restraint fitter.

This service is offered to residents a number of times throughout the year.

- **Hawkesbury Young Driver Workshops**

Face to face workshops for Hawkesbury learner drivers and their driving parent/supervisor, provisional licence holders, and young drivers with Hawkesbury Police, SES, Ambulance and Rural Fire Service emergency services members. Attendees are guided through a collision scenario, following which attendees can ask the panel of emergency services members questions to gain further insights about driving safely.

This workshop is offered twice per year.

- **Supervisor of Learner Driver Workshops**

An online workshop for parents and supervisors of learner drivers offering practical advice on how to help learner drivers become safer drivers.

This workshop is offered twice per year.

- **Community Road Safety Education - Community Events and Council Events**

- Meeting with Principals to assist with the promotion of safe behaviour around schools and school zones by both students and drivers.
- Review of existing environment, including infrastructure and signage, to improve student safety and referral to Council's Infrastructure teams for future upgrade consideration.
- Presentations and displays at community events and forums.
- Major Hawkesbury events including The Hawkesbury Show and Hawkesbury Fest to promote road safety education and upcoming workshops for residents.

During National Road Safety week 11-18 May 2025 Council will promote road safety as follows;

**ORDINARY MEETING**

**8. MAYORAL MINUTES**

**Meeting Date:** 8 April 2025

- National Road Safety Week toolbox talk for all Council employees to complete;
- National Road Safety Week email banner displayed on all Council emails sent between 11-18 May 2025;
- Sharing of daily themes from the National Road Safety week website via Council's social media accounts;
- Display of the National Road Safety Week logo on the Windsor Road / Mulgrave Road electronic billboard / sign;
- National Road Safety Week display poster at Council's Administration Office main entry;
- Transport for NSW crashed cars display at the 2025 Hawkesbury Show;
- Road safety themed 'Story Time' at Windsor and Richmond libraries for Hawkesbury's youngest residents on Tuesday, 13 May 2025;
- Hawkesbury Young Driver face to face workshop on Wednesday, 14 May 2025;
- Walk Safely to School Day with Council's Mayor, Deputy Mayor and Road Safety Officer along with Hawkesbury Police at local Hawkesbury schools on Friday, 16 May 2025;and
- Supervisor of Learner Driver online workshop on Wednesday, 28 May 2025.

In addition to the above, Council regularly funds and applies for additional funding to complete infrastructure projects to improve Council's road network from grant programs including:

- Australian Government Black Spot Program
- Australian Government Infrastructure Investment Program
- NSW Government Safer Roads Funding Program
- NSW Government Local Roads and Community Infrastructure Program

**RECOMMENDATION**

That the Mayoral Minute regarding road safety educational programs and National Road Safety Week be received and noted.

**ATTACHMENTS**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

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

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

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**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

**10. REPORTS FOR DETERMINATION**

**10.1. PLANNING DECISIONS**

**10.1.1. CP - Hawkesbury Slab Barns and Outbuildings Update Study – (95498, 124414)**

**Previous Item:** 10.1.2, Ordinary (10 December 2024)

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the outcomes of public exhibition of the Draft Hawkesbury Timber Slab Barns and Outbuildings Update Study and recommend that Council adopt the Hawkesbury Timber Slab Barns and Outbuildings Update Study.

**EXECUTIVE SUMMARY**

Based on advice from Council's Heritage Committee, Council commissioned an updated Study of timber slab barns and outbuildings within the Hawkesbury Local Government Area. The update Study sought to provide a definitive list of the location and current condition of all of the extant slab barns within the Hawkesbury Local Government Area. This involved additional historical research, physical inspections, and the production of updated heritage inventory sheets for all the previously identified slab barns.

The Study also included consideration of group and/or individual listing of timber slab barns considered to be of State and or National heritage significance, along with innovative strategies for incentivising the retention and conservation of timber slab barns that are of local heritage significance.

Council at its Ordinary Meeting on 10 December 2024 resolved to publicly exhibit the Draft Hawkesbury Timber Slab Barns and Outbuildings Update Study for a period of at least 28 days, and to report the outcomes back to Council.

The Draft Hawkesbury Timber Slab Barns and Outbuildings Update Study was placed on public exhibition between 28 January 2025 and 9 March 2025, during which Council received nine submissions in support of the Study.

Given the supportive comments in the submissions received, it is recommended that Council adopt the Hawkesbury Timber Slab Barns and Outbuildings Update Study included as Attachment 1, and also proceed with lodging nominations for State Heritage listing for properties contained in Attachment 2.

**RECOMMENDATION**

That Council:

1. Note the outcome of public exhibition of the Draft Hawkesbury Timber Slab Barns and Outbuildings Update Study.
2. Adopt the Hawkesbury Timber Slab Barns and Outbuildings Update Study included as Attachment 1 to the report.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

3. Proceed with the nominations for State Heritage listings of the 13 properties included in Attachment 2.
4. Prepare a Planning Proposal to bring into effect the new heritage listings contained within the Study.

#### BACKGROUND

Since the earliest years of European settlement, the Hawkesbury River – Dyarubbin (Aboriginal name), its tributaries, and their surrounding lands have played an important role in food supply for the developing Greater Sydney Region.

Commencing in 1794 with the granting of 18 land parcels, the Hawkesbury was one of the earliest agricultural localities in the new colony, and the Hawkesbury River – Dyarubbin (Aboriginal name) area eventually became known as the “food bowl” of Sydney. Agriculture continues to play an important role in the economic and social development of the area today.

As a region that developed as a principally agricultural locality, the barn (together with other farm buildings), has been a feature of the area from the time of the region’s initial period of colonial settlement. With such a long and important history of European based farming practices in the area, surviving physical evidence (such as early barns) of the earliest phases of agricultural development in the area is highly prized by the local community (and others) for its historical significance, as well as its aesthetic significance as a contributor to the historical landscape character that defines much of the Hawkesbury Local Government Area.

However, such evidence is also under threat, due to various pressures including the impacts of flooding which affects the Hawkesbury Local Government Area in such a significant way. Based on advice from Council’s Heritage Committee, the Timber Slab Barns and Outbuildings Update Study was undertaken based on the outcomes and recommendations made in two previous studies involving surviving timber slab barns located throughout the Hawkesbury Local Government Area, including:

- Pitt Town Slab Barn Study (May 1991)
- Hawkesbury City Council Slab Barn Study (March 2010).

The aim of the Hawkesbury Timber Slab Barns Update Study was to provide the following:

- A definitive list of the location and current condition of extant timber slab barns located throughout the Hawkesbury Local Government Area
- New or updated heritage inventory sheets (including histories and assessments of significance) for the surviving barns
- Consideration of whether any of the surviving barns warrant listing on the NSW State Heritage Register under the Heritage Act 1977 (either individually or as a group)
- Consideration of whether any of the surviving barns warrant listing on the National Heritage List under the Environmental Protection and Biodiversity Conservation Act 1999 (either individually or as a group)
- Innovative strategies for incentivising the retention and conservation of surviving timber slab barns that are of significance.

Following a procurement process Lucas Stapleton Johnson and Partners Pty Ltd were appointed to undertake the Hawkesbury Timber Barns and Outbuildings Update Study. The Draft Study identifies

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

that a total of 132 properties were investigated to establish whether any historic slab barns and/or outbuildings survived. These were comprised of:

- 88 properties previously identified in the 1991 and 2010 studies, and
- 44 properties identified in other heritage reports by Council and by the local community that potentially contained historic slab barns or outbuildings.

As a result of the site inspections undertaken throughout May to August 2023, a total of 112 individual slab barns and outbuildings were located across 86 separate properties.

Following feedback and input from Council's Heritage Committee, Council at its Ordinary Meeting on 10 December 2024 resolved to publicly exhibit the Draft Hawkesbury Timber Slab Barns and Outbuildings Update Study for a period of at least 28 days, and to report the outcomes to Council.

#### DISCUSSION

The Draft Study provides the following recommendations (amongst others):

- 13 properties should be nominated for inclusion on the State Heritage Register as State heritage items under the Heritage Act 1977 (Attachment 2)
- 18 properties should be listed as local heritage items under Schedule 5 of the Hawkesbury Local Environmental Plan 2012 (including six that are also recommended for State heritage listing)
- 13 properties would benefit from either on-site inspections or internal inspections of their barns/outbuildings to confirm condition and integrity prior to listing as local heritage items under Schedule 5 of the Hawkesbury Local Environmental Plan 2012.

As noted in the Summary Statement of Significance prepared for the Study, the slab barns and outbuildings of the Hawkesbury Local Government Area are:

- Historically significant as rare surviving evidence of the long-term agricultural development of the region which commenced in 1794 and continues today. Many of the slab barns remain in agricultural use and are representative of the historic significance of the region as a whole, one of the earliest agricultural districts in NSW that in its early decades was considered the "breadbasket" of the colony.
- The surviving early to mid-19th century town barns located on the early allotments within the Macquarie Towns of the Hawkesbury district, are also considered to be rare, with very few surviving today and are significant as tangible evidence of the colonial era policy of land tenure, and the inseparable links between the town allotments and farming lands established by Governor Macquarie.
- The barns of the Hawkesbury region have a consistency in their form and construction that is recognisable as a distinct building type; and construction techniques first used in barns constructed in the early 19th century continue to be employed today as witness to the continuity of the tradition of constructing slab barns in the Hawkesbury region.
- The continued use and adaptation of the early slab barns, outbuildings and town barns ensuring their survival to date is indicative of the high esteem in which these structures are held by the community.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- The survival of so many slab barns dating from the 19th century, despite the devastating impacts of the frequent flooding of the Hawkesbury River - Dyarubbin (Aboriginal Name) and its tributaries, is testament to the robustness of these simple, timber structures.

It is desirable that these farm buildings remain in agricultural use where possible but their survival, especially in the case of town barns, depends on the ability to adapt them to other uses. Adaptation often involves the addition of interior linings, stairs, and services but this does not negate the significance of the structure, provided the exterior envelope and structure remain intact. However, through incentives that provide education, heritage advice, access to materials and resources, financial support and planning exemptions, owners of the historic slab barns and outbuildings can be encouraged and supported to commit to the long - term care and maintenance of these significant buildings.

#### 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.

#### COMMUNITY ENGAGEMENT

Following consideration and endorsement of the Draft Hawkesbury Slab Barns and Outbuildings Update Study by Council at the Ordinary Meeting on 10 December 2024, the Draft Study was placed on public exhibition between 28 January 2025 and 9 March 2025 with property owners of sites identified in the Draft Study contacted directly to advise them of the exhibition of the Draft Study. During the public exhibition, Council received nine submissions in support of the Study, with three suggesting minor amendments which have now been validated and corrected in the Study. Comments in the nine submissions are summarised as follows:

Submission #1 - My friend has a very old slab barn that is deteriorating due to a lack of funds to repair. It would be a shame to lose it because of that reason.

Submission #2 - The unique slab buildings must be heritage listed. These structures are a visible record of our pioneer history. Once they disappear, they cannot be replaced. Our early settlers made significant contributions to the development of the area and the buildings embody the initiative and hard work of our pioneers.

Submission #3 - We have two original slab sheds, one of them an original dairy milking shed with stalls still in situ. We have done essential restoration and shoring up the structures to prevent collapse, but this work has been very sympathetic and as minimal as possible. We would be very keen to know more of what we can do and if there is any funding available to further their protection.

Submission #4 - I am a strong advocate for the preservation of timber slab barns and outbuildings as part of the broader effort to preserve and enhance the historic and cultural heritage of the region. These properties hold significant historical value and provide substantial benefits to the local community.

Submissions #5 - Suggested minor amendments regarding the listed address which had already been acknowledged within the body of the Study and within the separate draft heritage inventory sheet, thus requiring no amendment to be made to the Study.

Submissions #6 and #7 - Suggested minor amendments regarding a site at Kurrajong Heights, regarding names of previous occupants of the property which has since been confirmed as accurate and is now included within the final form of the Study.

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

Submission # 8 - From the owner of a site in Upper Colo advises that a timber slab barn no longer exists on the property - "it fell down some years ago". This information aligns with the observations of the study team - no amendment required within the final form of the Study.

Submission # 9 - From the owner of a site in North Richmond advises that the heritage inventory sheet for their barn in the study states that sandstock brick fireplace and chimney at their barn "appears to have been demolished", "when in fact it just fell down in a storm a few years ago. Could the study be amended to reflect this fact". This additional information from the owner has been included within the final form of the Study.

Based on the supportive comments in the submissions received, it is recommended that Council adopt the Hawkesbury Timber Slab Barns and Outbuildings Update Study.

**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

1.7 Encourage broad and rich celebration of our local culture and significant heritage.

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.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications in order to bring this body of work to finalisation. The expenditure is provided for in the Adopted 2024/2025 Operational Plan.

**RISK MANAGEMENT CONSIDERATIONS**

There are reputational risks associated with ensuring that heritage listings within the Hawkesbury Local Government Area are up to date, and at the correct level of listing (Local, State or National Significance). If Council does not progress with this Study, the risks are such that Items that are not currently heritage listed do not have the statutory protection of listed items, and as such are at risk of being demolished.

**ATTACHMENTS**

**AT - 1** - Hawkesbury Timber Barns and Outbuildings Update Study (*Distributed under separate cover*).

**AT - 2** - Nominations for State Heritage Listings (*Distributed under separate cover*).

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**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

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## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

**10.1.2. CP - Draft Voluntary Planning Agreement for 14 Angophora Drive, Kurmond (95498, 124414)**

**Directorate:** City Planning

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#### PURPOSE OF THE REPORT

The purpose of this report is to present a Draft Voluntary Planning Agreement for 14 Angophora Place, Kurmond and seek endorsement to proceed to public exhibition of the Draft Voluntary Planning Agreement and Explanatory Note.

#### EXECUTIVE SUMMARY

Council is in receipt of an offer to enter into a Voluntary Planning Agreement (Attachment 1) for a rural residential subdivision of 14 Angophora Place, Kurmond on the basis of a \$35,000 per lot monetary contribution. An Explanatory Note (Attachment 2) for the Voluntary Planning Agreement has been prepared, and it is recommended that Council publicly exhibits the Draft Voluntary Planning Agreement and Explanatory Note for a period of 28 days as required by the Environmental Planning and Assessment Act 1979.

#### RECOMMENDATION

That Council:

1. Publicly exhibit the Draft Voluntary Planning Agreement attached as Attachment 1 to the report, and Explanatory Note attached as Attachment 2 to the report, for 14 Angophora Place, Kurmond for a period of 28 days.
2. Following completion of the public exhibition, the Voluntary Planning Agreement and Explanatory Note be reported back to Council for consideration of submissions.

#### BACKGROUND

Recent subdivision of land in the Kurmond-Kurrajong area was made permissible through various Planning Proposals lodged between 2013 and 2017. For land where subdivision was made permissible by these Planning Proposals, Council entered into Voluntary Planning Agreements with land holders and developers on the general terms of a monetary contribution of \$30,000 per lot to contribute towards the provision of local infrastructure.

Relevant to this Draft Voluntary Planning Agreement, LEP005/14 for 2 Inverary Drive, Kurmond, permitting an eight lot rural residential subdivision was notified on the NSW Legislation website by the Department of Planning Industry and Environment on 22 December 2021 as Hawkesbury Local Environmental Plan 2012 (Amendment No 31). Since the notification of this LEP Amendment, one subdivision application (DA0027/23) has been approved, separating the existing dwelling (2 Inverary Drive) and creating a residual lot (14 Angophora Place) for the purpose of future subdivision as highlighted in Figure 1 as Blue and Red respectively. With this subdivision for the existing dwelling, the subdivision potential of the residual land is reduced to seven lots. The subject site is adjacent to the development at 396 Bells Line of Road, Kurmond (Green), undertaken by the same developer for a 33 lot rural residential subdivision. It is noted that a Voluntary Planning Agreement was endorsed by Council over 2 Inverary Drive on 12 April 2022, though was never executed. With 2 Inverary Drive subsequently being subdivided, a new Voluntary Planning Agreement is required.





## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

a consent authority (Council or State Government) and a landholder for the provision of a contribution to Council or State Government (either cash, works or land) for the development of a site on the principle that the contribution is in the public interest. The Environmental Planning and Assessment Act 1979 requires the Planning Agreement and a 'plain English' Explanatory Note to be publicly exhibited for a period of 28 days.

#### 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.

#### DISCUSSION

The Draft Voluntary Planning Agreement is generally on the same terms as Voluntary Planning Agreements entered into by Council in the Kurmond-Kurrajong area for other subdivisions. The only significant difference is the value of the monetary contribution, whereby Council Officers have requested the contributions be raised to \$35,000 per lot, which has been raised to be in line with CPI increases since the VPA entered into with the adjacent development site being \$30,000 per lot. This is to ensure that the value of the monetary contributions received from subdivision development in the Kurmond - Kurrajong area is not eroded by inflation.

It is noted that a Voluntary Planning Agreement only becomes operational upon the granting of the development application, and that entering into the Draft Voluntary Planning Agreement does not obligate Council to approve the development application for the proposed subdivision of the subject site.

#### Works Funded Through Monetary Contribution

With the exception of the Voluntary Planning Agreement for 396 Bells Line of Road, Kurmond, no specific work schedule has been developed for any Voluntary Planning Agreement entered for the Kurmond-Kurrajong area. This Draft Voluntary Planning Agreement does not contain an explicit work schedule for the monetary contributions collected to be expended on. Instead, it is intended for the cash contribution to be pooled with other cash contributions made by other Voluntary Planning Agreements in the area to provide a variety of local infrastructure upgrades in the vicinity of the Kurmond - Kurrajong Area.

#### COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do require community consultation under Council's Community Engagement Policy and as required under the Environmental Planning and Assessment Act 1979, whereby the Draft Voluntary Planning Agreement is proposed to be publicly exhibited for a period 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.

#### 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.

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

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

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The income applicable is not provided for in the Adopted 2024/2025 Operational Plan, though will sit in a restricted reserve to be expended on local infrastructure projects of public interest.

**RISK MANAGEMENT CONSIDERATIONS**

A moderate financial risk is identified should a Voluntary Planning Agreement not be adopted over the subject site in respect to sourcing of finance for the provision of necessary infrastructure upgrades.

**ATTACHMENTS**

**AT - 1** Draft Voluntary Planning Agreement - 14 Angophora Place, Kurmond - (*Distributed under separate cover*).

**AT - 2** Draft Explanatory Note - 14 Angophora Place, Kurmond

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

**Attachment 2 – Draft Explanatory Note - 14 Angophora Place, Kurmond**

# Hawkesbury City Council



## Explanatory Note – Draft Voluntary Planning Agreement

Lots 37 DP 271171 – 14 Angophora Place, Kurmond NSW

This Explanatory Note has been prepared in accordance with clause 205 of *Environmental Planning and Assessment Regulation 2021 (the Regulation)*.

The purpose of this Explanatory Note is to provide a plain English summary to support the notification, in accordance with section 7.5 of the *Environmental Planning and Assessment Act 1979 (the Act)*, of a Draft Voluntary Planning Agreement (VPA) under section 7.4 of the Act.

This Explanatory Note is not to be used to assist in construing the VPA.

### The Parties

The Parties subject to this VPA are as follows:

Hawkesbury City Council (ABN 54 659 038 834) ('Council')

Cannonvale No.1 Pty Ltd (ABN 28 144 689 187) (collectively known as 'the Developer')

### Description of Subject Land

This VPA applies to Lot 37 DP271171, 14 Angophora Place, Kurmond NSW.

### Summary of objectives, nature and effect of the Planning Agreement

The VPA is complementary to a development application for the subdivision of the site into not more than 7 residential lots, enabled by the Hawkesbury Local Environmental Plan 2012 (Amendment No 31).

The objective, nature and effect of the Draft VPA is for the Developer to provide Council with a cash contribution of \$35,000 for each vacant Housing lot created. This amount is to be paid and is subject to consumer price index adjustment as per clause 4 of the VPA. It is anticipated that contributions collected by Council will be expended on local and district infrastructure and facilities such as, but not necessarily limited to, cycleways, bus shelters, landscape and park embellishments and local road improvements to serve the needs of the community as a consequence of the development.

The agreement will only operate if and when Council grants development approval(s) to the proposed development of the site. The agreement excludes the application of section 7.12 and section 7.11 of the Act to the proposed development of the site.

### Assessment of the merits of the Planning Agreement

The merits of the VPA are that it will provide Council with cash contributions to provide local and district infrastructure and facilities which are required by the community as a consequence of the development.

The VPA will have a positive impact on the public in that it will enable the provision of local and district infrastructure and facilities and for the orderly and economic development of the subject land.

366 George Street (PO Box 146) Windsor NSW 2756 | Phone: (02) 4560 4444 | Facsimile: (02) 4587 7740 | DX: 8601 Windsor  
Hours: Monday to Friday 8:30am - 5pm | Email: council@hawkesbury.nsw.gov.au | Website: www.hawkesbury.nsw.gov.au



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## Hawkesbury City Council



### **How does the Planning Agreement promote the public interest and one or more of the objects of the Act?**

The VPA promotes the public interest by ensuring that cash contributions are made for the provision of local and district infrastructure and facilities which are required by the community as a consequence of the development.

The VPA promotes the following objects of Clause 1.3 of the Act through the provision of cash contributions to be used for the provision of local and district infrastructure and facilities:

- (a) to promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources,
- (c) to promote the orderly and economic use and development of land,
- (i) to promote the sharing of the responsibility for environmental planning and assessment between the different levels of government in the State,
- (j) to provide increased opportunity for community participation in environmental planning and assessment.

### **How does the Planning Agreement promote the objects of the Local Government Act 1993?**

By requiring the payment of cash contributions, the VPA provides Council with the ability to provide local and district infrastructure and facilities appropriate to the needs of required from the development and also provides Council with a role in the management, improvement and development of resources in the area.

In this way, the VPA promotes the purposes set out in section 7(e) of the *Local Government Act 1993*.

### **How does the Planning Agreement promote the Principles for local government under Chapter 3 of the Local Government Act 1993?**

The VPA makes provisions for Council to receive cash contributions that can be used for the provision of local and district infrastructure and facilities, hence the VPA promotes the following elements of principles for local government under Chapter 3 Sections 8A and 8B of the *Local Government Act 1993*:

- 8A (1) (f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way
- 8A (1) (g) Councils should work with others to secure appropriate services for local community needs
- 8A (1) (h) Councils should act fairly, ethically and without bias in the interests of the local community
- 8A (2) (b) Councils should consider social justice principles
- 8A (2) (c) Councils should consider the long term and cumulative effects of actions on future generations
- 8B (d) Councils should have regard to achieving intergenerational equity, including ensuring the following: (i) policy decisions are made after considering their financial effects on future generations.

### **What are the planning purposes served by the Planning Agreement?**

The planning purpose of the VPA is to enable the collection of contributions that can be used for the delivery of local and district infrastructure and facilities required as a result of the proposed development.

The agreement will only operate if and when Council grants development approval(s) to the proposed development of the subject site. If the proposed development does occur then the planning purpose will be achieved. If the proposed development does not occur the planning purpose will not be achieved nor will it be required.

### **Does the Planning Agreement conform with Council's Capital Works Program?**

It is anticipated that the contributions collected will be used to provide local and district infrastructure and facilities that are supplementary and consistent with Council's current capital works program.

### **Does the agreement specify certain requirements of the agreement must be complied with before a construction certificate, occupation certificate or subdivision certificate is issued?**

Yes, the monetary contribution is required to be paid for each lot, prior to the issue of the subdivision certificate for the respective lots.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

#### 10.2. GENERAL MANAGER

**10.2.1. GM - Draft Delivery Program 2025-2029, Operational Plan and Budget 2025/2026 and Long-Term Financial Plan 2025-2035 - (79351,96332,159586)**

**Previous Item:** 10.2.2, Ordinary (11 June 2024)

**Directorate:** General Manager

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#### **PURPOSE OF THE REPORT**

The purpose of this report is to submit the Draft Delivery Program 2025-2029, Draft Operational Plan 2025/2026 and Draft Long Term Financial Plan 2025-2035 to Council for approval to place on public exhibition.

#### **EXECUTIVE SUMMARY**

All councils in NSW must use the Integrated Planning and Reporting (IP&R) Framework to guide their key planning and reporting activities. The requirements for IP&R are set out in the Local Government Act 1993 and the Local Government (General) Regulation 2021. These draft documents have been prepared in accordance with the requirements of the Act and the Regulation. Under IP&R, the NSW Local Government elections mark the conclusion of the 4-year planning cycle, triggering significant projects, including the development of a new four year Delivery Program.

This report presents the Draft Delivery Program 2025-2029 and Draft Operational Plan and Budget 2025/2026, which aligns directly to the revised Community Strategic Plan: Our Hawkesbury 2045. The Operational Plan also includes the Revenue Policy incorporating the proposed rating structure for 2025/2026. Council's Long Term Financial Plan has also been reviewed and updated for the period 2025-2035, to reflect current economic conditions, asset management predictions and other relevant factors impacting Council's financial performance and sustainability.

It is recommended these documents are placed on exhibition for the proposed period of 9 April 2025 to 7 May 2025, to allow opportunity for input and feedback and align to the requirements under IP&R.

#### **RECOMMENDATION**

That:

1. The Draft Delivery Program 2025-2029, Draft Operational Plan 2025/2026 and Draft Long Term Financial Plan 2025-2035 attached as Attachments 1, 2 and 3 to the report be approved for public exhibition and that Council give public notice of the exhibition of the draft documents for a minimum of 28 days, in accordance with Sections 403, 404, 405 and 406 of the Local Government Act, 1993.
2. The documents exhibited in accordance with Part 1, be reported back to Council, post the public exhibition period, to consider any public submissions received and to consider the adoption of the documents and to make and fix rates and charges for the year ended 30 June 2026.

