Hawkesbury City Council

ORDINARY MEETING

BUSINESS PAPER

Date of meeting: 12 August 2025
Location: Council Chambers
Time: 6:30 PM

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1. WELCOME

a) Acknowledgement of Indigenous Heritage

The Mayor, Councillor Les Sheather will acknowledge the Indigenous Heritage.

b) General Manager's Matters for Mention

The General Manager will address the Council meeting, mentioning:

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

2. ACKNOWLEDGEMENT OF OFFICIAL VISITORS TO THE COUNCIL

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

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

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

Attendance

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

4. DECLARATIONS OF INTERESTS

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

Statement of Ethical Obligations

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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5. CONFIRMATION OF MINUTES

Minutes of Ordinary Council Meeting 22 July 2025

Minutes of Extraordinary Council Meeting 29 July 2025

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6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS

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7. CONDOLENCES

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

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8. MAYORAL MINUTES

There was no Mayoral Minute at the time of preparing this Business Paper.

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

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

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

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

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

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10. REPORTS FOR DETERMINATION

10.1. PLANNING DECISIONS

10.1.1. **CP - LEP002/25 Detached Dual Occupancy in Rural and Environmental Zones – (124414)**

Previous Item: 12.1.2, Ordinary (10 June 2025)

Directorate: City Planning

PLANNING PROPOSAL INFORMATION

File Number:	LEP002/25
Property Address:	RU1, RU2, RU4, RU5, C3 and C4 zoned land
Applicant:	Hawkesbury City Council
Owner:	Various
Current Zone:	RU1, RU2, RU4, RU5, C3 and C4 zones
Site Area:	Various

Key Issues:	**Permit Detached Dual Occupancy in RU1, RU2, RU4, RU5, C3 and C4 zones.**

PURPOSE OF THE REPORT

The purpose of this report is to seek endorsement from Council to submit a Planning Proposal - Detached Dual Occupancy in Rural and Environmental Zones to the Department of Planning, Housing and Infrastructure for a Gateway Determination.

EXECUTIVE SUMMARY

At its Ordinary Meeting on 10 June 2025, Council resolved:

> *"That Council lodge a Planning Proposal to amend our LEP with the following intent:*
>
> > *'That in every zone where Attached Dual Occupancies are currently permitted, that the word 'Attached' be deleted'"*

Following Council's resolution, Officers prepared a Planning Proposal 'Detached Dual Occupancy in Rural and Environmental Zones' which seeks to amend the Hawkesbury LEP 2012 to permit detached dual occupancy development in the following zones:

- RU1 Primary Production
- RU2 Rural Landscape
- RU4 Primary Production
- RU5 Village

- C3 Environmental Management
- C4 Environmental Living.

The Planning Proposal was reported to the Hawkesbury Local Planning Panel for advice as required by Ministerial Directions and is now presented for Council's consideration.

RECOMMENDATION

That Council:

1. Note the advice of the Hawkesbury Local Planning Panel and provide Council support for the Planning Proposal - Detached Dual Occupancy in Rural and Environmental Zones (LEP002/25) included as Attachment 1 to this report.

2. Forward the Planning Proposal to the Department of Planning, Housing and Infrastructure for a Gateway Determination.

BACKGROUND

Following consideration of a 'Notice of Motion', at its Ordinary Meeting on 10 June 2025, Council resolved to prepare a Planning Proposal to amend the Hawkesbury LEP 2012 with the following intent:

> *'That in every zone where Attached Dual Occupancies are currently permitted, that the word 'Attached' be deleted.'*

Given the nature and size of lots in these zones, which are mostly larger, it is considered that permitting detached dual occupancy on these sites has merit. In 2015 Council, through a house keeping amendment to the Hawkesbury Local Environmental Plan 2012, sought to permit detached dual occupancy in these zones, however, that component of the amendment was not supported at the time by the Department of Planning and Environment. The reason for not supporting detached dual occupancy in these zones was that the Infrastructure NSW led Hawkesbury-Nepean Flood Management Strategy was not complete and there were concerns at the state level in terms of the potential impacts on flood evacuation routes. Council submitted a further Planning Proposal in 2016 seeking to permit Detached Dual Occupancy in the abovementioned zones that was again refused by the Department of Planning and Environment for the same reasons.

Since the Hawkesbury-Nepean Flood Management Strategy was released in 2017, various actions have been undertaken at a State level, including the release of the Hawkesbury-Nepean River Flood Study in 2024.

Following adoption and endorsement of the Hawkesbury Local Strategic Planning Statement in 2020, Council prepared a Hawkesbury LEP 2012 Review and Update Planning Proposal. That Planning Proposal included a number of items including permitting detached dual occupancy development in rural and environmental zones.

Council at its Meeting on 22 November 2022 endorsed the progression of the Planning Proposal to Review and Update the Hawkesbury LEP 2012 and submitted it to the Department of Planning and Environment for a Gateway Determination. To date, a Gateway Determination has not been issued, with various updates and additional information required by the Department of Planning, Housing and Infrastructure.

