



# ORDINARY MEETING

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Date of meeting: 22 July 2025  
Location: Council Chambers  
Time: 6:30 PM

**BUSINESS PAPER**



## ORDINARY MEETING

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## **ORDINARY MEETING**

### **WELCOME**

**Meeting Date:** 22 July 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.

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

Certificates will be presented to the students from the Sister City Association.

#### **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.

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**WELCOME**

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**ORDINARY MEETING**  
**5. CONFIRMATION OF MINUTES**  
**Meeting Date: 22 July 2025**

**5. CONFIRMATION OF MINUTES**

Minutes of Ordinary Council Meeting 10 June 2025

Minutes of Extraordinary Council Meeting 19 June 2025

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

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## ORDINARY MEETING

### 7. CONDOLENCES

Meeting Date: 22 July 2025

### 7. CONDOLENCES

#### 7.1.1. Condolence Motion - Charles Casuscelli RFD

Submitted by: The Mayor, Councillor Les Sheather

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#### BACKGROUND

The Chief Executive Officer of the Western Sydney Regional Organisation of Councils (WSROC), Charles Casuscelli, recently passed away suddenly.

Mr Casuscelli had been the Chief Executive Officer of WSROC, of which Council is a member, since 2015 and was a tireless advocate for the Greater Western Sydney Region.

Born in Rome, Italy, he was immensely proud of his Italian heritage and his deep connections to Western Sydney, always working to make it a better place for its community.

He was a State Parliamentarian, representing Strathfield in the NSW Legislative Assembly from March 2011 to March 2015, where he served on the Committee on Law and Safety and chaired the Committee on Transport and Infrastructure.

A former Army Officer (1987-1991), Mr Casuscelli remained an active member of the Australian Army Reserve and was presented with the Reserve Forces Decoration (RFD) in 1993. He was Defence Force Liaison Officer (Army) from 2004, providing advice to the NSW State Government, through the emergency services, on Defence capability and policy as it affects Emergency Management in NSW.

Between 2001 and 2003, he was the General Manager, Field Operations (NSW and ACT) with NRMA Motoring Services.

He was also General Manager, Transport Management Centre, and Project Director, of the Transport Centre Management Project, NSW Roads and Traffic Authority from 1997 to 2001.

Council extends our condolences to Mr Casuscelli's family and friends, and to our colleagues at WSROC.

oooO END OF REPORT Oooo

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**7. CONDOLENCES**

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## ORDINARY MEETING

### 7. CONDOLENCES

Meeting Date: 22 July 2025

#### 7.1.2. Condolence Motion – Former Councillor John Ross

Submitted by: The Mayor, Councillor Les Sheather

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#### BACKGROUND

I would like to acknowledge John Ross who passed away recently.

John lived in Windsor and served as a Councillor for five years, being elected to Council in September 2016 until December 2021.

During his time on Council, John was a delegate to several committees including the;

- Audit Committee
- Hawkesbury Access and Inclusion Advisory Committee
- Development Application Monitoring Advisory Committee
- Economic Development Working Group
- Human Services Advisory Committee
- Waste Management Advisory Committee
- Hawkesbury Sustainability Advisory Committee
- Infrastructure Committee
- McMahon's Park Management Committee
- Hawkesbury Sister City Association
- Western Sydney Academy of Sport
- Council Budget Preparation Process

John not only provided service to the community as a Councillor, he also had an interest in activism and was a member of the Campaign of Action for Windsor Bridge (CAWB) and the Defenders of Thompson Square.

John's background was in Accounting, providing services to several local businesses.

Whilst on Council and also in retirement, John volunteered at several local schools as their 'Lolly Pop' Man, assisting students to cross the road safely.

Council extends our condolences to John's family and friends and his colleagues at Council.

oooO END OF REPORT Oooo

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**7. CONDOLENCES**

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**ORDINARY MEETING**  
**8. MAYORAL MINUTES**  
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**8. MAYORAL MINUTES**

**8.1.1.           MM1 – Election of Councillor Nathan Zamprogno to the Board of Local Government NSW**

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**BACKGROUND**

At its meeting held on 16 June 2025, the Board of Local Government NSW considered a Flying Minute to seek the Board's endorsement of filling a vacancy on the Board of Local Government NSW.

The Board endorsed the recommendation to the Flying Minute on 16 June 2025.

The Board resolved that Councillor Nathan Zamprogno be appointed to fill the vacancy in the office of Director (Metropolitan/Urban Council) - refer to Attachment 1 of this Mayoral Minute.

**RECOMMENDATION**

That Council note the appointment of Councillor Nathan Zamprogno to the Board of Local Government NSW.

**FINANCIAL IMPLICATIONS**

There are no financial implications applicable to this report.

**ATTACHMENTS**

**AT - 1.** LGNSW Board Flying Minute 16 June 2025.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**8. MAYORAL MINUTES**  
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**Attachment 1 - LGNSW Board Flying Minute 16 June 2025.**

State Board – 04/07/2025 – Agenda

**TITLE:** FLYING MINUTE: CASUAL VACANCY ON THE BOARD OF LGNSW  
**ITEM NUMBER:** S25/74

**PURPOSE**

The purpose of this report is for the Board to note the resolution passed by Flying Minute on 16 June 2025.

**EXECUTIVE SUMMARY**

- The purpose of the flying minute was to seek the Board's endorsement of filling a casual vacancy on the Board of LGNSW.
- The Board endorsed the recommendation of the Flying Minute on 16 June 2025.
- This report is presented to the Board to note the resolution of the Flying Minute as required by Rule 55C.

**RECOMMENDATION**

THAT pursuant to Rule 55C, the Board notes the following resolution passed by Flying Minute on 16 June 2025:

THAT:

1. Cr Nathan Zamprogno be appointed to fill the casual vacancy in the office of Director (Metropolitan/Urban council).
2. the President write to Cr Nathan Zamprogno inviting him to confirm acceptance of the appointment to the LGNSW Board.
3. the Board notes the requirement under s293K of the Fair Work (Registered Organisations Act) 2009 for officers of registered industrial organisations, whose duties include financial management of the organisation, to undertake training approved by the General Manager of the Fair Work Commission within six months of the person first holding office.
4. the Director Workforce and Legal undertake actions to ensure that legislative notifications or actions regarding the filling of the vacancy are fulfilled.



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

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

**9. EXCEPTION REPORTS - ADOPTION OF ITEMS NOT IDENTIFIED FOR DISCUSSION AND  
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**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
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**10. REPORTS FOR DETERMINATION**

**10.2. GENERAL MANAGER**

**10.2.1. GM - Councillor Representative to the Western Sydney Regional Organisation of Councils - (79351, 95496)**

**Previous Item:** 182, Ordinary (15 October 2024)

**Directorate:** General Manager

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**PURPOSE OF THE REPORT**

The purpose of this report is for Council to appoint an alternate Councillor representative to the Western Sydney Regional Organisation of Councils (WSROC), following the resignation received from Councillor Mike Creed.

**EXECUTIVE SUMMARY**

At the commencement of each term of Council, Council appoints its delegates and representatives to various Committees.

This report seeks Council's consideration to appoint an alternate Councillor representative to the Western Sydney Regional Organisation of Councils, following the resignation received from Councillor Mike Creed.

**RECOMMENDATION**

That Council nominate and appoint an alternate Councillor representative to the Western Sydney Regional Organisation of Councils as outlined in this report to align with the period of the Council Term, from July 2025 to September 2028.

**BACKGROUND**

The Western Sydney Regional Organisation of Councils (WSROC) is a membership organisation that represents five local Councils in the Greater Western Sydney region, including Blacktown City Council, Blue Mountains City Council, Cumberland City Council, Hawkesbury City Council and Liverpool City Council.

WSROC brings a collective voice to issues which are crucial for Greater Western Sydney's growing population. Their primary role is to represent the Councils and communities of Greater Western Sydney, as well as developing resource sharing and other cooperative projects between member Councils. WSROC also manages a number of projects, which are either funded jointly by its members or from external sources.

As a financial contributor to the Western Sydney Regional Organisation of Councils, Council may appoint two Councillors and an alternate Councillor to be represented on WSROC.

**DISCUSSION**

Council, at its meeting on 15 October 2024, considered a report for the appointment of delegates and representatives to various Committees.

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At that meeting, Council resolved to appoint the following Councillors to the Western Sydney Regional Organisation of Councils for the period of the Council Term, from October 2024 to September 2028:

- Councillor Amanda Kotlash
- Councillor Mary Lyons-Buckett
- Councillor Mike Creed (Alternate).

In June 2025, the General Manager received a resignation from Councillor Mike Creed from his role as alternate to the Western Sydney Regional Organisation of Councils.

This report seeks Council's consideration to nominate and appoint a replacement alternate delegate to the WSROC for the remainder of the Council Term, being July 2025 to September 2028.

### **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.

4.2 Encourage an informed community.

4.4 Build strong relationships and shared responsibilities.

### **FINANCIAL IMPACT**

There are no financial implications applicable to this report.

### **RISK MANAGEMENT CONSIDERATIONS**

There is a minor compliance risk associated with this report.

Hawkesbury City Council is provided with two delegates to the Western Sydney Regional Organisation of Councils. In October 2024, Council resolved for two delegates and an alternate to be appointed to WSROC. Should Council not resolve a replacement delegate for Councillor Creed, Council will continue to have representation on WSROC from the remaining delegates, being Councillor Kotlash and Councillor Lyons-Buckett.

### **ATTACHMENTS**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**10. REPORTS FOR DETERMINATION**  
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**10.3. CITY PLANNING**

**10.3.1. CP - Draft Community Sponsorship Program Policy (95498, 96328)**

**Previous Item:** 10.3.1 Ordinary (10 December 2024)

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to advise Council of the outcome of a review of the Community Sponsorship Program and the resulting drafting of a Community Sponsorship Program Policy (Policy). The Draft Policy includes an updated assessment matrix by which Community Sponsorship applications would be assessed and encompasses Council's existing 'Guidelines for working with Charitable Organisations' Policy.

**EXECUTIVE SUMMARY**

In December 2024 Council resolved to review its Community Sponsorship Program. The review was to look at the eligibility and assessment criteria for the Community Sponsorship Program and update the Community Sponsorship Strategy in order to provide greater clarity to the Community Sponsorship Program. It also proposed that a review of the guidelines for working with Charitable Organisations be undertaken.

The Policy is the outcome of the review. The purpose of the Policy is to outline the principles of the Community Sponsorship Program and provide clear and transparent guidance on the provision, assessment and determination of the Community Sponsorship Program.

The Policy outlines the Community Sponsorship Program and the guidelines for working with Charitable Organisations. Section 356 of the Local Government Act, 1993, enables a Council to grant financial assistance to residents and organisations. To meet the requirements of the Act, Councils generally distribute Section 356 financial assistance by way of a grants or donations program. Council has put into place the Community Sponsorship Program to provide a framework for the consideration and approval of sponsorship requests.

**RECOMMENDATION**

That Council:

1. Place the Draft Community Sponsorship Program Policy, attached as Attachment 1 to this report, on public exhibition for at least 28 days.
2. At the expiration of the public notification period outline in Part 1 above, the following action be taken:
  - a) Should any submissions be received regarding the Draft Community Sponsorship Program Policy, a further report be submitted to Council, or
  - b) Should no submissions be received, Council adopt the Community Sponsorship Program Policy attached in Attachment 1 to this report.

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**10. REPORTS FOR DETERMINATION**  
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## **BACKGROUND**

Section 356 of the Local Government Act, 1993, enables a council to grant financial assistance to residents and organisations, generally administered by way of a grants or donations program.

Since 2007, Council has in place a Community Sponsorship Program that provides the framework by which Council administers the allocation of financial assistance issued under this Program.

In 2018 Council resolved to review the eligibility and assessment criteria for the Community Sponsorship Program, resulting in the development of a Community Sponsorship Strategy.

## **DISCUSSION**

The Community Sponsorship Program and 'Guidelines for Working with Charitable Organisations' Policy has now been reviewed to revise the eligibility and assessment criteria. The Policy is the outcome of the review.

The purpose of the Policy is to outline the principles of the Community Sponsorship Program and provide clear and transparent guidance on the provision, assessment and determination of applications made under the Program.

The review of the guidelines for working with Charitable Organisations saw those Guidelines absorbed into the Policy.

Changes to the Community Sponsorship Program as a result of the Draft Policy are as follows:

### Participation

The current Guidelines for this category state that financial assistance may be provided to support the participation of residents who have been selected to represent the Hawkesbury in Regional, National, or an International sporting competitions and cultural events. The level of contribution is \$150 for individuals and \$750 for a team of five or more.

The review has outlined new Guidelines and introduced different levels of funding as below.

*Financial assistance may be provided to support the participation of residents who have been selected to represent the Hawkesbury in state, national, or international sporting, artistic, education and musical performance competitions.*

*Funding is available as follows:*

*State competitions \$150*

*National competitions \$250*

*International competitions \$500*

### Assessment Matrix

The Assessment matrix has been updated. The updates include additional criteria for accessibility and inclusion.

### Funding Rounds

To align with the Events Sponsorship Policy, there will be two funding rounds, instead of three each financial year, noting that overall funding available through the Program remains unchanged.

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**COMMUNITY ENGAGEMENT**

The issues raised in this report concern matters which constitute a trigger for community engagement under Council's current Community Engagement Policy. It is proposed that the Draft Community Sponsorship Program Policy attached as Attachment 1 to this report be placed on public exhibition for at least 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

- 1.1 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.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

**FINANCIAL IMPACT**

Financial implications arising from the Community Sponsorship Program as identified in the Draft Community Sponsorship Program are provided for in the 2025/2026 Adopted Operational Plan.

**RISK MANAGEMENT CONSIDERATIONS**

The Draft Community Sponsorship Program Policy will assist Council in managing the risks associated with consideration of funding to community. Council must ensure a rigorous process when completing funding policies to deliver fair, equitable and transparent funding programs. If the provision, assessment and determination of the Community Sponsorship Program is not fair, equitable and transparent, there could be medium reputational risk to Council.