#### **BACKGROUND**

Under the Integrated Planning and Reporting Framework (IP&R), the NSW Local Government elections mark the conclusion of the four-year planning cycle, triggering significant projects including:

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- Each council must prepare and adopt its Delivery Program by 30 June in the year following a local government ordinary election (IP&R Essential Element 4.1). Hawkesbury City Council's 2025-2029 Delivery Program is therefore due for adoption by 30 June 2025.

As part of its annual planning cycle, Council must also develop and adopt an Operational Plan aligning to the Delivery Program:

- The council must have an Operational Plan that is adopted before the beginning of each financial year, detailing the activities and actions to be undertaken by the council during that year to achieve the Delivery Program commitments. Hawkesbury City Council's Operational Plan 2025/2026 is therefore due for adoption by 30 June 2025.

The new Delivery Program and subsequent Operational Plans must also align to Council's Community Strategic Plan. The Draft Community Strategic Plan – Our Hawkesbury 2045, was considered for endorsement to exhibit at Council's 11 March 2025 meeting and is currently on exhibition until the 7 May 2025. Significant work has been completed to ensure alignment of the community priorities and goals articulated in the Community Strategic Plan, with Council's priorities and resourcing through the Draft Delivery Program, Draft Operational Plan and Resourcing Strategy (including Draft Long Term Financial Plan).

As per the IP&R Framework, and Sections 403, 404, 405 and 406 of the Act, Council must publicly exhibit the Draft Delivery Program and Operational Plan for a minimum 28 days before they can be considered for adoption. The Long Term Financial Plan component of the Resourcing Strategy must also accompany the Operational Plan during the exhibition.

#### **Delivery Program**

The Delivery Program is a statement of commitment to the community from each newly elected council. In preparing the Delivery Program, Council is accounting for its role in achieving the community's long-term goals defined in the Community Strategic Plan, outlining what it intends to do towards achieving these goals during its term of office and what its priorities will be.

#### **Operational Plan**

The Operational Plan details the annual actions, projects, and activities to be engaged in by the Council during the year, alongside the annual budget. It can be considered an annual sub-plan of the Delivery Program. The Plan also details Council's Revenue Policy, incorporating the proposed Rates, Annual Charges, Fees and Charges and proposed Borrowings.

#### **Long Term Financial Plan**

The Long Term Financial Plan is the document where long-term community aspirations and goals outlined within the Community Strategic Plan are tested against financial realities. The Long Term Financial Plan therefore contains a set of financial projections and assumptions covering a ten year period. The Long Term Financial Plan provides a dynamic framework that is revised annually to ensure that Council maintains long term financial sustainability. It also underpins the delivery of Council's core functions and assists in measuring Council's performance in implementing objectives and actions within the Delivery Program and Operational Plan.

#### **Relevant Legislation**

Local Government Act 1993 Local Government (General) Regulation 2021

#### **DISCUSSION**

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

**Draft Delivery Program 2025-2029**

Designed as the central reference for all primary activities undertaken by Council, the Delivery Program ensures that all plans, projects, activities, and funding allocations align directly with its objectives. These specific actions are then further outlined in Council's annual Operational Plan.

The Draft Delivery Program 2025-2029 has been prepared, containing the key components as required under IP&R. The Draft Plan has been prepared through extensive planning and workshopping with Councillors and Council's Leadership Team. All activities align directly to and aim to deliver on the four Strategic Directions of the Draft Community Strategic Plan: Our Hawkesbury 2045.

The Delivery Program reflects Council's high-level goals across the next four years and includes:

- Principal Activities forming the structure for each annual Operational Plan and its actions.
- Key Targets
- Ongoing Services
- Major Projects and Initiatives
- Strategy Alignment
- Service Review Framework

The Draft Delivery 2025-2029 is attached as Attachment 1 to this report.

**Draft Operational Plan 2025/2026**

The Draft Operational Plan 2025/2026 has been prepared, containing the detailed annual budget and program of works, including all key actions. Actions directly respond to the Principal Activities of the Delivery Program 2025-2029 and deliver on the four Strategic Directions of the Community Strategic Plan: Our Hawkesbury 2045.

This list of actions provides an overview of the key projects and activities that Council undertakes, however, is not an exhaustive list of all activities, services, and projects. Capital projects are mainly focused on asset renewal, flood recovery and grant funded works.

The Draft Operational Plan 2025/2026 is attached as Attachment 2 to this report.

**Draft Budget Estimates 2025/2026**

*Projected Financial Position*

Based on the Draft 2025/2026 Budget Estimates, the consolidated financial position is a projected operating surplus of \$29.1M, including a \$2.2M operating surplus attributable to the sewer activity. It is to be noted that the projected surplus also includes \$31.1M in operating income in relation to Disaster Recovery Funding Arrangements for the continuation of flood recovery works that are capital in nature.

In addition to recurrent income and expenditure (operating result), the 2025/2026 Budget Estimates include capital income and expenditure relating to assets, and transfers in and out of restricted funding. After considering the above budget components, the overall Bottom Line Result is nil, or a balanced budget.

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

The projected operating revenue is \$150.5M comprised of:

- Rates and Annual Charges, \$89.5M
- User Charges and Fees, \$9.7M
- Other Revenue, \$1.8M
- Operating Grants, \$41.6M
- Interest Income, \$4.1M
- Other Income, \$3.8M.

The projected operating expenses are \$121.4M comprised of:

- Employee Costs, \$40.7M
- Materials and Services, \$40.0M
- Borrowing Costs, \$2.6M
- Depreciation, \$31.5M
- Other Expenses, \$6.6M.

In addition to recurrent income and expenditure, the 2025/2026 Budget Estimates include capital income and expenditure relating to assets, and transfers in and out of restricted funding.

Capital Funding of \$94.2M comprised of:

- Sale of Assets \$2.0M
- Depreciation \$31.5M
- Capital Grants \$60.7M - of which \$40.8M relates to the Western Sydney Infrastructure Grants Program.

Capital Expenses of \$103.4M comprised of:

- New Assets \$44.0M
- Asset Renewal \$53.1M
- Other Assets \$2.0M
- Plant and Equipment \$4.3M.

Funding allocated to Restricted Funds \$20M.

**Projected Financial Sustainability Measures**

Council's financial performance is measured against a set of financial sustainability benchmarks. The most significant benchmark relates to the Operating Performance Ratio. This Ratio compares operating income with operating expenditure including depreciation. The benchmark is a nil result,



**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

meaning operating income should at least equal operating expenditure. Other benchmarks are aimed at ensuring that Council's assets are maintained at a satisfactory standard. These ratios are the Infrastructure Renewal Ratio, the Infrastructure Backlog Ratio and the Asset Maintenance Ratio. The Debt Service Ratio is the benchmark to guide the appropriate level of debt.

Table 1 provides the projected sustainability measures based on the 2025/2026 Budget Estimates.

**Table 1 – Projected Financial Sustainability Measures**

<b>Measure</b>	<b>Benchmark</b>	<b>2025/2026 Projected</b>
Operating Performance Ratio	At least break even over long-term	0.20
Own Source Revenue	60% minimum level of own source revenue	48.5%
Infrastructure Renewal Ratio	Ratio >100% renewals=depreciation	203.8%
Infrastructure Backlog Ratio	Ratio of less than 2% (of write down value)	4.7%
Asset Maintenance Ratio	Ratio of >100% to prevent deterioration	119.6%
Debt Service Ratio	Up to 20% of revenue	3.2%

Amounts reported in the Operational Plan documents are consolidated and include the Sewer activity financials. The above measures are calculated without the Sewer activity, in accordance with the prescribed formulae to be used.

Council is forecasted to meet all the sustainability benchmarks except for the Own Source Revenue Ratio and the Infrastructure Backlog Ratio.

The Own Source Revenue Ratio is below the benchmark due to the significant level of grant funding arising for flood recovery. Once this program has been completed, it is projected that the ratio will meet the benchmark, so is a temporary issue.

In regard to the Infrastructure Backlog Ratio, Council has undertaken a significant review of the state of infrastructure assets and the amount required to restore assets to a satisfactory condition exceeds the benchmark of 2%. This will be an ongoing issue that is required to be addressed over the long term. The Long-Term Financial Plan has two options to address the unfunded renewals, across either a 20-year or 10-year timeline.

2025/2026 Budget Inclusions

To maintain a balanced Budget, the Draft 2025/2026 Operational Plan is mainly based on business-as-usual activities. Expenditure budgets were increased by 4% on the current year budget for information technology and assets related costs to reflect price escalations, with the remaining costs based on a 3% increase. Capital Works are focused on asset renewal, flood recovery and grant funded works. The Draft 2025/2026 Budget is predominantly allocated to routine works and services associated with core Council business:

- Road and Drainage Infrastructure, \$89.4M
- Waste Management and Resource Recovery, \$41.4M
- Public Spaces, Parks, Sports and Recreation, \$36.0M
- Community and Culture, \$43.3M

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- Strategic Planning, \$6.1M
- Corporate Services, \$5.5M
- Regulatory and Community Safety, \$3.1M.

The above budget allocations include the depreciation cost as well as any allocations to or from reserves.

The Draft 2025/2026 Budget also includes \$1.5M allocated to services provided through Peppercorn Services, Hawkesbury Sports Council and The YNSW (for the Hawkesbury Oasis and Fitness Centre). In relation to Hawkesbury Sports Council, a further \$359K in capital contribution is provided on top of the \$977K of operational contribution.

The Draft 2025/2026 Budget includes \$0.3M allocated for contributions to Hawkesbury River County Council, Academy of Sport, and the McMahons Park Committee.

The Draft 2025/2026 Draft Budget includes allocations for sponsorship programs, including \$96K for the Event Sponsorship Program, and \$83.5K for Section 356 Financial Assistance Programs towards the Community Sponsorship Program, rental of the Women's Cottage and the Hawkesbury Sister City Association.

In 2025/2026, Council will continue to contribute to and participate in a number of regional relationships including WSROC, the Western Parklands Councils Alliance and the Resilient Sydney Partnership. A total of \$200K has been allocated for participation in regional activities.

An amount of \$2.6M is included in the Draft 2025/2026 Operational Plan for borrowing costs relating to funds borrowed under the Infrastructure Borrowing Program used to support asset renewal, and the Low Cost Initiative Loan to be used to construct upfront the necessary infrastructure for the Vineyard Development area, and the Sewer Loan in relation to Rising Main C.

#### Capital Works

Capital projects proposed to be undertaken in 2025/2026 total \$101.8M and are mainly focused on asset renewal, flood recovery and grant funded works, including \$58.1M for Roads Infrastructure, \$28.8M for Parks and Recreation, \$9.7M for Buildings, and \$0.8M for Sewer. A further \$4.4M is included for non-infrastructure assets including arts and cultural resources, information technology, and plant and fleet.

Council's prioritised works program is based on set criteria and associated asset modelling. The Draft 2025/2026 Budget includes allocation of funding to undertake condition audits to better inform future asset management plans, geotechnical investigations and design works to provide enhanced accuracy of the cost of future planned capital works.

#### **Major Works**

Major works, including the continuation of works commenced in the current financial year, and/or continuing in 2025/2026 are as follows:

- Flood Recovery Program funded by Disaster Recovery Funding Arrangements, \$31.1M
- Road Rehabilitation Program, \$8.1M
- Resealing of roads across the LGA to preserve pavement conditions and maintain road surfaces texture, \$1.2M

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- Fernadell Park Upgrades, \$8.5M
- Woodbury Reserve Upgrades, \$4.0M
- Tamplin Field Redevelopment, \$3.1M
- Kurmond to Kurrajong Cycleway, \$4.1M
- Turnbull Oval Redevelopment, \$2.8M
- Windsor Town Centre Revitalisation - Liveability Program, \$2.8M
- Hawkesbury Oasis and Fitness Centre Upgrade, \$0.7M
- North Richmond Community Precinct Upgrade, \$2.9M
- Cycleway over Rickaby's Creek, \$3.6M
- Waste Management Facility Leachate System Construction \$1.3M
- Wayfinding and Signage Program, \$2.3M
- Richmond Swimming Pool Upgrade, \$3.2M
- Women's Cottage, \$0.64M

A full list of all capital works is included in the Draft 2025/2026 Operational Plan attached as Attachment 2 to this report.

#### Revenue Policy

The Draft 2025/2026 Operational Plan sets out the rating structure for the financial year, the annual charges that will apply, and details user fees and charges proposed for the year.

#### **General Rates 2025/2026**

Council's current rating structure provides for three different types of ordinary rates: residential, farmland and business. The business category includes three sub-categories based on defined business areas. The rate type applicable to a particular property is determined on the basis of the property's rating categorisation. All properties are categorised in accordance with the provisions set out in the Local Government Act 1993.

Council levies general land rates on properties in its Local Government Area based on both ad valorem and base amounts. This means that rates applicable to each property are determined by reference to the latest land value provided by the NSW Valuer General, multiplied by the rate in the dollar set by Council for the year, plus an allocation of a base amount.

For the 2025/2026 year the rate peg of 3.9% has been applied to Council's rating income. The rates applicable to each property are based on land valuations, as determined by the NSW Valuer General. The NSW Valuer General revalued properties in the Local Government Area in 2024, with those values first being used for the first time in 2025/2026.

The current rating structure is based on:

- Residential, Business, Farmland Categories

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date: 8 April 2025**

- All Residential Category rated on the same basis
- Residential Rates: Base Rate at 50% plus an ad valorem rate applied to land value
- Business Rates: Base Amount same as Residential plus an ad valorem rate set at 200% of Residential rate applied to land value
- Three Business Sub-Categories, all Sub-Categories rated on the same basis
- Farmland Rates: Base Amount same as Residential plus an ad valorem rate set at 90% of the Residential.

Table 2 provides a rating summary based on the current rating structure being maintained in 2025/2026, with a Base Rate set at up to 50% of the residential categories, and the 3.9% rate-peg increase, based on the latest revaluation.

**Table 2 – Rating Summary**

Rate-Category/-Sub-Category	No.-of-Properties	Rateable-Land-Value	%-Land-Value	Notional-Yield	%-of-Notional-Yield	Ad-valorem-Rate-in-\$	Base-Amount	Base-Amount-%-of-Yield
Residential	25,552	\$19,179,012,779	84.61%	\$42,121,633	84.05%	0.1162560	\$815	48.29%
Business-Area-1	806	\$1,007,746,568	4.45%	\$3,000,022	5.85%	0.2325120	\$815	21.90%
Business-Area-2	438	\$670,140,591	2.96%	\$1,915,127	3.73%	0.2325120	\$815	24.96%
Business-Area-Other	403	\$424,752,343	1.87%	\$1,316,045	2.57%	0.2325120	\$815	24.96%
Farmland	620	\$1,384,969,000	6.11%	\$1,954,399	3.81%	0.1046304	\$815	25.85%
<b>Total</b>	<b>27,819</b>	<b>\$22,666,621,281</b>		<b>\$51,307,226</b>				

Annual Charges

In addition to General Rates, Annual Charges for the Waste Services and Sewerage, or Sullage services are applicable. The increases for these charges generally reflect the cost of delivering the respective programs and the necessary funding to be maintained for future asset renewal.

Waste Management Services Charges

The Domestic Waste Management Service for 2025/2026 includes the applicable bin service, the recycling bin service, the kerbside collection service, and, if applicable, the green waste service.

Based on a full cost recovery basis calculation, an increase in the annual charges for the waste service of 9.95% is required. Commercial Waste Collection charges have also been increased by 9.95%.

Sewerage Charges

In accordance with legislative requirements, Council maintains an externally restricted reserve for the Sewerage Management Program. All funds received through annual sewerage charges are quarantined to fund the ongoing operational costs incurred in providing the service, the ongoing network maintenance and renewal, and major capital works planned for future years.

This is reflected in a 10 Year Plan and the required charge for 2025/2026 is based on ensuring sufficient funds are available to address recurrent costs and future capital requirements, considering

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

current reserve levels. Based on these projections, it is proposed that a sewerage charge increase of 6% be made for the 2025/2026 financial year.

#### Sullage Charges

Council engages a contractor to provide a sullage pump out service to properties that are not serviced by Sydney Water or Council's sewerage network and do not have on-site sewerage management facilities.

Council maintains an internally restricted reserve to fund its Sullage Program. All funds received in relation to sullage charges are quarantined to fund the operational costs of running the Program. Sullage Charges reflect cost-recovery of the cost to provide the service through a tendered contract and cannot be used for any other purpose.

As part of the Draft Operational Plan process, the sullage current and projected reserve balances have been assessed and this has resulted in the proposed increase of 6% being required to ensure sufficient funds are available to fund the program and associated future costs.

#### **Stormwater and Drainage Charges**

To enable Council to provide effective management of water quality and quantity from urban runoff, funding is collected from urban areas through specific charges. These are detailed below:

##### Stormwater Management Service Charge

The Office of Local Government released guidelines in July 2006 that aid councils to raise additional funding through the Stormwater Management Service Charge to support them in improving the management of urban stormwater in NSW. This follows the gazettal of the Local Government Amendment (Stormwater) Act 2005. The income raised from this charge can only be used to undertake new/ additional stormwater management services.

It is proposed to continue applying this charge to relevant properties.

This charge enables Council to deliver additional new stormwater infrastructure, \$30K towards a water quality testing program, and \$100K for enhanced maintenance of stormwater infrastructure assets.

##### Drainage Management Charge

The previously discussed Stormwater Management Service Charge does not apply to North Richmond (Redbank) area. A Drainage Management Charge applies to the Redbank Development Area, proposed to be \$220 per lot for the 2025/2026 financial year. This amount will be reviewed on an annual basis to ensure that maintenance costs associated with the contemporary stormwater management infrastructure within the area are recovered. The maintenance required within the Redbank Development Area is greater than the current maintenance required across the remaining Local Government Area, with specific costs associated with the management of the Key Line Drainage System.

#### **Rates and Charges Concessions**

Concessions on rates and charges are available to eligible pensioners. Council has more than 3,300 eligible pensioners who receive concessions on their annual rates and charges. Council also offers several rating concessions to pensioners over and above the mandatory concessions. No State Government subsidy is received against these additional concessions.

##### Ordinary Rates and Domestic Waste Management

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

The Act provides for pension rebates of up to 50% of the aggregated ordinary rates and domestic waste service charges, to a maximum of \$250. Council is reimbursed 55% of this concession by the State Government and funds the remaining 45% (up to \$112.50 per property).

#### Sewerage Charge

A concession based on 50% of the applicable charge is available to eligible pensioners who are subject to the residential sewerage connection charge. The mandatory concession relating to the sewerage charges is \$87.50 of which the State Government provides a reimbursement to Council of 55% (\$48.13). This amount has remained unchanged since 1989. Council funds the remaining mandatory concession amount plus an additional amount to bring the total concession amount to 50% of the applicable charge per property.

#### Sullage Service

Council provides eligible pensioners with a pensioner concession based in 50% of the applicable sullage charge. The rebate is fully funded by Council.

#### **Fees and Charges**

The Draft 2025/2026 Operational Plan also includes a full list of Council's Fees and Charges for the various services provided by Council. Fees and charges are reviewed each year and are updated as required to reflect the current cost of providing the service, any applicable statutory limit and any other relevant factors.

#### **Adoption of Budget for Year Ended 30 June 2026**

If Council approves the Draft 2025/2026 Operational Plan for public exhibition at this Meeting, it is anticipated that advertising of the Draft documents will commence shortly afterwards for the minimum 28 day period. During the exhibition period, any person may make a submission to Council. Council has a scheduled Meeting on 10 June 2025 to consider submissions received and to adopt the exhibited documents, as amended, if appropriate, and make and fix the rates and charges for the year ended 30 June 2026.

#### **Draft Long Term Financial Plan 2025-2035**

Council's Long Term Financial Plan (LTFP) has been reviewed and has three scenarios, being the 1 - Decline Model, 2 - Improve Model and 3- Resolve Model. The reviewed LTFP is based on the Draft 2025-2029 Delivery Program and Council's Asset Management Strategy. Sensitivity analysis has been undertaken regarding a number of matters that can significantly impact on Council's ability to maintain its current service levels and financial sustainability in future years. Models 2 and 3 outline the required additional revenue to meet financial sustainability benchmarks and to address the current infrastructure renewal gap, which poses the largest identified future challenge to Council's financial sustainability.

A critical assumption in Council's LTFP is the allowable increase in rating income from one year to the next (rate-peg). The rate-peg announced for 2025/2026 for Council is 3.9%. The level of rating income will be a major driver of services, programs and works delivered by Council over the next ten years, and Council's capacity to maintain financial sustainability. The rate-peg is assumed at 2.5% for each model, in line with guidance from the Independent Pricing and Regulatory Tribunal.

The Consumer Price Index (CPI) is another variable that will have a significant impact on the LTFP. For 2025/2026 an inflation factor of 4% for asset and information technology costs and 3% for remaining costs has been included in budget estimates. Model 1 assumes that CPI remains higher than historical averages due to recent economic conditions at 3% for outer years. Models 2 and 3 assume that CPI returns to the historic average of 2.5% from 2025/2026.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

The costs associated with the planned implementation of Food and Garden Organic waste collection as mandated by the NSW Government will have a significant negative impact on the Operational Result in all scenarios. The planned implementation is in the 2027/2028 financial year. The financial overview provided on each scenario is based on the General Fund only, as financial sustainability for Local Government excludes the financial impact of Sewer Funds. The Draft Long Term Financial Plan 2025-2035 is attached as Attachment 3.

#### COMMUNITY ENGAGEMENT

It is proposed that the Draft Delivery Program 2025-2029, Draft Operational Plan 2025/2025 and Draft Long Term Financial Plan 2025-2035 be placed on public exhibition for at least the minimum 28 day period between 9 April 2025 to 7 May 2025. The public exhibition of these documents will be advertised through:

- Council's Website
- Social Media
- YourHawkesbury-YourSay
- Newsletters
- Noticeboards
- Hard Copies

Submissions can be made in writing or through YourHawkesbury-YourSay.

#### 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.

4.7 Encourage informed planning, balanced growth and community engagement.

#### FINANCIAL IMPACT

The adoption of the recommendation in this report will result in the Draft Delivery Program 2025-2029, Draft 2025/2026 Operational Plan, including the Revenue Policy and 2025-2035 Long Term Financial Plan as outlined in this report and detailed within the attachments, being placed on exhibition, and subject to Council resolutions arising and public submissions received, being adopted for the financial year along with their budgetary allocations.

#### RISK MANAGEMENT CONSIDERATIONS

There are significant governance, financial, and service delivery risks if Council's Delivery Program, Operational Plan, and Budget are not adopted by 30 June 2025. Non-compliance with the Integrated Planning and Reporting (IP&R) Framework could lead to State Government intervention, reputational damage, and potential delays in service and project delivery. Without an adopted budget, Council may face cash flow constraints, impacting operational continuity and the ability to meet community

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

expectations. Additionally, the absence of a clear plan weakens strategic decision-making, increasing the risk of inefficient resource allocation and project delays.

**ATTACHMENTS**

**AT - 1** Draft Delivery Program 2025-2029 - *(Distributed under separate cover)*.

**AT - 2** Draft Operational Plan 2025/2026 - *(Distributed under separate cover)*.

**AT - 3** Draft Long Term Financial Plan 2025-2035 - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**



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

**Meeting Date:** 8 April 2025

**10.2.2. GM – Council Events Program – (79351, 15988)**

**Directorate:** General Manager

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**PURPOSE OF THE REPORT**

The purpose of this report is to present options for Council's major event calendar and Event Sponsorship Program over the next four years to be included in the Draft Event Strategy, calendar and budget.

**EXECUTIVE SUMMARY**

The Event Strategy was prepared in 2017 and is currently the subject of a review. The corresponding major events calendar and budget are also under review as part of the preparation of the 2025/2026 budget which has identified that the delivery of the current major event program and Event Sponsorship Program is no longer financially sustainable and a decision is required on the ongoing event model to ensure future viability.

Council's four major events, Australia Day on the Hawkesbury, Hawkesbury Fest, Savour the Flavour and Light Up Windsor are becoming increasingly popular. As a result of the high attendance, there has been a need to expand the event footprints, include additional infrastructure, traffic management and road closures, have more staff work longer hours during the events to assist with the management and crowds, alongside demands for more attractions, seating and accessibility, creating an overall increase in the cost of holding an event, directly impacting on Council's major events program budget.

Events allow Council and the community to create a sense of place and celebrate what is uniquely Hawkesbury, helping everyone understand Hawkesbury's history and its significance in a shared space where everyone can participate. Events in the Hawkesbury provide community, capacity and connections, they are a catalyst for economic development and activation of Hawkesbury's town centres and public spaces and provide the opportunity to introduce the Hawkesbury to visitors from our neighbouring regions.

Council developed and implemented an engagement program over almost two years to inform the review of the Events Strategy, associated calendar and budget for events. The engagement program was implemented through four key activities:

- Community Satisfaction Survey 2023
- Event Engagement Boards 2024/2025
- Events Focus Groups 2024
- Councillor Strategic Workshop on 24 and 25 November 2024
- Councillor Workshop on 25 February 2025

The overwhelming feedback from the engagement was that Council's four major events are overwhelmingly popular and should continue to grow and expand.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

However, despite the popularity of the major events program and the success of the Event Sponsorship Program they are no longer financially sustainable and important decisions on the major event program and sponsorship program are required including the most important events and which events to retain, alternate and cut. Three options for Council's major events and Event Sponsorship Program are presented as options Retain, Alternate and Cut, in addition to a series of further options based on feedback at the Councillor Briefing on 25 February 2025 for Council's consideration.

This report recommends that Council adopt Option 2 - Alternate.

The Draft Events Strategy will be updated to reflect the outcome of the decision about the Event Program and will come back to a future Council Meeting that recommends Council place the Draft Event Strategy on public exhibition for a minimum of 28 days.