Hawkesbury Local Planning Panel Advice:

The Planning Proposal - Detached Dual Occupancy in Rural and Environmental Zones was presented to the Hawkesbury Local Planning Panel on 17 July 2025 where the Panel provided the following advice on the matter:

1. *The Panel acknowledges that the proposal has strategic merit particularly in terms of increasing housing choice and availability without inadvertently resulting in land fragmentation and land conflict risks.*

2. *That the report to Council include:*

    - *consideration of the risks and mitigations to address potential land use fragmentation and land use conflict including whether development standards should be imposed.*

    - *advice on the cumulative impacts of the various potential additional dwellings existing and proposed to be permissible in these zones including the principal dwelling, secondary dwellings, rural workers dwellings, attached and detached dual occupancies.*

    - *a recommendation for a comprehensive new development control plan chapter to assist in guiding appropriate future development.*

    - *an outline of how the planning proposal aligns with the recently completed Hawkesbury Nepean Flood Study (Reconstruction Authority).*

The Planning Proposal has been amended based on the advice from the Hawkesbury Local Planning Panel, including new sections that were added to address:

- Risk of land use fragmentation and land use conflict
- Cumulative impact of multiple dwellings in rural and environmental zones
- Planning controls for detached dual occupancy
- The Planning Proposal's alignment with the Hawkesbury-Nepean Valley Flood Study and Hawkesbury Flood Policy 2020.

DISCUSSION

Site Context:

This Planning Proposal applies to all land in zones:

- RU1 Primary Production
- RU2 Rural Landscape
- RU4 Primary Production Small Lots
- RU5 Village
- C3 Environmental Management
- C4 Environmental Living.

Detached Dual Occupancy Development - Alignment with the State Housing Reforms:

Recent reforms such as amendments to the State Environmental Planning Policy (Housing) 2021 and the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 have paved the way for more diverse and affordable housing options across NSW, including council discretion to opt-in for housing supply options, such as the LEP Standard Instrument Clause 5.5 Controls relating to secondary dwellings on land in rural zones.

Benefits of Detached Dual Occupancy Development in Rural and Environmental Zones:

There are a number of potential benefits to permitting Detached Dual Occupancy in rural and environmental zones including:

- Detached dwellings maintain a low-density appearance, and can blend seamlessly into the rural landscape, and keep the rural character
- Enables housing for farm workers or extended families without fragmenting farmland through subdivision
- Offers opportunities for multi-generational living, allowing older parents or adult children to live nearby while maintaining independence
- Through appropriate planning controls development can be managed responsibly.

Clause 5.5 - Controls relating to secondary dwellings on land in a rural zone:

While, Hawkesbury City Council had not yet adopted the LEP Standard Instrument Clause 5.5 Controls relating to secondary dwellings on land in rural zones, Council is seeking the adoption of this clause through the Hawkesbury LEP 2012 Review and Update Planning Proposal. Detached Dual Occupancy complements this provision by offering slightly larger, more independent housing options while still preserving rural character.

Development Control Plan:

While Detached Dual Occupancy may raise concerns about rural land use efficiency and infrastructure capacity, these can be mitigated through planning controls to ensure environmental protection, infrastructure adequacy, and protection of visual amenity. Application of Council's Flood Policy 2020 and its schedule of development controls will ensure new dwellings are constructed above the Flood Planning Level (1:100).

Planning controls for Detached Dual Occupancy in rural and environmental zones aim to protect environmental values and rural character, while aligning with the NSW Planning Framework and Hawkesbury LEP 2012.

Risk of land-use fragmentation and land-use conflict:

Detached Dual Occupancy developments may lead to:

- Land fragmentation which may undermine rural character and viability of agricultural/environmental values.
- Land-Use conflict between residential dwellings and surrounding rural and agricultural industries due to noise, odour, and operational impacts.
- Increased dwellings may exceed capacity of rural infrastructure.

- Threats to biodiversity and ecological values in sensitive zones.

Mitigation Measures could include:

- Lot size and separation controls between dwellings and sensitive land uses
- Development Control Plan controls to minimise conflict with adjoining land uses and mitigate/avoid impacts to environmentally sensitive areas
- Require flood-safe design, bushfire protection, and rural-style access roads.
- Design and siting to comply with Council's Flood Policy 2020
- Applications to provide evidence of land capacity
- Council to track uptake of provisions and spatial distribution in order to review the need for policy updates/refinement.

Cumulative impact of multiple dwellings in rural and environmental zones:

Multiple dwelling types permitted under the Hawkesbury LEP 2012 or State Environmental Planning Policy, such as dwellings, dual occupancy (attached), dual occupancy (detached - proposed), secondary dwellings, tourist and visitor accommodation and workers accommodation which on an individual basis have low impacts, but cumulatively risk increasing population density, straining rural infrastructure, and undermining objectives for rural land protection, food security, and hazard resilience. To ensure that landowners do not take advantage of every permissible provision of the Hawkesbury LEP 2012 to construct multiple types of dwellings on rural and environmental zoned sites, total number of dwellings per lot could be capped through a ‘Local LEP Provision’ in order to maintain rural character and environmental values of the area.