**ATTACHMENTS**

**AT - 1** Draft Community Sponsorship Policy - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**

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**10.4. CORPORATE SERVICES**

**10.4.1. CS - Investment Report - May 2025 - (95496, 96332)**

**Previous Item:** 10.4.1, Ordinary (10 June 2025)

**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 \$109.8 million in investments as at 31 May 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 May 2025 be received and noted.

**BACKGROUND**

Council held \$109.8 million in investments as at 31 May 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 \$109.8 million in investments as at 31 May 2025.

**Table 1: Summary of Council's Investment Portfolio as at 31 May 2025.**

Product Type	Face Value	% of Total
Term Deposits - Fixed Rate	\$86,000,000	78%
Floating Rate Notes	\$4,850,000	5%
NSW TCorp Long Term Growth Fund	\$1,191,236	1%
At Call Deposits	\$17,805,515	16%
<b>Grand Total</b>	<b>\$109,846,751</b>	<b>100%</b>

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

Long Term Credit Rating	Face Value	% of Total
AA	\$78,305,515	71%
A	\$29,350,000	27%
BBB	\$1,000,000	1%
NSW TCorp Long Term Growth Fund	\$1,191,236	1%
<b>Grand Total</b>	<b>\$109,846,751</b>	<b>100%</b>

**Table 3 - Fixed Term Deposits**

Financial Institution	Long Term Rating	Maturity Date	Interest Rate	Face Value
Bendigo Adelaide	A-	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+	25-Jun-25	5.50%	\$1,500,000
		25-Jun-25	5.45%	\$1,500,000
		9-Jul-25	5.10%	\$2,000,000
		5-Aug-25	4.50%	\$2,000,000
		13-Aug-25	5.10%	\$2,000,000
		17-Sep-25	4.75%	\$1,000,000
		17-Sep-25	4.40%	\$2,000,000
		10-Dec-25	5.00%	\$1,000,000
		7-Jan-26	4.90%	\$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
		17-Dec-25	4.52%	\$2,000,000
		25-Feb-26	4.85%	\$2,000,000
		18-Mar-26	4.42%	\$3,000,000
		8-May-26	4.30%	\$2,000,000
Suncorp	A1+	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
		15-Oct-25	4.80%	\$3,000,000

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Financial Institution	Long Term Rating	Maturity Date	Interest Rate	Face Value
		29-Oct-25	4.80%	\$3,000,000
		29-Oct-25	4.80%	\$500,000
		12-Nov-25	5.00%	\$2,000,000
		12-Nov-25	4.80%	\$2,000,000
		3-Dec-25	4.80%	\$2,000,000
		10-Dec-25	4.80%	\$4,000,000
		10-Dec-25	4.80%	\$3,000,000
		10-Dec-25	4.80%	\$3,000,000
		7-Jan-26	5.00%	\$1,500,000
Westpac	A1+	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	4.97%	\$800,000
Suncorp	13-Mar-29	5.09%	\$500,000
Bank of Queensland	30-Apr-29	5.15%	\$2,050,000
Bendigo Adelaide	14-May-27	4.96%	\$500,000
AMP	13-Sep-27	5.39%	\$1,000,000
		<b>Grand Total</b>	<b>\$4,850,000</b>

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

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

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

Product Type	Face Value	% of Total
<b>Non Fossil Fuel Lending ADIs</b>	<b>\$66,050,000</b>	<b>60%</b>
-AMP	\$1,000,000	
-Bank of Queensland	\$5,050,000	
-Bendigo Adelaide	\$2,500,000	
-Rabobank Australia	\$21,000,000	
-Suncorp	\$36,500,000	
<b>Fossil Fuel Lending ADIs</b>	<b>\$42,605,515</b>	<b>39%</b>
-Commonwealth Bank	\$17,805,515	
-Macquarie Bank	\$800,000	
-National Australia Bank	\$22,000,000	
-Westpac Group	\$2,000,000	
<b>Other</b>	<b>\$1,191,236</b>	<b>1%</b>
-NSW TCorp Long Term Growth Fund	\$1,191,236	

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Product Type	Face Value	% of Total
<b>Grand Total</b>	<b>\$109,846,751</b>	<b>100%</b>

### 3. Compliance to Investment Policy

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

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

Long-Term Credit Rating	% of Portfolio	Policy Maximum	Compliant with Policy
AA	71%	100%	Yes
A	27%	60%	Yes
BBB	1%	50%	Yes
NSW TCorp Funds	1%	20%	Yes

**Table 7: Term to Maturity**

Term to Maturity	% of Portfolio	Policy Range	Compliant with Policy
Between 0 and 1 years	95%	40%-100%	Yes
Between 1 and 5 years	5%	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 8 below.

**Table 8: Portfolio Return**

31 May 2025	Monthly Return (Annualised)	Financial Year to Date (Annualised)
Hawkesbury City Council - Investment Portfolio	4.88%	4.88%
Benchmark - Bloomberg Ausbond Bank Bill Index	4.12%	4.43%
<b>Performance Relative to Benchmark</b>	<b>0.76%</b>	<b>0.45%</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.

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#### Investment Certification

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

#### DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Prudential Investment Services Corp has reviewed Council's investments as at 31 May 2025 and has advised of the following:-

*"Council's investment portfolio returned 4.88%pa for the month versus the bank bill index benchmark's 4.12%pa return. Over the past 12 months, the investment portfolio has returned 4.85% versus the bank bill index benchmark's 4.42%.*

*The NSW TCorp Long Term Growth Fund recorded a strong result during the month, with a gain of 3.01% (actual). The return is reflective of the gains in the domestic and international share markets following the back down of tough tariff talk coming out of the US. Improved valuations on floating rate notes also helped boost returns in the TCorp holding.*

*Without marked-to-market influences, Council's investment portfolio yielded 4.93%pa for May. 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 May, Council had maturities of \$10m between four term deposits with original maturities between 6 - 9 months with an average yield of 5.12%pa. Council invested \$11m across five term deposits with maturities ranging from 3 to 12 months yielding an average of 4.43%pa which is now a competitive level given the drop in interest rates.*

*Council has \$6m in term deposits maturing in June. Looking forward the following is recommended for consideration over the coming month:*

- With as much as 75 basis points in rate cuts anticipated from the RBA over the coming 12 months, it is expected that TD rates in the 3-12 months range will continue to trend lower.*
- If market expectations eventuate, and the RBA gradually cuts the cash rate to 3.10% through the 2025/26 Financial Year, then current TD levels in the 6-12 month area will look attractive in the coming months.*
- Levels in the 4.30%pa to 4.40%pa area remain available in the 5-9 month range using Rabobank and Bank of Queensland. The best rates across 9-12 months are now between 4.10%- 4.20%pa, but this still represents a big margin over swap rates for those terms which could tighten sharply with subsequent rate cuts.*
- The NAB and AMP are offering rates in the 3-6 month area at good levels above 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.*
- While long term rates (= 12 months) have dropped off sharply, margins on new floating rate note (FRN) issues remain competitive with quarterly rate sets on FRNs paying much more than 12-month TDs. New FRN issues suitable for Council will continue to be monitored and recommended when appropriate.*

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

### Restriction of Funds

Council's total investment portfolio as at 31 May 2025 included funds that are restricted as to what they can be expended on.

**Table 9: Restriction of Funds**

<b>Restriction Type</b>	<b>May 2025</b>	<b>%</b>	<b>April 2025</b>	<b>%</b>
External Restrictions - S7.11 and S7.12 Developer Contributions	\$45,439,919	41.38%	\$45,165,758	44.03%
External Restrictions - Bushfire and Flood Grants	\$5,152,304	4.69%	\$7,886,680	7.69%
External Restrictions - Western Sydney Infrastructure Grants Program	\$12,043,163	10.96%	\$6,085,806	5.93%
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	\$3,172,474	2.89%	\$6,073,531	5.92%
Internal Allocations	\$34,330,969	31.25%	\$34,281,803	33.42%
Unrestricted	\$9,707,922	8.83%	\$3,085,525	3.01%
<b>Total</b>	<b>\$109,846,751</b>	<b>100%</b>	<b>\$102,579,103</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 allocation 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 allocated 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

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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 was provided for in the Adopted 2024/2025 Operational Plan.

**RISK MANAGEMENT CONSIDERATIONS**

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

**ATTACHMENTS**

There are no supporting documents for this report.

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**10.4.2. CS - Draft Payment of Expenses and Provision of Facilities to Councillors Policy for Public Exhibition - (95496, 96333)**

**Previous Item:** 176, Ordinary (11 October 2022)

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to seek Council's endorsement to place the Draft Payment of Expenses and Provision of Facilities to Councillors Policy on public exhibition for a period of 28 days.

**EXECUTIVE SUMMARY**

Following a Local Government Elections, Councils are required to review and adopt a range of policies within the first 12 months of the new term of Council.

Council's Payment of Expenses and Provision of Facilities to Councillors Policy (Expenses Policy) has been reviewed to align more closely Council's existing Expenses Policy with that of the Office of Local Government's Model Policy. In addition, particular clauses are proposed to be added which addresses specific matters for Hawkesbury City Council.

The Draft Expenses Policy is presented to Council seeking endorsement to place on public exhibition for a period of 28 days.

**RECOMMENDATION**

That:

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

**BACKGROUND**

Following a Local Government Election, Councils are required to review and adopt a range of governance policies within the first 12 months of the new term of Council being elected. In accordance with Section 252 of the Local Government Act 1993 (Act), Councils are required to adopt a new policy on the Payment of Expenses and the Provision of Facilities to the Mayor and Councillors (Expenses Policy).

In October 2022, Council adopted the current Expenses Policy, modelling many of the provisions of the Office of Local Government (OLG) Model Councillor Expenses and Facilities Policy (Model Policy) and ensuring that Council's Expenses Policy complies with the Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW (Guidelines). Under Section 23A of the Act, Council's Expenses Policy must comply with these Guidelines.

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This report presents a Draft Expenses Policy, included as Attachment 2 to this report, for Council's consideration and endorsement to place on public exhibition.

## **DISCUSSION**

A review of the current Payment of Expenses and the Provision of Facilities to Councillors Policy (Expenses Policy) has been undertaken in response to Council's requirements to review and adopt an Expenses Policy within 12 months following a Local Government Election.

The review was undertaken by:

1. Comparing Council's current Expenses Policy with the Model Policy issued by the OLG;
2. Reviewing current provisions within the Expenses Policy against Hawkesbury City Council practices;
3. Comparing certain provisions relating to the provision of ICT equipment with a range of other Councils and the written advice provided by the OLG.

It is noted that the reviewed Draft Expenses Policy intends to align more closely Council's existing Expenses Policy with that of the OLG Model Policy. In addition, particular clauses are proposed to be added which addresses specific matters for Hawkesbury City Council.

### **Consultation on the Proposed Expenses Policy**

The revised Draft Expenses Policy was presented to Councillors at a Councillor Workshop held on 8 July 2025. Having regard to the challenges experienced by the current Expenses Policy in the reconciliation of ICT equipment at the end of the previous Council term, amendments are proposed to particular clauses to remove ambiguity with the current wording contained within the Expenses Policy. In addition, Councillor Reimbursement Forms that support claims made under the Expenses Policy have been updated to reflect the proposed amendments to the Expenses Policy.

Council Officers received advice from the Office of Local Government in relation to Council's current Expenses Policy, and it is recommended that the Policy be revised to provide clear guidance on the reconciliation of ICT equipment at the conclusion of the Council term. In addition, policies and practices of other Councils within the Sydney Metropolitan Area were taken into consideration in the development of the revised clauses to the Draft Expenses Policy.

### **Options for the provision of ICT Equipment**

Two options were developed for Council in relation to the provision of ICT equipment for use by Councillors to undertake their civic duties only, outlined below:

#### **Option 1: Ability for Councillors to source own ICT equipment and seek reimbursement by Council**

- Councillors may source their own ICT equipment and seek reimbursement by Council (Note: reimbursement will only be approved for purchases that do not exceed the maximum amount allowed for by Council)
- Councillors may opt to receive the ICT equipment provided by Council
- Explicitly stating that Council is the owner of the ICT equipment, whether sourced by the Councillor and reimbursed by Council, or provided by Council.
- The ICT equipment must be returned to Council at the end of the Council term, subject to any application to the General Manager to purchase the ICT equipment.

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A further option exists where Councillors source their own ICT equipment and are reimbursed by Council, where it may be possible for Councillors to then retain ownership of the ICT equipment. In this circumstance the maximum reimbursable sum would be an estimated pre-depreciated amount.

Option 2: No ability for Councillors to source own ICT equipment

- Councillors may be provided with ICT equipment provided by Council
- Explicitly states that Council is the owner of the ICT equipment
- The ICT equipment must be returned to Council at the end of the Council term, subject to any application to the General Manager to purchase the ICT equipment.

It is considered that Option 2 is the most closely aligned with the Model Code and the most appropriate option. Therefore, Option 2 is recommended and has been included in the Draft Policy.

The Expenses Policy also includes other amendments to more closely align Council's Policy with that of the Model Policy provided by the Office of Local Government. A list of key amendments to the Draft Expenses Policy is included as Attachment 1 to this report.

Included as Attachment 2 to this report is the revised Draft Expenses Policy proposed to be placed on public exhibition.

## **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.

The Draft Payment of Expenses and Provision of Facilities to Councillors Policy will be placed on public exhibition for a period of 28 days, following which a report will be presented to Council should submissions be received.

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

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

### Reliable Council

4.1 Provide representative, responsive and accountable governance.

4.2 Encourage an informed community.

## **FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The Payment of Expenses and Provision of Facilities to Councillors Policy sets out a range of amounts to support the Councillors in undertaking their role as a Councillor. These figures are provided for in the Adopted 2025/2026 Operational Plan.

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**RISK MANAGEMENT CONSIDERATIONS**

Councils have an legislative requirement to review a range of policies within the first 12 months of the new term of Council. There is a minor compliance risk should the Payment of Expenses and Provision of Facilities to Councillors Policy not be considered within this time.