#### RECOMMENDATION

That Council:

1. Establish an alternating biennial major events program for Savour the Flavour and Light Up Windsor over the next four years.
2. Hold Savour the Flavour in 2025 and 2027 and rescope the event to match allocated budget.
3. Hold Light Up Windsor in 2026 and 2028 and rescope the event to match the allocated annual budget including an additional budget for Christmas trees/installations in Richmond and Windsor.
4. Hold the Australia Day on the Hawkesbury and Hawkesbury Fest events annually.
5. Reshape the Event Sponsorship Policy and Event Sponsorship Program to sponsor Community Events and Special Community Events, removing the sponsorship of Commercial Events and the Hawkesbury Business Awards.
6. Update the Event Sponsorship Policy and associated documents to only reference Community and Special Community Event Sponsorship and notify all event organisers on Council's database of the change.
7. Update the Draft Events Strategy to reflect these Recommendations and prepare a report to a future Council Meeting that recommends Council place the Draft Event Strategy on public exhibition for a minimum of 28 days.

#### BACKGROUND

##### Council's Events Strategy, Calendar and Budget

Council's Event Strategy guides the strategic approach to how events are developed and delivered by Council and identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury. The Strategy includes:

- An annual events calendar for major, civic and community events
- An Events Sponsorship Policy and Event Sponsorship Program for community, commercial and special events
- An annual events budget

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

The Event Strategy was prepared in 2017 and is currently the subject of a review. The corresponding events calendar and budget are also under review as part of the preparation of the 2025/2026 Budget which has identified that the delivery of the current event program is no longer financially sustainable, requiring decisions to be made on the ongoing event model to ensure future viability. The review will require important decisions on the major event program including the most important events and which events to retain, alternate and cut, which will be included in the updated Strategy.

Council developed and implemented an engagement program over almost two years to inform the review of the Events Strategy, associated calendar and budget for events. The engagement program was implemented through the following activities involving over 1500 people during 2023 to 2025:

- Community satisfaction survey 2023
- Event engagement boards 2024/2025
- Events Focus Groups 2024
- Councillor Strategic Workshop on 24 and 25 November 2024
- Councillor Workshop on 25 February 2025

#### **Why Council Holds Events**

Events are a way to build the Hawkesbury, to connect the diverse communities and to develop and strengthen Council's unique identity. Events also help the community to develop resilience and relationships that will endure in challenging times. Events allow Council and the community to create a sense of place and celebrate what is uniquely Hawkesbury, helping everyone understand Hawkesbury's history and its significance in a shared space where everyone can participate. Events are a catalyst for economic development and activation of Hawkesbury's town centres and public spaces. Events provide the opportunity to introduce the Hawkesbury to visitors from our neighbouring regions, the broader Sydney Metropolitan Region and further afield.

Our events create opportunities for us to build:

- Community - involvement and participation
- Capacity – the ability to self-organise, to grow the economy and develop resilience in the community
- Connections – social cohesion across communities and local businesses

#### **Council's Current Event Program**

Council holds and sponsors a range of events in the Hawkesbury, examples include:

##### Major Events

- Australia Day on the Hawkesbury
- Hawkesbury Fest
- Savour the Flavour Hawkesbury
- Light Up Windsor

##### Civic Events

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

- Citizenship Ceremonies
- Australia Day Awards
- School Leadership Program

Community Events

- Playground and park openings
- Bridge and road openings
- Art event
- Sporting facilities openings
- Community Hubs

Council sponsored Community and Commercial Events

- Hawkesbury Show
- Hanna Park Carols
- St Albans Folk Festival
- Kurrajong Community Carols by Candlelight
- Richmond Rotary Carols
- The Windsor Gas Lamp Festival
- Richmond Good Food Markets

**DISCUSSION**

The review of the Event Program will specifically focus on Council's four major events, Hawkesbury Fest, Savour the Flavour and Light Up Windsor as the cost to hold these events can no longer be accommodated within their 2024/2025 Budgets. Australia Day on the Hawkesbury, which can be accommodated within the budget, is one of Council's major events and will also be considered as part of the review.

Attendance numbers, the expanding event footprint, associated infrastructure, including traffic management, road closures and staff time, are increasing due to the success of the major events, the demand for attractions, seating and accessibility and an overall increase in the costs to hold events are all impacting on Council's major events program budget. As part of the preparation of the 2025/2026 budget, it has been identified that the delivery of the current event program is no longer financially sustainable and a decision is required on the ongoing event model to ensure future viability. The review will require important decisions on the major event program including which events to retain, alter and cut.

A breakdown of Council's major events and the Event Sponsorship Program is shown in the tables below.

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

**Council's Major Event Program**

<b>Event</b>	<b>Australia Day on the Hawkesbury</b>	<b>Hawkesbury Fest</b>	<b>Savour the Flavour</b>	<b>Light Up Windsor</b>
<b>Month</b>	January	August	October	November
<b>Objective</b>	Community celebration to activate the Hawkesbury River and highlight the relationship with emergency services.	Promote Council during Local Government Week.  Create opportunity for Council to work with community groups/services, emergency services, local businesses.	Showcase local producers and businesses.  Activate local business and Richmond town centre. Promote tourism opportunities, overnight stays, attendees to the region.	Activate Windsor town centre and businesses and increase tourism to the town centre in the lead up to Christmas.
<b>Attendees</b>	8,000	10,000	15,000	12,000 Street Fair + 4,000 Trail
<b>Origin</b>	Hawkesbury Blacktown Penrith	Hawkesbury Blacktown Penrith	Hawkesbury Penrith Blacktown	Hawkesbury Blacktown Penrith
<b>Number of years event held</b>	8	5	3	6
<b>2023/2024 Actuals</b>	\$57,123	\$52,533	\$86,782	\$96,796
<b>2024/2025 Original Budget</b>	\$70,801	\$33,787	\$71,750	\$66,081 (including \$20,000 for Christmas trees)
<b>2024/2025 Actuals</b>	\$56,998	\$49,915	\$105,593	\$120,312 (including \$20,000 for Christmas trees)
<b>2025/2026 Draft Budget</b>	\$62,635	\$50,345	\$88,725	\$68,064 (excluding Christmas trees)
<b>Business/Community involvement</b>	18 stallholders 7 community groups 5 local performances	20 community stalls 20 market stalls 17 food trucks 6 local business sponsors 6 local groups performances	58 local and surrounds producers 6 business sponsors 1 local performance	56 stallholders 5 community groups 6 local group performances 4 business sponsors
<b>Event Town Spend (\$)</b>	<u>2024</u>	<u>2024</u>	<u>2024</u>	<u>2024</u>

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

Event	Australia Day on the Hawkesbury	Hawkesbury Fest	Savour the Flavour	Light Up Windsor
	\$1,118,387 in Windsor \$2,873,093 in the Hawkesbury	\$646,316 in Windsor \$3,720,760 in the Hawkesbury	\$1,466,599 in Richmond \$5,025,542 in the Hawkesbury	<b>Street Fair –</b> \$1,270,717 in Windsor \$7,431,144 in Hawkesbury  <b>Trail –</b> \$720,814 in Windsor \$4,394,124 in Hawkesbury
	<u>2023</u> \$1,194,335 in Windsor \$2,748,537 in Hawkesbury	<u>2023</u> \$690,542 in Windsor \$3,779,991 in Hawkesbury	<u>2023</u> \$1,587,829 in Richmond \$5,769,735 in Hawkesbury	<u>2023</u> \$1,081,561 in Windsor \$5,864,933 in Hawkesbury
	Increased spend in 2024	Increased spend in 2024	Decreased spend in 2024	Increased in spend in 2024
<b>Week Prior Event Town Spend (\$)</b>	\$600,141 in Windsor \$3,750,108 in Hawkesbury	\$611,492 in Windsor \$3,914,472 in Hawkesbury	\$1,335,923 in Richmond \$5,049,196 in Hawkesbury	\$1,048,889 in Windsor \$6,177,458 in Hawkesbury

### Events Sponsorship Program

The Events Sponsorship Program process was formalised in 2018 to assist events which benefit the community and local economy and attract visitors to the region. The Program delivers a transparent framework for Council to determine funding and other assistance, based on a clear set of criteria and funding. There are two rounds of sponsorship to community and commercial events. The current Event Sponsorship Policy was adopted in 2024, based on biannual feedback from Council during Round 1 and 2 of the Event Sponsorship Program and reflects the current event sponsorship practices. The current annual budget is \$65,000.

Since 2018 Council has sponsored 105 community events and 22 commercial events in a range of towns and villages across the LGA:

- Windsor
- Richmond
- St Albans
- Bilpin

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

- Kurrajong
- Clarendon – Showground and Racecourse
- Bowen Mountain
- North Richmond
- Pitt Town
- Wilberforce

The six events which have received the highest financial contribution under the Event Sponsorship Program are shown in the Table 1 below.

The Hawkesbury Eisteddfod and Local Business Awards are also included in the Table as they receive annual sponsorship from Council. Council provides sponsorship of \$25,164 annually to the Hawkesbury Eisteddfod. Council has been sponsoring the Hawkesbury Eisteddfod since 2003/2004. This year the Hawkesbury Eisteddfod has been encouraged to apply for sponsorship of their event as part of the Event Sponsorship Program in 2024/2025.

Council have been sponsoring the Hawkesbury Local Business Awards since 2017/2018 and currently sponsor the event for \$6,000 annually. Precedent Productions (the event organiser) have also been encouraged to apply for event sponsorship in 2024/2025.

The Draft 2025/2026 Budget now includes the original Event Sponsorship budget of \$65,000 in addition to the annual contribution for both the Hawkesbury Eisteddfod of \$25,164 and \$6,000 for the Hawkesbury Local Business Awards. The total Event Sponsorship budget included in the Draft 2025/2026 budget is \$96,164.

**Table 1: Events receiving the highest financial contribution under the Event Sponsorship Program**

	<b>Event</b>	<b>Location</b>	<b>Type of sponsorship</b>	<b>Organiser</b>	<b>How many times HCC sponsored</b>	<b>Sponsorship Spend (all years)</b>
1	Hawkesbury Show	Hawkesbury Showground	Community	Hawkesbury District Agricultural Society	7	\$32,500
2	Richmond Good Food and Markets	Richmond Park	Commercial	Richmond Good Food and Markets	6	\$23,000
3	St Albans Folk Festival	St Albans Town Centre	Community	St Albans Folk Festival	5	\$19,591
4	Hawkesbury 120 Ski Race	Governor Phillip Park	Community	Upper Hawkesbury Power Boat Club	4	\$19,300
5	Light Up Windsor	Windsor Town Centre	Community	Windsor Business Group	4	\$15,500

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

**Meeting Date: 8 April 2025**

	<b>Event</b>	<b>Location</b>	<b>Type of sponsorship</b>	<b>Organiser</b>	<b>How many times HCC sponsored</b>	<b>Sponsorship Spend (all years)</b>
6	Pitt Town Anzac Day Ceremony	Pitt Town – Town Centre	Community	Pitt Town Progress Association	5	\$15,000
	<b>Other Events</b>					
	Hawkesbury Eisteddfod	Windsor Function Centre	Community	Hawkesbury City Eisteddfod	17	\$349,505
	Hawkesbury Local Business Awards	Windsor Function Centre	Commercial	Precedent Productions	8	\$48,500

### Event Program Review Options

Three options for Council's major event program and the Events Sponsorship Program are presented below as options Retain, Alternate, Cut. A series of further options based on feedback at the Councillor Briefing on 25 February 2025 is also presented below.

#### Option 1 - RETAIN

- Retain current major events program (using actual spending) for Savour the Flavour, Hawkesbury Fest, Australia Day on the Hawkesbury and Light Up Windsor, including an additional allocation for Christmas trees/installations in Richmond and Windsor
- Rebranded Event Sponsorship Program as Community Event Sponsorship Program including Hawkesbury Eisteddfod but excluding Commercial Events and the Hawkesbury Local Business Awards

Cost - Additional \$28,000 funding required from general revenue above the 2025/2026 Draft Budget

Savings - Nil

#### Option 2 - ALTERNATE

- Hold signature events, Light Up Windsor and Savour the Flavour on alternative two years (biennially)
- Hold Savour the Flavour in 2025 and 2027
- Hold Light Up Windsor for 2026 and 2028. Rescope to match budget with additional budget for the installation of Christmas trees/installations in town centres of Richmond and Windsor
- Annually hold Australia Day on the Hawkesbury and Hawkesbury Fest
- Continue Community Event Sponsorship Program plus Hawkesbury Eisteddfod (with no Commercial Event Sponsorship and/or Hawkesbury Local Business Awards)

Cost – Nil



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

**Meeting Date: 8 April 2025**

Savings - From holding events biennially of more than \$285,000.

**Option 3 - CUT**

- Cancel Savour the Flavour and/or
- Cancel Hawkesbury Fest and/or
- Cancel Australia Day on the Hawkesbury and/or
- Cancel Light Up Windsor
- Cancel Commercial Event Sponsorship

Cost – Nil

Savings – Various depending on event/s cancelled and savings from Commercial Event Sponsorship

**Councillor Workshop Options**

At the Councillor Workshop on 25 February 2025 a series of other options were discussed -

- Council's financial contribution for Light Up Windsor to include only the provision of a tree or installation in towns of Windsor and Richmond. Mayor be involved in lighting the tree.
  - Cost - Approximately \$25,000.
- Council prepare a calendar of Christmas events in the Hawkesbury. Businesses be invited to hold Christmas markets.
  - Cost - Nil
- Australia Day events focus only on holding the Citizenship Ceremony and Australia Days Awards and discontinue Australia Day on the Hawkesbury.
  - Cost - saving of approximately \$60,000
- Sponsor the Australiana Pioneer Village and other community organisations to hold their Australia Day event if they apply under Event Sponsorship and meet the eligibility criteria.
  - Cost - Nil, funded from Event Sponsorship budget.
- Council combine Hawkesbury Fest with a local community event on the western side of the River e.g. Wellbeing Festival at McMahan Park, Kurrajong.
  - Cost - to be determined.
- Council work with local community groups and have them run the two major events, Light Up Windsor and Savour the Flavour at no cost to Council. Council could provide Community Event Sponsorship if the event organisers were to apply.
  - Cost - to be determined.

After a review of all events programs, it is recommended that Option 2 – Alternate be adopted.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

#### COMMUNITY ENGAGEMENT

Council developed and implemented an engagement program to inform the review of the Events Strategy, associated calendar and budget for events. The engagement program was implemented through a range of activities involving over 1,500 people during 2023 to 2025:

- Community Satisfaction Survey 2023
- Event Engagement Boards 2024/2025
- Events Focus Groups 2024
- Councillor Strategic Workshop on 24 and 25 November 2024
- Councillor Workshop on 25 February 2025

#### Community Satisfaction Survey 2023

Council conducts Community Satisfaction Surveys to assess the movement of several success indicators under the Community Strategic Plan: Hawkesbury 2042 (CSP). These indicators relate to Council's overall service delivery and the way the community currently perceives the local area from a range of perspectives. The results also feed into future planning by informing service reviews, initiatives, resourcing and focus areas for future Operational Plans and Delivery Programs.

Micromex Research was commissioned to complete the telephone survey on behalf of Council in 2023. The objectives of the survey were to:

- Engage with a significant portion of the community across the Hawkesbury to conduct an in-depth survey of satisfaction.
- Identify the community's overall level of satisfaction with Council service performance and a range of attributes of the local area.
- Understand the main drivers of satisfaction and prioritise key areas of focus.

Number harvesting was completed at Savour the Flavour, Windsor and Richmond train stations, with fieldwork running from the 16 – 20 October 2023. A total of 402 responses were received.

One question was asked concerning Council's events and festivals.

Satisfaction and importance of events and festivals

The events and festivals are rated as having good performance with 87% at least somewhat satisfied with the current events and festivals.

- The satisfaction with events and festivals has increased from 2021 (3.45) to 2023 (3.73)
- The importance of events and festivals has also increased from 2021 (3.78) to 2023 (3.94)

This data shows that the value of events to our residents is increasing and that the current event program is improving in its desired outcomes.

#### Event Engagement Boards 2024/2025

A series of engagement boards were created to easily and visually understand what attendees to Council's four major events thought about Council's events and what they would like to see and

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

where they would like to see it. Engagement boards were set up in a central location and attendees were invited to place stickers on the boards indicating their preferences at:

- Australia Day on the Hawkesbury 2025
- Hawkesbury Fest 2024
- Savour the Flavour 2024
- Light Up Windsor 2024

There was overwhelming engagement at the events with more than 1,000 people responding to the following questions at the four events:

Where do you want events held –

- a. By the river (471 votes)
- b. In our parks (249 votes)
- c. In our town centres (156 Votes)

Why type of events do you want? -

- a. Food (403 votes)
- b. Music (362 votes)
- c. Christmas (279 votes)

Where are you from?

- a. Hawkesbury (1060 votes)
- b. Blacktown (277 votes)
- c. Penrith (253 votes)

Where did you hear about the event?

- a. Events and Council Facebook and Instagram pages (392 votes)
- b. Word of mouth (366 votes)

Event Surveys were also conducted with more than 600 attendees at the four major events with a range of feedback specific to the event received and then reviewed in a post event evaluation.

#### **Event Focus Groups 2024**

Two face-to-face focus groups were held by Council to directly engage residents and further understand the Community Satisfaction Survey and Event Boards results with targeted questions and analysis.

The Focus Groups were held on 16 and 17 September 2024 at Hawkesbury City Council. Participants were randomly selected from those who expressed interest as part of the Community Satisfaction Survey and from Council's database of people interested in being consulted. In total, 20 participants

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

**Meeting Date: 8 April 2025**

were present and completed a range of group activities, providing insight into their event preferences and experiences.

The responses included:

- A desire for events that are more accessible, for example, more transport options, parking, toilets in various locations, seating, quiet spaces
- Lack of events for the elderly/seniors
- Lack of events for teenagers which are free and in well-lit areas
- Request for more events during Winter and for events to be spread across the calendar year
- Events to be held in locations west of the river
- Provision of more seating at events

Positive comments received about specific events included:

- Savour the Flavour is a great way to promote what the Hawkesbury is about and its food history origin
- Savour the Flavour is an event that appeals to all ages
- Light Up Windsor is enjoyed as it celebrates the magic of Christmas
- Light Up Windsor highlight is the lighting of the Christmas tree and the countdown
- Light Up Windsor stallholder bump in process is always seamless
- Australia Day on the Hawkesbury has a great atmosphere
- Hawkesbury Fest is an event that creates so many community connections

Since holding the Focus Groups, Council has responded to some of these issues including providing additional accessible features like shuttle buses and quiet spaces and has increased seating at the events, which all came at an increased cost to the event budget. The other requests will require changes to the current event calendar.

#### **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.

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

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

1.6 Build on a sense of community and wellbeing.

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

1.7 Encourage broad and rich celebration of our local culture and significant heritage.

Strong Economy

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.

3.5 Celebrate our creativity and cultural expression.

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.

4.6 Support the operation of the organisation through effective staff engagement.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications.

The major events calendar, Event Sponsorship Program and budget are under review as part of the preparation of the 2025/2026 budget which has identified that the delivery of the current major event program is no longer financially sustainable and a decision is required on the ongoing event model to ensure future viability.

The three options and associated cost to Council for the major event program and the Events Sponsorship Program are presented below as options Retain, Alternate, Cut.

**Option 1 - RETAIN**

- Retain current major events program (using actual spending) for Savour the Flavour, Hawkesbury Fest, Australia Day on the Hawkesbury and Light Up Windsor, including an additional allocation for Christmas trees/installations in Richmond and Windsor
- Rebranded Event Sponsorship Program as Community Event Sponsorship Program including Hawkesbury Eisteddfod but excluding Commercial Events and the Hawkesbury Local Business Awards

Cost - Additional \$28,000 funding required from general revenue above the 2025/2026 Draft budget

Savings - Nil

**Option 2 - ALTERNATE**

- Hold signature events, Light Up Windsor and Savour the Flavour biennially on alternative years, and hold Australia Day on the Hawkesbury and Hawkesbury Fest annually including Christmas trees/installations in Richmond and Windsor
- Continue Community Event Sponsorship Program plus Hawkesbury Eisteddfod (with no Commercial Event Sponsorship and/or Hawkesbury Local Business Awards)

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

Cost – Nil

Savings - From holding events biennially of more than \$285,000.

**Option 3 - CUT**

- Cancel various major events as nominated
- Cancel Commercial Event Sponsorship

Cost – Nil

Savings – Various depending on event/s cancelled and savings from Commercial Event Sponsorship

**Councillor Workshop**

Various options from the Councillor Workshop on 25 February 2025 were discussed which have a cost or a saving for the budget. More details of these options would be required but indicative costs and savings are provided below:

- Council's financial contribution for Light Up Windsor to include only the provision of a tree or installation in towns of Windsor and Richmond. Mayor be involved in lighting the tree.
  - Cost - Approximately \$25,000.
- Council prepare a calendar of Christmas events in the Hawkesbury. Businesses be invited to hold Christmas markets.
  - Cost - Nil
- Australia Day events focus only on holding the Citizenship Ceremony and Australia Days Awards and discontinue Australia Day on the Hawkesbury.
  - Cost - saving of approximately \$60,000
- Sponsor the Australiana Pioneer Village and other community organisations to hold their Australia Day event if they apply under Event Sponsorship and meet the eligibility criteria.
  - Cost - Nil, funded from Event Sponsorship budget.
- Council combine Hawkesbury Fest with a local community event on the western side of the River e.g. Wellbeing Festival at McMahon Park, Kurrajong.
  - Cost - to be determined.
- Council work with local community groups and have them run the two major events, Light Up Windsor and Savour the Flavour at no cost to Council. Council could provide Community Event Sponsorship if the event organisers were to apply.
  - Cost - to be determined.

**Grant Funding**

Grant funding is another way to supplement Council's income for events. In recent years Council has received grant funding for events including the Australia Day from 2021 to 2024 however in 2025

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

Council were no longer eligible because Council's budget for the 2025 Australia Day on the Hawkesbury event was less than the budget allocated for the 2024 event.

In 2024 Council applied for the Open Streets Program and received \$65,000 in funding to run a new event, the Christmas Trail in November 2025. The conditions of receiving this grant required Council to host a new event within 500m of public transport.

The Open Streets Program 2025-2028 has recently been released and Council considered applying again for three years of funding for both smaller events and its major events program. The eligibility criteria differed with the criteria now requiring a full or partial closure of a road and required the grant funded event to be held every year for three years, and encouraged council to co fund the event. Ineligible projects were also existing or planned activations unless the event substantially increased the event footprint. Without an adopted event program and event budget it was considered prudent not to apply for a further funding at this stage.

**RISK MANAGEMENT CONSIDERATIONS**

Council has built positive relationships and goodwill with the community through its successful staging of a program of events. This has been particularly crucial since the pandemic and concurrent flooding events in the region.

However, as costs have risen substantially, continuing to stage events with insufficient budget presents multiple risks to participant safety and enjoyment. This could have consequences on Council's insurance and open the Council to the risk of litigation, as well as damaging the Council's reputation and standing within the community.

Providing the additional funding or holding the events in alternate years will mitigate those risks, and ensuring Council's existing goodwill and high safety record is maintained and further built upon.

If Council chooses to 'hand over' the management of any of the major events to community or business groups, either through the Events Sponsorship Program or another mechanism there is a significant risk that these events may not be run in accordance with Council's safety standards which could pose a significant risk to Council's reputation and attendees, particularly if the events are held on Council land. Council has professional expertise in event management, covering insurance and risk management, regulatory and governance requirements such as public safety. This expertise is at a high-skill level and not often readily available elsewhere, particularly in volunteer-led organisations.

**ATTACHMENTS**

There are no supporting documents for this report.

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**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

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**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

**10.2.3. GM - Event Sponsorship Report 2024/2025 Round 2 – (79351, 15988)**

**Directorate:** General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to advise Council of applications received for financial and in-kind assistance under Round 2 of the Events Sponsorship Program for 2024/2025.

The report assesses the applications against the adopted assessment criteria and recommends financial and in-kind assistance.

Council is also reviewing the Events Strategy, the corresponding events calendar and budget including the Event Sponsorship Program and has identified that the delivery of the current event program is no longer financially sustainable. A report on the Events Program will be considered at the Council Meeting on 8 April 2025.

**EXECUTIVE SUMMARY:**

The Events Strategy was adopted by Council on 28 August 2018. A key outcome of the Strategy is the recently updated Events Sponsorship Policy (2024) which provides the opportunity for volunteer organisations, community groups, individuals and commercial businesses to seek financial and in-kind assistance for events from Council.

The Events Sponsorship Policy comprises of two rounds of event sponsorship per annum. The Program also establishes a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria. Two assessment criteria have been created to assess the event applications, one for community events and one for commercial events. All events are now categorised as either a community event or commercial event and assessed against the relevant criteria. A special event criteria has also been established for events which can identify as being regionally significant, demonstrate longevity (>20 years) and support the local economy by recognising small business excellence.

Round 2 of the 2024/2025 Event Sponsorship Program was open from 1 February 2025 to 28 February 2025 for events generally proposed to be held between late 2025 and early 2026. This report lists the 16 applications received and recommends the sponsorship of the 15 community events applications. The one application under the commercial event criteria for the Hawkesbury Business Awards did not meet the event criteria. Four of the community event applicants also applied under the special event assessment criteria, three of the applications met the criteria and were successful and one application was unsuccessful as it did not meet the special event criteria.

The proposed allocation for Round 2 of the Event Sponsorship Program is \$54,164 from various sources.

Council also terminated a sponsorship agreement from the 2024/2025 Round 1 with Regal Star Productions for the Asian Fashion Festival as the event scope changed. The Windsor Uniting Church withdrew their approved application for a Light Up Windsor refreshment zone for \$500. The funding allocation of \$3,500 and \$500 respectively were included in the 2024/2025 Round 2 funding taking the amount from \$19,000 in Round 2 to \$23,000.