Alignment with the Hawkesbury-Nepean Valley Flood Study and Hawkesbury Flood Policy 2020:

The Hawkesbury-Nepean Flood Study 2024, led by the NSW Reconstruction Authority, provides advanced modelling and analysis of flood behaviour in the Hawkesbury-Nepean Valley. It supports emergency management, land use planning, and infrastructure investment by offering high-resolution data and evaluating climate change impacts. Building on the 2017 Flood Risk Management Strategy, it integrates policy directions and incorporates data from recent flood events (2021–2022).

Complementing this, the Hawkesbury Flood Policy 2020, guides development within flood-prone areas of the Hawkesbury LGA, aligning with the Hawkesbury LEP 2012. It includes controls relating to design and siting, flood-resilient design, safe evacuation routes, and compliance with planning levels to ensure sustainable and safe development without increasing flood risk.

Comparative Analysis:

There are a number of councils within the Western City District including Penrith City Council, and Liverpool City Council that permit detached dual occupancy within their rural and environmental zones as illustrated in Table 1 below.

Table 1 - Detached Dual Occupancy permissibility in Rural and Environmental Zones of other Councils.

Council	Zones Detached Dual Occupancy is permitted
Penrith City Council	RU5 - subject to local constraints RU1, RU2, RU4, C3, C4 - Requires lots to be greater than 2 Ha if not connected to reticulated sewer.
Liverpool City Council	RU1 and RU4 - Requires lots greater than 10 Ha for RU1 and 2 Ha for RU4.

An analysis of development applications for dual occupancy and secondary dwellings development from 2014 to 2025 in the Hawkesbury Local Government Area indicates that there are not a significant number of such developments. Over the past 12 years only 185 applications were approved for dual occupancy and 356 applications were approved for secondary dwellings. It is noted that secondary dwellings are currently only permitted in urban zones. Table 2 below highlights the number of approvals granted for dual occupancy and secondary dwellings from 2014 to 2025.

Table 2 - Number of approvals granted for dual occupancy and secondary dwellings from 2014 to 2025.

Dual Occupancy		Secondary Dwellings	
Year	No.	Year	No.
2014	24	2014	4
2015	18	2015	14
2016	21	2016	29
2017	23	2017	43
2018	12	2018	46
2019	19	2019	55
2020	9	2020	43
2021	12	2021	32
2022	16	2022	27
2023	14	2023	18
2024	9	2024	28
2025	8	2025	17
Total	185	Total	356

As demonstrated in the Planning Proposal included as Attachment 1 to this report, seeking to permit Detached Dual Occupancy in Hawkesbury's rural and environmental zones is a strategic response to evolving housing needs in the local government area, while preserving the local character and environmental values. The Planning Proposal aligns with the objectives of the NSW Planning Framework including the Greater Sydney Region Plan, the Western City District Plan, the State Environmental Planning Policies and local strategies and policies. The proposal supports the Hawkesbury Local Strategic Planning Statement which encourages sustainable rural living and resilient communities. It reflects the principles of the Hawkesbury Rural Lands Strategy by allowing flexible housing options that respects the rural amenities and environmental constraints. The Planning Proposal is also consistent with the Hawkesbury Local Housing Strategy in that it seeks to address the demand for an increase in the diversity of housing types.

COMMUNITY ENGAGEMENT

Should the Planning Proposal proceed to a Gateway Determination, community engagement will be undertaken in accordance with the Environmental Planning and Assessment Act 1979 and Gateway Determination requirements.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN: OUR HAWKESBURY 2045

The proposal is consistent with the following Strategies set out within the CSP.

Great Place to Live

1.6 Effectively manage sustainable growth that contributes to the overall health of the Hawkesbury

Thriving Economy

3.3 Promote the Hawkesbury as a great place to visit, work and invest

FINANCIAL IMPACT

There are indirect financial implications applicable to this report in the form of Council resources.

Planning Decision

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

ATTACHMENTS

AT - 1 Planning Proposal - Detached Dual Occupancy Development in Rural and Environmental Zones - (*Distributed under separate cover*).

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10.2. GENERAL MANAGER

10.2.1. GM - 2025 Local Government NSW Annual Conference - (79351, 79633)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to consider the submission of Conference Motions and the nomination and participation of Councillors at the 2025 Local Government NSW Annual Conference to be held in Penrith from Sunday, 23 November to Tuesday, 25 November 2025.

EXECUTIVE SUMMARY

The 2025 Local Government NSW Annual Conference (the Conference) will be held in Penrith from 23 to 25 November 2025.

The Conference will consider motions proposed by local Councils. Local Government NSW Board Elections will also take place at the Conference.

Local Government NSW has called for Councils to submit motions for the Conference. All motions must be submitted by 26 October 2025.

Early Bird Registrations for Councillor participation and attendance at the Conference must be made by 30 September 2025. Standard Registrations closed on 7 November 2025.

In addition, the Local Government NSW Board election will be held at the Conference, and nominations for candidates for the Board Election open on 30 September 2025 and close on 21 October 2025.

RECOMMENDATION

That:

1. Council consider attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the 2025 Local Government NSW Annual Conference at an approximate expense of $1,609.50 plus travel, accommodation and incidental expenses per delegate.

2. Council nominate up to five voting delegates as Council's representatives at the 2025 Local Government NSW Annual Conference.