**ATTACHMENTS**

**AT - 1** Key List of Proposed Changes to Payment of Expenses and Provision of Facilities to Councillors Policy

**AT - 2** Draft Payment of Expenses and Provision of Facilities to Councillors Policy - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

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**Attachment 1 - Key List of Proposed Changes to Expenses Policy**

**Councillor Expenses Policy Council – Key List of Proposed Changes**

No	Clause	Type of Change	Summary of Change
1	NA	Addition	Inclusion of a table detailing monetary limits for expenses and facilities referred to in Policy  Note: Monetary amounts contained in one place for ongoing review and update
2	NA	Minor change	Amend reporting requirements to align with Model Policy
3	5.1 and 5.2	Delete	Delete these clauses as they are not in the Model Policy. (New) Clauses 6.7 and 6.8 address the approval arrangements for interstate, long distance intrastate and overseas travel.
4	6.3	Delete	This clause is not in the Model Policy. Additionally, this clause is not relevant. Section 252 of the Local Government Act 1993 states that Council's must adopt a policy and the policy must set out the limits for expenses and facilities and that any claims must be made in accordance with the Policy
5	6.4	Minor change	Amend wording to align current practice with Model Policy
6	(Old) 7.4	Delete	Move clause to sit under Accommodation, Meals and Incidental Expenses
7	(Old) 7.5 to 7.14	Change	Remove previous Policy provisions regarding Interstate and Overseas Travel (noting the clauses are outdated and are from the Local Government Association) and replace wording with clauses from the Model Policy
8	7.16 (old 7.6)	Minor change	Amend wording to clarify that accommodation, meals and incidental expenses apply to approved travel or professional development <i>outside metropolitan Sydney</i>
9	6.17 (new)	Addition	Inclusion of clause regarding day limits for accommodation and meal expenses not part of a conference or professional development participation will be consistent with the Monetary Rates set out by the NSW Department of Premier's Department for Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 and adjusted annually (align to Model Policy)

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No	Clause	Type of Change	Summary of Change
10	6.18 (old 7.8)	Change	Amend the clause to remove telephone calls, refreshments and meals, internet charges and newspapers to align with modern best practice. Incidental expenses are defined as: <i>laundry and dry cleaning, taxi fares and parking</i> . Accommodation and refreshments and meals are covered under clause 6.17 and consistent with day limits as set out in the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually  Remove amount and refer to Table 1 – Monetary Table of Expenses and Facilities
11	6.19 (old 7.9)	Minor change	Day limits for accommodation and meal expenses for travel outside of Australia are to be determined in advance at a Council Meeting (as is current practice)
12	6.22 (new)	Addition	Inclusion of a clause regarding the standard of refreshments to be provided at Council related meetings and functions to be consistent with the Monetary Rates set out by the NSW Department of Premier's Department for Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 and adjusted annually (align to Model Policy)
13	6.23 (old 7.12)	Minor change	Remove amount and refer to Table 1 – Monetary Table of Expenses and Facilities
14	6.28 (new)	Addition	Inclusion of a clause regarding the reimbursement of expenses related to obtaining a Paid Employment Working With Children Check
15	6.32 (old 7.20)	Minor change	Include <i>Council</i> for the approval of registration fees, transportation and accommodation associated with attendance at conferences (as is current practice)
16	6.37 (new)	Addition	Clause has been added to clarify permissible use of ICT equipment by Councillors,  Option 2 – No ability for Councillors to source own ICT equipment included.
17	6.38 (old 7.26)	Change	Inclusion of the words <i>which subject to this policy remain the property of Council</i> which aligns with the intent of the Policy and is industry practice  Inclusion of <i>and associated data plan linked to Council's shared data plan</i> with Apple iPad tablet or equivalent (as is current practice)

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No	Clause	Type of Change	Summary of Change
			Inclusion of a <i>surge protector for use with IT equipment</i> which has been moved from clause 10.2 of the Policy ( <i>General facilities for all Councillors</i> )
18	6.39 (old 7.25)	Minor change	Clause has been amended to remove duplications and define other expenses and ancillary accessories associated with ICT devices, noting data costs and services are covered under subsequent clauses within the Policy
19	6.39	Minor change	This clause has been amended to align to this ICT Option
20	6.40	Minor change	This clause has been amended to align to this ICT Option
21	6.41	Minor change	This clause has been amended to align to this ICT Option
22	6.42	Minor change	This clause has been amended to align to this ICT Option
23	6.43	Minor change	This clause has been amended to align to this ICT Option
24	6.44	Minor change	This clause has been amended to align to this ICT Option
25	7.2	Change	Clause has been amended to accurately reflect Council's insurances for Councillors, being that Councillors are insured for personal injury whilst performing civic duties, and insurance for loss or damage to Council property whilst in the Councillor's possession or control is irrespective of whether a Councillor is performing their civic duties or not
26	9.1	Addition	Clause has been added to identify the Councillor Induction Handbook provided to each Councillor at the beginning of each term of Council
27	9.2	Minor changes	<p>Clause amended to include:</p> <ul style="list-style-type: none"> <li>- Council branded clothing as detailed in Table 1 to this Policy</li> <li>- Christmas eCards</li> <li>- Access to the Mayor's office</li> </ul> <p>Include <i>excluding alcohol</i> to align with Model Policy</p> <p>Remove <i>surge protector for use with Council's IT equipment</i> as this is now captured in Clause 7.38</p> <p>Remove <i>subject to availability and approval by the General Manager, access to secretarial services for Council related</i></p>

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No	Clause	Type of Change	Summary of Change
			<i>issues by a suitably qualified and experienced secretary</i> (note: reinstatement of the clause from the Model Policy (see new section <i>Administrative Support</i> ))
28	9.6 (old 10.5)	Minor change	Clause has been amended to reflect amounts outlined in Table 1 to the Policy
29	9.8 and 9.9 (new)	Addition	New section on the provision of administrative support to align with the Model Policy (note: replaces the provision in clause 10.2 above)
30	9.10 (new)	Addition	Inclusion of a clause relating to access to Fitness Passport
31	9.11 (new)	Addition	Inclusion of a clause relating to access to the Employee Assistance Program
32	10.7 and 10.8 (old)	Remove	Clauses have been removed as duplication of Section 4 – Private or Political Benefit
33	10.1	Change	Clause amended to reflect Model Policy, ie <i>Council will provide to the Mayor a maintained vehicle to a similar standard of other Council leaseback vehicles, with a fuel card</i>
34	10.4	Minor change	This clause has been amended to align with the Model Policy
35	10.5	Minor change	This clause has been amended to align with the Model Policy
36	11.1 (old 12.1)	Change	This clause has been amended to note that alcohol will not be provided as part of the Payment of Expenses and Provision of Facilities Policy, in line with the Model Policy
37	12	Change	The heading has been changed to clearly define the clauses in this section
38	12.2 (new)	Addition	Inclusion of a clause relating to expenses from suppliers where no actual or perceived conflicts of interest may exist
39	12.4 (old 13.3)	Minor change	This clause has been amended to include <i>ICT expenditure</i>
40	14.1 and 14.2 (old 15.1 and 15.2)	Change	These clauses have been amended to include <i>or reimbursed by Council</i> to provide clarity regarding the end of term processes for ICT equipment which has been sourced by Councillors and reimbursed for by Council
41	17.1 (old 18.1)	Minor change	This clause has been amended to state when audits of the operation of the Policy will be undertaken, to align with the Model Policy



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No	Clause	Type of Change	Summary of Change
42	Other	Minor change	Small formatting and grammatical changes are proposed

Definitions	
Minor Change	A change that has minimal impact to the intent of the Expenses Policy
Change	A change that will result in an impact to the intent of the Expenses Policy
Addition	A key addition to the Expenses Policy
Deletion	Deletion of a particular clause

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

**Previous Item:** 8.1.1, Ordinary (11 March 2025)

10.4.3, Ordinary (8 April 2025)

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

This report has been prepared following the public exhibition of the proposed lease to Hawkesbury Woodcraft Cooperative Limited for part of Woodlands Park, 245 Sackville Road, Wilberforce.

The report considers the submissions received during the public exhibition period and recommends that Council enter into the Heads of Agreement and Licence Agreement with Hawkesbury Woodcraft Cooperative Limited.

**EXECUTIVE SUMMARY**

At its Ordinary Meeting on 8 April 2025, Council resolved to publicly exhibit the proposed Licence Agreement with Hawkesbury Woodcraft Cooperative Limited for part of Woodlands Park, 245 Sackville Road, Wilberforce in accordance with Sections 46 and 47 of the Local Government Act, 1993. The proposal was placed on public exhibition for a period of 28 days from 28 April 2025 to 26 May 2025 and three submissions were received. The submissions and Council Officer's responses to the submissions are presented to Council for consideration.

This report recommends that Council agree to enter in to a Heads of Agreement and Licence Agreement with the proposed tenant, Hawkesbury Woodcraft Cooperative Limited in regard to the part of Woodlands Park, 245 Sackville Road, Wilberforce, as outlined in this report.

**RECOMMENDATION**

That:

1. 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.
2. 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.
3. 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.
4. Details of Council's resolution be conveyed to the three parties who made submissions.

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**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.

At its meeting on 11 March 2025, Council resolved as follows:

*"That:*

- 1. Council commence negotiations with Hawkesbury Woodcraft Cooperative to use part of Woodlands Park, 245 Sackville Road, Wilberforce as shown 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 then negotiated a proposed Heads of Agreement and a proposed Licence Agreement terms with Hawkesbury Woodcraft Cooperative Limited for the use of part of Woodlands Park, 245 Sackville Road, Wilberforce. It was 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.

At its Ordinary Meeting on 8 April 2025, Council resolved to publicly exhibit the proposed Licence Agreement with Hawkesbury Woodcraft Cooperative Limited for part of Woodlands Park, 245 Sackville Road, Wilberforce in accordance with Sections 46 and 47 of the Local Government Act, 1993.

The proposal was placed on public exhibition for a period of 28 days from 28 April 2025 to 26 May 2025 and three submissions were received. A summary of the submissions and Council Officer's responses to the submissions are set out below.

Submission Theme	Submission Comments	Council's Response
Environmental concerns	Construction will disturb local wildlife located in the Park. This includes but is not limited to birds, lizards and frogs. These animals will be greatly impacted by this infrastructure. It will take away their homes, disturb their natural environment and leave them vulnerable. This area connects to a large area of bushland with many trees and animal habitats. Building here will take away a safe way for animals to move areas as they need to.	The impacts on the environment would be considered as part of any Development Application lodged.
	Reference made to the Protection of the Environment Operations Act 1997 (POEO Act) and Biodiversity Conservation Act 2016. The proposed development would significantly alter the character of the area, disrupting local biodiversity. Over the last 25 years they have witnessed numerous native species,	The impacts on the environment and other relevant legislation would be considered as part of any Development Application lodged.

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	including echidnas, frill-neck lizards, frogs and plovers using this area for nesting. The site functions as an active ecological corridor linking 30 acres of nearby forest. Any construction would disrupt these habitats and post a potential threat to threatened species.	
Noise and dust nuisance	Due to their only being five homes located here, all of which are quiet families. Building this structure here would cause a great amount of noise, which will disturb the residents. Even after all construction, there would be constant noise from power tools and heavy machinery that would disrupt their routine. Woodworking jobs will also create a great deal of dust, which would go into their homes.	The impacts of noise and dust would be considered as part of any Development Application lodged.
	Woodworking, especially on a community scale, involves the use of power tools, heavy machinery and other equipment that generates substantial noise, vibration and dust. These emissions are incompatible with the quiet, semi-rural nature of the neighbourhood, where residents have chosen to live for its peace and natural setting. The introduction of such a facility may necessitate legal action, including noise abatement order, to mitigate the nuisance it would create for residents.	The impacts of noise and dust would be considered as part of any Development Application lodged. If the development were to be approved and there were ongoing issues, Council's Regulatory Service Branch would carry out relevant investigations.
	Woodworking machinery, plant and equipment will make considerable noise and dust which will impact both players and spectators.	The impacts of noise and dust would be considered as part of any Development Application lodged.
Loss of public recreation	This space proposed to be used for this building is used by members of the community for things such as training their dogs, teaching children to ride bikes and Wilberforce Rural Fire Service training drills. Replacing a large open space area with a building would take away the ability to use the space for these activities and reduce accessibility.	Woodlands Park consists of an area of 7.462 hectares, the proposed licence area is, subject to final plans, will be approximately 1,500m <sup>2</sup> (0.154 hectares) leaving open space of 7.312 hectares. The sporting fields occupy an estimated area of 3.25 hectares. The carpark and buildings occupy an estimated area of 0.4 hectares. This leaves approximately 3.662 hectares for community use, which consists of trees.
	The site in question is actively used by various community groups and	Woodlands Park consists of an area of 7.462 hectares, the

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	<p>residents for a variety of recreational activities, including:</p> <ul style="list-style-type: none"> <li>- dog obedience training</li> <li>- remote control car activities</li> <li>- casual golf practice</li> <li>- families teaching children to ride bikes and mini-bikes</li> <li>- Wilberforce Rural Fire Brigade training drills</li> </ul> <p>Replacing this open space with an industrial-style shed, would deprive the community of valuable recreational land, reducing accessibility for other users and diminishing the recreational value of the area.</p>	<p>proposed licence area is, subject to final plans, will be approximately 1,500m<sup>2</sup> (0.154 hectares) leaving open space of 7.312 hectares. The sporting fields occupy an estimated area of 3.25 hectares. The carpark and buildings occupy an estimated area of 0.4 hectares. This leaves approximately 3.662 hectares for community use, which consists of trees.</p>
Visual appeal and shadowing	<p>Five residential homes are located along this strip and placing a large shed here will be visually unappealing and will likely lead to property devaluation.</p>	<p>The impacts of streetscape would be considered as part of any Development Application lodged.</p>
	<p>The proposed structure, a large, metal shed, would create an unappealing visual intrusion in the area. The quiet residential community consists of five homes along Sackville Road, built in the 1960's. The addition of this shed would disrupt the aesthetic character of the streetscape and could potentially lower values in the vicinity.</p>	<p>The impacts of streetscape and shadowing would be considered as part of any Development Application lodged.</p>
	<p>Concerns that there has been no consideration for the structure placement of the proposed shed for sun safe practices. Additionally, the Ironbark Drive of Woodlands 1 oval cricket pitch will be obstructed from a batter's point of view due to the enormity of the proposed shed and its sun glare.</p>	<p>The impacts of shadowing would be considered as part of any Development Application lodged.</p>
Traffic congestion	<p>Due to the already limited parking at Woodlands Park, building a large structure would greatly reduce public access. In addition to this, the proposal suggests that another 20 to 30 people will need access to parking. The Park is already over</p>	<p>The impacts of traffic and parking would be considered as part of any Development Application lodged.</p>