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

To expend the budget for Round 2 event sponsorship Council have developed two possible options. Option 1 will expend the full event sponsorship budget of \$23,000, allocate the sponsorship of \$25,164 to the Hawkesbury Eisteddfod and allocate the \$6,000 to the Hawkesbury Business Awards as per the 2024/2025 Budget. Option 2 is to expend the full event sponsorship budget, allocate the sponsorship to the \$25,164 to the Hawkesbury Eisteddfod and reallocate the \$6,000 from the Hawkesbury Business Awards to the Round 2 funding of \$23,000 to give a total of \$29,000. The \$29,000 can then be shared among the 15 community events so that they receive more funding as per their sponsorship requests. This option has been developed based on discussions at the Councillor Workshops on 25 February 2025 and 18 March 2025 where it was suggested that the sponsorship of commercial events, including the Hawkesbury Business Awards cease.

This report recommends that Council adopt Option 2.

The Event Sponsorship Policy 2024 will be updated to remove all references to the Commercial Event Sponsorship Criteria and the Community Event Assessment Criteria Matrix will be further expanded to clarify the assessment criteria for applicants including drop down menu selections and examples.

**RECOMMENDATION:**

That Council:

1. Under Round 2 of the 2024/2025 Event Sponsorship Program, agree to support the following organisations for events at the following level:

No.	Event Name	Applicant Name/ Organisation/ Business	Score	OPTION 2 Recommended amount  including business funding and inclusions (Ex GST)	Recommended for Special Event Criteria
1	29km Hope Run	The Jeremiah Project Inc	41	\$1,550	No
2	Music in The Park	Kurrajong Community Forum	41	\$1,550	
3	Islands Ride and Shazhada	Sydney Region Endurance Riding Club	43	\$1,650	
4	A Picnic in the Garden	Macdonald Valley Association	44	\$1,750	
5	Hawkesbury Woodwork and Artisan Show	Hawkesbury Woodcraft Co-operative	46	\$2,050	
6	ANZAC Day Ceremony	Pitt Town ANZAC Day Planning Committee	47	\$2,150	
7	Madagascar The Musical JR.	Fantasia Showstoppers Incorporated	47	\$2,150	
8	2025 Windsor Spectacular	Upper Hawkesbury Power Boat Club	48	\$2,250	
9	Walk, Run or Ride	Rotary Club of Windsor Incorporated	49	\$2,350	

**ORDINARY MEETING****10. REPORTS FOR DETERMINATION****Meeting Date:** 8 April 2025

No.	Event Name	Applicant Name/ Organisation/ Business	Score	OPTION 2 Recommended amount  including business funding and inclusions (Ex GST)	Recommended for Special Event Criteria
10	Hawkesbury Canoe Classic	Hawkesbury Canoe Classic Association	51	\$2,450	Yes
11	Richmond Classic Cruise In	Magic Metal Motoring Club Inc.	52	\$1,000	
12	St Albans Folk Festival	St Albans Folk Festival	54	\$2,550	
13	Hawkesbury City Eisteddfod	Hawkesbury City Eisteddfod Society	54	\$25,164	Yes
14	THRIVE Wellness Festival	Hawkesbury Community Outreach Services	55	\$2,650	
15	Hanna Park Carols	Hawkesbury Valley Baptist Church	58	\$2,900	Yes

2. Approve the execution of Council's standard Sponsorship Agreement for the applications numbered 1 to 15 as identified as Option 2 in Table 1 and Attachment 1 of this report.
3. Advise applicant, Precedent Productions, numbered 16 as identified in Table 1 and Attachment 1 of this report that their application for the Hawkesbury Business Awards was not successful in accordance with the Event Sponsorship Assessment Criteria Matrix.
4. Advise applicants numbered 10, 13 and 15 that they have qualified for Special Event Sponsorship and will receive the recommended amount as identified as Option 2 in Table 1 and Attachment 1 for the next three years (2024/2025, 2025/2026, 2026/2027).
5. Advise applicant numbered 1 as identified in Table 1 and Attachment 1 of this report that their application was not successful in accordance with the Special Event Sponsorship criteria.
6. Advise successful applicants that the approved sponsorship amount includes in-kind marketing support through Council's social media channels but excludes bonds, venue and banner hire fees and waste removal.
7. Update the Event Sponsorship Policy (2024) to remove all references to the Commercial Event Sponsorship Criteria and update the Community Event Assessment Criteria Matrix to clarify the assessment criteria for applicants including drop down menu selections and examples.

**BACKGROUND:**

The Events Strategy was adopted by Council on 28 August 2018 and identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury.

The objectives of the Events Strategy are to build:

- Community involvement and participation

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- Community capacity, the ability to self-organise and develop resilience in the community
- Community connections and social cohesion, across communities and with local businesses
- Visitor attraction opportunities for the Hawkesbury.

A key outcome of the Strategy is the recently updated Events Sponsorship Policy (2024) which provides the opportunity for volunteer organisations, community groups, individuals and commercial businesses to seek financial and in-kind assistance for events from Council. The Events Sponsorship Policy incorporates two rounds of funding opportunities per annum.

The Events Sponsorship Policy delivers a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria. As part of the Events Sponsorship Policy, Council has developed the following criteria to guide and inform for the assessment of event applications:

- Eligibility Criteria – Council will only support event sponsorship applications that meet the criteria in the Eligibility Criteria for Community Event Sponsorship, Commercial Event Sponsorship and a Special Event Criteria.
- Assessment Criteria Matrix – Council will assess each event application against the Community and Commercial Assessment Criteria Matrix to provide objectivity and a guide to applicants about the criteria Council will be using when making a decision about whether to support the event. The event 'score' is a good guide as to whether Council will be working to support the event. It is anticipated that a community event which 'scores' 40 or above would receive sponsorship and that a commercial event which 'scores' 50 or above would receive sponsorship. Council will assess events which apply for the Special Event Criteria against one or more of the following:
  - Regionally significant with attendance typically >50,000 people
  - Outstanding long term (>20 years) contribution to social, cultural, economic factors
  - Provide demonstrated support to the local economy by recognising small business excellence.

Events which achieve one or more of the Special Event Criteria will score two additional points per criteria which are satisfied and can score up to six additional points and secure funding for three years.

The Event Sponsorship Program provides the opportunity for community groups, individuals and commercial businesses to seek financial assistance from Council for events in the Hawkesbury.

#### **DISCUSSION:**

Council has allocated \$65,000 in its 2024/2025 Operational Plan for the Event Sponsorship Program.

There are two rounds of Event Sponsorship during the year with half of the funding generally allocated across the two rounds. In Round 1 2024/2025 \$46,000 was allocated with \$19,000 originally remaining to be allocated for Round 2.

After the 2024/2025 Round 1 allocation in April 2025 Council terminated a sponsorship agreement with Regal Star Productions for the Asian Fashion Festival as the event scope changed. The Windsor Uniting Church also withdrew their approved sponsorship application for a Light Up Windsor refreshment zone for \$500. The funding allocation of \$3500 and \$500 respectively were then added to the 2024/2025 Round 2 funding allocation taking the amount from \$19,000 to \$23,000.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

In 2024/2025 the budgets for the Hawkesbury Eisteddfod and the Hawkesbury Business Awards were also added to the Event Sponsorship budget so that these two events could also be included and assessed as part of the event sponsorship process.

Council provides annual sponsorship \$25,164 to the Hawkesbury Eisteddfod. Council has been sponsoring the Hawkesbury Eisteddfod since 2003/2004 and has provided a total of \$349,505 in funding over this period.

Council provides annual sponsorship of \$6,000 to the Hawkesbury Business Awards and has been sponsoring the event since 2017/2018. Council has provided \$48,000 in funding over this period.

The total budget remaining in the Round 2 Event Sponsorship budget is \$54,164 including:

- \$23,000 remaining budget for Round 2 including the refund for the Asian Fashion Festival and the Windsor Uniting Church
- \$25,164 from the Hawkesbury Eisteddfod
- \$6,000 from the Hawkesbury Business Awards

Sixteen applications were submitted under Round 2 of the 2024/2025 Event Sponsorship Program. The details of the 16 applications are summarised in Table 1 and Attachment 1.

To expend the budget for Round 2 event sponsorship Council have developed two possible options below and shown in the Table 1 and Attachment 1.

- Option 1 – in Table 1 and Attachment 1 – to expend the full event sponsorship budget of \$23,000, allocate the sponsorship of \$25,164 to the Hawkesbury Eisteddfod and allocate the \$6,000 to the Hawkesbury Business Awards as per the 2024/2025 budget.
- Option 2 – in Table 1 and Attachment 1 - to expend the full event sponsorship budget, allocate the sponsorship to the \$25,164 to the Hawkesbury Eisteddfod and reallocate the \$6,000 from the Hawkesbury Business Awards to the Round 2 funding of \$23,000 to give a total of \$29,000. The \$29,000 can then be shared among the fifteen community events so that they receive more funding as per their sponsorship requests. This option has been developed based on discussions at the Councillor Workshops on 25 February 2025 and 18 March 2025 where it was suggested that the sponsorship of commercial events, including the Hawkesbury Business Awards, cease.

Four events applied for special event funding as identified in Table 1 and Attachment 1. Three events, numbered 10, 13 and 15 were successful in this application meeting one of the special event criteria and will now receive guaranteed event sponsorship funding for the nominated amount for three years. Event number 1 did not meet the special event criteria and is not recommended to receive special event funding.

Hawkesbury Valley Baptist Church is seeking an exemption from the conditions of the Event Sponsorship Policy and is applying to receive a further allocation of event sponsorship funding in Round 2 2024/2025. The Hawkesbury Valley Baptist Church received \$3,500 in Round 1 and would like to change the cycle of their funding to ensure more time to plan the event and their sponsorship allocations.

Each of the sponsorship applications received have been assessed against the either the Community or Commercial Events Assessment Criteria Matrix for the Event Sponsorship Application which are included in Attachment 2. There are sufficient funds to cover the total recommended amount of \$54,614 for Round 2 of the 2024/2025 Event Sponsorship Program.

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date: 8 April 2025**

**Table 1 - 2024/2025 Round 2 Event Sponsorship Applications Community Events**

No.	Event Name	Applicant Name/ Organisation/ Business	Event Date/s at time of application	Score	OPTION 1 Recommended amount  including business funding and inclusions (Ex GST)	OPTION 2 Recommended amount  including business funding and inclusions (Ex GST)	Special Events Criteria Application
<b>Community Events &gt;40</b>							
1	29km Hope Run	The Jeremiah Project Inc	31/05/2025	41	\$1,100	\$1,550	Yes - did not satisfy criteria
2	Music in The Park	Kurrajong Community Forum	27/09/2025	41	\$1,100	\$1,550	No
3	Islands Ride and Shazhada	Sydney Region Endurance Riding	15/06/2025 and 25-29/08/2025	43	\$1,200	\$1,650	No
4	A Picnic in the Garden	Macdonald Valley Association	11/10/2025	44	\$1,300	\$1,750	No
5	Hawkesbury Woodwork and Artisan Show	Hawkesbury Woodcraft Co-operative	25/10/2025 - 26/10/2025	46	\$1,600	\$2,050	No
6	ANZAC Day Ceremony	Pitt Town ANZAC Day Planning Committee	25/04/2026	47	\$1,700	\$2,150	No
7	Madagascar The Musical JR.	Fantasia Showstoppers Incorporated	26/09/2025 - 4/10/2025	47	\$1,700	\$2,150	No
8	2025 Windsor Spectacular	Upper Hawkesbury Power Boat Club	19/09/2025	48	\$1,800	\$2,250	No
9	Walk, Run or Ride	Rotary Club of Windsor Incorporated	24/08/2025	49	\$1,900	\$2,350	No
10	Hawkesbury Canoe Classic	Hawkesbury Canoe Classic Association	8/11/2025	51	\$2,000	\$2,450	Yes - did satisfy criteria
11	Richmond Classic Cruise In	Magic Metal Motoring Club Inc.	18/05/2025	52	\$1,000	\$1,000	No

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date: 8 April 2025**

No.	Event Name	Applicant Name/ Organisation/ Business	Event Date/s at time of application	Score	OPTION 1 Recommended amount  including business funding and inclusions (Ex GST)	OPTION 2 Recommended amount  including business funding and inclusions (Ex GST)	Special Events Criteria Application
12	St Albans Folk Festival	St Albans Folk Festival	25/04/2025 - 27/04/2025	54	\$2,100	\$2,550	No
13	Hawkesbury City Eisteddfod Society	Hawkesbury City Eisteddfod Society	3/08/2025 - 31/08/2025	54	\$25,164	\$25,164	Yes - did satisfy criteria
14	THRIVE Wellness Festival	Hawkesbury Community Outreach Service	25/10/2025	55	\$2,200	\$2,650	No
15	Hanna Park Carols	Hawkesbury Valley Baptist Church	20/12/2025	58	\$2,300	\$2,900	Yes - did satisfy criteria

**Table 1 - 2024/2025 Round 2 Event Sponsorship Applications Commercial Events**

No	Event Name	Applicant Name/ Organisation/ Business	Event Date/s at time of application	Score	OPTION 1 Recommended amount  including business funding and inclusions (Ex GST)	OPTION 2 Recommended amount  including business funding and inclusions (Ex GST)	Special Events Criteria Application
<b>Commercial Events &gt;50</b>							
16	Hawkesbury Local Business Awards	Precedent Productions	3/11/2025	35	\$6,000	Nil	No

After a review of the Assessment Criteria Matrix, the Round 2 Applications received can be described as:

- Community and commercial based events that are diverse in nature, ranging from Christmas, sporting, music, business, commemorative and fundraising events
- Consistent with Council's stated objectives of providing financial assistance to volunteer groups, community organisations and individuals for works and projects that will build community capacity, the ability to self-organise and develop resilience.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

#### Event Program and Event Strategy Review

Council has been undertaking an ongoing review of the success of the Event Sponsorship Program. Since its adoption in 2018 the Program has been reviewed and refined each time it has been reported to Council. In April 2024, the updated Event Sponsorship Policy was adopted by Council. The Policy has been evaluated again as part of the Events Program review that includes the major events calendar, budget and Events Strategy and will be reported to Council in April 2025. The Event Strategy will then be updated to reflect the Recommendations of the April 2025 Council Report and reported back to Council in mid 2025.

It is proposed as part of the review that the Event Sponsorship Policy 2024 be updated to remove all references to the Commercial Event Sponsorship Criteria and the Community Event Assessment Criteria Matrix will be further expanded to clarify the assessment criteria for applicants including drop down menu selections and examples.

#### COMMUNITY ENGAGEMENT

Whilst the issues raised in this report concern matters that do not require community consultation under Council's Community Engagement Policy, information about Round 2 of the Event Sponsorship Program was:

- Available on Council's website from 1 February 2025 until 28 February 2025 with the Event Strategy and Event Sponsorship Application forms
- Featured on Council's website home page as a banner link from 1 February 2025 until 28 February 2025
- Advertised on Hawkesbury Events Facebook page on Monday, 3 February, Sunday, 16 February and Wednesday, 26 February
- Promoted on the Hawkesbury City Council Facebook page on Tuesday 4 February and Sunday 16 February
- Emailed to groups and individuals who had previously held events in the Hawkesbury or had had previous discussions with Council about events they would like to hold. An Email sent on Wednesday, 29 January 2025 and Thursday, 30 January 2025
- Hawkesbury City Council sent out a media release promoting the Round 2 Event Sponsorship program was open on Wednesday, 29 January 2025.

The Event Sponsorship Program, including the ongoing funding options for the Program was discussed at Councillor Workshops on 25 February 2025 and 18 March 2025.

#### 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.

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

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



**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

1.4 Build on a sense of community and wellbeing.

1.5 Encourage broad and rich celebration of our local culture and significant heritage.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. Council has allocated \$54,164 for Round 2 Event Sponsorship in its 2024/2025 Operational Plan. There are sufficient funds to cover the total recommended amount of \$54,614 for Round 2 of the 2024/2025 Event Sponsorship Program which includes \$29,000 remaining in the budget (including the \$6,000 from the Hawkesbury Business Awards) and the \$25,165 allocated to the Hawkesbury City Eisteddfod.

**RISK MANAGEMENT CONSIDERATIONS**

If a decision is made not to award event sponsorship to applicants there could be a medium reputational risk to Council. It is reasonable for sponsorship to not be awarded to an applicant if the application does not meet the criteria. However, if only limited sponsorship is awarded across all categories that could result in a reputational risk to Council, given the promotion Council has undertaken for this Program and time taken by the applicants preparing submissions.

**ATTACHMENTS:**

**AT - 1** Detailed summary of the application received and the proposed level of financial assistance to be provided - (*Distributed under separate cover*).

**AT - 2** Community and Commercial Events Assessment Criteria Matrix for the Event Sponsorship Application under Round 2 Event Sponsorship Program 2024/2025 - (*Distributed under separate cover*).

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**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

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**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

**10.2.4. GM – 2025 Floodplain Management Australia National Conference - (79351, 80286)**

**Directorate:** General Manager

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**PURPOSE OF THE REPORT**

The purpose of this report is to consider nomination and participation of Councillors at the 2025 Floodplain Management Australia National Conference to be held from 13 to 16 May 2025 in Melbourne, Victoria.

**EXECUTIVE SUMMARY**

Given the relevance of the subject matter Council may wish to consider representation at the Conference.

**RECOMMENDATION**

That:

1. Participation of nominated Councillors and staff as considered appropriate by the General Manager, at the 2025 Floodplain Management Australia National Conference at an approximate costs of \$3,521 inclusive of travel, accommodation and incidental expenses be considered.
2. After participating in the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

**BACKGROUND**

Consideration is required regarding participation at the 2025 Floodplain Management Australia National Conference to be held in Melbourne, Victoria from 13 to 16 May 2025.

The Theme of the 2025 National Conference is Flood knows no boundaries. Details of the program and list of speakers for the conference, can be viewed by accessing the following link:

[2025 Floodplain National Conference](#)

Fees for Councillors to attend the Conference are approximately \$3,521 per delegate for full Conference registration and Pre-Conference Workshop, accommodation, travel and incidental expenses.

**DISCUSSION**

Consideration should be given to the relevance of the 2025 Floodplain Management Australia National Conference to Council's business and available budget to cover costs of attendance.

Where relevant, after participating in the 2025 Floodplain Management Australia National Conference, delegate/s are requested to provide a written report to the General Manager detailing the proceedings

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

and findings as well as any other aspects of the 2025 Floodplain Management National Conference relevant to Council's business and/or local Community.

Attendance

What	Details
Conference Name	2025 Floodplain Management Australia National Conference
Type	In person attendance
Date	Tuesday, 13 May 2025 to Friday, 16 May 2025
Location	Pullman Melbourne on the Park, Melbourne, Victoria
Participants	Mayor and Councillors
Cost	<p>Registration is the costs of \$1,250 for attendance, plus accommodation and travel expenses per delegate.</p> <p>There is an option to participate in Pre-Conference Workshop/s at a cost of \$120 per delegate.</p> <p>Approximate costs for accommodation, travel and incidentals are estimated to be approximately \$2,151 per delegate.</p> <p>Additional information concerning the Conference is available by accessing the following link:</p> <p><a href="#">2025 Floodplain National Conference</a></p>

**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.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the Adopted 2024/2025 Operational Plan.

Cost of participation in the 2025 Floodplain Management Australia National Conference will be approximately \$3,521 per delegate inclusive of accommodation, air travel and incidental expenses.

2024/2025 Budget for Delegate Expenses - Payments made:

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

**Meeting Date: 8 April 2025**

<b>Total Budget for Financial Year 2024/2025</b>	<b>\$21,115</b>
Expenditure to date	\$14,387
Budget Balance as at 20 March 2025	\$7,028
Budget Commitments*	\$14,500

\*Outstanding commitments are in relation to Councillor attendance at the 2025 National General Assembly of Local Government to be held in June 2025. The approximate cost includes registration of five Councillor delegates as well as accommodation and incidental expenses. This does not include any travel expenses which may apply.

The 2024/2025 Elected Members Training Budget has a full year budget of \$31,673, with no expenditure allocated to date. An amount of \$19,200 will be adjusted from the Training Budget in the next Quarterly Budget Review to cover the costs of the above budget commitments and to balance the Councillor Induction Budget. Council may consider a further Quarterly Budget Review from the Elected Members Training Budget to provide sufficient funds to allow for Councillor attendance at the 2025 Floodplain Management Australia National Conference.

**RISK MANAGEMENT CONSIDERATIONS**

There are no risk management considerations associated with this report.

**ATTACHMENTS**

There are no supporting documents for this report.

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**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

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**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

**10.3. CITY PLANNING**

**10.3.1. CP – Redbank Creek Flood Study- (95498, 124414)**

**Previous Item:** 10.3.2, Ordinary Meeting (12 November 2024)

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the outcomes of the community consultation undertaken in relation to the draft Redbank Creek Flood Study.

**EXECUTIVE SUMMARY**

Council has undertaken a comprehensive technical investigation of the flood behaviour of Redbank Creek that will provide the foundation for the future development of a floodplain risk management study and plan. It provides an understanding of the full range of flood behaviour and consequences in the Study Area, including local overland flooding and mainstream flooding due to flooding from Redbank Creek and backwater effects from the Hawkesbury River spreading into the Redbank Creek Catchment.

With the completion of this investigation, and the finalisation of the Draft Redbank Creek Flood Study, the Draft Study was exhibited for public feedback and comment between 2 December 2024 to 30 January 2025, during which Council received seven submissions. The main concerns raised at the public meeting and in the submissions included:

- Suggestions of impacts on flood behaviour as a consequence of the Redbank development
- Actions needed to manage flooding
- Methodology of Draft Study and accuracy of data
- Impact of the Draft Study on insurance premiums.

Attachment 1 to this report provides a table detailing the matters raised in all submissions received and Council Officer responses to the submissions. All comments received via the Your Hawkesbury Your Say site are reproduced in their entirety within the table. Written submissions have been summarised within the table, with full copies being included as Attachment 2.

As demonstrated within the report, the matters raised in submissions do not prevent the adoption of the Draft Redbank Creek Flood Study contained in Attachment 3.

**RECOMMENDATION**

That Council endorse the Redbank Creek Flood Study included as Attachment 3 to the report, to commence on 8 July 2025.

**BACKGROUND**

***Redbank Creek Flood Study***

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

The Redbank Creek Flood Study involved a comprehensive technical investigation of the flood behaviour of Redbank Creek that will provide the foundation for the development of a floodplain risk management plan.

It provides an understanding of the full range of flood behaviour and consequences in the Study Area. As detailed in the Study:

*“The focus of the present study is to improve understanding of the flood behaviour within the Redbank Creek catchment and the local overland flooding mechanism. Direct flooding from the Hawkesbury River is not part of the scope of the current study as it is extensively covered by the Hawkesbury-Nepean River Flood Study 2024. However, backwater effects have been considered.”*

The Redbank Creek Flood Study has been undertaken in accordance with the relevant legislation, guidelines and best practice.

The Flood Study has investigated the nature of flooding in the catchment, including flood frequency, extent, depth, velocity, hazards and flood function.

The consequences of flooding on the community were also quantified through the calculation of flood damages. This information will be used to develop a floodplain risk management study and plan to manage the flood risks within the catchment.

It was identified that flow within the North Richmond Township primarily follows Redbank Creek and the main drainage channel through the Township during most events up to and including the 1 in 2000 AEP. Key flood-prone areas identified include:

- Properties located at the northern end of William Street, Elizabeth Street, Susella Crescent, Merrick Place and O’Dea Place are impacted from 1 in 500 AEP event; however, road access may be affected by events as frequent as 20% AEP
- A few properties along the northern side of Flannery Avenue are impacted from 1 in 200 AEP event; however, their access may be affected by event as frequent as a 5 AEP
- A few properties at the north-west corner of Pansy Crescent are impacted by events as frequent as 10% AEP
- Properties located along the main drainage channel between Pecks and Elizabeth Streets are affected due to 1 in 5000 AEP and PMF events
- A few properties located between Stephen and Pecks Streets are impacted by events as frequent as 10% AEP
- Properties situated between Tyne Crescent, Stephen Street and north end of Yvonne Place are impacted by events as frequent as 5% AEP
- A secondary overland flow path was observed through the North Richmond township, from the sag point along Enfield Avenue through a few properties towards the south end of Monti Place, continuing towards the intersection of Charles and Elizabeth Streets. These areas are impacted by events as frequent as 10% AEP
- Properties located at the southernmost corner of Tyne Crescent
- A few properties located at the north-east corner of the intersection of Charles and William Streets are impacted by events as frequent as 5% AEP



## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- Properties near the intersection of Charles and Elizabeth Streets are impacted from 1 in 5% AEP event such as North Richmond Community Centre.

The consequences of flooding on the community were also assessed, and the Flood Study provides:

- An assessment of the effects of flooding on key infrastructure assets, including emergency organisations and facilities (police, ambulance, State Emergency Services etc), and vulnerable uses such as hospitals, schools, aged care and childcare centres
- An assessment of the frequency and hazard of road inundation, which can be used in understanding evacuation risks and the identification of flood emergency response classifications
- A calculation of flood damages to estimate the tangible damages sustained every year (on average), over a long period of time.

The economic impact assessment of flooding was undertaken by analysing 5,250 buildings within the Study Area. A total Annual Average Damage of approximately \$1.5 million for residential properties and \$373,510 for non-residential properties was estimated in the Redbank Creek Catchment. To improve accuracy, the Flood Study also recommends that a comprehensive floor level survey is undertaken with any future Floodplain Risk Management Study to enhance damage assessments.

The Flood Study also investigated several climate change scenarios. These scenarios, projected for 2040, 2090, and 2100, indicate substantial increases in rainfall intensity, which could exacerbate flood conditions:

- 2040 Conditions: A 9.5% increase in rainfall intensity may lead to a 0.40 m rise in riverine flooding and a 0.20 m increase in localised overland flooding
- 2090 Conditions: A 19.7% increase in rainfall intensity could result in a 0.90 m rise in riverine flooding and a 0.30 m increase in localised overland flooding
- 2100 Conditions: A 30% increase in rainfall intensity might cause a 1.30 m rise in riverine flooding and a 0.50 m increase in localised flooding levels.

The Redbank Creek Flood Study provides the foundation for ongoing flood risk management and further investigations within the Redbank Creek Catchment, including the development of a floodplain risk management study and plan to manage the identified flood risks.