3. Councillors submit proposed motions to the Office of the General Manager by Friday, 12 September 2025.

4. A further report be submitted to Council at the Council Meeting of 14 October 2025, to consider the proposed motions for submission to the 2025 Local Government NSW Annual Conference.

5. After participating in the Conference, Delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

BACKGROUND

The Local Government NSW Annual Conference is the annual policy-making event for NSW Councils and an opportunity for Councillors to come together to share ideas and debate issues that shape the way Councils govern.

The Conference is also an opportunity for Mayors and Councillors from right across New South Wales to learn from and support each other, and to consider new ways to deliver for the communities they represent.

In accordance with the Local Government NSW Rules, as a member of Local Government NSW, Council is allocated voting entitlements for the purpose of voting on motions at the Annual Conference.

The 2025 Local Government NSW Annual Conference will be held in Penrith from Sunday, 23 November to Tuesday, 25 November 2025.

DISCUSSION

Conference Motions

Local Government NSW has called for motions to be considered at the Conference. Local Government NSW have requested that Councils submit any motions by Sunday, 26 October 2025.

The Local Government NSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit within the following criteria:

Criteria for Motions

To be included in the Business Paper, motions must:

1. Be consistent with the objects of the LGNSW Rules (Rule 4).

2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW.

3. Seek to establish or change a policy position of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process).

4. Be strategic.

5. Be concise, clearly worded and unambiguous.

6. Not be focused on just a small specific part of NSW.

7. Not encourage violation of prevailing laws.

8. Not seek to advantage one or several members at the expense of other members.

Motions of a similar objective:

1. May be consolidated by LGNSW as a single item.

Motions reflecting existing LGNSW policy:

1. Remain part of the LGNSW's Policy Platform but will not be included for debate as they have already been considered by Conference.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, State Government, Federal Government, a specific Department or Minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous. A copy of the LGNSW 2025 Annual Conference Motion Submission Guide is attached as Attachment 1 to this report.

In 2023, Council submitted a motion *"That Local Government NSW calls on the NSW Government to investigate the issue of escalating costs of local government elections and determine methods to reduce costs or limit the financial burden for councils".* Council did not submit any motions to the 2024 Conference.

Councillors have the option of proposing motions during the Council Meeting or to be submitted to the Office of the General Manager.

It is proposed that motions conforming with the abovementioned criteria, together with related general rationale, be submitted to the Office of the General Manager, by Friday, 12 September 2025 to enable motions to be considered at the Ordinary Council Meeting of Tuesday, 14 October 2025.

Councillor Participation and Attendance

The 2025 Annual Conference will be held at Penrith Panthers, Western Sydney Conference Centre.

Registration fees for the Conference are:

- $1,250 per delegate for full Conference registration (Early Bird Fee until 30 September 2025).
- To attend the Conference Dinner on 24 November 2025, an additional $245 per delegate applies.
- The Australian Local Government Women's Association (ALGWA) Breakfast for ALGWA members is also available on 24 November 2025 at a fee of $92.50 per delegate.
- The Western Sydney International Airport Experience on 23 November 2025 is available at a fee of $22 per delegate.

As this Conference will be held at Penrith, expenses in relation to travel, accommodation and incidental expenses may apply.

Council is requested to consider participation by interested Councillors and nomination of up to five Councillor voting delegates, as well as appropriate staff as determined by the General Manager, to attend the Conference.

A high level outline of the Draft Program for the Annual Conference is as follows:

Time	23 November 2025	Time	24 November 2025	Time	25 November 2025
9:00am	Registration Opens	7:00am	Registration Opens	7:30am	Registration Opens
9:15am - 11:45am	Western Sydney Airport Site Visit	7:30am - 8:45am	ALGWA NSW Breakfast	8:00am	Trade Exhibition Opens

Time	23 November 2025	Time	24 November 2025	Time	25 November 2025
11:30am - 12:30pm	Professional Development Workshops	8:00am - 2:45pm	LGNSW Voting Open	9:00am - 12:45pm	Plenary Sessions
1:00pm	Exhibition Opens	8:00am	Trade Exhibition Opens	12:45pm - 1:45pm	Lunch
1:30pm - 5:00pm	Plenary Sessions	9:00am - 5:00pm	Conference	2:00pm	Conference Concludes
5:15pm - 7:15pm	President's Welcome Reception	5:00pm - 6:30pm	Networking Drinks		
		6:30pm - 10:30pm	LGNSW Conference Dinner		

Council's Payment of Expenses and Provision of Facilities to Councillors Policy makes provision for the payment of costs associated with Councillors attending the Local Government NSW Annual Conference. After returning from the Conference, Delegates are requested to provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspect of the Conference relevant to Council business and/or the local community.

Board Election

The Board of Association, being the Board of Local Government NSW, is the Committee of Management of the Association and comprises of a President, the Immediate Past Present, two Vice-Presidents (one from a Metropolitan/Urban Council and the other from a Regional/Rural Council), a Treasurer and 14 Committee Members (seven from Metropolitan/Urban Councils and seven from Regional/Rural Councils). The Board meets at least four times annually.

Board Elections are held every two years at the Conference.

The opening date to nominate as a candidate in the Board Election is 30 September 2025, with the closing date/time to nominate as a candidate in the Board Election being 12noon on 21 October 2025.