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	capacity during peak hour sporting group activities; there is no space for an additional 20 to 30 people.	
	The current parking facilities and access road at Woodlands Park are already under strain, particularly during peak use by sporting groups and community events. The introduction of 20 to 30 additional vehicles associated with the Woodcraft Group would exacerbate congestion, further limiting public access to the space. Presently, the existing parking area is frequently utilised by 10 to 20 cars due to shortage of available spaces.	The impacts traffic and parking would be considered as part of any Development Application lodged.
Zoning concerns	<p>The proposed site is zoned RE1 - Public Recreation, a zoning classification intended to preserve natural environments for community enjoyment and passive recreation. The establishment of a woodworking shed at this location would be in direct conflict with the zoning objectives, which aim to:</p> <ul style="list-style-type: none"> <li>- Protect and enhance the natural environment,</li> <li>- Provide open space for community recreation,</li> <li>- Restrict inappropriate development.</li> </ul>	<p>Hawkesbury City Council's Local Environmental Planning Plan permits community facilities on land zoned RE1 - Public Recreation, such as the purpose of the proposed licence agreement.</p> <p>The proposed tenant would need to address their ability to meet the zone objectives as part of any Development Application.</p>
	<p>The zoning for Woodlands Park is RE1, which is specifically designated for the recreational use and provide space for the community sport and recreational activity originally. The proposed site was originally a netball court and remains a playground for kids, dog handlers and the like.</p>	<p>Hawkesbury City Council's Local Environmental Planning Plan permits community facilities on land zoned RE1 - Public Recreation, such as the purpose of the proposed licence agreement.</p> <p>The proposed tenant would need to address their ability to meet the zone objectives as part of any Development Application.</p>
Lack of transparency and community consultation	It is concerning that many local residents and community sports clubs, including the Wilberforce Soccer Club and Wilberforce Cricket Club, were unaware of this proposal until after the Council Meeting on 8 April 2025. In contrast, the Woodworkers Cooperative appeared to have formal representation at the	The public notification that was undertaken was in regard to the proposed Licence Agreement. At the Council Meeting on 8 April 2025 the matter, Item 10.4.3, was approved by Council by exception. The matter did not have any public speakers.

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Submission Theme	Submission Comments	Council's Response
	meeting. I am disappointed by the lack of communication and transparency throughout this process.	However, there were public speakers when Council considered the matter as a Mayoral Minute at the Council Meeting on 11 March 2025, when the matter was first discussed.
	Disappointment that the consultation process was not as transparent from the Hawkesbury Sports Council as it should have been. The sporting clubs should have been notified via written notification for further discussion on this matter.	Council received advice from Hawkesbury Sports Council that the proposed Licence Agreement was discussed at their meeting in February 2025 as an agenda item and the matter was supported.
Stormwater/Retention	Major concerns about how the proposed footprint will impact surface water and its natural flow to adjacent properties, roof capacity and its volume of catchment and how discharging of stormwater and discharge of water retention tanks and their overflows to the street.	The impacts of stormwater and retention would be considered as part of any Development Application lodged.
Potential future development	The Cooperative's existing facility, approximately 18 metres by 12 metres, with a separate shelter and two containers, raises further questions about the necessity for a new structure measuring 27.5 metres and 23 metres, and 6 metres in height. The potential for future expansion also remains a concern.	If the proposed Licence Agreement and any subsequent Development Application were approved, any future expansion outside of this area would be subject to public notification and consultation.
Theft and damage	Sporting clubs have seen first-hand the damage and theft to Council property over the years and believe this proposal will only enhance property damage and theft.	Any vandalism, damage or theft would be investigated with Council's current procedures. If there were ongoing issues that were caused by the proposed development then Council staff could liaise with the proposed tenant to consider deterrent measures, such as cameras.

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:*



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*(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:*

*(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)*

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- *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.'*

The terms of the proposed Heads of Agreement and Licence Agreement reported to the Council Meeting on 8 April, 2025 are set out below:

#### 1. Heads of Agreement

It was 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 would 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:

Term:	Condition
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:	<p>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.</p> <p>The Licensee will also be responsible for insuring the building/shed and the contents of the building/shed.</p>
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

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<b>Term:</b>	<b>Condition</b>
	<p>seek compensation or object to the Licensor retaining ownership of said structure/s.</p> <p>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.</p>
Cost of Development:	<p>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.</p> <p>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.</p>
Sub-letting:	<p>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.</p> <p>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.</p>
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

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<b>Term:</b>	<b>Condition</b>
Insurance:	<p>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.</p> <p>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.</p>
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:	<p>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.</p> <p>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.</p>
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 were 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.

**DISCUSSION**

The majority of the impacts raised in the submissions would be considered as part of any Development Application lodged by the proposed Licensee. Public notification would occur as part of the Development Application. Given that the land the development would be carried out on is owned by Council, the determination of any Development Application would be made by the Hawkesbury Local Planning Panel.

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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 for hiring or booking 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 occurred through Public Notification on Your Hawkesbury Your Say and letter to adjoining owners. The public exhibition was for a period of 28 days from 28 April 2025 to 26 May 2025, with three submissions being received and those submissions are now being considered as part of this Report.

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

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

#### Great Place to Live

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

#### 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 adopted 2025/2026 Operational Plan and will need to be addressed as part of a future 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:

- Low Financial Risk: there is a low financial risk if Council does not agree to enter the Licence Agreement due to loss of rental income.
- Moderate Compliance Risk: there is a moderate compliance risk if Council is not compliant with legislation should public notification requirements not be adhered to.
- Public notification was completed and this report is to consider the three submissions received as is required under Sections 46 and 47 of the Local Government Act 1993.
- Moderate Reputational Risk: there is a moderate reputational risk should the Licence Agreement be approved and the proposed development negatively impacts the local community.

### **ATTACHMENTS**

**AT - 1** Plan of Licence Area

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**Attachment 1 - Plan of Licence Area**

Attachment 1: Plan of Licensed Area



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**10.5. INFRASTRUCTURE SERVICES**

**10.5.1. IS - Western Sydney Infrastructure Grants Program - Turnbull Oval and Amenities Upgrade Concept Design (95495)**

**Directorate:** Infrastructure Services

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**PURPOSE OF THE REPORT**

In accordance with the adopted Turnbull Oval and Amenities Upgrade – Engagement and Communication Plan, there are a range of decision points (hold points) relating to informing and/or seeking a decision of Council on Western Sydney Infrastructure Grants (WSIG) Projects. In line with this Plan, the WSIG Project Team is presenting the Turnbull Oval and Amenities Upgrade Project for endorsement of the Concept Design.

**EXECUTIVE SUMMARY**

Each project under the WSIG 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 at these key stages.

The following project has reached a hold point requiring Council's endorsement:

- Turnbull Oval and Amenities Upgrade: Seek endorsement of the concept design for the project

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

**RECOMMENDATION**

That Council endorse the Turnbull Oval and Amenities Upgrade Project Concept Design attached at Attachment 1 to this report.

**BACKGROUND**

The Western Sydney Infrastructure Grants Program (WSIG), formerly West Invest, for Hawkesbury City Council comprises of 10 projects, which had Deeds signed in late 2023 and 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 have now progressed to design stage with the exceptions being Woodbury Reserve Upgrade, (progressed to construction procurement stage for the sporting field component with the Pump Track, Mountain Bike Trail and the Skate Park previously completed) and Fernadell Park and Community Facility project, (in construction for the sporting field components; while the community centre awaits Development Application approval). Since the projects have faced

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significant cost escalations, the design development is progressing in stages involving extensive value engineering, cost management strategies and close collaboration between designers, quantity surveyors, and key stakeholders to refine the scope to align with the budget, while also exploring additional funding opportunities.

The two stages of design are: concept 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 which are likely to be beyond budget and which are not critical for meeting the committed outcomes. This will then undergo a project viability assessment with the funding body and a variation request will be submitted to progress the project to tender with separable portions.

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 (if necessary) for which Council involvement, either through informing or endorsement is required. With respect to these hold points, the purpose and outcome have been provided below:

Purpose	Outcome
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.

Accordingly, Turnbull Oval and Amenities Upgrade Project has reached a hold point wherein endorsement of the concept design is required, which is the purpose of this report. The summary of the Outcome Logic Map is given below:

SHORT-TERM OUTCOMES	MEDIUM TO LONG-TERM OUTCOMES	OUTCOME MEASURES
<p>An independent Economic Impact Assessment prepared for the project demonstrates the short-term economic impacts in Hawkesbury LGA including all direct and indirect economic effects. The project is expected to support up to:</p> <ul style="list-style-type: none"> <li>\$15.41 million in economic output</li> <li>\$5.46 million in value-added economic activity</li> <li>40 local jobs</li> </ul> <p><b>Health and Wellbeing Outcomes</b></p> <ul style="list-style-type: none"> <li>Increased attendance at the facility</li> <li>Increased participation in recreational activities</li> </ul>	<p>The changes over time as a direct result of the proposal include:</p> <ul style="list-style-type: none"> <li>50% increase in competitive team games at the park in 12 months</li> <li>50% increase in female participation in 12 months</li> <li>50% increase in grandstand patronage in 12 months</li> <li>Decrease of 50% of incidents reported to the NSW Police at the park</li> <li>100% increase in community</li> </ul>	<p>Improved individual/group health and wellbeing outcomes:</p> <ul style="list-style-type: none"> <li>Increase in individual health and decrease in obesity through active recreation</li> <li>Increased public access to places where the community can meet</li> <li>Increased sense of belonging in the community and community cohesion</li> </ul>



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SHORT-TERM OUTCOMES	MEDIUM TO LONG-TERM OUTCOMES	OUTCOME MEASURES
<ul style="list-style-type: none"><li>Increased participation in sports and recreation by females</li><li>Decreased rates of obesity</li></ul>	satisfaction with local recreational infrastructure in 12 months	<ul style="list-style-type: none"><li>Increased sense of safety in community</li><li>Increase in female competitive sports participation</li></ul>

## DISCUSSION

### Turnbull Oval and Amenities Upgrade

Hawkesbury City Council (HCC) engaged Complete Urban in June 2022 to prepare a master plan and 3D visualizations to support the WSIG funding application. The funding deed was signed in October 2023, with the intent to engage a landscape architect to carry out the landscape concept and detailed design and a building architect for the building concept design.

However, based on experience in other projects, it was anticipated that the overall project cost would significantly exceed the available budget. As a result, Council engaged with stakeholders on 6 June 2024 to understand their key needs and priorities and look for opportunities to refine the scope. Two options were developed for the building amenities with tiered seating: -

- (a) Refurbishment and extension of the existing amenities building, and
- (b) Demolition of the existing building and new construction.

Quantity Surveyor (QS) estimates were obtained for the project for the two building options, and a further external stakeholder consultation was held on 7 November 2024 with Hawkesbury City Junior Rugby Club, North Richmond Cricket Club, Colo Netball Club and the Hawkesbury Sports Council, to present the two concepts and discuss the funding constraints. Following this consultation, the option to refurbish and extend the existing amenities building was selected to proceed, which was reported through the December 2024 internal governance meetings.

### Proposed Facilities

The project will deliver a range of improvements to enhance the sporting and recreational facilities at North Richmond Park. These include a modernised and expanded amenities block that meets the community's needs for upgraded infrastructure in the North Richmond area. The refurbishment and extension will incorporate a canteen, first aid and referees' rooms, and dedicated storage spaces for various clubs. Additional change rooms will be provided to better accommodate female participants. Other key upgrades include improved lighting, a new playground, enhancements to the multiuse courts, parking improvements, drainage upgrades, new footpaths, tiered seating for spectators, and upgrades to the cricket practice nets.

The development of the North Richmond precinct will bring an increase to the capacity of the grounds and increased functionality through the expansion of change rooms to support female participation. The facility currently has only two change rooms. Expanding the number of change rooms to four will increase the capacity for games, allowing one team to play on the international field while another plays on the modified (MOD) field. This will enable two games to take place simultaneously (male and female). Additionally, the MOD and Mini League fields will be modified to meet Rugby League standards.

The facility has the equivalent of one full-size, one modified and one mini rugby league field, a turf cricket wicket with dual cricket practice nets, and three all-weather multi-purpose courts. The upgrade

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to the playing field comprises of upgrade to irrigation and storm water drainage, new turfing for the extended area and new flood lights. The current and proposed sizes of the playing field are as follows:

Field	Current Size	Proposed Size
International Size Rugby Field	68m x 118m	68m x 116m
MOD Field	50m x 80m	48m x 96m
MINI Field	22.5m x 65m	30m x 68m

The upgrades to this facility will not only cater for local sporting competitions but will identify the area as having the facilities capable of hosting events of a state standard.

### Design Process

Council engaged with stakeholders on 6 June 2024 to understand their key needs and priorities and look for opportunities to refine the scope. Two options were developed for the building amenities with tiered seating – point

- (a) Refurbishment and extension of the existing amenities building, and
- (b) Demolition of the existing building and new construction.

Quantity Surveyor (QS) estimates were obtained for the project for the two building options, and a further external stakeholder consultation was held on 7 November 2024 with Hawkesbury City Junior Rugby Club, North Richmond Cricket Club, Colo Netball Club and The Hawkesbury Sports Council, to present the two concepts and discuss the funding constraints. Following this consultation, the option to refurbish and extend the existing amenities building was selected to proceed, which was reported through the December 2024 internal governance meetings.

A request for tender (RFT) was subsequently advertised to engage an architect to carry out the detailed design for the building. The Landscape Architect presented four options for the field configuration to the Council technical working group on 16 January 2025. Two options which aligned closer to the budget were considered:

- Option 1 - One international sized rugby field and retention of the existing modified sized field.
- Option 2 - One international sized field with the modified field enlarged and made bigger to the greatest extent possible.