The Flood Study was reported to Council's Ordinary Meeting on 12 November 2024, where it was resolved that:

1. *The draft Redbank Creek Flood Study, attached as Attachment 1 to this report, be placed on public exhibition for a minimum period of 60 days.*
2. *Council notify all property owners within the identified study area (from upstream in Kurrajong to where Redbank Creek Flows into the Hawkesbury River) of the opportunity to provide feedback on the flood study.*
3. *The outcome of public exhibition of the draft Redbank Creek Flood Study be reported to Council.*
4. *A Public Meeting be held as soon as possible regarding the draft Redbank Creek Flood Study.*

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

## **DISCUSSION**

### ***Community Consultation***

The Draft Flood Study was publicly exhibited for 60 days between 2 December 2024 and 30 January 2025.

In addition, a public meeting was held to answer questions in relation to the Draft Flood Study on Wednesday 11 December 2024 at the North Richmond Community Centre. Thirty-four registered residents and community members attended the meeting.

A total of 5,445 letters advising property owners and residents in the Study Area of the exhibition period and public meeting were sent on 27 November 2024.

During public exhibition, Council received a total of seven responses, comprised of:

- Three written submissions, and
- Four comments on YHYS

The main concerns raised at the public meeting and in the submissions included:

- Suggestions of impacts on flood behaviour as a consequence of the Redbank development
- Actions needed to manage flooding
- Methodology of Draft Study and accuracy of data
- Impact of the Draft Study on insurance premiums.

Attachment 1 to this report provides a table detailing the matters raised in all submissions received and Council Officer responses to the submissions. All comments received via the Your Hawkesbury Your Say site are reproduced in their entirety within the table. Written submissions have been summarised within the table, with full copies being included as Attachment 2.

### ***Matters Raised in Submissions***

Attachment 1 to this report addresses the matters raised in submissions. However, the main concerns raised are discussed in detail below:

#### ***Redbank Development***

Concerns in relation to the potential impacts that the Redbank Development has had on stormwater flows into Redbank Creek have been raised in submissions, and at the public meeting.

The Redbank Creek Flood Study has been conducted in accordance with the NSW State Government's Flood Prone Land Policy, focusing on data collection and flood behaviour analysis under the existing catchment conditions. This study forms the foundation for future flood risk management planning but does not include an impact assessment of specific developments.

It should be noted that it is a requirement of the Hawkesbury Development Control Plan/Engineering Specifications that:

- Following development, both the runoff flow rate and pollutant load should be controlled to avoid destabilising the downstream creek bed and adversely affecting the ecology.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- The peak flow rates of runoff from the site should be controlled so as not to exceed existing rates for all severity of storms.

For the Redbank Development a condition of Water Management for the site is that there is no net increase of flows into Redbank Creek as well as ensuring the water quality is improved. This is undertaken through Water Sensitive Urban Design (WSUD) initiatives integrated across the site through the open space network. Part of the overall scheme is to utilise existing dams and adapting these facilities to become water body features.

This is achieved through:

- Requiring stormwater management plans to be submitted for all subdivision/ development applications to demonstrate how these requirements will be achieved for future development
- Ensuring that stormwater control design/management is consistent with any approved stormwater management plans, and assessed under the requirements of development control plans, engineering specifications, and other best practice guidelines, prior to approval
- Undertaking inspections to ensure that works are constructed in accordance with approved designs
- Requiring Works-as-Executed plans to be provided prior to the issue of subdivision certificates/occupation certificates.

#### Actions needed to manage flooding

Most of the submissions received, and comments made at the public meeting raised concerns in relation to the lack of measures being identified within the draft Flood Study to manage flooding, and also provided numerous suggestions for management options.

It should be noted that the project is a Flood Study, which has the purpose of investigating flood behaviour within the catchment. Following the NSW State Government's Flood Prone Land Policy, this study constitutes the data collection and flood study stage of the management process to study the flood behaviour under the existing catchment conditions.

Investigations into how to manage the flood impacts identified within a flood study based on social, ecological and economic factors is undertaken as part of a floodplain risk management study and plan, which is outside of the scope of the current Flood Study.

Subject to funding, Council will develop a floodplain risk management study and plan for the Redbank Creek Catchment based on the outcomes of the draft Redbank Creek Flood Study, at which time the suggestions made by the community can be considered.

#### Methodology of Study and Accuracy of Data

One submission raised concerns about the accuracy of the Flood Study's data based on a perceived lack of consultation with local residents who have firsthand knowledge of flooding in Redbank Creek.

The Flood Study follows the NSW State Government's Flood Prone Land Policy, undertaking best practice in methodology, including data collection.

Initial community consultation was undertaken between 16 October 2023 to 13 November 2023 to seek local knowledge of flooding behaviour and consequences.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

This consultation gathered local knowledge in relation to flood behaviour and the impacts of specific events. The information gathered from this community consultation was used in the sensitivity analysis of the flood modelling.

Submissions also raised concern that the draft Flood Study was '*heavily based around Hawkesbury River heights*'.

The Flood Study is based on the direct rainfall approach across the entire Redbank Creek Catchment.

A range of tailwater levels within the Hawkesbury River were investigated as part of the sensitivity analysis. The flood extents due to a range of Hawkesbury River flooding influence were derived from the NSW Reconstruction Authority's Hawkesbury-Nepean River Flood Study 2024 and were added to the peak flood depth maps. This integration allows the differentiation between areas where flooding from Redbank Creek or overland flooding predominates from areas where riverine flooding due to Hawkesbury River flooding predominates.

#### Impact of the Flood Study on Insurance Premiums

One submission raised concerns that their property would be identified as being 'flood prone' even though the dwelling house would not be impacted by flooding, and that this will result in increased insurance premiums. The property is classified as a 'high flood island', where the access is cut off by flood water while the dwelling remains clear of those flood waters.

Insurance companies use their own methods to determine flood risk. Flood studies provide certainty to insurance companies who in the absence of known data can refuse insurance based on postcode/area, not property specific circumstances.

As outlined in the report, the matters raised in submissions do not prevent the adoption of the Redbank Creek Flood Study.

The Final Redbank Creek Flood Study and accompanying maps are provided in Attachment 3.

#### **Commencement of the Flood Study**

Should Council adopt the Redbank Creek Flood Study, Council's flood data and the processes that rely on this data, such as flood certificates, planning certificates and development assessments, will be required to be updated.

To ensure the accurate integration of the new flood information into Council's data systems and processes, it is proposed that the commencement of the Flood Study be scheduled to commence in 3 months from Council Meeting in order to allow sufficient time to update systems and processes.

### **COMMUNITY ENGAGEMENT**

#### **Community Consultation**

The Draft Flood Study and other supporting documentation was publicly exhibited for 60 days between 2 December 2024 and 30 January 2025.

Throughout the exhibition period, the Draft Study and other supporting documentation was made available to view on Council's online community engagement site [www.yourhawkesbury-yoursay.com.au](http://www.yourhawkesbury-yoursay.com.au), and between 9am to 4pm Monday to Friday at Council's Administration Office, 366 George Street, Windsor.

The community was engaged with through the following:

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

**Meeting Date: 8 April 2025**

- Letters to all property owners and residents
- Council website – YourHawkesbury-YourSay
- Council’s Newsletter
- Media/Social Media
- Public Meeting on 11 December 2024.

Documents that supported the exhibition of the draft Flood Study and made available to the public included:

- Draft Redbank Creek Flood Study Report and Maps
- Frequently Asked Questions relating to the Floodplain Risk Management process.

Matters raised in submissions are addressed in the Discussion Section of this report.

***Hawkesbury Floodplain Management Committee***

Council’s Floodplain Management Committee has provided input throughout the Redbank Creek Flood Study project, including recommendations relating to the approach for community consultation.

The outcomes of public exhibition of the Draft Redbank Creek Flood Study was presented to the Floodplain Management Committee on 19 March 2025, where the Committee resolved to:

1. *Note the outcome of community engagement associated with the Redbank Creek Flood Study*
2. *Consider the matters outlined in the report, and*
3. *Recommend that Council endorse the Redbank Creek Flood Study.*

**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.

1.6 Build on a sense of community and wellbeing.

Reliable Council

4.1 Provide representative, responsive and accountable governance.

4.2 Encourage an informed community.

4.4 Build strong relationships and shared responsibilities.

4.7 Encourage informed planning, balanced growth and community engagement.

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

**Meeting Date: 8 April 2025**

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications in order to bring this body of work to finalisation. The expenditure applicable is provided for in the Adopted 2024/2025 Operational Plan and is partly funded through the Department of Climate Change, Energy, the Environment and Water's Floodplain Management Program.

Any future floodplain risk management study and plan for the Redbank Creek Catchment will be subject to funding, including grant funding through the Department of Climate Change, Energy, the Environment and Water's Floodplain Management Program.

**RISK MANAGEMENT CONSIDERATIONS**

The Redbank Creek Flood Study provides a detailed assessment of the nature and risks of overland flow and mainstream flooding in the Redbank Creek Catchment.

**ATTACHMENTS**

**AT - 1** Table 1: Matters raised in submissions and Council Officer response to the submissions - *(Distributed under separate cover)*.

**AT - 2** Copy of Written Submissions - *(Distributed under separate cover)*.

**AT - 3** Redbank Creek Flood Study – Final Report and Maps- *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**

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

**Meeting Date:** 8 April 2025

**10.4. CORPORATE SERVICES**

**10.4.1. CS – Disclosure of Pecuniary Interests and Other Matters Returns – (95496)**

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to table the required Disclosure of Interests in Written Returns lodged by a Councillor.

**EXECUTIVE SUMMARY**

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

**RECOMMENDATION**

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

**BACKGROUND**

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

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

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

*b) 30 June of each year, and*

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

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

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

The purpose of this report is to table a Return submitted by a Councillor under Section 4.21(a) and (c) of the Code.

**DISCUSSION**

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

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

**Meeting Date:** 8 April 2025

<b>Position</b>	<b>Return Date</b>	<b>Date Lodged</b>
Councillor Peter Ryan	20 December 2024	2 February 2025

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

**COMMUNITY ENGAGEMENT**

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

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

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.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**RISK MANAGEMENT CONSIDERATIONS**

There is a minor Compliance risk to Council if the Returns are not received and noted by the Council in accordance with the requirements of Sections 4.25 and 4.26 of the Code.

**ATTACHMENTS**

There are no supporting documents for this report.

oooO END OF REPORT Oooo



**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

**10.4.2. CS – Investment Report – February 2025 – (95496, 96332)**

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

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

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

**EXECUTIVE SUMMARY**

This report indicates that Council held \$105.7 million in investments as at 28 February 2025 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 February 2025 be received and noted.

**BACKGROUND**

Council held \$105.7 million in investments as at 28 February 2025. 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 \$105.7 million in investments as at 28 February 2025.

**Table 1: Summary of Council's Investment Portfolio as at 28 February 2025**

<b>Product Type</b>	<b>Face Value</b>	<b>% of Total</b>
Term Deposits - Fixed Rate	\$86,000,000	81%
Floating Rate Notes	\$4,850,000	5%
NSW TCorp Long Term Growth Fund	\$1,176,836	1%
At Call Deposits	\$13,640,479	13%
<b>Grand Total</b>	<b>\$105,667,315</b>	<b>100%</b>

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

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

Long Term Credit Rating	Face Value	% of Total
AA	\$79,140,479	75%
A	\$24,350,000	23%
BBB	\$1,000,000	1%
NSW TCorp Long Term Growth Fund	\$1,176,836	1%
<b>Grand Total</b>	<b>\$105,667,315</b>	<b>100%</b>

**Table 3 – Fixed Term Deposits**

Financial Institution	Long Term Rating	Maturity Date	Interest Date	Face Value
Bendigo Adelaide	A-	21-May-25	5.10%	\$2,000,000
		20-Aug-25	5.15%	\$2,000,000
Bank of Queensland	BB+	9-Jul-25	5.18%	\$2,000,000
		30-Mar-28	4.80%	\$1,000,000
National Australia Bank	A1+	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	5.10%	\$1,000,000
		7-May-25	5.00%	\$4,000,000
		25-Jun-25	5.50%	\$1,500,000
		25-Jun-25	5.45%	\$1,500,000
		9-Jul-25	5.10%	\$2,000,000
		13-Aug-25	5.10%	\$2,000,000
		17-Sept-25	4.75%	\$1,000,000
		10-Dec-25	5.00%	\$1,000,000
		7-Jan-26	4.95%	\$3,000,000
		21-Jan-26	4.80%	\$3,000,000
		4-Feb-26	4.80%	\$3,000,000
RaboBank	A2	15-Oct-25	5.15%	\$2,000,000
		29-Oct-25	5.15%	\$2,000,000
		29-Oct-25	4.95%	\$2,000,000
		20-Nov-25	5.16%	\$2,000,000
		20-Nov-25	4.95%	\$2,000,000
		3-Dec-25	5.14%	\$2,000,000
		25-Feb-26	4.85%	\$2,000,000
Suncorp	A1+	24-Apr-25	5.05%	\$3,500,000
		11-Jun-25	5.07%	\$2,000,000

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

Financial Institution	Long Term Rating	Maturity Date	Interest Date	Face Value
		11-Jun-25	5.12%	\$1,000,000
		09-Jul-25	5.07%	\$2,000,000
		23-Jul-25	5.07%	\$2,000,000
		23-Jul-25	5.12%	\$2,000,000
		17-Sep-25	5.12%	\$1,000,000
		17-Sep-25	5.12%	\$2,000,000
		12-Nov-25	5.00%	\$2,000,000
		7-Jan-26	5.00%	\$1,500,000
Westpac	AA-	10-Apr-25	5.07%	\$4,000,000
		2-Apr-25	5.17%	\$1,000,000
		15-Oct-25	4.74%	\$2,000,000
			<b>Grand Total</b>	<b>\$86,000,000</b>

**Table 4: Floating Rate Notes**

Institution	Maturity	Yield	Face Value
Macquarie Bank	14-Sep-26	5.31%	\$800,000
Suncorp	13-Mar-29	5.44%	\$500,000
Bank of Queensland	30-Apr-29	5.54%	\$2,050,000
Bendigo Adelaide	14-May-27	5.29%	\$500,000
AMP	13-Sep-27	5.73%	\$1,000,000
		<b>Grand Total</b>	<b>\$4,850,000</b>

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

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

**Table 5: ESG Investments**

Institution	Maturity	Rate	Face Value
AMP	13-Sept-27	5.73%	\$1,000,000
Bank of Queensland	9-Jul-25	5.18%	\$2,000,000
	30-Mar-28	4.80%	\$1,000,000
	30-Apr-29	5.54%	\$2,050,000
Bendigo Adelaide	21-May-25	5.10%	\$2,000,000
	20-Aug-25	5.15%	\$2,000,000
	14-May-27	5.29%	\$500,000
Rabobank	15-Oct-25	5.15%	\$2,000,000
	29-Oct-25	5.15%	\$2,000,000
	29-Oct-25	4.95%	\$2,000,000
	20-Nov-25	5.16%	\$2,000,000
	20-Nov-25	4.95%	\$2,000,000

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

Institution	Maturity	Rate	Face Value
	3-Dec-25	5.14%	\$2,000,000
	25-Feb-26	4.85%	\$2,000,000
Suncorp	24-Apr-25	5.05%	\$3,500,000
	11-Jun-25	5.07%	\$2,000,000
	11-Jun-25	5.12%	\$1,000,000
	9-Jul-25	5.07%	\$2,000,000
	23-Jul-25	5.07%	\$2,000,000
	23-Jul-25	5.12%	\$2,000,000
	17-Sep-25	5.12%	\$1,000,000
	17-Sep-25	5.12%	\$2,000,000
	12-Nov-25	5.00%	\$2,000,000
	7-Jan-26	5.00%	\$1,500,000
	13-Mar-29	5.44%	\$500,000
Westpac	10-Apr-25	5.07%	\$4,000,000
		<b>Grand Total</b>	<b>\$48,050,000</b>

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

Product Type	Face Value	% of Total
<b>Non Fossil Fuel Lending ADIs</b>	<b>\$44,050,000</b>	<b>42%</b>
- AMP	\$1,000,000	
- Bank of Queensland	\$5,050,000	
- Bendigo Adelaide	\$4,500,000	
- Rabobank Australia	\$14,000,000	
- Suncorp Bank	\$19,500,000	
<b>Socially Responsible Investment</b>	<b>\$4,000,000</b>	<b>4%</b>
- Westpac	\$4,000,000	
<b>Fossil Fuel Lending ADIs</b>	<b>\$56,440,479</b>	<b>53%</b>
- Commonwealth Bank	\$13,640,479	
- Macquarie Bank	\$800,000	
- National Australia Bank	\$39,000,000	
- Westpac	\$3,000,000	
<b>Other</b>	<b>\$1,176,836</b>	<b>1%</b>
- NSW TCorp Long Term Growth Fund	\$1,176,836	
<b>Grand Total</b>	<b>\$105,667,315</b>	<b>100%</b>

### 3. Compliance to Investment Policy

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

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

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

Long-Term Credit Rating	% of Portfolio	Policy Maximum	Compliant with Policy
AA	75%	100%	Yes
A	23%	60%	Yes
BBB	1%	50%	Yes
NSW TCorp Funds	1%	20%	Yes

**Table 8: Term to Maturity**

Term to Maturity	% of Portfolio	Policy Range	Compliant with Policy
Between 0 and 1 years	94%	40% - 100%	Yes
Between 1 and 5 years	6%	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**

28 February 2025	Monthly Return (Annualised)	Financial Year to Date (Annualised)
Hawkesbury City Council – Investment Portfolio	5.06%	4.85%
Benchmark – Bloomberg Ausbond Bank Bill Index	4.51%	4.51%
<b>Performance Relative to Benchmark</b>	<b>0.55%</b>	<b>0.34%</b>

#### Relevant Legislation

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

#### Investment Certification

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

#### DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Prudential Investment Services Corp has reviewed Council's investments as at 28 February 2025 and has advised of the following:-

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

Council's investment portfolio returned 5.06%pa for the month versus the bank bill index benchmark's 4.51%pa return. Over the past 12 months, the investment portfolio has returned 4.75% versus the bank bill index benchmark's 4.48%.

The NSW TCorp Long Term Growth Fund gave back some of its recent gains, down 0.33% actual, reflecting the pullback in the US and Australian share markets during the month. A drop in market interest rates boosted marked to market performance on bonds, both in the funds and those held directly, helping mitigate the impact of the share exposures' fall.

Without marked-to-market influences, Council's investment portfolio yielded 5.13%pa for February. This is based on the actual interest rates being received on existing investments and excludes the underlying changes to the market value of the FRNs and growth fund.

During February, Council had maturities of \$10.5m among five term deposits with original terms ranging from 6 to 24 months and an average yield of 5.14%pa. Council invested \$11m across five deposits with maturities between 7 and 12 months yielding an average of 4.79%pa, which was reflective of the drop in rates over the past few months.

Council has \$7.5m in term deposits maturing in March. Looking forward the following is recommended for consideration over the coming month:

- With the market currently expecting the RBA to cut the cash rate by another 50bps by the end of the calendar year, TD rates have fallen off sharply the past few months.
- For near-term cashflow requirements, focus on the 6-12 month range if possible. Competitive rates across this range continue to represent good value. Levels in the 4.70%-4.80% range can currently be achieved in the 6-12 month area using a combination of Bank of Queensland, NAB and Rabobank.
- Some banks are offering rates in the 3-5 month area at levels in line with those of longer terms. These are good if you know you will need to use the proceeds upon maturity, otherwise reinvestment risk in these terms are high, i.e. having to reinvest at lower rates when a deposit matures. Therefore, avoid terms less than 6 months unless lining up the proceeds to be used for specific expenditures.
- While long term rates (> 12 months) have dropped off sharply, margins on new floating rate note (FRN) issues have remained competitive. Council has established a good, high quality FRN 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 28 February 2025 included funds that are restricted as to what they can be expended on.

Table 10: Restriction of Funds

Restriction Type	February 2025	%	January 2025	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$40,856,298	38.67%	\$40,661,014	39.15%

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

<b>Restriction Type</b>	<b>February 2025</b>	<b>%</b>	<b>January 2025</b>	<b>%</b>
External Restrictions - Bushfire and Flood Grants	\$6,822,144	6.46%	\$7,642,654	7.36%
External Restrictions - Western Sydney Infrastructure Grants Program	\$8,244,509	7.80%	\$8,337,465	8.03%
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	\$3,187,370	3.02%	\$1,148,251	1.11%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$34,266,911	32.43%	\$33,604,063	32.35%
Unrestricted	\$12,290,083	11.62%	\$12,472,797	12.00%
<b>Total</b>	<b>\$105,667,315</b>	<b>100%</b>	<b>\$103,866,244</b>	<b>100%</b>

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

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.

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

**Meeting Date:** 8 April 2025

**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.

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

**10.4.3. CS - Hawkesbury Woodcraft Cooperative Limited – Use of Part of Woodland Park - (95496, 159585)**

Previous Item: 8.1.1, Ordinary (11 March 2025)

Directorate: Corporate Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to seek Council's endorsement to enter into a Heads of Agreement and Licence Agreement with Hawkesbury Woodcraft Cooperative Limited for the use of part of Woodlands Park, 245 Sackville Road, Wilberforce.

**EXECUTIVE SUMMARY**

Council owns Woodlands Park, 245 Sackville Road, Wilberforce. Council at its meeting on 11 March 2025 considered a Mayoral Minute regarding the lease of part of Woodlands Park by Hawkesbury Woodcraft Cooperative Limited. Council staff have negotiated proposed Heads of Agreement and Licence Agreement terms with Hawkesbury Woodcraft Cooperative Limited, details of which are outlined in this report.

**RECOMMENDATION**

That:

1. Council proceed to publicly exhibit the proposed Heads of Agreement and Licence Agreement with Hawkesbury Woodcraft Cooperative Limited, for the use of part of Woodlands Park, 245 Sackville Road, Wilberforce as outlined in the report, in accordance with Sections 47 and 47A of the Local Government Act 1993.
2. At the expiration of the public exhibition period outlined in Part 1 above, the following action be taken:
  - a) Should any submissions be received regarding the proposed Heads of Agreement and Licence Agreement with Hawkesbury Woodcraft Cooperative Limited, a further report be submitted with Council, or
  - b) Should no submissions be received:
    - i. Council enter into a Heads of Agreement and subject to development consent, and construction certificate being issued and a funding source being secured, enter into a Licence Agreement with Hawkesbury Woodcraft Cooperative Limited, for the use of part of Woodlands Park, 245 Sackville Road, Wilberforce, as outlined in the report.
    - ii. Authority be given for the Heads of Agreement and Licence Agreement and any documentation in association with the matter to be executed under the Seal of Council.
    - iii. Details of Council's resolution be conveyed to the proposed Licensee, together with the advice that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

#### BACKGROUND

Council owns Woodlands Park, 245 Sackville Road, Wilberforce. Council at its meeting on 11 March 2025 considered a Mayoral Minute to enter into a Licence Agreement with Hawkesbury Woodcraft Cooperative Limited to use part of Woodlands Park. The proposed lease area is shown in Attachment 1 to this report. Council resolved as follows:

*"That:*

- 1. Council commence negotiations with Hawkesbury Woodcraft Cooperative to use part of Woodlands Park, 245 Sackville Road, Wilberforce as show in Attachment 1 to this Mayoral Minute, for the purpose of a community shed.*
- 2. Following completion of the negotiations outlined in part 1, the matter be reported to a future Council Meeting."*

Council staff have negotiated a Heads of Agreement and Licence Agreement terms with Hawkesbury Woodcraft Cooperative Limited for the use of part of Woodlands Park, 245 Sackville Road, Wilberforce. It is proposed to enter into a Heads of Agreement firstly, then once development consent, construction certificate and a funding source have been obtained, it is proposed that both parties enter into a Licence Agreement.

#### 1. Heads of Agreement

It is proposed to initially enter into a Heads of Agreement with Hawkesbury Woodcraft Cooperative Limited. The purpose of the Heads of Agreement is to set out the general agreed terms of the Licence Agreement to be prepared between Council and Hawkesbury Woodcraft Cooperative (Licensee) in the Licence Agreement in respect to the site and terms agreed to. The Heads of Agreement will expire after two years, from the date of the Heads of Agreement, if the Licensee has not obtained development consent, construction certificate and secured funding for the proposed community shed. The Heads of Agreement is based on the following terms:

<b>Term:</b>	<b>Condition</b>
Licensee:	Hawkesbury Woodcraft Cooperative Limited
Premises:	Part of Woodlands Park, 245 Sackville Road, Wilberforce, as shown in Attachment 1 to this Report
Permitted Use:	Community Shed
Term of Licence:	Five years with an option for a further five years (in favour of the Licensee to exercise the option period)
Rental (per annum):	Market rental will apply, unless the Licensor provides evidence (either through registration notice or organisation charter) that they should receive a rental rebate in accordance with Council's Property Management Policy.
Reviews:	Annually by CPI
Outgoings:	Separately metered services - 100% Licensee responsibility
Insurance:	The Licensee will ensure that they have minimum Public Liability Insurance of \$20 million for any one event, in place during the term of the Licence Agreement. The insurance policy will note Council's interest as the Licensor and a certificate of currency to be provided to the Licensor for each year of the term. The Licensee will also be responsible for insuring the building/shed and the contents of the building/shed.
Security Deposit/Bond:	Equivalent to three months' rent

**ORDINARY MEETING****10. REPORTS FOR DETERMINATION****Meeting Date:** 8 April 2025

<b>Term:</b>	<b>Condition</b>
Ownership of Structures:	All structures, including but not limited to a shed, will be owned by the Licensee. At the expiration of the Licence Agreement removal or retention of the structure/s will be determined by the Licensor. Should the Licensor determine that any of the structure/s are to remain in situ, the Licensee will not seek compensation or object to the Licensor retaining ownership of said structure/s. Should the Licensor determine that any of the structure/s be removed, the Licensee will at their own expense, remove the structure/s and make good the site, prior to the final expiration or earlier termination, if required for any reason.
Cost of Development:	The Licensee is responsible for all costs associated with any development application, construction certificate, supply of the community shed and ancillary equipment and any installation/construction and ongoing maintenance. The Licensee is also responsible for the cost of supply of electricity and water, insuring the Site and ensuring the Site is kept clean and free of debris, waste and vermin.
Sub-letting:	The Licensee will seek Council's consent, prior to sub-letting the premises. For the purposes of this Agreement a sub-let occurs when the Licensee intends to enter into a Licence Agreement for long term use of all or part of the Site. The Licensor consents to the Licensee hiring the site to appropriate organisations/groups at an appropriate hire fee. Annually, the Licensee will be required to provide a list of hirers for the Site as well as the hire fees paid.
Expiration of Heads of Agreement:	This Heads of Agreement will expire after two years, from the date of this Agreement, if the Licensee has not obtained Development Consent, Construction Certificate and secured funding for the proposed community shed.
Other Conditions:	Any other conditions considered appropriate by Council's Solicitors.