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: OUR HAWKESBURY 2045

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

Reliable Council

4.1 Provide representative, responsive and accountable governance.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The cost of the 2025 Local Government NSW Annual Conference is provided for within the Adopted 2025/2026 Operational Plan.

RISK MANAGEMENT CONSIDERATIONS

There is a Moderate Reputational and Operational Risk, should Council not elected representatives to attend the 2025 Local Government NSW Annual Conference.

ATTACHMENTS

AT - 1 LGNSW 2025 Annual Conference Motion Submission Guide - (*Distributed under separate cover*).

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10.3. CITY PLANNING

10.3.1. CP - Draft Plan of Management - Church Street Reserve/ Oasis Aquatic and Fitness Centre and Windsor Preschool – (95498)

Previous Item: 10.3.2 Ordinary (18 February 2025)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to present the outcome of the public exhibition of the Draft Plan of Management - Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Preschool, and to seek adoption of the Plan.

EXECUTIVE SUMMARY

The Draft Plan of Management for Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre School, has been developed in response to the Crown Land Management Act 2016 which requires Council Crown Land Managers to develop plans of management for all Crown reserves under their management.

The Draft Plan of Management provides a framework for managing the land and sets out how the land is intended to be used, managed, maintained, and enhanced in the future. A Site Specific Plan of Management has been developed for Church Street Reserve due to the complex nature of its use, and proposed improvement works.

This report details the outcome of the public exhibition of the Draft Plan of Management - Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Preschool and seeks Council's endorsement for adoption of the Plan.

RECOMMENDATION

That Council:

1. Note the outcome of the public exhibition of the Draft Plan of Management – Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Preschool.

2. Adopt the Draft Plan of Management - Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Preschool, attached as Attachment 1 to the report, pursuant to Section 40 of the Local Government Act 1993 and Section 3.23(6) of the Crown Land Management Act 2016.

BACKGROUND

The Draft Plan of Management for the Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre School is accompanied by a Masterplan which illustrates proposed physical changes to Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School.

Council secured funding from the NSW State Government in 2023 for ten community asset projects through the Western Sydney Infrastructure Grant (WSIG) funding program, including the Oasis Aquatic and Fitness Centre, which is situated on part of the Church Street Reserve site.

Built in the 1990s, the Oasis Aquatic and Fitness Centre provides indoor and outdoor pools, a gym, group fitness spaces and a community room. It is well used by the Hawkesbury and wider community for sport, fitness and leisure, however its use is restricted due to a lack of a shallow-depth program pool and other key amenities. Proposed improvements to the Oasis Aquatic and Fitness Centre will expand upon the current Centre within the existing boundary to include better amenities for patrons.

The NSW Government is contributing funds towards the project through the WSIG Program, with Council contributing the remaining funds. Additionally, Council received a grant of $250,000 from the Federal Government's 'Investing in Our Communities Program' in 2024 to upgrade the picnic area with renewed shelters and picnic settings, and to add to the play space with shade sails, a drinking fountain, and a Mouse Wheel play item.

The preparation of a stand-alone Plan of Management for Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School reflects:

- The proposed significant upgrade to the Oasis Aquatic and Fitness Centre
- That both Church Street Reserve and Windsor Pre-School are Crown land that adjoin each other and share parts of land parcels.

Upon its adoption, this Plan of Management will supersede the 'Generic Plans of Management: Parks' and the 'Generic Plans of Management: General Community Use' that were adopted by Hawkesbury City Council in 2011 as they apply to Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School.

Subject Site

This Draft Plan of Management applies to Church Street Reserve (Crown reserve R.86880) and Windsor Pre-School (Crown reserve R.89601) at 101 Church Street in South Windsor, as shown in Figure 1.

The Church Street Reserve includes the Oasis Aquatic and Fitness Centre. As such, Church Street Reserve is locally and informally known as Oasis Park and Pool Park. This Plan of Management also applies to the road reserve (asset number 0013621).



Figure 1: Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School

Relevant Legislation

Crown Land Management Act 2016, Aboriginal Land Rights Act 1983, Local Government Act 1993, and Environmental Planning and Assessment Act 1979.

DISCUSSION

The vision for Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School is reflected in the Masterplan and the Action Plan contained in the Draft Plan of Management.

Masterplan

The Masterplan for Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School shown in Figure 2 has been developed by incorporating ideas and feedback from the community and aquatic centre and park users. The Masterplan provides an illustration of the future direction for the reserves to provide greater recreational and social opportunities, enhance existing

uses, and improve the general amenity, functionality and capacity of Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School.

The Masterplan broadly shows the location of the physical works and actions in the following Action Plan that are proposed to be implemented.