These concept options were presented to the external stakeholders comprising of Hawkesbury City Junior Rugby Club, North Richmond Cricket Club, Colo Netball Club and the Hawkesbury Sports Council on 14 April 2025, wherein the Hawkesbury City Junior Rugby Club outlined the requirement that modified fields must comply to certain standards for sizing. Thus Option 1 was selected for further development.

A gap analysis of the existing building concept plan was carried out and changes made for efficiencies and better constructability. This concept plan was presented to the Council technical working group on 26 May 2025 and adjustments were made.

Landscape and building concept design was presented to the stakeholders including Hawkesbury City Junior Rugby Club, North Richmond Cricket Club, Colo Netball Club and the Hawkesbury Sports Council and the technical working group on 11 June 2025, incorporating previous feedback provided. Further changes were proposed in the design to provide club room, change colour of the netball court, provide additional emergency access, and reducing the amenities for the referees.

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 22 July 2025

A meeting was organised with the Hawkesbury Sports Council on 12 June 2025 to consolidate feedback received from stakeholders. The items discussed and agreed upon during the meeting were:

- The current first aid room is to be relocated to the referee area. It was noted that a room as large as the one currently proposed is not required.
- The referee room should be designed as a unisex common area with separate male and female toilets and showers.
- Aligning to the services and cleaner's rooms in Change Rooms 3 and 4, narrow, elongated display cabinets are to be introduced in Change Rooms 1 and 2. Displayed items should be securable and visible from the common walkway. The provision of two W/Cs meets the requirement; some reconfiguration in this area may create additional space in the change room.
- The currently proposed bin room and first aid room should be revised to function as a storage area.

The building concept design was updated and issued to the stakeholders on 30 June 2025. A further letter from the Hawkesbury Sports Council was received on 03 July 2025 consolidating further stakeholder feedback and requesting the following changes:

1. The pathway outside the cricket roller room be capable of catering for the roller to be reversed out of the storeroom provided. The path will also be required to cater with a 5-tonne roller driving over it repeatedly during the cricket season (10 x per week)
2. The Office / timekeepers room, first aid room, uniform storeroom and referee's rooms be modified
3. The uniform and storeroom areas behind the canteen and cricket roller facility be combined to make 1 storeroom
4. The path alongside the male amenities and the storeroom be a minimum of 2.2 metres wide to cater for the rugby league trailer that is utilized for set up. A 2.2 metre gate onto the field will also be required at the field end of the path.
5. The stakeholders would also like confirmation of the final layout of the field to ensure that the mini, mod and international rugby league fields and the turf cricket wicket and cricket practice nets are all catered for within the available space.

These changes have been incorporated in the updated concept design presented to Council. The concept plan may require further refinement to improve overall functionality. These refinements will be reviewed during the detailed design stage, in consultation with relevant stakeholders.

#### Design Challenges and Value Management

Following the Quantity Surveyor (QS) report, the challenge was to strategically redesign the project to avoid cost overrun considering the project outcomes in the Outcome Logic Map in the Business Case. The initial scope comprised of a new two storey grandstand with shaded seating and clubhouse including canteen, commercial kitchen, function room, increased storage solution, gymnasium for youth services, and compliant change spaces. This was redesigned as a refurbished amenities building with tiered seating, canteen, bathrooms, change rooms, referee spaces and increased storage capacity. This was revised to value manage the scope to align with the available budget, minimize ongoing maintenance, and to eliminate the need for a lift. The angled car park at Beaumont Avenue was removed as it was cost prohibitive and required major service relocation. These changes were included in the project variation request submitted to the WSIG Funding body, which is approved.

## ORDINARY MEETING

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The designers were given a clear brief to deliver a facility within the available budget and the consultant has developed the Concept Design with an engineer's estimate of approximately \$9 million. There is in-built contingency within these estimates with the opportunity for further value management. Based on these figures, the overall project cost remains manageable within the available budget.

#### Consultation Summary

A summary of external stakeholder consultation for the project is presented below:

6 June 2024 - Initial consultation for the proposed Turnbull Oval and Amenities Upgrade project was undertaken with external stakeholders including Hawkesbury Sports Council, Rugby League, North Richmond Cricket Club, Cricket NSW, and the council technical working group. The purpose of the consultation was to understand community needs, acknowledge funding restrictions, and discuss the need for descopeing. During the meeting, Cricket NSW advised that there is a possibility of separate funding, whereby they could contribute up to half of the cricket nets upgrade expenses, with a maximum contribution of \$40,000. An application for this funding was submitted in May 2025 and has since received conditional approval

7 November 2024 - Based on internal and external stakeholder feedback, two options were developed for the building amenities with tiered seating - (a) refurbishment and extension of the existing amenities building, and (b) demolition of the existing building and new construction. QS estimates were prepared for both options and presented to external stakeholders comprising Hawkesbury City Junior Rugby Club, North Richmond Cricket Club, Colo Netball Club and The Hawkesbury Sports Council. Following this consultation, the option to refurbish and extend the existing amenities building was selected to proceed.

14 April 2025 - Two options for Landscape concept was presented to external stakeholders comprising of Hawkesbury City Junior Rugby Club, North Richmond Cricket Club, Colo Netball Club and The Hawkesbury Sports Council. These options were: Option 1 - one international size rugby field with the existing modified sized field and Option 2 - one international size field with the modified field enlarged and made bigger to the extent possible which is a preferred option by Council asset team. Based on feedback from Rugby league that modified field required to comply to certain standards for sizing. Option 1 was selected for further development including some adjustments.

11 June 2025 - Landscape and building concept design was presented to the stakeholders including Hawkesbury City Junior Rugby Club, North Richmond Cricket Club, Colo Netball Club and The Hawkesbury Sports Council and the technical working group, incorporating previous feedback provided. Further feedback was received to provide club room, change colour of the netball court, provide additional emergency access, and reducing the amenities for the referees.

12 June 2025 - Meeting with the Hawkesbury Sports Council to consolidate feedback received from stakeholders. The items discussed and agreed upon during the meeting were:

- The current first aid room is to be relocated to the referee area. It was noted that a room as large as the one currently proposed is not required.
- The referee room should be designed as a unisex common area with separate male and female toilets and showers.
- Aligning to the services and cleaner's rooms in Change Rooms 3 and 4, narrow, elongated display cabinets are to be introduced in Change Rooms 1 and 2. Displayed items should be securable and visible from the common walkway. The provision of two W/Cs meets the requirement; some reconfiguration in this area may create additional space in the change room.
- The currently proposed bin room and first aid room should be revised to function as a storage area.

**ORDINARY MEETING**  
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01 July 2025 - Concept design updated and issued to stakeholders consolidating feedback

03 July 2025 - Received a letter from the Hawkesbury Sports Council consolidating further comments from the stakeholders on the updated concept design. A further letter from the Hawkesbury Sports Council was received on 03 July 2025 consolidating further stakeholder feedback and requesting the following changes:

- The pathway outside the cricket roller room be capable of catering for the roller to be reversed out of the storeroom provided. The path will also be required to cater with a 5 tonne roller driving over it repeatedly during the cricket season (10 x per week)
- The Office / timekeepers room, first aid room, uniform storeroom and referees rooms be modified
- The uniform and storeroom areas behind the canteen and cricket roller facility be combined to make 1 storeroom
- The path alongside the male amenities and the storeroom be a minimum of 2.2 metres wide to cater for the rugby league trailer that is utilized for set up. A 2.2 metre gate onto the field will also be required at the field end of the path.
- The stakeholders would also like confirmation of the final layout of the field to ensure that the mini, mod and international rugby league fields and the turf cricket wicket and cricket practice nets are all catered for within the available space.

These changes have been incorporated in the updated concept design presented to Council.

A summary of stakeholder requests and their outcomes is attached to this report.

Following the Council endorsement of the concept design, further broad community consultation will be undertaken by publishing the concept plans on 'Your Hawkesbury Your Say' and comments/submissions invited.

### **Budget**

The total funding for the project is \$8.54 million, comprising of \$4.78 million from WSIG and \$3.76 million from HCC. The WSIG funding includes \$645,000 as contingency which will need to be approved through a contingency request form before it can be included for expenditure; the WSIG Program Office have been very clear to date that contingency is only for, in effect, latent conditions and do not cover scope creep or price escalation.

Since it was anticipated that the project cost would significantly exceed the available budget, Council engaged with stakeholders on 6 June 2024 to understand their key needs and priorities around the requirements for the building which as per the deed comprised of new two storey grandstand with shaded seating and clubhouse including canteen, commercial kitchen, function room, increased storage solution, gymnasium for youth services, and compliant change spaces.

Based on stakeholder priorities and guided by the Outcome Logic Map, the scope was refined to providing an amenities building with tiered seating, canteen, bathrooms, change rooms, referee spaces and increased storage capacity. Thereafter, two options were developed for the building - (a) refurbishment and extension of the existing amenities building, and (b) demolition of the existing building and construction of a new building.

The initial QS was estimated at \$13.7 million (with the inclusion of a new amenity building) and \$12.1 million (with the refurbished building). Upon further design development and value management, the engineer's estimate for the project now is \$9 million. There is in-built contingency within these estimates

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

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with the opportunity for further value management. Based on these figures, the overall project cost remains manageable within the available budget.

During the stakeholder meeting on 6 June 2024, Cricket NSW advised that there is a possibility of separate funding, whereby they could contribute up to half of the cricket nets upgrade expenses, with a maximum contribution of \$40,000. An application for this funding was submitted in May 2025 and has since received conditional approval.

#### Project Variation Request

The project team has submitted a project variation request to align the deed milestones with the forecast schedule and changing the scope in accordance with the concept design developed in consultation with the stakeholders that is aligned to the budget. This project variation request has been approved by the funding body. The project variation request includes aligning the deed milestones to the forecast schedule and reallocation and refinement of deliverables to better align with the project budget, updated project cash flow, including stakeholder priorities and to eliminate redundancies. The changes in scope include:

- **Change** new two storey grandstand with shaded seating and clubhouse including canteen, commercial kitchen, function room, increased storage solution, gymnasium for youth services, and compliant change spaces to amenities building with tiered seating, canteen, bathrooms, change rooms, referee spaces and increased storage capacity. Revised due to value managing the scope to align with the available budget, minimizing ongoing maintenance, and eliminating the need for lift provisions related to accessibility.
- **Remove** the Beaumont Avenue angled car park from the scope, as it requires major service relocations. However, the car park adjacent to the existing amenities building remains within scope and will be upgraded to accommodate approximately 56 cars.

#### Schedule

The project completion is due by October 2027 with funding acquittal by January 2028.

#### Next Steps

This report seeks Council's endorsement of the Concept Design for Turnbull Oval and Amenities Upgrade Project. Upon securing endorsement, the Concept Design will be published on Your Hawkesbury Your Say for a 28-day community consultation period. Feedback received during this consultation will inform the subsequent stages of the project. Following Council endorsement and the conclusion of community engagement, the project will proceed to the detailed design development phase, followed by construction procurement and construction phase.

#### COMMUNITY ENGAGEMENT

Each project and / or program is subject to its own community consultation or community engagement process in line with Council's Community Engagement Policy, and as stated above should Council endorse the concept plan, the next step is to proceed to community consultation on the plan.

#### 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

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 22 July 2025**

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.

1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.

1.6 Build on a sense of community and wellbeing.

Protected Environment and Valued History

2.1 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. This could also jeopardise external relationships with various funding bodies and undermine future opportunities for external funding to increase Council's Program.

There is a financial risk if the project were to be abandoned prior to adequately assessing viability, as determined by the WSIG Program office. At the present time this could constitute up to \$494,672 of unbudgeted cost.

**ATTACHMENTS**

**AT - 1** Turnbull Oval and Amenities Upgrade Landscape Concept Design Report - (*Distributed under separate cover*).

**AT -2** Turnbull Oval and Amenities Upgrade Building Concept Design Report - (*Distributed under separate cover*).

**AT -3** Summary of stakeholder consultation and outcomes - (*Distributed under separate cover*).

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 22 July 2025**

**oooO END OF REPORT Oooo**



## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 22 July 2025

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

#### 11.1.1. ROC Local Traffic Committee - 16 June 2025 (82045)

Directorate: Infrastructure Services

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#### PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on Monday 16 June 2025.

#### EXECUTIVE SUMMARY

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

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

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

#### RECOMMENDATION

That the Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 16 June 2025.

#### DISCUSSION

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

- Local Traffic - LTC - Proposed Median Island in Boundary Road at its intersection with George Street, Box Hill - Request from The Hills Council for Hawkesbury Council Concurrence - (Hawkesbury) - (80245, 73621, 123265, 112333)
- Special Event - LTC - Clarendon Classic Machinery Truck and Hobby Show 2025 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 86480)
- Special Event - LTC - Windsor Spectacular 2025 Event - Governor Phillip Park, Windsor - Upper Hawkesbury Power Boat Club - (Hawkesbury) - (80245, 73829)
- Special Event - LTC - All Holden Day - Holden Display Day 2025 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 114515)

#### ATTACHMENTS

AT - 1 Minutes of the Local Traffic Committee held on 16 June 2025.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 22 July 2025

Attachment 1 - Minutes of the Local Traffic Committee held on 16 June 2025



# Local Traffic Committee

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Date of meeting: 16 June 2025  
Location: Remote Location  
Time: 3:00 PM

MINUTES

**ORDINARY MEETING**

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

**Meeting Date:** 22 July 2025

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**LOCAL TRAFFIC COMMITTEE**  
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**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 22 July 2025**

**LOCAL TRAFFIC COMMITTEE**

**1. AGENDA**

**Meeting Date: 16 June 2025**

**1. AGENDA**

**Welcome**

Minutes of the Meeting of the Local Traffic Committee held Remotely on 16 June 2025, commencing at 3pm.

**ATTENDANCE**

**Present:** Mr Thile Somaratne, Transport for NSW  
Mrs Felicity Findlay (Office of Member for Hawkesbury)

**Apologies:** Councillor Mike Creed  
Senior Constable Damien Mitchell, NSW Police Force  
Inspector Ben Watson, NSW Police Force  
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 Mrs Felicity Findlay, seconded by Mr Thile Somaratne, that the apologies be accepted.