**2. Licence Agreement**

Once Hawkesbury Woodcraft Cooperative Limited has obtained development consent, a construction certificate and secured a funding source for the proposed development, it is proposed to enter into a Licence Agreement based on the following terms:

<b>Term:</b>	<b>Condition</b>
Licensee:	Hawkesbury Woodcraft Cooperative Limited
Premises:	Part of Woodlands Park, 245 Sackville Road, Wilberforce, as shown in Attachment 1 to this Report.
Permitted Use:	Community Shed
Term of Licence:	Five years with an option for a further five years (in favour of the Licensee to exercise the option period)
Commencement Date:	Subject to development consent, construction certificate and securing of a funding source for the proposed development
Rental (per annum):	\$604 plus GST
Reviews:	Annually by CPI
Outgoings:	Separately metered services - 100% Licensee responsibility
Licence Preparation Fees:	100% Licensee
Insurance:	The Licensee will ensure that they have minimum Public Liability Insurance of \$20 million for any one event, in place during the term of the Licence Agreement. The insurance policy will note Council's interest as the Licensor and a certificate of currency to be provided to the Licensor for each year of the term.

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date: 8 April 2025**

<b>Term:</b>	<b>Condition</b>
	The Licensee will also be responsible for insuring the building/shed and the contents of the building/shed.
Security Deposit/Bond:	Equivalent to three months' rent
Ownership of Structures:	All structures, including but not limited to a shed, will be owned by the Licensee. At the expiration of the Licence Agreement removal or retention of the structure/s will be determined by the Licensor. Should the Licensor determine that any of the structure/s are to remain in situ, the Licensee will not seek compensation or object to the Licensor retaining ownership of said structure/s. Should the Licensor determine that any of the structure/s be removed, the Licensee will at their own expense, remove the structure/s and make good the site, prior to the final expiration or earlier termination, if required for any reason.
Cost of Development:	The Licensee is responsible for all costs associated with any development application, construction certificate, supply of the community shed and ancillary equipment and any installation/construction and ongoing maintenance. The Licensee is also responsible for the cost of supply of electricity and water, insuring the Site and ensuring the Site is kept clean and free of debris, waste and vermin.
Sub-letting:	The Licensee will seek Council's consent, prior to sub-letting the premises. For the purposes of this Agreement a sub-let occurs when the Licensee intends to enter into a Licence Agreement for long term use of all or part of the Site. The Licensor consents to the Licensee hiring the site to appropriate organisations/groups at an appropriate hire fee. Annually, the Licensee will be required to provide a list of hirers for the Site as well as the hire fees paid.
Other Conditions:	Any other conditions considered appropriate by Council's Solicitors.

The above Heads of Agreement and Licence Agreement terms have been accepted by Hawkesbury Woodcraft Cooperative Limited.

Woodlands Park is managed on behalf of Council by the Hawkesbury Sports Council Inc. The proposed site at Woodlands Park is close to power and sewer and after discussions with the Hawkesbury Sports Council, they do not have any proposed use for the proposed site and have indicated that the site should be available for Hawkesbury Woodcraft Cooperative to use.

Woodlands Park, 245 Sackville Road, Wilberforce is classified as Community Land under the Local Government Act, 1993 (the Act). As such, Council must comply with Sections 46 and 47 of the Local Government Act, 1993.

Section 46 of the Act refers to leases or licences in respect of Community Land. Sections 46(1)(b)(i), 4(a) and 5 are applicable to the proposed licence agreement for the subject property and are as follows:

*Section 46*

"Leases, licences and other estates in respect of community land-generally

*(1) A lease, licence or other estate in respect of community land:*

*(b) may be granted, in accordance with an express authorisation in the plan of management and such provisions of the plan of management as apply to the granting of the lease, licence or other estate:*

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

*(i) for a purpose prescribed by subsection (4), or for a purpose prescribed by any of sections 36E to 36N as a core objective of the categorisation of the land concerned, or*

*(4) The following purposes are prescribed for the purposes of subsection (1) (b) (i):*

*(a) the provision of goods, services and facilities, and the carrying out of activities, appropriate to the current and future needs within the local community and of the wider public in relation to any of the following:*

*(i) public recreation,*

*(ii) the physical, cultural, social and intellectual welfare or development of persons,*

*(5) Purposes prescribed by subsection (4) in relation to the matters mentioned in subsection (4) (a) (ii) include, but are not limited to, maternity welfare centres, infant welfare centres, kindergartens, nurseries, child care centres, family day-care centres, surf life saving clubs, restaurants or refreshment kiosks.”*

Council’s Generic Plan of Management for Sportsgrounds authorises the granting of a licence for the purposes of engaging in a trade or business. Accordingly, Council can grant a licence of the area within 245 Sackville Road, Wilberforce in accordance with Section 46 of the Act.

The proposed use of the property is consistent with the purposes permitted under Part 4(a) above.

Sections 47(1) to (4) of the Act also relates to consultation requirements in regard to leases or licences of Community Land, and are as follows:

*“Leases, licences and other estates in respect of community land-terms greater than 5 years*

*(1) If a council proposes to grant a lease, licence or other estate in respect of community land for a period (including any period for which the lease, licence or other estate could be renewed by the exercise of an option) exceeding 5 years, it must:*

*(a) give public notice of the proposal, and*

*(b) exhibit notice of the proposal on the land to which the proposal relates, and*

*(c) give notice of the proposal to such persons as appear to it to own or occupy the land adjoining the community land, and*

*(d) give notice of the proposal to any other person, appearing to the council to be the owner or occupier of land in the vicinity of the community land, if in the opinion of the council the land the subject of the proposal is likely to form the primary focus of the person’s enjoyment of community land.*

*(2) A notice of the proposal must include:*

- information sufficient to identify the community land concerned*
- the purpose for which the land will be used under the proposed lease, licence or other estate*
- the term of the proposed lease, licence or other estate (including particulars of any options for renewal)*

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- *the name of the person to whom it is proposed to grant the lease, licence or other estate (if known)*
- *a statement that submissions in writing may be made to the council concerning the proposal within a period, not less than 28 days, specified in the notice.*

*(3) Any person may make a submission in writing to the council during the period specified for the purpose in the notice.*

*(4) Before granting the lease, licence or other estate, the council must consider all submissions duly made to it. “*

Should any submissions be received the matter would be reported back to Council for further consideration.

#### DISCUSSION

Should Council agree to enter into the proposed Heads of Agreement and Licence Agreement, it would provide a community shed that could be hired by other community groups. As the upfront and ongoing maintenance costs would be borne by the Licensee, the ongoing maintenance costs would not impact Council's long term financial plan. Additionally, the proposed site is not currently being used and Hawkesbury Sports Council have no use for the land and have supported the proposal by Hawkesbury Woodcraft Cooperative.

#### COMMUNITY ENGAGEMENT

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

##### 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. Any income applicable is not provided for in the Draft 2025/2026 Operational Plan and will need to be addressed as part of a Quarterly Budget Review.

#### RISK MANAGEMENT CONSIDERATIONS

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

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

- Low Financial Risk: there is low financial due to the proposed Licensee covering the costs incurred for the development application, construction costs and ongoing maintenance costs.
- 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 licence agreement not be approved to the public notification process due to similar matters being approved by Council historically.

**ATTACHMENTS**

AT-1 Plan of Licence Area

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

**Attachment 1 – Plan of Licence Area**

Attachment 1: Plan of Licensed Area



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**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

**10.5. INFRASTRUCTURE SERVICES**

**10.5.1. IS - Western Sydney Infrastructure Grants Program - Endorsement of projects (95495, 159577)**

**Directorate:** Infrastructure Services

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**PURPOSE OF THE REPORT**

The Western Sydney Infrastructure Grants Program (WSIG) has adopted Engagement and Communication Plans for each project. Within each Plan, there are a range of hold points relating to informing and/or seeking a decision of Council on Western Sydney Infrastructure Grants (WSIG) Projects. Accordingly, the WSIG Project Team are presenting the following projects to Council for the relevant action:

1. Fernadell Park Landscape and Community Facility -
  - a) Landscape - Detailed Design and construction staging
  - b) Community Facility - Detailed Design
2. Woodbury Reserve upgrade - Detailed Design and construction staging
3. Rickabys Creek Cycleway - Concept Design for the shared path - Bridge

**EXECUTIVE SUMMARY**

This report provides a high-level update on the Western Sydney Infrastructure Grant (WSIG) Program, which is being implemented through a staged approach to manage risks associated with cost escalation. Each project under this program has an adopted Engagement and Communication Plan that outlines specific hold points, ensuring transparency and enhanced program assurance by involving Council in decision making for key stages.

The following projects have reached critical milestones requiring Council's input and/or endorsement:

1. **Fernadell Park Landscape and Community Facility Development**
  - a) Landscape: Inform Council of Detailed Design and seek endorsement of construction staging.
  - b) Community Centre: Endorsement of Detailed Design.
2. **Woodbury Reserve Upgrade:** Inform Council of Detailed Design and seek endorsement of construction staging.
3. **Rickabys Creek Cycleway:** Seek endorsement of Concept Design for the shared path bridge.

The report provides an update on each project's scope, the design process along with challenges and value management undertaken to keep the project on track. It also provides an update on the community consultation, budget status, and project schedule, recommending that Council endorse the respective milestones to ensure continued progress.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

#### RECOMMENDATION

That subject to any future value management or scope modification required to meet project budgets, Council:

1. Notes the information on detailed designs for the Fernadell Park Landscape Plan as attached at Attachment 1 to this report;
2. Endorses the detailed designs for the Fernadell Community Centre as attached at Attachment 2 to this report;
3. Endorses the staged construction approach for Fernadell Park Landscape works as outlined in this report;
4. Notes the information on detailed designs for Woodbury Reserve Upgrade as attached at Attachment 3 to this report;
5. Endorses the staged construction approach for Woodbury Reserve as outlined in this report;
6. Endorses the Rickabys Creek Cycleway-Shared Path Bridge concept design as attached at Attachment 4 to this report.

#### BACKGROUND

The Western Sydney Infrastructure Grants Program (WSIG), formerly West Invest, for Hawkesbury City Council comprises 10 projects, which had deeds signed in late 2023 with some projects having since received additional funding from the NSW and Federal Government through other grants.

These projects were developed to meet Council's vision for:

- Fostering a vibrant, inclusive community, balancing history, environment, innovation, and economic growth while preserving lifestyle, identity, and diversity.
- Fostering strong community focus opportunities for active, organised sports and passive, nature-based recreation to cater the local and broader district user catchment.

Most of these projects are in the Planning, Design or Procurement phase, except for Woodbury Reserve Upgrade which has the pump Track, Mountain Bike Trail and the Skate Park completed.

Most of the projects have faced cost escalations, which require design development to progress in stages including extensive value engineering, cost management strategies and close collaboration between designers, quantity surveyors, and key stakeholders, while also exploring additional funding opportunities.

The stages for design are Concept Design, Preliminary Design and Detailed Design. After completion of the Detailed Design a pre-tender estimate is determined to confirm the construction staging of the project, based on the available budget. If the budget is inadequate, the Request for Tender (RFT) will include a confirmed tender schedule for items deemed to be afforded within the available budget and an optional tender schedule for items that may be deemed as lower priority against the grant outcomes. This will then undergo a project viability assessment with the funding body and accordingly a variation request will be submitted to progress the project to tender with separable portions.

The Council has adopted Engagement and Communication Plans for each of the WSIG projects. Included within those Plans are hold points at the concept design / detailed design / construction staging for which Council involvement, either through informing or endorsement is required.

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 8 April 2025

With respect to these hold points, the purpose and outcome have been provided below:

<b>Purpose</b>	<b>Outcome</b>
Inform	Keep Councillors informed, providing balanced and objective information and progress on the solution developed.
Endorse	Council confirms its support and approval for the solution developed.

**DISCUSSION**

**Fernadell Park and Community Facility Development**

In relation to the Fernadell Park development, the endorsement of Council for the detail designs (both for the landscape and community centre works, is sought, together with the proposed staging of the landscape work.

The development entails:

- **Proposed Facilities:** Integrated sports field for soccer and cricket, modified (smaller) multi-purpose field, a multipurpose court for basketball and netball, cricket practice net, amenities building, play area, dog off-leash area, picnic shelters, multiple parking spaces, internal pathways, outdoor fitness area and integrated community Centre.
- **Design Process:**
  - A landscape architect was engaged as the principal design architect for Landscape component and architect engaged for the community centre;
  - A landscape concept plan and community centre design plan was completed;
  - Consultation with stakeholders and the community was conducted at and advance design stages;
  - The final detailed design plans for the landscape works and community centre have been developed;
  - The landscape works component of the project is under tender evaluation for construction;
  - The community centre design plan has been lodged for DA assessment;
  - The detailed design has been developed to be consistent with the adopted Masterplan and Plan of Management.
- **Design Challenges and Value Management:** Following the quantity surveyor report, the challenge was to strategically re-design the project delivery stages to maximise the scope delivery without risk of cost over-runs. A re-design of the amenities building at the reduced footprint whilst still providing all the critical 'must have' listed facilities within the scope was completed.
- **Construction Stages:** The proposed construction stages (for endorsement by Council) are:
  - Stage 1: Preliminary and early works, bulk earthworks, field irrigation works, stormwater works, electrical works, electrical sub-station and subsurface services

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- Stage 2: Integrated sports field, multi-sports court, modified sports field, practice cricket nets, amenities building, selected internal pathways, pathway lighting, on-street parking – Bootles Lane, and associated landscaping.
- Stage 3 - Community centre (separate tender), playground and youth area, car park on Fernadell Drive, BBQ's and pergolas, dam look-out deck, accessible ramps, spectator seating, selected internal pathways, pathway lighting, associated landscaping
- Stage 4 - Fitness area, on-street parking – Buckingham Street, off-street parking - Bootles Lane, dog park, footpath, pathway lighting, associated landscaping
- Stage 5 - 2 x pedestrian bridges, on-grade tree planting, 5 x dam side pavilions, footpaths, pathway lighting, associated landscaping

The creation and order of stages reflects both logical constructability sequencing, as well as community priority, should there be a need to defer any elements in the face of unanticipated cost escalations.

The construction delivery strategy is to procure construction of the community centre separate to the parks (landscape) component, following approval of the Development Application. This will enable adherence to the completion deadline of the Multisport grant funding of 30 June 2026. The awarding of Stage 5 of the parks (landscape) tender will occur after evaluation of the community centre tender, to mitigate the risk of cost escalation for the Community Centre. That is, the Community Centre has been prioritised over Stage 5 of the landscape component.

- **Next Steps:**

- Execute deed for 'Thriving Suburbs' grant funding for the Community Centre and Playground.
- Parks (Landscape) works are in the Tender evaluation phase, anticipated to be awarded end of March/early April 2025.
- Submit variation request to WSIG program office to align the funding deed milestones to the current schedule.

- **Consultation summary:** Initial consultation for the proposed Fernadell Park development was undertaken prior to 2021 and included exhibition on Your Hawkesbury, Your Say promoted via letter box drop and discussions with relevant sporting clubs and community groups. This information informed the development of the masterplan.

In March 2022, a public community meeting was held regarding the site masterplan including the community facility, before the masterplan was endorsed by Council. WSIG funding was received in 2023 for the masterplan, and since then community consultation has included meetings with Pitt Town Progress Association, exhibiting the community facility on Your Hawkesbury, Your Say and through community pop-ups. Further consultation on the detailed design of the park and community facility has been conducted with relevant sporting clubs and Pitt Town Progress Association.

- **Budget:** With the success of the Thriving Suburbs Grant, the total funding now for the project is \$22.085M including WSIG contingency.
- **Schedule:** The project is due for completion by June 2027 and the project team is progressing a variation to align the deed milestones to the forecast schedule.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- The Fernadell Park (Landscape) detailed design is provided for Council's information and to provide **endorsement** of the construction staging. The community facility design is provided to Council to endorse the detailed design.

#### Woodbury Reserve Upgrade

In relation to the Woodbury Reserve development, the endorsement of Council for the proposed staging of the work is sought.

The development entails:

- **Proposed Facilities:** New playground, new multi-purpose court, pump track, new amenities building, improving existing and providing additional parking, establish new shared path, improved access to natural areas, additional shelters and barbecue facilities, designated dog off-leash area.
- **Design Process:** A landscape architect was engaged to develop the landscape masterplan based on the earlier concept plan. Consultation with relevant stakeholders and community engagement was undertaken at multiple stages of the project. Final landscape design plans have been submitted to obtain pre-tender quantity surveyor estimates.
- **Design Challenges and Value Management:** Following the quantity surveyor report, the project delivery is planned to stage the lower priority aspects of the development into a 'separable portion', to ensure there is adequate budget available to deliver the higher priority components. Should a favourable market response be received, many of the lower priority components (incorporated into the separable portion) will be delivered as funding permits, while the balance will be deferred awaiting future funding opportunities.
- **Construction Stages:** The construction stage incorporates a separable portion (including RFS car park upgrade, dog off-leash area, outdoor fitness, dam picnic area and lookouts, stairs and retaining wall construction). The delivery strategy is to tender the work with the separable portion as an optional tender schedule. The contractors will submit pricing for the optional scope and subject to affordability, the scope or part of it will be included in the contract.
- **Next Steps:**
  - Release construction tender;
  - Submit variation request to WSIG program office to align the funding deed milestones to the current schedule.
- **Consultation summary:** Community consultation to develop the Woodbury Reserve Masterplan was undertaken in August and September 2021. This included exhibition of the project on Your Hawkesbury, Your Say twice, community drop-in sessions and a public meeting. This feedback informed the Woodbury Reserve masterplan before being endorsed by Council.

Since then, community consultation has been undertaken on the design of the pump track, mountain bike trails and skate park before construction on these commenced. This included design workshops and exhibition of the plans on Your Hawkesbury, Your Say for community feedback. This community consultation was promoted via Council website and social media pages, letter box drops to the local community, design workshops, and signage installed onsite to promote the community consultation period.

- **Budget update:** The total funding for the project is \$9.3M including WSIG contingency.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- **Schedule:** The project is due for completion by June 2027 and the project team is progressing a variation to align the deed milestones to the forecast schedule.

The Woodbury Reserve Upgrade detailed design is provided to the Council for information and to provide **endorsement** of the construction staging.

#### **Rickabys Creek Cycleway**

In relation to the Rickabys Creek cycleway project, the endorsement of Council is sought of the Concept Design for the shared path bridge.

The development entails:

- **Proposed Facilities:** New cycleway bridge over Rickabys Creek, construction of off-road cycleway to complete connection between the two main town centres of Richmond and Windsor.
- **Design Process:** The project is being delivered in two separate parts:
  - 1) A bridge over Rickabys Creek; and
  - 2) The new shared path.

The Concept Design for the bridge has been completed and published for community feedback until 28 March 2025. Survey, Geotechnical investigations and Flood Study Report have been completed. The selection of the preferred option (36m single span, 4m wide, structural steel truss with Fibre Reinforced Plastic (FRP) decking) and Environmental impact assessment (REF) have been completed. The approval process is underway with the NSW Department of Primary Industries (dredging). The Request for Quotation (RFQ) has been invited for the detailed design and evaluated, and is awaiting endorsement of the concept design and community feedback.

- **Design Challenges and Value Management:** The challenges encountered and addressed during the design were:
  - Structural form – high flood loading, restriction to fish passage, impact on adjoining road bridge.
  - Meeting Australian Standard - Design life of 100 years
  - Site constraints: constructability, access
  - Low maintenance
  - Environmental considerations – flow restrictions, fish passage, flooding
  - Aesthetics – slender structure (FRP decking)
  - Design and Construction synchronised delivery with shared path
  - TfNSW review and approval process

As part of a value management exercise, three concept options were considered for the proposed new bridge: A single span structural steel truss with FRP decking; a multi-span steel beam girder with FRP decking and multi-span pre-stress concrete girder with concrete deck. These were analysed and the option for single span structural steel truss with FRP decking has been selected.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 8 April 2025

- **Next Steps:**
  - A review of community feedback and incorporation in design development;
  - Commence the detailed design with selected consultant;
  - Progressing and obtaining necessary environmental approvals (dredging);
  - Further value management and exploration of additional funding opportunities;
  - Preparation of the construction tender package, scope variation and viability assessment and subsequent Request For Tender (RFT) process;
  - Progress concept design of the shared path.
- **Consultation summary:** Community consultation for the concept design of the shared path bridge is currently underway. The concept plans are currently available for the community to review on Your Hawkesbury Your Say until Friday, 28 March 2025 and the community can make a submission to provide feedback on the plans via this page. The consultation period has been promoted via the Council website and social media pages, letter box drops to residents within the vicinity of the cycleway in Richmond, Clarendon and Windsor and it has also been promoted in the Hawkesbury Buzz fortnightly newsletter twice since going on exhibition in February 2025.
- **Budget update:** The total funding for the project is \$4.7M including WSIG contingency. The estimate at completion is \$6.42M with \$2.1M for the bridge. There is a budget shortfall of \$1.7M for which the project team submitted a grant application to the Active Transport Fund in January 2025. This was not successful. The Delivery Strategy is to progress with detailed designs implementing value engineering whilst also exploring opportunities for alternate funding. The detailed designs will include staging options based on available funding and project viability will need to be assessed against the outcome measures in the funding deed and a variation approved by the funding body, before progressing to construction tender.
- **Schedule:** The project is due for completion by January 2027 and the project team is progressing a variation to align the deed milestones to the forecast schedule.

The Concept Design for the cycleway shared is presented to the Council to provide **endorsement** on the Concept Design for the cycleway shared path bridge.

#### 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.

##### Great Place to Live

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

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 8 April 2025**

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 direct financial implications applicable to this report.

**RISK MANAGEMENT CONSIDERATIONS**

In considering the delivery of Council's Capital Program, if the Western Sydney Infrastructure Grant 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 and to the community. Since the WSIG Program is funded by NSW State and Federal Government, the projects included will also require compliance with funding deeds and delivery dates. This also links directly to the risk of not achieving Council's forecast expenditure targets. A failure to achieve these could also jeopardise external relationships with various funding bodies and undermine future opportunities for external funding to increase Council's Program.

**ATTACHMENTS**

**AT-1** Fernadell Park Detailed Design - *(Distributed under separate cover)*.

**AT-2** Fernadell Community Facility Detailed Design - *(Distributed under separate cover)*.

**AT-3** Woodbury Reserve Upgrade Detailed Design - *(Distributed under separate cover)*.

**AT-4** Rickabys Creek Cycleway Bridge Concept Design - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

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

**11.1.1. ROC - Floodplain Management Committee – 19 March 2025 – (95498, 124414, 161821)**

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Floodplain Management Committee Meeting held on 19 March 2025.

**EXECUTIVE SUMMARY**

The Floodplain Management Committee considered seven items at its Meeting on 19 March 2025.

The following items contained within the minutes of the Floodplain Management Committee Meeting have policy and/or financial implications to Council and therefore require specific consideration by Council as discussed in the report below:

- Item 3.1.4 - Floodplain Risk Management Project Updates
- Item 3.1.5 - Draft Redbank Creek Flood Study - Exhibition Outcomes
- Item 3.1.6 - Proposed Community Engagement for Exhibition of Draft Macdonald/Colo Rivers Flood Study and Floodplain Risk Management Study and Plan
- Item 3.1.7 - NSW Government's Floodplain Management Grants Program.

Item 3.1.1 – Election of Chairperson, Item 3.1.2 – Election of Deputy Chairperson and Item 3.1.3 – Floodplain Management Committee – Terms of Reference and Council Code of Conduct in the minutes have no policy or financial implications for Council and are presented for information only.

**RECOMMENDATION**

That:

1. Council receive and note the Floodplain Management Committee Minutes in relation to Items 3.1.1, 3.1.2 and 3.1.3.
2. A separate report be presented to Council to consider Recommendation 2a of Item 3.1.4, namely:

*“That the Floodplain Management Committee:*

*2. Recommend that Council:*

- a. Consider adding a freeboard to the existing Flood Planning Level, being the 1% AEP level.”*

3. Council endorse the Committee's Recommendation 2b of Item 3.1.4, namely:

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

*"2. Recommend that Council:*

*b. Seek legal advice in respect to Council's indemnity if it does not adopt the recommendations in relation to the planning options in the Hawkesbury Floodplain Risk Management Study and Plan 2025."*

4. Council note that the Committee's recommendations in respect to Item 3.1.5 will be considered by Council when the Redbank Creek Flood Study is formally presented to Council for endorsement, namely

*"That the Floodplain Management Committee:*

*1. Note the outcome of community engagement associated with the Redbank Creek Flood Study*

*2. Consider the matters outlined in the report, and*

*3. Recommend that Council endorse the Redbank Creek Flood Study."*

5. Council note that the Floodplain Management Committee supports the community engagement plan for the public exhibition of the Draft Macdonald River, Colo River, Webbs Creek and Greens Creek Flood Study and Floodplain Risk Management Study and Plan.