The Masterplan envisions a quality aquatic and fitness centre that meets contemporary standards. Proposed extensions and improvements to the Oasis Aquatic and Fitness Centre will expand upon the current Centre within the existing boundary to include better amenities for patrons, including:

- New shallow-depth 15 metre x 10 metre multi-purpose program swimming pool for learn to swim and seniors programs, including accessibility ramp and hydrotherapy, accessible toilet and shower, on the southern side of the existing centre
- New multi-purpose training/media/audio-visual/meeting room
- New covered outdoor activities area adjacent to the existing gym and the program pool, with access from the gym and the pool deck
- New external covered and fenced softball play area with opening wall access from the existing creche
- Extension to the aerobics gym
- Additional amenities (toilets and showers including accessible bathrooms)
- Extension to the change room for school age programs to be accessible from the outdoor 50 metre pool
- New covered deck to connect the changerooms to the outdoor cafe area
- Improved shading to the outdoor cafe seating area
- New children's splash park
- Additional seating
- Storage
- Touchpads at the end of the outdoor 50 metre pool
- Additional carparking (30 spaces) accessed via Drummond Street to cater for large events and peak periods
- Access ramps.

The Masterplan does not represent a formal commitment from Council to fund improvements shown on the Masterplan, as funding is not available to deliver the entire plan in the short or medium term.

Potential improvements have been included on the Masterplan so future recreation opportunities are not precluded if funding becomes available. This holistic, long-term approach ensures that the Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School will be developed in a cohesive manner to maximise capacity and improve functionality.

It is expected that the Masterplan may change in minor ways depending on funding, and Council priorities.

High priority actions include:

- Extension of the Oasis Aquatic and Fitness Centre
- Upgrades to the park play space.

Key long-term actions include:

- Pathway connections
- Tree planting
- Shading car park areas.

Ongoing actions:

- Manage and monitor use of the aquatic and fitness centre and the parkland
- Carry out maintenance and capital works as required.

The Draft Plan of Management - Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Preschool was reported to Council on 18 February 2025.

Council resolved to submit the Draft Plan of Management to the Minister for Lands and Property for review and endorsement ahead of placing it for public exhibition and to endorse the Draft Plan of Management for the purpose of Public Exhibition. Following the Council meeting, Council submitted the Draft Plan of Management and other supporting documentation to Crown Lands for notification and request for written consent to adopt Draft Plan of Management - Church Street Reserve/ Oasis Aquatic Fitness Centre and Windsor Preschool.

The Draft Plan of Management was reviewed and supported by Crown Lands to be placed for public exhibition with the following amendment:

- *R89601 - Gazette date should be 3 October 1975*

The Draft Plan of Management was updated to include the above amendment. A copy of the updated Draft Plan of Management is provided as Attachment 1 to this report, which is the version that was publicly exhibited.

Subject to no changes following public exhibition, Crown Lands, as delegate for Minister of Lands and Property provided consent to Council to adopt the Draft Plan of Management under Clause 70B of the Crown Land Management Regulation 2018 on 2 June 2025. A copy of the Approval Letter is provided as Attachment 2 to this report.

Following approval from Crown Lands, the Draft Plan of Management and other supporting documentation was publicly exhibited from 10 June 2025 to 22 July 2025 in accordance with Section 38 of the Local Government Act 1993.

COMMUNITY ENGAGEMENT

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

Preparation of the Draft Plan of Management for Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School has been informed by community and stakeholder engagement.

The Draft Plan of Management for Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School and other supporting documentation was publicly exhibited from 10 June 2025 to 22 July 2025.

Throughout the exhibition period, the Draft Plan of Management and other supporting documentation was made available to view on Council's online community engagement site www.yourhawkesbury-yoursay.com.au, and between 9am to 4pm Monday to Friday at Council's Administration Office, 366 George Street, Windsor. Over 300 letters were sent to adjoining and surrounding property owners and stakeholders advising of the public exhibition of the Draft Plan of Management.

During the public exhibition period, Council received one written submission via the Your Hawkesbury Your Say Page, with the details of the submission outlined below:

> '*Windsor Preschool is a not-for-profit Preschool in a low socio-economic area servicing the Hawkesbury with Early Education. We put forth that this building remains leased to Windsor Preschool Association Inc. and not be put to tender.*'

The lease agreement with Windsor Preschool is currently on hold and under review by Council in terms of all childcare centre leases. The previous lease with Windsor Preschool commenced on 1 July 2020 and expired on 30 June 2023. Windsor Preschool continues to lease the building on the holdover provision of the expired lease.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN: OUR HAWKESBURY 2045

The proposal is consistent with the following Strategies set out within the CSP.

Great Place to Live

1.2 Encourage, educate and enable our community to be safe and healthy

1.5 Enrich our local identity by enhancing connection to our unique stories, landscapes and places

1.6 Effectively manage sustainable growth that contributes to the overall health of the Hawkesbury

Effective Leadership

4.5 Invest in engagement and evidence gathering that supports good decision making and advocacy

FINANCIAL IMPACT

The matters raised in this report have indirect financial implications. The Masterplan does not represent a formal commitment from Council to fund improvements shown on the Masterplan.

Potential improvements have been included on the Masterplan so future recreation opportunities are not precluded if funding becomes available. This holistic, long-term approach ensures that Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre-School will be developed in a cohesive manner to maximise capacity and improve functionality.

RISK MANAGEMENT CONSIDERATIONS

Financial Risk

The NSW Government is contributing funds towards the project through the Western Sydney Infrastructure Grant Program and Hawkesbury City Council is contributing remaining funds. Council also received a grant of $250,000 from the Federal Government's 'Investing in Our Communities Program' in 2024 for upgrades. Delay in adopting this Plan for Management may result in loss of grant funding. Delays may also increase the operational costs of the upgrades making it unfeasible to deliver the works programmed within the initial budget.