**Declaration of Interests**

There were no Declarations of Interest made.

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**ORDINARY MEETING**

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

**Meeting Date:** 22 July 2025

**LOCAL TRAFFIC COMMITTEE**

**2. CONFIRMATION OF MINUTES**

**Meeting Date:** 16 June 2025

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the motion of Mrs Felicity Findlay, seconded by Mr Thile Somaratne, that the minutes from the previous meeting held 12 May 2025 be confirmed.

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**ORDINARY MEETING**

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

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**LOCAL TRAFFIC COMMITTEE**

**3. BUSINESS ARISING**

**Meeting Date:** 16 June 2025

**3. BUSINESS ARISING**

There was no business arising from the previous minutes.

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 22 July 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 16 June 2025

##### 4. REPORTS FOR DETERMINATION

###### 4.1. GENERAL TRAFFIC

- 4.1.1. LTC - Proposed Median Island in Boundary Road at its intersection with George Street, Box Hill - Request from The Hills Council for Hawkesbury Council Concurrence - (Hawkesbury) - (80245, 73621, 123265, 112333)

#### INTRODUCTION:

Advice has been received from The Hills Council that a new road is being constructed on their side of Boundary Road, Box Hill, known as George Street as outlined in Figure 1. The traffic facilities associated with this Development Application includes a median island along the centreline of Boundary Road.

The centreline of Boundary Road forms the Local Government boundary between The Hills Council and Hawkesbury City Council. The Hills Council through its Local Traffic Committee has approved the extent of proposed works within its Local Government Area and has referred this matter to Hawkesbury Council for its concurrence.



**Figure 1: Locality plan - George Street at Boundary Road, Box Hill**

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 16 June 2025

#### DISCUSSION:

George Street is planned to function as a Collector Road, providing a key east-west link between Boundary Road and Old Pitt Town Road. George Street is being constructed progressively, in conjunction with the redevelopment of private properties. It is predominantly approximately 11.5m wide, with a default urban speed limit of 50km/h. Boundary Road is a Regional Road and is currently approximately 11m wide near George Street, with a sign posted speed limit of 80km/h.

In this current stage of works, it is proposed to extend George Street through to a new intersection with Boundary Road. The only other section of George Street still to be completed is the link between Mount Carmel Drive and Terry Road, the timing of which is outside of the control of The Hills Council.

As part of the future upgrade of Boundary Road, traffic signals are planned to be installed at this intersection of George Street and Boundary Road. Menin Road on the west side of Boundary Road is also planned to be realigned to form a cross intersection. The traffic signals are to be part of Stage 2 of the Boundary Road upgrade.

Considering the traffic volume and speed limit on Boundary Road, as well as the proximity of the existing Menin Road intersection, there is the potential for vehicle conflicts at the new George Street intersection in the absence of traffic signals. Additionally, the road width is inadequate to allow northbound through traffic to safely pass a vehicle waiting to turn right into George Street.

To address this, a median island is proposed in Boundary Road at George Street. This will restrict George Street to left-in/left-out only at Boundary Road. The proposed median island is 0.6m wide and 150mm high semi mountable kerbs, with 3.2m wide travel lanes maintained in both directions as outlined in Figure 2 and Attachment 1. There is no impact to any properties located on the Hawkesbury side of Boundary Road with the proposed median island and turn restrictions as these properties do not have direct access onto Boundary Road.

The alignment of the kerbs and the median island in George Street have been designed around the ultimate layout under Stage 2 of the Boundary Road upgrade, when traffic signals are installed. In the interim, jersey barriers and linemarking are proposed to assist in managing traffic through the intersection as detailed in Figure 2. This arrangement is designed to provide a sufficient turning manoeuvre area for a 12.5m vehicle (SU-HRV Truck). The jersey kerbs will be approximately 0.8m high, and as such below the 1.1m driver eye height used for road design in accordance with Austroads. Notwithstanding this, sight distances will be further reviewed at the implementation phase and adjustments made where appropriate.

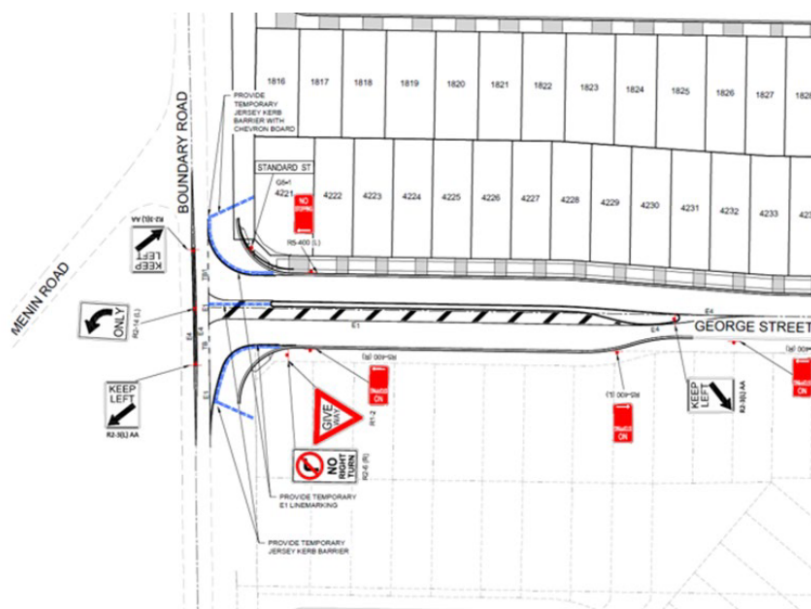
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**ORDINARY MEETING**  
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**LOCAL TRAFFIC COMMITTEE**  
**4. REPORTS FOR DETERMINATION**  
**Meeting Date: 16 June 2025**



**Figure 2: Proposed Intersection Configuration**

The Hills Council has endorsed the installation of the temporary median island and associated signposting and line marking on Boundary Road at the intersection of George Street, Box Hill, which was also based on receiving endorsement from TfNSW to the proposed temporary median island.

**Summary:**

That the proposed installation of the temporary median island and associated signposting and line marking on Boundary Road at the intersection of George Street, Box Hill as outlined in Attachment 1 be endorsed, and advice be provided to The Hills Council accordingly.

**RECOMMENDATION TO COMMITTEE:**

That the proposed installation of the temporary median island and associated signposting and line marking on Boundary Road at the intersection of George Street, Box Hill as outlined in Attachment 1 be endorsed, and advice be provided to The Hills Council accordingly.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mrs Felicity Findlay, seconded by Mr Thile Somaratne.

Support for Recommendation: Unanimous support.

That the proposed installation of the temporary median island and associated signposting and line marking on Boundary Road at the intersection of George Street, Box Hill as outlined in Attachment 1 be endorsed, and advice be provided to The Hills Council accordingly.

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 16 June 2025

##### 4.2. SPECIAL EVENTS

**4.2.1. LTC - Clarendon Classic Machinery Truck and Hobby Show 2025 -  
Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 86480)**

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#### INTRODUCTION:

An application has been received from the Sydney Antique Machinery Club Inc. seeking approval (in traffic management terms) to conduct the Clarendon Classic Machinery Truck and Hobby Show 2025 within the Hawkesbury Showground, Clarendon, on Saturday, 20 and Sunday, 21 September 2025.

The event organiser has advised:

- The event was first established in 1991 and has been held for over 22 years. This is the first year that the application has been submitted to Council relating to traffic management.
- The event is a display of antique farm equipment, vintage tractors, steam engines, stationary engines, tractors, tracked military vehicles, trucks, cars, classic motorbikes, models and hobby.
- The event attracts visitors in the form of both exhibitors and spectators from around Australia as well as overseas visitors from countries such as New Zealand, England and the USA.
- The event will be conducted between 9am and 4pm for both days.
- Exhibitors will be setting up in the Showground on Friday, 19 September 2025 with pack-up undertaken on Monday, 22 September 2025.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is located within the Hawkesbury Showground only.
- The event is expected to attract approximately 1,500 participants/exhibitors and 4,000 visitors over the two days.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area and will be directed into the site via Gate 4, by accredited traffic controllers. Exit from the showground will be via Gate 4.
- Pedestrians will enter the Showground via Gate 1.
- There will be increases to traffic flow at the intersections of Hawkesbury Valley Way/ Racecourse Road and Blacktown Road/Racecourse Road. With the event spread over two days it is anticipated that there will not be peak traffic periods impacting the road network.
- Traffic controllers will monitor the exit of vehicles from the showground. If there are issues with vehicles turning right into Hawkesbury Valley Way from Racecourse Road due to heavy traffic on Hawkesbury Valley Way that may result in vehicles queuing across the railway tracks, vehicles will be directed to turn right out of Gate 4 onto Racecourse Road and travel towards Blacktown Road.

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- Advance warning with VMS shall be installed at 2 locations which include Hawkesbury Valley Way and Blacktown Road.

Details of the Event Layout Plan and VMS Messaging Plan are contained in Attachments 1 and 2.

#### 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 rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser is anticipating that a high proportion of traffic is expected from the Hawkesbury Valley Way intersection. Both Hawkesbury Valley Way and Blacktown Road are main arterial roads (State roads).

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 the parking area from Gate 4. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the showground along Racecourse Road from the Blacktown Road intersection.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCPs) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road 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 2" special event under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may impact on major traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 3 (ECM Document Set ID No: 9355076):

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) which requires updating for the Class of the event and other information listed in the main application,
5. Event and Parking Layout for the Showground,
6. VMS Location plan for Hawkesbury Valley Way and Blacktown Road.
7. Copy of the application to the NSW Police Force,
8. Copy of Insurance Policy which is valid to 31 July 2025, however, does not include Hawkesbury City Council and Transport for NSW – TfNSW (formerly RTA/RMS) as Interested Parties.

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#### RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events> and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
2. The Clarendon Classic Machinery Truck and Hobby Show 2025 within the Hawkesbury Showground, Clarendon, on Saturday, 20 and Sunday, 21 September 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>;
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCPs) - noting this is a Class 2 event - which need to include details such as the specific position of barriers, signs etc, to Council for

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acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Hawkesbury City 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 requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to 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 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 and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

#### 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;

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- 4q. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 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 Mrs Felicity Findlay, seconded by Mr Thile Somaratne.

Support for Recommendation: Unanimous support.

That:

- 1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events> and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
- 2. The Clarendon Classic Machinery Truck and Hobby Show 2025 within the Hawkesbury Showground, Clarendon, on Saturday, 20 and Sunday, 21 September 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

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hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers to assist in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;

- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCPs) - noting this is a Class 2 event - which need to include details such as the specific position of barriers, signs etc, to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Hawkesbury City 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 requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to 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

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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;

- 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 and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to submit the completed " Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4o. access is to be maintained for businesses, residents and their visitors;
- 4p. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4q. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4s. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

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**4.2.2. LTC - Windsor Spectacular 2025 Event - Governor Phillip Park, Windsor - Upper Hawkesbury Power Boat Club - (Hawkesbury) - (80245, 73829)**

#### INTRODUCTION:

An application has been received from the Upper Hawkesbury Power Boat Club (UHPBC) seeking approval (in traffic management terms) to conduct the Windsor Spectacular 2025 event on Saturday, 13 and Sunday, 14 September 2025.

The event organiser has advised;

- This is an event which has been held previously for over 10 years.
- The event is a circuit power boat race (oval shape) on the Hawkesbury River, adjacent to Governor Phillip Park with various categories of boats.
- The circuit is generally along the straight section of the River between the Windsor Bridge and South Creek. The event does not impact on the ferry services which are further upstream along the River.
- The event will be conducted between 10am and 4pm on both Saturday, 13 September and Sunday, 14 September 2025.
- The event will be held within Governor Phillip Park located at the northern end of George Street, Windsor.
- The internal road within the park will remain open during the event and access to the park with access to the public boat ramp being closed to the general public as part of the exclusive use of the site.
- The number of boats expected is approximately 60 with their participants.
- There will be approximately 100 spectators for the event at the start/finish venue in Windsor.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park and there may be considerable impacts on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road.
- It is expected that residents on George Street, Palmer Street, North Street, Arndell Street and Court Street may be affected due to the increased traffic flow.
- Parking will be at Governor Phillip Park, with access to the Event Parking area provided from Palmer Street.
- Traffic controllers will manage the entry into the event car park in Palmer Street and to manage event patrons crossing the internal access road within the park to/from the event parking in the field adjacent to Governor Phillip Park accessed from Palmer Street and manage access to the boat ramp for the event participants.
- Vehicles can approach the access point into the Event Parking area from the direction of either George Street or Court Street.

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- With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed.
- With the installation of the new traffic signals, to maintain traffic flow in Bridge Street, the right turn from Bridge Street (northbound) into George Street (eastbound) is now prohibited and all traffic is required to turn right at Court Street at the uncontrolled intersection.
- As Bridge Street is effectively one lane at Court Street, allowing event traffic to turn right at this location has the potential to increase congestion and as such it is proposed to ban the right turn into and out of Court Street at Bridge Street between 7am and 4pm on Saturday, 13 September and Sunday, 14 September 2025.
- Traffic that would normally turn right into Court Street will be detoured over the Windsor Bridge to perform a U-turn at the new roundabout at Freemans Reach Road, return back over the Bridge and then turn left into George Street or at Court Street for vehicles over 9metres in length.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street.
- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- A detour route will be signposted to direct vehicles travelling from the south to continue north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road to travel south along the Bridge and turn left into George Street or at Court Street for vehicles over 9metres in length.
- Vehicles travelling from the west along Macquarie Street will turn right into Bridge Street and then left into Court Street.
- Variable Message Signs (VMS) signs with three VMS boards located at key locations and detour plan that guides event traffic and local road network traffic has been prepared. The VMS's will be provided to inform traffic on how to enter the Event site and will be located at;
  - Bridge Street, Windsor - North Bound near Court Street,
  - Bridge Street, Windsor - North Bound near George Street,
  - Bridge Street, Windsor - South Bound near George Street.
- The River will be closed for the duration of the event along the length of the event course.
- When the event concludes at 4pm on both Saturday and Sunday and the patrons are leaving, the traffic volumes on Bridge Street will be lower than the peak periods during the earlier part of the day. Furthermore as all queuing is contained within the local road network, it is anticipated that there will be minimal delays to regional traffic.