6. Council submit applications to the NSW Government's Floodplain Management Grants Program for:

- a. A floodplain risk management study and plan for Redbank Creek
- b) Survey of existing flood mitigation infrastructure
- c) Feasibility assessment for road improvements
- d) Feasibility study for house raising and voluntary house purchase, and
- e) Development of a flood risk management strategy.

**DISCUSSION**

The Minutes of the Floodplain Management Committee meeting held on 19 March 2025 are attached as Attachment 1 to this report.

The Floodplain Management Committee met on 19 March 2025 and discussed the following Items:

- Item 3.1.1 – Election of Chairperson

Councillor Les Sheather was declared the Chair of the Floodplain Management Committee, Hawkesbury City Council.

- Item 3.1.2 - Election of Deputy Chairperson

Councillor Danielle Wheeler was declared the Deputy Chair of the Floodplain Management Committee, Hawkesbury City Council.

- Item 3.1.3 - Floodplain Management Committee – Terms of Reference and Council Code of Conduct

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

That the Floodplain Management Committee receive the Floodplain Management Committee Terms of Reference and Council Code of Conduct.

- Item 3.1.4 - Floodplain Risk Management Project Updates

*“That the Floodplain Management Committee:*

1. *Receive the update on the status of Council’s Floodplain Risk Management Projects.*
2. *Recommend that Council:*
  - a. *Consider adding a freeboard to the existing Flood Planning Level, being the 1% AEP level.*
  - b. *Seek legal advice in respect to Council’s indemnity if it does not adopt the recommendations in relation to the planning options in the Hawkesbury Floodplain Risk Management Study and Plan 2025.”*

It is recommended that a separate report be presented to a future Council Meeting to discuss the inclusion of a freeboard to Council’s existing Flood Planning Level (1% AEP level).

Obtaining legal advice with respect to Council’s indemnity under Section 733 of the Local Government Act can be undertaken.

- Item 3.1.5 - Draft Redbank Creek Flood Study - Exhibition Outcomes

*“That the Floodplain Management Committee:*

1. *Note the outcome of community engagement associated with the Redbank Creek Flood Study*
2. *Consider the matters outlined in the report, and*
3. *Recommend that Council endorse the Redbank Creek Flood Study.”*

The recommendations of the Floodplain Management Committee in relation to Item 3.1.5 of the Meeting held on 19 March 2025 are matters that will be considered by Council when the Redbank Creek Flood Study is formally presented to the same Ordinary Meeting (8 April 2025).

- Item 3.1.6 - Proposed Community Engagement for Exhibition of Draft Macdonald/Colo Rivers Flood Study and Floodplain Risk Management Study and Plan

*“That the Floodplain Management Committee support the proposed method for community engagement associated with the public exhibition of the draft Macdonald River, Colo River, Webbs Creek and Greens Creek Flood Study and Floodplain Risk Management Study and Plan as outlined in this report.”*

The proposed community engagement plan for the exhibition of the Draft Macdonald River, Colo River, Webbs Creek and Greens Creek Flood Study and Floodplain Risk Management Study and Plan was supported by the Floodplain Management Committee.

- Item 3.1.7 - NSW Government’s Floodplain Management Grants Program

*“That the Floodplain Management Committee:*

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

*1. Note that grant funding under the NSW Government's Floodplain Management Program 2025-2026 is open for applications until 16 April 2025.*

*2. Recommends that Council lodge applications under the NSW Government's Floodplain Management Program 2025-2026 for:"*

- a. A floodplain risk management study and plan for Redbank Creek
- b. Survey of existing flood mitigation infrastructure
- c. Feasibility assessment for road improvements
- d. Feasibility study for house raising and voluntary house purchase, and
- e. Development of a flood risk management strategy.

Applications under the NSW Government's Floodplain Management Grants Program can be made by the 16 April 2025 deadline.

**ATTACHMENTS**

**AT - 1** Minutes of the Floodplain Management Committee – 19 March 2025.

Minutes of the Floodplain Management Committee – 19 March 2025



# Floodplain Management Committee

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Date of meeting: 19 March 2025  
Location: Council Administration Building  
Time: 3:00 PM

MINUTES

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**ORDINARY MEETING**

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

**Meeting Date: 8 April 2025**

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes: 19 March 2025**

**Table of Contents**

**1. AGENDA ..... 5**

    Welcome ..... 5

    Apologies ..... 6

    Declaration of Interests ..... 6

**2. CONFIRMATION OF MINUTES ..... 7**

**3. REPORTS FOR DETERMINATION ..... 8**

    3.1.1. FPC - Election of Chairperson - (79351, 161821) ..... 8

    3.1.2. FPC - Election of Deputy Chairperson - (79351, 161821)..... 9

    3.1.3. FPC - Floodplain Management Committee - Terms of Reference and Council Code of  
        Conduct - (79351, 161821) ..... 10

    3.1.4. FPC - Floodplain Risk Management Project Updates – (161821) ..... 11

    3.1.5. FPC - Draft Redbank Creek Flood Study - Exhibition Outcomes – (161821) ..... 12

    3.1.6. FPC - Proposed Community Engagement for Exhibition of Draft Macdonald/Colo Rivers FS  
        & FRMS&P – (161821)..... 13

    3.1.7. FPC - NSW Government's Floodplain Management Grants Program – (161821) ..... 14

**4. GENERAL BUSINESS ..... 15**

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 19 March 2025



## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### FLOODPLAIN MANAGEMENT COMMITTEE

Minutes: 19 March 2025

#### 1. AGENDA

##### Welcome

Minutes of the Meeting of the Floodplain Management Committee held in the Large Committee Room, Windsor, on 19 March 2025, commencing at 3:00pm.

##### ATTENDANCE

**Present:** Councillor Les Sheather, Hawkesbury City Council – (Chairperson)  
Councillor Danielle Wheeler, Hawkesbury City Council – (Deputy Chairperson)  
Councillor Jill Reardon, Hawkesbury City Council  
Mr Christopher Bell, Community Representative  
Mr Lawrence Rose, Community Representative – (Audio-Visual Link)  
Mr Wayne Mitchell, Community Representative  
Mr Murray West, Community Representative – (Audio-Visual Link)  
Mr Maurice Smith, Community Representative  
Mr Kevin Conolly, Community Representative  
Ms Yara Hanlon-Smith, Community Representative – (Audio-Visual Link)  
Ms Fiona Coe, Department of Climate Change, Energy, the Environment and Water  
Mr Stephen Yeo, NSW Reconstruction Authority

**Apologies:** Councillor Paul Veigel, Hawkesbury City Council  
Mr Kevin Jones, State Emergency Services  
Mr Phillip Bow, Hawkesbury City Council

**In Attendance:** Councillor Peter Ryan, Hawkesbury City Council  
Ms Helen Slater, State Emergency Services  
Mr Andrew Kearns, Hawkesbury City Council  
Ms Colleen Haron, Hawkesbury City Council

Member	19/03/2025		
Mr Christopher Bell	✓		
Mr Wayne Mitchell	✓		
Mr Kevin Conolly	✓		
Ms Yara Hanlon-Smith	✓		
Mr Murray West	✓		
Mr Lawrence Rose	✓		
Mr Maurie Smith	✓		
Ms Fiona Coe	✓		
Mr Kevin Jones	A		
Mr Stephen Yeo	✓		
Mr Phillip Bow	A		
Mr Savitha Balu	X		
Councillor Les Sheather	✓		
Councillor Jill Reardon	✓		
Councillor Danielle Wheeler	✓		
Member	19/03/2025		

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

**ORDINARY MEETING**

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

**Meeting Date: 8 April 2025**

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes: 19 March 2025**

**Apologies**

Apologies from Councillor Paul Veigel, Mr Phillip Bow and Mr Kevin Jones were noted.

**Declaration of Interests**

Declarations of Interests were generally made to identify that the following Committee members own property on the floodplain/below the Probable Maximum Flood level:

- Councillor Danielle Wheeler
- Councillor Peter Ryan
- Mr Christopher Bell
- Mr Lawrence Rose
- Mr Wayne Mitchell
- Mr Murray West
- Mr Maurice Smith
- Mr Kevin Conolly
- Ms Yara Hanlon-Smith.

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 19 March 2025

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the Motion of Mr Christopher Bell, seconded by Mr Wayne Mitchell, that the Minutes from the previous meeting held on Wednesday, 21 August 2024 be confirmed.

**ORDINARY MEETING**

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

**Meeting Date: 8 April 2025**

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes: 19 March 2025**

**3. REPORTS FOR DETERMINATION**

**3.1.1. FPC - Election of Chairperson - (79351, 161821)**

**Directorate:** City Planning

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That a Chairperson of the Floodplain Management Committee be determined.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Jill Reardon and seconded by Mr Kevin Conolly.

The Manager Strategic Planning, Mr Andrew Kearns, called for nominations for the position of Chairperson for the Floodplain Management Committee. One nomination was received being:

Councillor Les Sheather	Nominated by Councillor Jill Reardon
	Seconded by Mr Kevin Conolly

The Manager Strategic Planning, Andrew Kearns, declared Councillor Les Sheather as the Chair of the Floodplain Management Committee, Hawkesbury City Council.

Councillor Les Sheather assumed the Chair of the Floodplain Management Committee.



**ORDINARY MEETING**

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

**Meeting Date: 8 April 2025**

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes: 19 March 2025**

**3.1.3. FPC - Floodplain Management Committee - Terms of Reference and Council Code of Conduct - (79351, 161821)**

**Directorate:** City Planning

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**OFFICER'S RECOMMENDATION:**

That the Floodplain Management Committee receive the Floodplain Management Committee Terms of Reference (Attachment 1) and Council Code of Conduct (Attachment 2).

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Kevin Conolly and seconded by Councillor Jill Reardon.

That the Floodplain Management Committee receive the Floodplain Management Committee Terms of Reference (Attachment 1) and Council Code of Conduct (Attachment 2).

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 19 March 2025

**3.1.4. FPC - Floodplain Risk Management Project Updates – (161821)**

**Previous Item:** 3.1.1, Floodplain Management Committee (21 August 2024)

**Directorate:** City Planning

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**OFFICER'S RECOMMENDATION:**

That the Floodplain Management Committee receive the update on the status of Council's Floodplain Risk Management Projects.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Jill Reardon and seconded by Mr Wayne Mitchell.

That the Floodplain Management Committee:

1. Receive the update on the status of Council's Floodplain Risk Management Projects.
2. Recommend that Council:
  - a. Consider adding a freeboard to Council's existing Flood Planning Level (1% AEP level).
  - b. Seek legal advice in respect to Council's indemnity if it does not adopt the recommendations in relation to the planning options in the Hawkesbury Floodplain Risk Management Study and Plan 2025.

Recommendation 2a. & b. were voted in Seriatim.

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 19 March 2025

**3.1.5. FPC - Draft Redbank Creek Flood Study - Exhibition Outcomes – (161821)**

**Directorate:** City Planning

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**OFFICER'S RECOMMENDATION:**

That the Floodplain Management Committee:

1. Note the outcome of community engagement associated with the Redbank Creek Flood Study
2. Consider the matters outlined in the report, and
3. Recommend that Council endorse the Redbank Creek Flood Study.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Christopher Bell and seconded by Councillor Jill Reardon.

That the Floodplain Management Committee:

1. Note the outcome of community engagement associated with the Redbank Creek Flood Study
2. Consider the matters outlined in the report, and
3. Recommend that Council endorse the Redbank Creek Flood Study.

It was also noted that a request was made in relation to the likely effects of the overland flooding identified in Grose Vale Road impeding evacuation/access, and the immediate need for investigations to mitigate any identified adverse impacts. This matter will be further considered by the Committee at the next meeting.



**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 19 March 2025

**3.1.6. FPC - Proposed Community Engagement for Exhibition of Draft Macdonald/Colo Rivers FS & FRMS&P – (161821)**

**Previous Item:** 3.1.3, Floodplain Management Committee (21 August 2024)

**Directorate:** City Planning

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**OFFICER'S RECOMMENDATION:**

That the Floodplain Management Committee support the proposed method for community engagement associated with the public exhibition of the draft Macdonald River, Colo River, Webbs Creek and Greens Creek Flood Study and Floodplain Risk Management Study and Plan as outlined in this report.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Jill Reardon and seconded by Mr Wayne Mitchell.

That the Floodplain Management Committee support the proposed method for community engagement associated with the public exhibition of the draft Macdonald River, Colo River, Webbs Creek and Greens Creek Flood Study and Floodplain Risk Management Study and Plan as outlined in this report.

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 19 March 2025

**3.1.7. FPC - NSW Government's Floodplain Management Grants Program – (161821)**

**Directorate:** City Planning

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**OFFICER'S RECOMMENDATION:**

That the Floodplain Management Committee:

1. Note that grant funding under the NSW Government's Floodplain Management Program 2025-2026 is open for applications until 16 April 2025.
2. Recommends that Council lodge applications under the NSW Government's Floodplain Management Program 2025-2026 for:
  1. A floodplain risk management study and plan for Redbank Creek
  2. Survey of existing flood mitigation infrastructure
  3. Feasibility assessment for road improvements
  4. Feasibility study for house raising, and
  5. Development of a flood risk management strategy.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Jill Reardon and seconded by Mr Maurice Smith.

That the Floodplain Management Committee:

1. Note that grant funding under the NSW Government's Floodplain Management Program 2025-2026 is open for applications until 16 April 2025.
2. Recommends that Council lodge applications under the NSW Government's Floodplain Management Program 2025-2026 for:
  1. A floodplain risk management study and plan for Redbank Creek
  2. Survey of existing flood mitigation infrastructure
  3. Feasibility assessment for road improvements
  4. Feasibility study for house raising and voluntary house purchase, and
  5. Development of a flood risk management strategy.

**ORDINARY MEETING**

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

**Meeting Date: 8 April 2025**

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes: 19 March 2025**

**4. GENERAL BUSINESS**

There was no general business discussed.

The next Floodplain Management Committee meeting is scheduled (to be confirmed) to be held on Wednesday, 16 April 2025 at 3:00pm.

The meeting terminated at 4:55pm.

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025



**Floodplain Management  
Committee  
Meeting**

**End of  
Minutes**

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

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**11.1.2. ROC - Local Traffic Committee - 10 March 2025 – (95495,**

**Directorate:** 82045) Infrastructure Service

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on Monday 10 March 2025.

**EXECUTIVE SUMMARY**

Local Traffic Committee considered two 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 10 March 2025.

**DISCUSSION**

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1).

- Special Event Matter - 4.1.1. LTC - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2025 (Hawkesbury)
- Special Event Matter - 4.1.2. - LTC - Hawkesbury Show 2025 - Hawkesbury Showground, Clarendon - (Hawkesbury)

**ATTACHMENTS**

**AT - 1** Minutes of the Local Traffic Committee held on 10 March 2025 -

**ORDINARY MEETING**

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

**Meeting Date: 8 April 2025**

**Attachment 1 – Minutes of the Local Traffic Committee held on 10 March 2025**



# Local Traffic Committee

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Date of meeting: 10 March 2025  
Location: Remote Location  
Time: 3:00 PM

**MINUTES**

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 8 April 2025**

**LOCAL TRAFFIC COMMITTEE**  
**Table of Contents**  
**Meeting Date: 10 March 2025**

**Table of Contents**

**1. AGENDA..... 4**

    Welcome ..... 4

    Apologies ..... 4

    Declaration of Interests ..... 4

**2. CONFIRMATION OF MINUTES ..... 5**

**3. BUSINESS ARISING ..... 6**

**4. REPORTS FOR DETERMINATION ..... 7**

    4.1. SPECIAL EVENTS ..... 7

        4.1.1. LTC - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2025 - (Hawkesbury) -  
            (80245, 86185, 114819) ..... 7

        4.1.2. LTC - Hawkesbury Show 2025 - Hawkesbury Showground, Clarendon - (Hawkesbury) -  
            (80245, 74207, 123265) ..... 17

    4.2. FOR INFORMATION ..... 28

**5. GENERAL BUSINESS ..... 29**

---

This is page 3 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.



**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 8 April 2025**

**LOCAL TRAFFIC COMMITTEE**

**1. AGENDA**

**Meeting Date: 10 March 2025**

**1. AGENDA**

**Welcome**

Minutes of the Meeting of the Local Traffic Committee held Remotely on 10 March 2025, commencing at 3pm.

**ATTENDANCE**

**Present:** Councillor Mike Creed

Ms Anu Mohandas, Transport for NSW

**Apologies:** Senior Constable Damien Mitchell, NSW Police Force

Inspector Ben Watson, NSW Police Force

Mr Thile Somaratne, Transport for NSW

Mrs Felicity Findlay (Office of Member for Hawkesbury)

Mr Ben Cantor, Busways

**In Attendance:** Mr Christopher Amit, Hawkesbury City Council (Chair)

Mrs Cathy Mills, Hawkesbury City Council

Mr Rob Wainhouse, Hawkesbury City Council

**Apologies**

RESOLVED on the motion of Councillor Mike Creed, seconded by Ms Anu Mohandas, that the apologies be accepted.

**Declaration of Interests**

There were no Declarations of Interest made.

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This is page 4 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**LOCAL TRAFFIC COMMITTEE**

**2. CONFIRMATION OF MINUTES**

**Meeting Date:** 10 March 2025

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the motion of Councillor Mike Creed, seconded by Mr Chris Amit, that the minutes from the previous meeting held 20 January 2025 be confirmed.

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This is page 5 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**LOCAL TRAFFIC COMMITTEE**

**3. BUSINESS ARISING**

**Meeting Date:** 10 March 2025

**3. BUSINESS ARISING**

There was no business arising from the previous minutes.

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This is page 6 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

##### 4. REPORTS FOR DETERMINATION

###### 4.1. SPECIAL EVENTS

**4.1.1. LTC - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2025 - (Hawkesbury) - (80245, 86185, 114819)**

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#### INTRODUCTION:

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval (in traffic management terms) to conduct the Shahzada 400 kilometres Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held over five days from Monday, 25 August 2025 to Friday, 29 August 2025.

The event organiser has advised:

- This is an annual event which has been held for over 40 years.
- It is a 400 kilometres horse endurance event, held over five days in conjunction with a 120 kilometres, three day training ride (mini marathon).
- The event is held in the village of St Albans and surrounding areas including public roads, national parks and private property.
- The event is a time trial.
- The event will be undertaken between 4am and 5pm each day.
- There will be approximately 145 horse riders participating.
- There will be no spectators.
- Start and end point for the event is within the St Albans village located in Bulga Street, St Albans between Wharf Street and Wollombi Road.
- Route/Course for the Rides:

400 kilometres Endurance Ride (circa 406 klms) – Shahzada Marathon (5 Days):

- Monday, 25 August 2025:
  - (Leg 1 – 52 kilometres – Red Markers): Turn right out of Bulga Street into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Blue Hill and along Wrights Creek Road. Turn right into Settlers Road and follow Settlers Road for 7 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
  - (Leg 2 – 35 kilometres – Red Markers): Turn right out of Bulga Street into Wollombi Road for 4 kilometres to Joe's Crossing. Turn left and across Joe's Crossing (crossing of the Macdonald River), then right into the Branch Road (Upper Macdonald Road). Turn left into McKechnie's, up the big hill and left into the Woomeerah Path. Left into Jack's track, down the big hill and left into the Branch Road. Turn right into Joe's Crossing (crossing of

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This is page 7 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

the Macdonald River) then right into Wollombi Road for the 4 kilometres back to St Albans and turn left into Bulga Street.

- Tuesday, 26 August 2025:
  - (Leg 1 – 47 kilometres – Black and White Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 12 kilometres to Shepherds Gully Road. Turn left up Shepherds Gully Road and left into The Great Northern Road, then left into the Eight Mile trail, through the Meadows and left into Wright's Creek Road. Turn right into Settlers Road for the 8 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
  - (Leg 2 – 33 kilometres – Black and White Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 8 kilometres until Froggly's driveway about 100 metres past the Wrights Creek bridge, turn left up 3 Mile hill and turn right into The Great Northern Road then right down Shepherds Gully Road. Turn right into Settlers Road for the 12 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
- Wednesday, 27 August 2025:
  - (Leg 1 – 49 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 4 kilometres and right into the Word of Life crossing (crossing of the Macdonald River). Left into St Albans Road for 2 kilometres (sealed road with no verges) then right up Boyd's Hill to the Woomeerah path. Turn right and along the Woomeerah path and turn right down the big hill in McKechnies to the Branch Road. Turn left into the Branch Road and right after Clarie's bridge, over Prestons and follow the markers running parallel with Wollombi Road. Into Wollombi Road north of the lake to return to St Albans and left into Bulga Street.
  - (Leg 2 – 28 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Turn left up Derwents track and right into the Transmission Road, past Blue Hill and left into Short Wellums. Turn right into Settlers Road for 2 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
- Thursday, 28 August 2025:
  - (Leg 1 – 50 kilometres – Green Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Up Blue Hill and right into the Transmission Road and turning left into Brown's Road. Go down the Steps, then left into Wollombi Road for the 5.5 kilometres back to St Albans and turn left into Bulga Street.
  - (Leg 2 – 30 kilometres – Green Markers): Turn right out of Bulga Street into Wollombi Road for 4 kilometres to Joe's Crossing. Turn left and across Joe's Crossing (crossing of the Macdonald River), then left into the Branch Road and right up Jack's track. Turn left into the Woomeerah path then left down Bakers Creek track and left into St Albans Road for 5 kilometres (sealed road with no verges), then right across Word Of Life crossing

This is page 8 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

(crossing of the Macdonald River). Left into Settlers Road for 4 kilometres back to St Albans going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.

- Friday, 29 August 2025:
  - (Leg 1 – 52 kilometres – Gold/Yellow Markers): Turn right out of Bulga Street into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Blue Hill and along Wrights Creek Road. Turn right into Settlers Road and follow Settlers Road for 7 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
  - (Leg 2 - 30 kilometres – Gold/Yellow Markers): Turn right out of Bulga Street into Wollombi Road for 5.5 kilometres and turn right at the old quarry, up the Steps and along Browns Road, left into the Transmission Rd, left into Wollombi Road for 1 kilometre. Then right into the Common off the Wollombi Road. After a few kilometres, re-join Wollombi Road for the final 5 kilometres back to St Albans and turn left into Bulga Street.

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

- Tuesday, 26 August 2025:
  - (52 kilometres – Red and Blue Markers): Turn right out of Bulga Street into Wollombi Road for 12 kilometres (grid at the entry to the Common). Turn right up Johnny's Hill and follow the Transmission Road, down Short Wellams track and turn right into Settlers Road and follow Settlers Road for 5 kilometres into St Albans, going past the front of the Settlers Arms along Wollombi Road and right into Bulga Street.
- Wednesday, 27 August 2025:
  - (28 kilometres – Blue Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for just over 4 kilometres and right into the Word of Life crossing (crossing of the Macdonald River). Left into St Albans Road for 2 kilometres (sealed road with no verges) then right up Boyd's Hill to the Woomeerah path. Turn right and along the Woomeerah path and turn right down the big hill in McKechnies and right into the Branch Road (Starting at the Branch Road, start following the *MINI MARATHON ONLY* sign). Turn left into Joe's Crossing (crossing of the Macdonald River) then right into Wollombi Road for the 4 kilometres back to St Albans and turn left into Bulga Street.
- Thursday, 28 August 2025:
  - (52/50 kilometres – Gold/Yellow Markers): Turn left out of Bulga Street into Wollombi Road and past the front of the Settlers Arms. Left into Wharf Street and right into Bulga Street past the Fickle Wombat. Use the bypass gate, then along Settlers Road for 8 kilometres and turn left into Wrights Creek Road. Up Blue Hill and turn right into the Transmission Road until Browns Road. The Mini Marathon Riders have **option 1 – (52 klm)**; of continuing on the Transmission Road then left into Wollombi Road for 1 kilometre. Then right onto the Common off Wollombi Road. After a few kilometres, re-join Wollombi Road for the final 5 kilometres back to St Albans and turn left into Bulga Street. **or option 2 (50 klms)**; to turn left into Browns Road and go down the Steps, then left into Wollombi Road for the 5.5 kilometres back to St Albans and turn left into Bulga.

This is page 9 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

- Road Inventory

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

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

Details of the Event Course Maps for the 400 kilometres Horse Endurance Ride and 120 kilometres Ride are contained in Attachments 1 to 5.

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This is page 10 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

#### DISCUSSION:

It would be appropriate to classify the event as a "Class 2" special event under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as this event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 6 (ECM Document Set ID No: 9254574):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template - RTA (Transport for NSW – TfNSW),
4. Event outline referred to as a Traffic Management Plan,
5. Copies of correspondence forwarded to the NSW Ambulance Service, NSW Rural Fire Service, Fire and Rescue NSW and SES.

#### RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events> and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometres Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 25 August 2025 to Friday, 29 August 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 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

This is page 11 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.



## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers to assist in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;

- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event may traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. 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 will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4i. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RMS/NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain the relevant approval from the NSW Department of Climate Change, Energy, the Environment and Water to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Climate Change, Energy, the Environment and Water) for the use of the Parr State Conservation Area, Dharug and Yengo National Parks and The Great Northern Road; a copy of this approval to be submitted to Council;

This is page 12 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

- 4l. the event organiser is to obtain written approval from Council for the use of a Council Park/Reserve;
- 4m. the event organiser is to obtain approval from the NSW Department of Crown Lands (NSW Department of Planning, Housing and Infrastructure) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4n. 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;
- 4o. the event organiser is to obtain approval from the respective Landowners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4p. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4q. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4r. 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;
- 4s. 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:

- 4t. access is to be maintained for businesses, residents and their visitors;
- 4u. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4v. 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);
- 4w. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4x. in accordance with the submitted TMP and associated TCPs, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4y. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;

This is page 13 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

- 4z. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity; and,
- 4zz. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Mike Creed, seconded by Ms Anu Mohandas.

Support for Recommendation: Unanimous support.