Reputational Risk

There is an expectation for Council to deliver the projects that have been presented to the community through the Western Sydney Infrastructure Grants Program, but there are significant financial considerations in terms of overall budget for the project. Delays in adopting the draft Plan for Management could potentially lead to reputational risk for the Council.

ATTACHMENTS

AT - 1 Draft Plan of Management - Church Street Reserve/Oasis Aquatic and Fitness Centre and Windsor Pre School - (*Distributed under separate cover*).

AT - 2 Approval Letter - Crown Lands

Attachment 2 - Approval Letter -Crown Lands

Department of Planning, Housing and Infrastructure

Our ref: DOC25/064869

Mr Andrew Kearns
Manager Strategic Planner
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756

via email: Andrew.kearns@hawkesbury.nsw.gov.au
cc: council@hawkesbury.nsw.gov.au

30 May 2025

Subject: Hawkesbury City Council draft Plan of Management – Church Street Reserve/Oasis Aquatic & Fitness Centre & Windsor Preschool.
Approval to progress to public exhibition and Minister's consent to adopt.

Dear Mr Kearns

Thank you for submitting the draft Plan of Management (PoM) for Church Street Reserve/Oasis Aquatic & Fitness Centre & Windsor Preschool on 21 March 2025.

I have reviewed the draft PoM and support it being placed on public exhibition with the following amendment:

- R89601 – Gazette date should be 3 October 1975

Council should conduct a final review of the document to ensure all legislation referenced is currently in force, departmental names are up to date, and spelling, grammar and formatting is correct and consistent.

Subject to no changes following public exhibition, as a delegate for the Minister for Lands and Property, I consent to council to adopt the PoM under clause 70B of the Crown Land Management Regulation 2018.

If the PoM is amended after public exhibition (except for minor editorial and formatting changes), council must resubmit the draft PoM for Minister's consent to adopt. With the amended PoM, please provide the following documents:

- a table of PoM amendments or tracked changes.
- summary report of submissions from public exhibition (if any)
- council reports on the proposed adoption (if any)

If there are no amendments to the PoM, please provide a copy of the adopted PoM. All documents must be sent to council.clm@crownland.nsw.gov.au.

An adopted PoM authorises the lawful use and occupation of Crown land. Council must ensure that any activities planned on the reserve are expressly authorised in the adopted PoM and native title obligations are met.

If you have any further questions or need assistance, please contact the Reserves Programs Team at council.clm@crownland.nsw.gov.au.

Yours sincerely,

6 Stewart Avenue, Newcastle NSW 2302
PO Box 2185 Dangar NSW 2309
reservemanager.crownland.nsw.gov.au

Department of Planning, Housing and Infrastructure

NSW GOVERNMENT

[redacted]

Penelope McLennan
Acting Manager, Reserves Programs
Department of Planning, Housing and Infrastructure – Crown Lands and Public Spaces

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10.4. CORPORATE SERVICES

10.4.1. CS - Investment Report - June 2025 – (95496)

Previous Item: 10.4.1, Ordinary (22 July 2025)

Directorate: Corporate Services

PURPOSE OF THE REPORT

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

EXECUTIVE SUMMARY

This report indicates that Council held $107.4 million in investments as at 30 June 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 June 2025 be received and noted.

BACKGROUND

Council held $107.4 million in investments as at 30 June 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 $107.4 million in investments as at 30 June 2025.

Table 1: Summary of Council's Investment Portfolio as at 30 June 2025.

Product Type	Face Value	% of Total
Term Deposits - Fixed Rate	$92,000,000	85%
Floating Rate Notes	$4,850,000	5%
NSW TCorp Long Term Growth Fund	$1,215,048	1%
At Call Deposits	$9,371,112	9%
Grand Total	**$107,436,160**	**100%**

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

Long Term Credit Rating	Face Value	% of Total
AA	$69,871,112	65%
A	$35,350,000	33%
BBB	$1,000,000	1%
NSW TCorp Long Term Growth Fund	$1,215,048	1%
Grand Total	**$107,436,160**	**100%**

Table 3 - Fixed Term Deposits

Financial Institution	Long Term Rating	Maturity Date	Interest Rate	Face Value
Bendigo Adelaide	A-	5-Aug-25	4.10%	$2,000,000
		20-Aug-25	5.15%	$2,000,000
Bank of Queensland	A-	9-Jul-25	5.18%	$2,000,000
		30-Mar-28	4.80%	$1,000,000
National Australia Bank	AA-	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
		2-Oct-25	4.30%	$1,500,000
		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	A	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
		10-Dec-25	4.47%	$4,000,000
		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	AA-	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
		29-Oct-25	4.80%	$3,000,000

Financial Institution	Long Term Rating	Maturity Date	Interest Rate	Face Value
		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
		18-Mar-26	4.34%	$2,000,000
		18-Mar-26	4.34%	$1,000,000
		25-Mar-26	4.33%	$1,500,000
Westpac	AA-	15-Oct-25	4.74%	$2,000,000
			Grand Total	**$92,000,000**