Details of the Event Traffic Control and VMS Plans are contained in Attachments 1 to 3.

#### DISCUSSION:

The event will be held principally along the Hawkesbury River with the event organiser requesting exclusive use of the River from Transport for NSW – TfNSW (formerly NSW Maritime). The

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participants/spectators travelling to the event, and in particular to Governor Phillip Park, may impact heavily on the state road network along Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street as well as the local roads such as George Street and Court Street.

With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed. The Management measures proposed have been previously discussed between Police, TfNSW and Council to ensure that traffic movement is not compromised in particular at the intersection of Bridge Street and Court Street. These measures have been utilised for other events held recently at Governor Phillip Park.

A summary of the traffic management measures is listed below:

- Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 7am and 4pm on Saturday, 13 September and Sunday, 14 September 2025.
- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street (State Road) to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- A traffic control vehicle will be parked in the centre of Court Street with barrier boards and traffic cones used to delineate and enforce the No Right Turn restrictions.
- A detour route will be signposted to direct vehicles travelling from the south to travel north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road and then travel south along Bridge Street to turn left into George Street or at Court Street for vehicles over 9metres in length.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street via either Arndell Street or Palmer Street.
- Vehicles travelling from the west along Macquarie Street will turn right into Bridge Street and then left into Court Street.
- VMS's will be used to inform traffic and all detour routes signposted.

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

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No: 9428180):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Special Event Traffic Management Plan which requires updating for the 2025 event.

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#### RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
2. The Windsor Spectacular 2025 event within Governor Phillip Park, Windsor, planned for Saturday, 13 September and Sunday, 14 September 2025 by the Upper Hawkesbury Power Boat Club (UHPBC), be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures:
  - Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 7am and 4pm on Saturday, 13 September and Sunday, 14 September 2025. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
  - Partial road closure permitted at the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 7am and 4pm on Saturday, 13 September and Sunday, 14 September 2025.

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

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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 the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) due to the traffic movements and restrictions along Bridge Street (State Road) and its intersections with George Street and Court Street, Windsor and the proposed turn restrictions at the intersection of Bridge Street and Court Street between 7am and 4pm on Saturday, 13 September and Sunday, 14 September 2025 where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCPs) which need to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from Transport for NSW – TfNSW (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to 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;
- 4k. the event organiser is to obtain written approval from Council for the use of Governor Phillip Park;
- 4l. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

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

#### During the event:

- 4q. access is to be maintained for businesses, residents and their visitors;
- 4r. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4s. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

#### **COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mrs Felicity Findlay, seconded by Mr Thile Somaratne.

Support for Recommendation: Unanimous support.

That:

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

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requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.

2. The Windsor Spectacular 2025 event within Governor Phillip Park, Windsor, planned for Saturday, 13 September and Sunday, 14 September 2025 by the Upper Hawkesbury Power Boat Club (UHPBC), be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures:
  - o Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 7am and 4pm on Saturday, 13 September and Sunday, 14 September 2025. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
  - o Partial road closure permitted at the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 7am and 4pm on Saturday, 13 September and Sunday, 14 September 2025.

and the following conditions:

#### **Prior to the event:**

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

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- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) due to the traffic movements and restrictions along Bridge Street (State Road) and its intersections with George Street and Court Street, Windsor and the proposed turn restrictions at the intersection of Bridge Street and Court Street between 7am and 4pm on Saturday, 13 September and Sunday, 14 September 2025 where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCPs) which need to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from Transport for NSW – TfNSW (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to 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;
- 4k. the event organiser is to obtain written approval from Council for the use of Governor Phillip Park;
- 4l. the event organiser is to advertise the event in the local press stating the entire 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);
- 4m. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify relevant 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;
- 4o. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic

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impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;

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

**During the event:**

- 4q. access is to be maintained for businesses, residents and their visitors;
- 4r. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4s. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity,

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**4.2.3. LTC - All Holden Day - Holden Display Day 2025 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 114515)**

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#### INTRODUCTION:

An application has been received from All Holden Day Inc. seeking approval (in traffic management terms) to conduct the All Holden Day – Holden Display Day 2025 within the Hawkesbury Showground, Clarendon, on Sunday, 03 August 2025, which includes a 2 day Swap Meet to be held on Saturday, 02 August and Sunday, 03 August 2025.

The event organiser has advised:

- The event has been held for the over 30 years.
- The event is a display day for all original and modified Holden vehicles.
- The event includes a swap meet on Saturday, 02 August and Sunday, 03 August 2025.
- The event will be conducted between 6am and 5pm for both days.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is located within the Hawkesbury Showground only.
- The event is expected to attract approximately 800 entrant's vehicles (capped) and 12,000 visitors.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area and will be directed into the site via Gate 4, by accredited traffic controllers. Exit from the showground will be via Gate 1.
- There may be an increase to traffic flow on Hawkesbury Valley Way and Racecourse Road on the Sunday morning, with the majority of vehicles arriving between 6am and 8am. Traffic controllers will monitor queue lengths along Racecourse Road to ensure vehicles do not queue across the Railway level crossing.
- Traffic controllers will monitor the exit of vehicles from the showground. If there are issues with vehicles turning right into Hawkesbury Valley Way from Racecourse Road due to heavy traffic on Hawkesbury Valley Way that may result in vehicles queuing across the railway tracks, vehicles will be directed to run right out of Gate 1 onto Racecourse Road and travel towards Blacktown Road.
- Advance warning with VMS shall be installed at 5 locations which include Windsor Road, Hawkesbury Valley Way and Blacktown Road.

Details of the Event Layout Plan, Traffic Movement Plan and VMS Messaging Plans are contained in Attachments 1 to 4.

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#### 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 rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser is anticipating that a high proportion of traffic is expected from the Hawkesbury Valley Way intersection. Both Hawkesbury Valley Way and Blacktown Road are main arterial roads (State roads).

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 the parking area from Gate 4. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the showground along Racecourse Road from the Blacktown Road intersection.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCPs) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road 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 2" special event under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS) as the event may impact on major traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 5 (ECM Document Set ID No: 9448421):

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) and Traffic Control Plans (TCPs),
5. Event and Parking Layout for the Showground,
6. VMS Location plans for Blacktown Road, Hawkesbury Valley Way and Windsor Road.
7. Copy of the application to the NSW Police Force,
8. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, Richmond and Windsor Fire Brigade (Fire & 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

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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 All Holden Day – Holden Display Day 2025 event within the Hawkesbury Showground, Clarendon, on Sunday, 03 August 2025, which includes a 2 day Swap Meet to be held on Saturday, 02 August and Sunday, 03 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>;
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating the submitted Traffic Control Plans (TCPs) to Council and Transport for NSW – TfNSW (formerly RTA/RMS) for acknowledgement and concurrence respectively;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;

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- 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 Hawkesbury City 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 requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to notify the details of the event to the NSW Rural Fire Service 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 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 and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to submit the completed " Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

#### During the event:

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

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- 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 Mrs Felicity Findlay, seconded by Mr Thile Somaratne.

Support for Recommendation: Unanimous support.

That:

- 1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
- 2. The All Holden Day – Holden Display Day 2025 event within the Hawkesbury Showground, Clarendon, on Sunday, 03 August 2025, which includes a 2 day Swap Meet to be held on Saturday, 02 August and Sunday, 03 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>;

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- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating the submitted Traffic Control Plans (TCPs) to Council and Transport for NSW – TfNSW (formerly RTA/RMS) for acknowledgement and concurrence respectively;
- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Hawkesbury City 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 requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to notify the details of the event to the NSW Rural Fire Service 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 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 and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

#### During the event:

This is page 32 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 16 June 2025.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 22 July 2025

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 16 June 2025

- 4o. access is to be maintained for businesses, residents and their visitors;
- 4p. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4q. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS);
- 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 33 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 16 June 2025.

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**ORDINARY MEETING**

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

**Meeting Date:** 22 July 2025

**LOCAL TRAFFIC COMMITTEE**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 16 June 2025

**4.3. FOR INFORMATION**

Nil reports.

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This is page 34 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 16 June 2025.

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**ORDINARY MEETING**

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

**Meeting Date:** 22 July 2025

**LOCAL TRAFFIC COMMITTEE**

**5. GENERAL BUSINESS**

**Meeting Date:** 16 June 2025

**5. GENERAL BUSINESS**

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday 14 July 2025 at 3:00pm.

The meeting terminated at 3:15pm.

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This is page 35 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 16 June 2025.

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**ORDINARY MEETING**

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

**Meeting Date:** 22 July 2025



## Local Traffic 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.

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**ORDINARY MEETING**

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

**Meeting Date:** 22 July 2025

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**12. NOTICES OF MOTION**

**12.1.1. NM1 – Cancelling “Welcome to Country”**

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**Submitted By:** Councillor Eddie Dogramaci

**NOTICE OF MOTION**

That Council:

1. Ceases automatic payments for “Welcome to Country” ceremonies, with any future instances requiring explicit Council approval,
2. Reallocates these funds to priority community services including the Nursery, Animal Shelter, Christmas programs, and emergency support for vulnerable residents,
3. Commits to a financially transparent and accountable approach that puts ratepayers and the broader community first.

**BACKGROUND**

That Council resolves that the payment of up to or more \$400.00 for each brief “Welcome to Country” address—typically lasting 3 to 5 minutes—be ceased immediately, with future decisions regarding such payments to be determined by a majority vote of Councillors.

It is understood from Council management that approximately \$28,000.00 or more has been paid to date for these acknowledgements. This expenditure, while culturally symbolic, could be redirected toward more urgent and tangible community needs such as:

- Funding the 2025/2026 Hawkesbury Christmas Tree,
- Supporting the Council Nursery and Animal Shelter—where a devoted volunteer recently sought just \$2,000.00 for critical care, and we couldn’t assist her.
- Assisting our vulnerable residents, including veterans, elderly citizens, and those facing homelessness.

The “Welcome to Country” is a ceremonial gesture that, while very respectful, must be reconsidered within the context of current financial pressures.

Many Hawkesbury residents—born and raised here—consider this their home and country. The value of inclusion must also apply to all Australians regardless of heritage.

With a tightening budget, Council must apply a clear list of priorities and ensure that essential services and community support are not underfunded.

As the saying goes, “charity begins at home”—and in this case, that home is the entire Hawkesbury community, not any single group or tradition.

Each \$400.00 spent could be redirected to areas in crisis—where people are literally struggling to survive.

**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
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**FINANCIAL IMPLICATIONS**

There are no financial implications applicable to this report.

**NOTE BY MANAGEMENT**

Background to Cultural Significance of a Welcome to Country

Country is a deeply spiritual concept for Aboriginal people and forms part of their core identity. For over 65,000 years Aboriginal people were connected to Country and through various practices, cared for Country to the benefit of people, nature and prosperity. The concept of Country is poorly understood by non-indigenous people. Country is not defined by a physical line, Country is the sky, the water, the land, the stories, the ancestors, the animals and plants and the people that are all connected and existing together. It is very important to note that Country is now a part of us all and we are a part of Country whether we are Aboriginal or not.

For 65,000 years Aboriginal people were responsible for looking after their part of Country. It is a deeply ingrained responsibility. The Country that a group was responsible for is also complex, it may have changed with seasons and in some cases, Country may have been a shared responsibility between groups. When a distant person or group was travelling through Country that another group was responsible for it was custom to wait respectfully to be "welcomed".

Today, while these protocols have been adapted to contemporary circumstances, and boundaries have become more defined in the European fashion, the essential elements remain: Aboriginal people are still Caring for their Country, welcoming visitors to Country and are asking for respect for Country. Welcome to Country is delivered by Traditional Owners, or Aboriginal and Torres Strait Islander peoples who have been given permission by Elders, to welcome visitors to their Country.

Hawkesbury City Council Draft Reconciliation Action Plan

Hawkesbury City Council's draft Reconciliation Action Plan in its final stages of development and is expected to be presented to Councillors in August 2025, has the following deliverables that relate to the Welcome to Country Ceremony:-

Action: Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.

Deliverable #1: Invite a Traditional Custodian to provide a Welcome to Country or other appropriate cultural protocols at significant events each year

Deliverable #2: Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.

Deliverable #3: Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country

Cost of Welcome to Country Ceremony

Australia as a Nation is committed to reconciliation and healing between Aboriginal peoples and the people that now live on their traditional lands. This cannot happen with acknowledging the truth of the past and without addressing the disadvantage gaps that have been created by colonisation. This is what 'Closing the Gap' is about. This National Agreement places responsibility on all levels of Government with increasing responsibilities for Local Government. The Australian Local Government Association is a signatory to the 'Closing the Gap' agreement and expects all Local Governments to work towards its goals. The agreement has 17 outcomes and targets. Two of these are:



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- People maintain a distinctive cultural, spiritual, physical and economic relationship with their land and waters
- Cultures and languages are strong, supported and flourishing

Welcome to Country is an integral part of a distinctive cultural, spiritual, physical and economic relationship with their land and waters and by governments acknowledging the Indigenous Intellectual and Cultural Property of Traditional Owners and paying for this (as we would equally pay for any other professional service), they are also supporting strong and flourishing culture and language.

If Council was to not pay for a Welcome to Country, Council would be seen to not be meeting its commitments to Reconciliation and risks damage to its reputation and relationships not only with the local Aboriginal community but also with other government bodies and organisations. Beyond this, multiple adopted Council strategies rely on collaborating and building relationships with our local Aboriginal community.

The time of the actual ceremony itself will usually depend on the traditional owner that is available to deliver the Welcome to Country. The traditional owner performing the ceremony also will need to factor in travel time to and from the location of the ceremony. The time away from regular employment also is factored into this cost.

**ATTACHMENTS**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**12.1.2. NM2 – Publication of Scoping Proposals**

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**Submitted By:** Councillor Nathan Zamprogno

**NOTICE OF MOTION**

That all Scoping Proposals upon receipt by Council be made public on Council's website within seven days, along with any Council or agency reports that follow.