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events> and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometres Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 25 August 2025 to Friday, 29 August 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 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>;

This is page 14 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly RTA/RMS) as the event may traverse across the St Albans Bridge; a copy of the Transport for NSW – TfNSW (formerly RTA/RMS) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) to Council for acknowledgement and Transport for NSW – TfNSW (formerly RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. 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 will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4i. the event organiser is to obtain the relevant approval to conduct the event from Transport for NSW – TfNSW (formerly RMS/NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain the relevant approval from the NSW Department of Climate Change, Energy, the Environment and Water to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (NSW Department of Climate Change, Energy, the Environment and Water) for the use of the Parr State Conservation Area, Dharug and Yengo National Parks and The Great Northern Road; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to obtain written approval from Council for the use of a Council Park/Reserve;
- 4m. the event organiser is to obtain approval from the NSW Department of Crown Lands (NSW Department of Planning, Housing and Infrastructure) for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4n. 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;

This is page 15 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

- 4o. the event organiser is to obtain approval from the respective Landowners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4p. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4q. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4r. 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;
- 4s. 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:

- 4t. access is to be maintained for businesses, residents and their visitors;
- 4u. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4v. 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);
- 4w. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4x. in accordance with the submitted TMP and associated TCPs, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4y. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4z. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity; and,
- 4zz. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

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This is page 16 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

**4.1.2. LTC - Hawkesbury Show 2025 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 74207, 123265)**

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#### INTRODUCTION:

An application has been received on behalf of the Hawkesbury District Agricultural Association seeking approval (in traffic management terms) to conduct the Hawkesbury Show 2025, between 09 to 11 May 2025 within the Hawkesbury Showground, Clarendon.

The event organiser has advised:

- The Hawkesbury Show is a major community event, featuring agricultural displays, rides, show bags, sideshows, business promotions and exhibition of arts and craft shows that have been held at the showground for over 135 years.
- The times for operation are proposed from 9am to 11:30pm for both Friday, 09 and Saturday, 10 May, and 9am to 4pm for Sunday, 11 May 2025.
- It is expected that the exhibitors and workers will start to arrive at the site from 6am daily and will come and go until 11:30pm on Friday and Saturday nights. The final pack-down of the Show will occur after the Sunday closing time of 4pm, with vehicular movements expected to continue up to 8pm.
- The showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is expected to attract approximately 250 participants.
- The event is expected to attract approximately 70,000 visitors over the three days it will operate.
- It is estimated approximately 26% of the total number of visitors will attend the show on Friday, 42% will attend the show on Saturday and 32% will attend the show on Sunday.
- It is anticipated that most visitors (an estimated 85%) will travel by car. They will park within the Hawkesbury Showground car parking area, the UWS Hawkesbury Campus/Clarendon paddock, the Hawkesbury Equestrian Centre, or in the road reserve areas of Hawkesbury Valley Way and Racecourse Road and walk to one of the pedestrian entry gates. Parking within the site is free.
- An additional train will be provided by Sydney Trains on the Saturday and Sunday, with the train terminating at Clarendon Station and returning towards Blacktown. The additional train will not affect traffic crossing the railway line.
- Due to the excessive traffic delays experienced in 2021, the traffic management for the site was reviewed for the 2022, 2023 and 2024 events and changes implemented to better control access to and from the event site. The 2025 event will be in line with the measures from the 2022, 2023 and 2024 events.
- Patrons travelling by train will use the Gates 1, 2 and 3 which are accessed from Racecourse Road. It is likely that Gate 1 will be the main point of access for commuters to gain access – which is located at the northern point of the Showground.

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This is page 17 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

- Traffic controllers will be used near the railway level crossing to safely manage pedestrians that either travel by train to Clarendon Station, park within the Racecourse or along Racecourse Road near Gate 1. In addition to this the Railway parking area on the western side of Racecourse Road, north of Gate 1 will be closed off and used as a pedestrian holding area. This will separate pedestrians and moving traffic along Racecourse Road.
- Traffic controllers will manage the movement of pedestrians in the vicinity of the railway line and from the railway station, crossing Racecourse Road to Gate 1. The Traffic controllers will control traffic along Racecourse Road and the access road to the Racecourse.
- In addition to the roadway areas, accredited traffic controllers will be used within the Showground to manage pedestrian movements between the event parking and pedestrian entry gates 7 and 13.
- Vehicle access to and from the Showground car park for the 2025 event will be similar to the 2022, 2023 and 2024 events. This will result in turn restrictions and traffic control points being established/implemented along several of the access roads:
  - Hawkesbury Valley Way – Ban the right turn into Racecourse Road between 8am to 9pm for both Friday, 09 and Saturday, 10 May, and 8am to 3pm on Sunday 11 May 2025.
  - Traffic controllers to manage the right turn out of Racecourse Road onto Hawkesbury Valley Way between 8am to 11:30pm for both Friday, 09 and Saturday, 10 May, and 8am to 5pm on Sunday 11 May 2025. The Traffic controllers to ensure that traffic along Hawkesbury Valley Way is not held for more than 1 minute.
  - Traffic controllers to manage traffic queues in Racecourse Road and prevent queuing across the Railway level crossing and pedestrians crossing Racecourse Road.
  - Blacktown Road – Ban the right turn into Racecourse Road between 8am to 11:30m for both Friday, 09 and Saturday, 10 May, and 8am to 5pm on Sunday 11 May 2025. This will result in left in and left out movements at Racecourse Road.
  - Blacktown Road at the University Private Road will operate under traffic control for the entry and exit sequencing for event traffic.
- An alternate Bypass route will be available for motorist to travel between Richmond and Windsor and avoid Hawkesbury Valley Way near Racecourse Road. The bypass route will be along Bourke Street, Francis Street, Jersey Street, Dight Street and Percival Street. A number of VMSs will be provided to guide the traffic along this route for traffic travelling in both directions.
- The majority of the visitors will park within the Hawkesbury Showground in the dedicated Hawkesbury Showground Car Park adjacent to the western boundary of the Showground. Access will be from either Racecourse Road or Blacktown Road.
  - Access from Racecourse Road to the Showground carpark for patrons will be mainly from Gate 4 along Racecourse Road with early entry from Gate 5.
    - Event early entry will operate between 6am to 9am for all the three days from Gate 5.
    - Event general entry will operate between 9am to 11:30pm for both Friday, 09 and Saturday, 10 May, and 9am to 5pm on Sunday 11 May 2025 from Gate 4.
    - The access road from Gate 4 will allow for two-way traffic flow.

This is page 18 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

- Event general exit from the Showground carpark onto Racecourse Road will be from Gate 5. This will be permitted between 9am to 11:30pm for both Friday, 09 and Saturday, 10 May, and 9am to 5pm on Sunday 11 May 2025.
- Access to and from the Showground for Staff, Stall Holders, Trade, Livestock Floats and Catering will be from Racecourse Road.
  - Entry will be through Gates 2 and 3 and will operate between 6am to 9am for all the three days.
  - Exit will be through Gate 4 with the access road operating to allow two-way traffic flow and will operate between 9am to 11:30pm for both Friday, 09 and Saturday, 10 May, and 9am to 5pm on Sunday 11 May 2025.
- Access from Blacktown Road to the Showground carpark for patrons will be from the University Private Road and the access road will operate as a one way road for entry and exit depending on the times of operation.
  - Event entry will operate between 6am and 9pm for both Friday, 09 and Saturday, 10 May, and 8am to 3pm on Sunday 11 May 2025.
  - Event exit will operate between 9pm and 11:30pm for both Friday, 09 and Saturday, 10 May, and 3pm to 5pm on Sunday 11 May 2025.
- The splitting of the access points will prevent the queuing of vehicles along the access roads such as Hawkesbury Valley Way, Blacktown Road and Racecourse Road.
- It is expected that there will be impacts on traffic during the opening hours and for 1 to 2 hours before and after closing times. The impact generally will be in the form of traffic delays in the vicinity of the site, as vehicles enter and leave the event, and negotiate the intersections with adjoining roads, with moderate delays expected during peak traffic times. It is anticipated that the changes proposed for this event, which is similar to those from the 2022, 2023 and 2024 events, will minimise the traffic delays experienced during the 2021 event.
- It is expected that approximately 20,000 vehicles will travel to this area during the three days of the Show.
- Parking is available for approximately 20,000 vehicles each day.
- 'Free Parking' signs are to be located at Hawkesbury Valley Way, Blacktown Road and Racecourse Road directing vehicular traffic into the Hawkesbury Showground.
- To prevent significant vehicular traffic congestion whether entering or leaving Racecourse Road between Hawkesbury Valley Way and the Clarendon Railway Crossing, it is proposed to provide a temporary fence around the 'triangle' Reserve Land located in this area. This will prevent the unauthorised parking of motor vehicles in this area. The concrete pedestrian path adjacent to Hawkesbury Valley Way will not be obstructed or the required sight distance for vehicles exiting Racecourse Road.
- In the event of wet weather in the lead up to the event, some of the grassed areas of the Showground proposed for the event parking may become unsuitable for vehicles. The contingency plan used for the 2022 event will be used to manage parking. The sites include the RAAF base accessed from Percival Street and the UWS Richmond campus accessed from Campus Drive. Private shuttle buses will be arranged to pick up patrons from these parking areas and transport them to the Showground. The VMS signs in place will be changed once the showground capacity is reached to direct patrons to the alternate parking sites.

This is page 19 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.



## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

- Mobile VMS Units will be erected along March Street, Castlereagh Road, Hawkesbury Valley Way, Blacktown Road, and Windsor Street notifying motorists of the access points for the event parking and alternative/bypass route around the event site. A VMS unit will be provided in The Driftway to advise motorists that they are not permitted to undertake a U-Turn within the access driveway to the Waste Facility.
- Certified Traffic Controllers are to be used at all intersecting points with additional Traffic Controllers being available as required to direct traffic.
- Application has been made with Transport for NSW – TfNSW (formerly RTA/RMS) for the following speed limit reductions to improve safety around the event precinct;
  - Hawkesbury Valley Way, speed reduction from 70/80km/h to 60km/h extending approximately 200 to 300metres either side of Racecourse Road.
  - Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street.
  - Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of Racecourse Road and The Driftway with the speed zone also extending into these roads for approximately 100 to 200metres.
  - Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of the University Private Road and Campus Drive with the speed zone also extending into these roads for approximately 100 to 200metres.

Details of the Event Site Plan, Traffic Control Plans for Intersection Controls, Entry and Exit into the Showground, Alternate Bypass Route Plan and VMS Location Plan are contained in Attachments 1 to 9.

#### DISCUSSION:

Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site and intersects with Blacktown Road approximately 3.5 kilometres to the south. Racecourse Road is a minor distributor rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser has indicated that access to the showground will be split with access from both Racecourse Road via Hawkesbury Valley Way and the University Private Road via Blacktown Road. Both Hawkesbury Valley Way and Blacktown Road are state roads.

The splitting of the access points utilised for the 2022, 2023 and 2024 events compared to the single access point utilised for the 2021 event will prevent the queuing of vehicles along the access roads such as Hawkesbury Valley Way, Blacktown Road and Racecourse Road.

Pedestrian movements are expected along Racecourse Road from Clarendon Station or those patrons who park in the road reserve areas of Racecourse Road and Hawkesbury Valley Way as well as the Hawkesbury Equestrian Centre.

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. There will be traffic impacts along Blacktown Road as well. The turn bans proposed along Hawkesbury Valley Way and Blacktown Road will assist with the movement of traffic along these roads and traffic flow into the car park. To improve traffic and pedestrian safety around the event precinct, the event organiser has applied to Transport for NSW – TfNSW (formerly RTA/RMS) for the following speed limit reductions:

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This is page 20 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

- Hawkesbury Valley Way, speed reduction from 70/80km/h to 60km/h extending approximately 200 to 300metres either side of Racecourse Road.
- Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street.
- Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of Racecourse Road and The Driftway with the speed zone also extending into these roads for approximately 100 to 200metres.
- Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of the University Private Road and Campus Road with the speed zone also extending into these roads for approximately 100 to 200metres.

The provision of the alternate bypass route will allow motorist to avoid the event area along Hawkesbury Valley Way when traveling between Richmond and Windsor. The bypass route along Bourke Street, Francis Street, Jersey Street, Dight Street and Percival Street may have a minor impact to the local community along these roads. The event organiser will be required to undertake a letter box drop to all affected properties within the event precinct which also includes the alternate bypass route. The contingency plan for wet weather will allow for a suitable alternative to the proposed parking areas.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCP) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed traffic control measures along Hawkesbury Valley Way, Blacktown Road, Racecourse Road and the surrounding road network that will affect the movement of traffic along these roads as well as the potential impact across the railway level crossing at Clarendon Station.

It would be appropriate to classify the event as a "Class 1" special event under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may impact on major traffic and transport systems which includes the Speed Zone reductions and traffic control on the nominated State roads, and there may be significant disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 10 (ECM Document Set ID No: 9257757):

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 Special Event Traffic Management Plan (TMP) - requires updating for the Class of the event and other information listed in the main application.
5. Copy of Insurance Policy, which is valid to 31 May 2025,
6. Copy of the application to the NSW Police Force.

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This is page 21 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

#### 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 Hawkesbury Show 2025 planned for between 09 to 11 May 2025, within the Hawkesbury Showground, Clarendon, be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

#### **Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers to assist in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCP) – noting this is a Class 1 event - which needs to include details such as the specific position of barriers, signs etc, required for the proposed traffic control measures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The

This is page 22 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

- 4e. the application including the TMP, and the associated TCP is to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation as this is a Class 1 event;
- 4f. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as this is a "Class 1" event which will have a traffic impact on both Hawkesbury Valley Way and Blacktown Road (state roads) as well as the proposed temporary speed reductions required for the following roads;
- Hawkesbury Valley Way, speed reduction from 70/80km/h to 60km/h extending approximately 200 to 300metres either side of Racecourse Road.
  - Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street.
  - Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of Racecourse Road and The Driftway with the speed zone also extending into these roads for approximately 100 to 200metres.
  - Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of the University Private Road and Campus Road with the speed zone also extending into these roads for approximately 100 to 200metres.
- A copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4g. as the event requires traffic control on public roads and the provision of the Crossing Points, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

This is page 23 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

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

**During the event:**

- 4o. access is to be maintained for businesses, residents and their visitors;
- 4p. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4q. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs - including temporary speed restriction signs (subject to Transport for NSW – TfNSW (formerly TMC and RTA/RMS) requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities - and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Mike Creed, seconded by Ms Anu Mohandas.

Support for Recommendation: Unanimous support.

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury Show 2025 planned for between 09 to 11 May 2025, within the Hawkesbury Showground, Clarendon, be classified as a "Class 1" special event, in terms of traffic

This is page 24 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers to assist in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCP) – noting this is a Class 1 event - which needs to include details such as the specific position of barriers, signs etc, required for the proposed traffic control measures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the application including the TMP, and the associated TCP is to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation as this is a Class 1 event;
- 4f. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as this is a "Class 1" event which will have a traffic impact on both Hawkesbury Valley Way and Blacktown Road (state roads) as well as the proposed temporary speed reductions required for the following roads;
  - Hawkesbury Valley Way, speed reduction from 70/80km/h to 60km/h extending approximately 200 to 300metres either side of Racecourse Road.

This is page 25 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 8 April 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 10 March 2025

- Racecourse Road, speed reduction from 60km/h to 40km/h: between Hawkesbury Valley Way and Rickaby Street.
- Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of Racecourse Road and The Driftway with the speed zone also extending into these roads for approximately 100 to 200metres.
- Blacktown Road, speed reduction from 80km/h to 40km/h extending approximately 300 to 400metres either side of the University Private Road and Campus Road with the speed zone also extending into these roads for approximately 100 to 200metres.

A copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;

- 4g. as the event requires traffic control on public roads and the provision of the Crossing Points, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event and along the alternate bypass route, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4o. access is to be maintained for businesses, residents and their visitors;

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This is page 26 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**LOCAL TRAFFIC COMMITTEE**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 10 March 2025

- 4p. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4q. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs - including temporary speed restriction signs (subject to Transport for NSW – TfNSW (formerly TMC and RTA/RMS) requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities - and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

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This is page 27 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.



**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**LOCAL TRAFFIC COMMITTEE**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 10 March 2025

**4.2. FOR INFORMATION**

There were no reports for Information.

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This is page 28 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

**LOCAL TRAFFIC COMMITTEE**

**5. GENERAL BUSINESS**

**Meeting Date:** 10 March 2025

**5. GENERAL BUSINESS**

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday 14 April 2025 at 3:00pm.

The meeting terminated at 3:25pm.

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This is page 29 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 10 March 2025.

**ORDINARY MEETING**

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

**Meeting Date: 8 April 2025**



**Local Traffic Committee  
Meeting**

**End of  
Minutes**

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**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 8 April 2025

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**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
**Meeting Date: 8 April 2025**

**12. NOTICES OF MOTION**

Nil Reports.

**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
**Meeting Date: 8 April 2025**

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**ORDINARY MEETING**  
**13. QUESTIONS WITH NOTICE**  
**Meeting Date: 8 April 2025**

**13. QUESTIONS WITH NOTICE**

**13.1.1. Questions with Notice**

The following Questions With Notice were submitted.

#	Councillor	Question	Response
1	Zamprogno	<p>What is the status of the new LEP?</p> <p>Specifically, what work is currently being done to bring it to its final form?</p> <p>Is the current source of delay with the State Government (Gateway process) or with Council?</p> <p>When is it expected that the matter will be returned to the Chamber for a vote to place the final version on exhibition prior to becoming the operational document?</p> <p>If the chamber desired to make further changes to the LEP, such as altering the requirement for secondary dwellings, detached dual occupancies and such to lay within so many meters of the primary dwelling, and to alter that to a larger number of meters to provide landowners with more flexibility in the siting of those improvements, can this be done without requiring a wholesale recycle back through the Gateway process?</p>	<p>The current LEP Review Planning Proposal is a review of the current Hawkesbury Local Environmental Plan 2012 which when completed, will amend that Local Environmental Plan and as such is not a new LEP. The current LEP Planning Proposal has been submitted to the Department of Planning, Housing and Infrastructure (DPHI) for a Gateway Determination.</p> <p>Following the receipt of a Gateway Determination, Council Officers will need to address conditions (if any) of the Determination, and undertake both public agency, and community consultation. Following the completion of the consultation processes a report will be presented to Council to recommend the finalisation of the LEP Amendments based on the consideration of public agency and community consultation.</p> <p>As opposed to applicant initiated planning proposals that relate to individual sites, the Council led LEP Review Planning Proposal contains multiple elements that relate to multiple properties. By its very nature, this brings with it increased complexities to the consideration of the Planning Proposal to ensure that the Proposal is clear in terms of the proposed LEP Amendments and meets the expected requirements of planning proposal documentation. Through various iterative reviews, DPHI have provided feedback and input to the current LEP Review Planning Proposal which subsequently required Council Officers to amend items within the proposal in order to meet the expected level of documentation.</p> <p>Public agency and community consultation will be undertaken when a</p>

**ORDINARY MEETING**

**13. QUESTIONS WITH NOTICE**

**Meeting Date: 8 April 2025**

			<p>Gateway Determination has been issued by the DPHI, which subject to the receipt of a Gateway Determination could occur in mid 2025. Following the completion of the public agency and community consultation a report will be presented to Council to recommend the finalisation of the LEP Amendments based on consideration of public agency and community consultation. The final gazettal of LEP Amendments is subject to a number of variables so providing an expected date for the completion of the relevant processes is difficult, but it would be fair to say that Council Officers are endeavouring to have the matter finalised in 2025.</p> <p>Following the completion of both public agency, and community consultation, a report will be presented to Council to recommend the finalisation of the LEP Amendments based on consideration of public agency and community consultation i.e. should the outcome of consultation identify that changes to the proposed LEP Amendments should be made, then Council can decide what the final form of the LEP Amendments are to be. The caveat to that comment is that, depending on whether or not delegation is provided to Council, the Minister for Planning through the Department of Planning, Housing and Infrastructure will make the final determination on the actual LEP Amendments.</p>
2	Ryan	<p>Would Council provide information in regard to the sale of 7 Fernadell Drive, Pitt Town, which was the original Community Centre site.</p> <ol style="list-style-type: none"> <li>1. Final sale price of the property?</li> <li>2. After all cost involved in the sale of the site what was the final amount achieved?</li> <li>3. Will Council confirm that these funds are being dealt with in accordance with the resolution at Council's Ordinary Meeting on the 21/11/2023 item 4.4.6.</li> </ol>	<ol style="list-style-type: none"> <li>1. The property sold for \$1,686,250 including GST.</li> <li>2. The amount received after agent's commission and settlement adjustments were made was \$1,659,575.14 including GST. After deduction of the costs to develop the land including planning proposal, consultant reports, survey, subdivision and legal fees, the final amount achieved was \$1,444,103.30.</li> <li>3. Council at its meeting on 21 November 2023, resolved in part:</li> <li>4. <i>Any surplus funds after works are completed at Fernadell</i></li> </ol>



**ORDINARY MEETING**

**13. QUESTIONS WITH NOTICE**

**Meeting Date: 8 April 2025**

			<p align="center"><i>Park be used for undelivered Pitt Town infrastructure works.”</i></p> <p>In this regard, the settlement funds have been allocated to a Multiyear Reserve against the Fernadell Park Project and will be used to complete the Fernadell Park Project. In accordance with Council’s resolution, if there are any surplus funds after works are completed at Fernadell Park, they will be used for undelivered Pitt Town infrastructure works.</p>
3	Ryan	<p>In regard to the Fernadell Park Project:-</p> <ol style="list-style-type: none"> <li>1. Why is the tender process still incomplete and the contract not awarded?</li> <li>2. Would Council provide a commencement date for the project?</li> <li>3. Would Council provide a timeline for all the 5 stages of the project with completion dates?</li> </ol>	<ol style="list-style-type: none"> <li>1. As advised in Item 10.5.1 of the 18 February 2025 Ordinary Meeting of Council, the request for tenders for the Landscape package of the Fernadell Project opened on 29 November 2024 and closed on 7 February 2025. There was a strong response from tenderers and following the closure of tenders, the tender evaluation panel undertook its evaluation of all conforming tenders which included reviewing, analysing and comparing a significant volume of documents from each tenderer. Through this evaluation process, the panel requested clarifications and additional information from tenderers to ensure the evaluation met the necessary standards of equity and probity and each tenderer was assessed in a consistent manner. Ultimately the panel reached consensus, internal approval processes were completed and a Letter of Award was issued to the successful contractor on 31 March 2025. Given the scale and value of the project, the need for clarifications and requests for further information, and the complexity of the staging options requested by Council (to provide delivery flexibility), the period between closure of the tender period and issuing the Letter of Award, being seven weeks, is a considerable achievement and a reflection of the dedication by Council to deliver</li> </ol>

**ORDINARY MEETING**  
**13. QUESTIONS WITH NOTICE**  
**Meeting Date: 8 April 2025**

			<p>this very important project for the Pitt Town Community.</p> <p>2. With the Letter of Award now issued, the successful Contractor and Council will move to finalise and execute the contract documents, followed by the Contractor finalising and providing to Council their various construction management plans for Council's review and approval, project program and various other required documents. It will be on the finalisation of this that an agreed site mobilisation date will become known and communicated to the community in line with the Project's adopted Engagement and Communications Plan.</p> <p>3. Similarly to the response to Question 2, once the final construction program has been agreed to, indicative milestone dates for the various stages of the Project will be known and communicated, noting that various tasks for various stages may be undertaken concurrently and that elements of Stage 5 will be withheld until the Community Centre tender has been determined and Council has confidence in all aspects of the Project budget.</p>
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**ATTACHMENTS**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**Meeting Date:** 8 April 2025

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

Nil reports.

**ORDINARY MEETING**

**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING**

**Meeting Date:** 8 April 2025

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**ORDINARY MEETING**

**15. Excluded Agenda Item – Council Meeting - 11 March 2025 - (79351)**

**Meeting Date:** 8 April 2025

**15. Excluded Agenda Item – Council Meeting - 11 March 2025 - (79351)**

Section 3.25 of the Council's Code of Meeting Practice provides that:

*“The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful. The General Manager must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.”*

The General Manager has excluded an agenda item from the Ordinary Council Meeting held on 11 March 2025, which in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful.

**ORDINARY MEETING**

**15. Excluded Agenda Item – Council Meeting - 11 March 2025 - (79351)**

**Meeting Date: 8 April 2025**

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**ORDINARY MEETING**  
**16. CONFIDENTIAL REPORTS**  
**Meeting Date: 8 April 2025**

**16. CONFIDENTIAL REPORTS**

**16.1. GENERAL MANAGER**

Nil Reports.

**ORDINARY MEETING**  
**16. CONFIDENTIAL REPORTS**  
**Meeting Date: 8 April 2025**

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**ORDINARY MEETING**  
**16. CONFIDENTIAL REPORTS**  
**Meeting Date: 8 April 2025**

**16.2. CITY PLANNING**

Nil Reports.

**ORDINARY MEETING**  
**16. CONFIDENTIAL REPORTS**  
**Meeting Date: 8 April 2025**

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**ORDINARY MEETING**

**16. CONFIDENTIAL REPORTS**

**Meeting Date:** 8 April 2025

**16.3. CORPORATE SERVICES**

**16.3.1. CS - Lease to The Minister for Emergency Services (Fire and Rescue) - Road Reserve Adjoining 43 March Street, Richmond - (112106, 95496, 120506)**

**Previous Item:** 161, Ordinary (10 August 2021)

**Directorate:** Corporate Services

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**REASON FOR CONFIDENTIALITY**

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

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

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

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**ORDINARY MEETING**  
**16. CONFIDENTIAL REPORTS**  
**Meeting Date: 8 April 2025**

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**ORDINARY MEETING**  
**16. CONFIDENTIAL REPORTS**  
**Meeting Date: 8 April 2025**

**16.4. INFRASTRUCTURE SERVICES**

Nil Reports.



# Ordinary Meeting

# End of Business Paper

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