**BACKGROUND**

"Scoping Proposals" are a new mechanism created in the *Local Environmental Plan Making Guideline (2023)* by the NSW Department of Planning Housing and Infrastructure (DPHI) to expedite the development pathway<sup>[1]</sup>.

Councils have long applied principles of accountability and open governance to both Development Applications and Planning Proposals. Public disclosure of both occur through Council's DA tracker and the Planning Portal.

However, concerning Scoping Proposals, the State's guidance notes that such Scoping Proposals are "*not a legislative requirement, or supported by the Planning Portal.*" (p19). It is therefore appropriate that the Chamber create some governance around this process.

Intended as an informal "conversation before the conversation" to assist applicants answer questions, Scoping Proposals have grown to be much more. They run to many pages, includes annexures, and require staff time to assess. They spawn requests for responses from state agencies, and then those responses have to be received, collated and a further report is made by staff.

Put simply, these Scoping Proposals are major applications in all but name, with the key difference being public disclosure.

Applicants now understand that a D.A or P.P can be advanced to a significant degree using public resources and before any publication. It is not known at time of writing whether lodgers of Scoping Proposals even pay a fee for Council's time and effort.

It is clearly in the public interest to ensure that this process is not abused.

Council has recently been in receipt of a growing number of Scoping Proposals. Because of their large scale or impacts to amenity, environment or heritage, they would be of significant interest to the Public and should be disclosed.

As it stands, they are all currently secret.

One proof of the public's right to know is confirmation from Staff that the content or products of Scoping Proposals would be disclosable under the GIPA process. The obvious difficulty is that the public or Press cannot request what they do not know about.

This Notice of Motion reasonably proposes that any Scoping Proposals which incur staff time and resources are published on Council's website within seven days, followed by agency responses and Council's own report as they become available, just as they are now for lodged DA's and PP's.

It is not appropriate that they are currently not made public based on the artifice that they are merely 'informal' or are 'just conversations' or are 'dynamic and subject to change'.

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Concerns about privacy can be addressed by informing applicants in advance that Scoping Proposals will be made public, and that they should factor that into their own comms strategy, regardless of whether they will be subject to further emendation or not.

Applicants who wish to regard Scoping Proposals as confidential communications with Council should not lodge them.

The public will rightly conclude that applicants who feel that they would be better off making a submission to the (also secretive) Housing Delivery Authority (HDA) instead of working with Council because they do not want public scrutiny of their plans are acting in bad faith and against community interests.

[1] <https://www.planning.nsw.gov.au/sites/default/files/2023-03/lep-making-guideline.pdf>

### **FINANCIAL IMPLICATIONS**

There are no financial implications applicable to this report.

### **NOTE BY MANAGEMENT**

The NSW Department of Planning, Housing and Infrastructure (DPHI) encourage the development of a scoping proposal to ensure that early due diligence work is undertaken (including a review of a council's local strategies and how the development would address relevant district and/or regional plans) prior to the lodgement of a planning proposal – please refer to the DPHI's Local Environmental Plan Making Guideline from 2023 for further details

<https://www.planning.nsw.gov.au/sites/default/files/2023-03/lep-making-guideline.pdf> )

It is correct that scoping proposals could be made available upon assessment of a GIPA application to receive such information. Staff have made enquiries with DPHI who have provided preliminary advice to the effect that the suggestion to publicise scoping proposals is a matter concerning privacy issues, and that Council could ask relevant parties of any objection to publication – from the proponent and at the time Council seeks advice from the agencies.

Notwithstanding the above, the NSW Government established the Housing Delivery Authority (HDA) in January 2025 which operates within DPHI. The HDA provides an alternative pathway for large-scale residential projects. Notably, developers can now submit proposals through the Expression of Interest (EOI) process directly to the HDA, which can also facilitate a concurrent rezoning option for developments requiring adjustments to planning controls for eligible projects (as deemed by the HAD).

Whilst developers may still choose traditional pathways assessed by councils or planning panels, developers are applying directly to the HDA and there is no formal notification process established by the HDA or DPHI to advise councils of applications.

A search of council websites did not reveal that other councils are proactively publishing scoping proposals. There should be a strong consideration by Council of the impact this may have (if any) on a prospective developer's appetite to continue to work with councils to develop scoping and subsequent planning proposals, if this initial exploratory work, which may or may not progress to a planning proposal, were to be published.

### **ATTACHMENTS**

There are no supporting documents for this report.

oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
**Meeting Date: 22 July 2025**

**12.1.3. NM3 – Kangaroo Collision Prevention**

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**Submitted By:** Councillor Danielle Wheeler

**NOTICE OF MOTION**

That Council:

1. Review the use of painted road warning signage on The Driftway, in consultation with local WIRES members, to ensure best placement, and contact TfNSW to request placement of the signs on Londonderry and Castlereagh Roads in more effective positions, as advised by local WIRES members.
2. Recommit to funding electronic signage via Council's internal Quarterly Review budget process.
3. Use Council's social media, Hawkesbury Fest and quarterly newsletter to distribute information about the prevention of wildlife accidents on roads and what people should do if they hit an animal.
4. Establish a working group with representatives from HCC, Blacktown City Council, Hills Shire Council, Penrith City Council, Western Sydney University, local WIRES members, Hawkesbury Environment Network, and TfNSW to put in place measures that will minimise collision risks, including signage, virtual fencing, lighting, vegetation management, speed limits, etc.

**BACKGROUND**

In October 2023, Council received a report regarding the implementation of various safety measures along The Driftway, and resolved to install warning signage, among other actions. Further to Council and WIRES liaison with Transport for NSW (TfNSW), warning signs have been installed on Castlereagh Road and Londonderry Road. The signs are so far proving to be poorly positioned and ineffective at warning motorists. In the area around The Driftway, Londonderry Road and Castlereagh Road, an average of 11 kangaroos are struck and killed by cars each week. In the week ending 12th July 2025, 14 kangaroos were killed. In addition to the devastating impacts on wildlife, collisions traumatised motorists and passersby, damage vehicles, and impose a huge burden on wildlife carers and vets.

Because two of the major roads in the Londonderry-Castlereagh area are not Council-controlled and the area sits between three LGAs, any attempts to reduce collisions need to involve Transport for NSW as well as Blacktown and Penrith City Councils. Council resolved that staff would liaise with WIRES and TfNSW in October 2023 but more needs to be done. Attempts to reduce speed limits have so far been unsuccessful. Similar issues exist in Cattai and require joint action between HCC, Hills Shire Council and TfNSW.

Electronic signage to warn motorists of kangaroo movements has not been funded to date but was costed at around \$5,000 per sign plus ongoing costs in 2023. Council should revisit this option through its budgetary processes, at least in trial form. Council should also investigate other wildlife-specific road pavement markings used by other Councils like Tweed and Lismore.

Hawkesbury Environment Network (HEN) has commenced a public fund raising campaign to install virtual fencing along a 500 metre section of The Driftway to help reduce collisions. Virtual fencing has been installed by Eurobodalla Shire Council resulting in a 90% reduction in collisions.

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**FINANCIAL IMPLICATIONS**

This Notice of Motion will incur costs to Council, to be met through Quarterly Review.

**NOTE BY MANAGEMENT**

The issue of wildlife-vehicle collisions is not unique to the Hawkesbury, as has been previously reported to Council in October 2023. The issue is complex and one that impacts on virtually every road authority in NSW.

Since the last report to Council, in October 2023 Council has:

- Installed fixed warning signage on The Driftway,
- Investigated the potential for pavement markings which did not receive support from Transport for NSW and accordingly weren't pursued further,
- Liaised with Transport for NSW and Western Sydney University on the placement of fixed warning signage on Londonderry Road and Castlereagh Road,
- Advocated to Transport for NSW for a broader state-based approach to reducing wildlife-vehicle collisions,
- Liaised with WIRES on installing WIRES information signage on The Driftway and a broader public awareness campaign, and
- Supported the local WIRES group with an application for grant funding for the trial of virtual fencing, which was unsuccessful.

Further to this, Transport for NSW held a symposium in May 2024 dedicated to examining the various dimensions to this issue. From the publicly available Symposium Summary (available at: <https://www.transport.nsw.gov.au/system/files/media/documents/2024/Symposium-Using-technology-to-reduce-wildlife-vehicle-collisions-event-summary.pdf>) it is possible to extract some degree of insight into the technologies and approaches which have been trialled in Australia and further afield including, and relevantly to this notice of motion:

- Developing and testing technologies to mitigate the risk of these collisions requires "robust experimental design and critical analysis" and will need "species-specific approaches";
- A three-year trial of virtual fencing concluded that the technology showed no significant impact on roadkill rates for wallabies and possums; and
- The importance that collaboration between researchers, governments and communities will play in developing effective and sustainable mitigation strategies.

The recordings from this Symposium are publicly available at the link above.

Relevant to this notice of motion, TfNSW have awarded the contract for the upgrade of the intersections of The Driftway and Londonderry and Blacktown Roads, which will fundamentally alter the road environment in these locations, including changes to alignments, signage and vehicle speeds. Council staff have previously requested TfNSW consider the inclusion of wildlife-vehicle collision measures in the design and upgrade of these intersections and the future upgrade of intersections on Castlereagh Road.

Council currently faces a shortfall in road asset renewals and this is resulting in a growing maintenance demand. The installation of electronic signage will divert funding from other critical road

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maintenance activities such as pothole patching, road-side vegetation management and shoulder grading.

The establishment of a working group, as outlined in the motion, would divert Council's staff resources away from critical road network management activities including review of road renewal projects and the completion of key strategic actions from Council's adopted Asset Management Plans and Strategy. On the assumption that the named parties were to agree to join such a working group, there would be an ongoing cost to Council in staff time to serve as the secretariat of such a group, which is presently beyond the ability of Council to resource.

As a result of this, it is the recommendation of staff that Council continues to perform in its advocacy role, advocating to TfNSW on the development of evidence-based technologies and other mitigation actions to address this issue of wildlife-vehicle collisions and a supporting role through distributing relevant information through Council's established communication channels about the risks of wildlife-vehicle collisions and how to respond to them.

**ATTACHMENTS**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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

Nil reports.

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## ORDINARY MEETING

### 14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

Meeting Date: 22 July 2025

### 14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

#### 14.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting - 10 June 2025

The following questions were raised from Councillors regarding matters on the Council Meeting Business Paper of 10 June 2025. These questions were taken on notice and the responses are provided below:

#	Councillor	Question	Response
1.	McMahon	Can we have a reason why the Vineyard Oval project has been delayed 12 months and the cost involved?	<p>The Vineyard Oval project has been met with delays due to ongoing constraints arising from the TransGrid easement and sensitive ecological communities on site.</p> <p>The first approach to field layout could not proceed as it had been envisioned by the Hawkesbury Sports Council due to the constraints of a TransGrid easement. This meant that further consultation was required with the Hawkesbury Sports Council and Club to determine the preferred alternative layout.</p> <p>This layout had a greater potential for impact on the adjoining sensitive ecological community, which has emerged through the development of the Review of Environmental Factors (REF). In order for Council to adequately manage the risk of impacts, a biodiversity development assessment report is required by the REF. This has commenced, but necessarily will result in delays. Council is continuing with the detailed design and other supplementary activities while this report is finalised.</p> <p>The project estimate at the present time is \$960,000.</p>
2.	Wheeler	Does the pensioners rebate apply to DVA pension holders or only aged care pension holders?	<p>The Pensioner Rebate is applicable to DVA Pension holders, with some eligibility requirements including:</p> <ul style="list-style-type: none"><li>• Holders of the PCC (Pensioner Concession Card);</li><li>• Holders of a gold card embossed with 'TPI' (Totally Permanently Incapacitated);</li><li>• Holders of a gold card embossed with 'EDA' (Extreme Disablement Adjustment);</li><li>• War widow or widower or wholly dependent partner entitled to the Pensioner Concession Card</li></ul> <p>The rebate also applies to the Sole Parent and Disability Pensions. In all instances, the physical pension card needs to be presented on lodging the application, noting that Centrelink Healthcare Cards are not accepted.</p>

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### 14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

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3.	Wheeler	What sort of targeted consultation are we going to do with affected Hobartville residents?	<p>Council is presently consulting the wider community on the detailed design at Tamplin Field, for the purpose of obtaining any feedback to guide the detailed design. This includes a letterbox drop for residents in Hobartville (1,400) and Richmond (approx. 2,000) outlining the project and information on how to lodge feedback through Council's Your Hawkesbury Your Say. Further to this, signage on site and at key locations (Richmond and Hobartville shops) has been deployed to make every attempt to capture stakeholders who might otherwise have been missed. Local Schools have been asked to include information in their school newsletters.</p> <p>Previously, consultation has included residents' participation in stakeholder meetings and focus groups, through advertisement of consultation via Council's various communication channels.</p>
4.	Sheather	The Concept Design for Tamplin Oval details six additional car parking spaces on-street - how are we achieving this?	<p>Additional car parking spaces can be generated through modifications to the street-scape environment including refinement of the existing No Stopping zones and kerb extensions in place of blister islands on the approaches to the pedestrian crossing. This is anticipated to result in up to five additional car parking spaces on the southern side of Laurence Street and up to two new accessible spaces on the north side of the street.</p>

## ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**15. CONFIDENTIAL REPORTS**  
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**15. CONFIDENTIAL REPORTS**

**15.1. GENERAL MANAGER**

Nil reports.

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**15.2. CITY PLANNING**

Nil reports.

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**15.3. CORPORATE SERVICES**

**15.3.1. CS- Expression of Interest - Windsor Mall Markets (95496, 112106)**

**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)(d) of the Act as it relates to Expressions of Interest sought by Council for the operation of the Windsor Mall Markets and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

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**15.4. INFRASTRUCTURE SERVICES**

**15.4.1. IS – Outcome of Investigation into Rising Main C (95495)**

**Previous Item:** 15.4.1, Ordinary (10 December 2024)

**Directorate:** Infrastructure 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)(a) of the Act as it relates to Outcome of Investigation into Rising Main C and the information relates to personnel matters concerning particular individuals (other than councillors) and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

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## Ordinary Meeting

## End of Business Paper

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