Table 4: Floating Rate Notes

Institution	Maturity	Yield	Face Value
Macquarie Bank	14-Sep-26	4.76%	$800,000
Suncorp	13-Mar-29	4.93%	$500,000
Bank of Queensland	30-Apr-29	5.15%	$2,050,000
Bendigo Adelaide	14-May-27	4.79%	$500,000
AMP	13-Sep-27	5.15%	$1,000,000
		Grand Total	**$4,850,000**

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
Non Fossil Fuel Lending ADIs	**$73,550,000**	**69%**
AMP Bank	$1,000,000	
Bank of Queensland	$5,050,000	
Bendigo and Adelaide Bank	$4,500,000	
Rabobank Australia	$25,000,000	
Suncorp Bank	$38,000,000	
Fossil Fuel Lending ADIs	**$32,671,112**	**30%**
Commonwealth Bank	$9,371,112	
Macquarie Bank	$800,000	
National Australia Bank	$20,500,000	
Westpac Group	$2,000,000	
Other	**$1,215,048**	**1%**

Product Type	Face Value	% of Total
-NSW TCorp Long Term Growth Fund	$1,215,048	
Grand Total	**$107,436,160**	**100%**

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	65%	100%	Yes
A	33%	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

30 June 2025	Monthly Return (Annualised)	Financial Year to Date (Annualised)
Hawkesbury City Council - Investment Portfolio	4.81%	4.87%
Benchmark - Bloomberg Ausbond Bank Bill Index	3.94%	4.39%
Performance Relative to Benchmark	0.87%	0.48%

Relevant Legislation

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

Investment Certification

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

DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Prudential Investment Services Corp has reviewed Council's investments as at 30 June 2025 and has advised of the following:

Council's investment portfolio returned 4.81%pa for the month versus the bank bill index benchmark's 3.94%pa return. Over the past 12 months, the investment portfolio has returned 4.87% versus the bank bill index benchmark's 4.39%.

The NSW TCorp Long Term Growth Fund recorded another strong result during the month with a gain of 2% (actual). The return was reflective of the gains in the domestic and international share markets as fears of an escalating Iranian crises lessened, oil prices dropped, and optimism grew for trade deals and interest rate cuts.

Without marked-to-market influences, Council's investment portfolio yielded 4.86%pa for June. 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 June, Council had maturities of $6m between four term deposits with original maturities between 7 - 12 months with an average yield of 5.28%pa. Council invested $12m across six term deposits with maturities ranging from 2 to 9 months yielding an average of 4.34%pa which is a good result particularly if the anticipated RBA rate cuts ensue.

Council has $10m in term deposits maturing in June. Looking forward, the following is recommended for consideration over the coming month:

- *With as much as 100 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 2.85% by this time next year then current TD levels in the 6-12 month area will look attractive in the coming months. Getting a 12 month rate above 4% may become more difficult during the course of the month.*

- *Rabobank continues to be very competitive across the 5 - 12 month range, going from the 4.30% to the 4.10% area, and Council has more room under policy to top up with them.*

- *NABs rates have dropped off a bit since last month, but AMPs rates in the 3-5 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.*

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 30 June 2025 included funds that are restricted as to what they can be expended on.

Table 9: Restriction of Funds

Restriction Type	June 2025	%	May 2025	%
External Restrictions - S7.11 and S7.12 Developer Contributions	$47,174,265	43.91%	$45,439,919	41.38%
External Restrictions - Bushfire and Flood Grants	$4,190,692	3.90%	$5,152,304	4.69%
External Restrictions - Western Sydney Infrastructure Grants Program	$11,362,110	10.57%	$12,043,163	10.96%
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	$9,118,103	8.49%	$3,172,474	2.89%
Internal Allocations	$32,542,910	30.29%	$34,330,969	31.25%
Unrestricted	$3,048,080	2.84%	$9,707,922	8.83%
Total	**$107,436,160**	**100%**	**$109,846,751**	**100%**

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, Works 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: OUR HAWKESBURY 2045

4.1 Provide representative, responsive and accountable governance

4.4 Support a strong local Council that delivers on its values and commitments

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The income applicable was provided for in the Adopted 2024/2026 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 - Disclosure of Pecuniary Interests and Other Matters Returns - (95496)

Directorate: Corporate Services

PURPOSE OF THE REPORT

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

EXECUTIVE SUMMARY

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

RECOMMENDATION

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

BACKGROUND

Sections 4.21 to 4.27 of Council's Code of Conduct (the Code) relate to the register of Disclosure of Interests in Written Returns and the tabling of this Return, which has been lodged by a Designated Person.

Section 4.21 of the Code is as follows:

> *'4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in Schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in Schedule 1 to this code within 3 months after:*
>
> - *becoming a councillor or designated person, and*
> - *30 June of each year, and*
> - *the councillor or designated person becoming aware of an interest they are required to disclose under Schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).'*

As required by Section 4.2 of the Code, a register of all Returns to be completed under Section 4.21 of the Code is kept by Council.

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

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

DISCUSSION

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

Position	Return Date	Date Lodged
Chief Financial Officer	28 April 2025	29 April 2025

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

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN: OUR HAWKESBURY 2045

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

Reliable Council

4.1 Provide representative, responsive and accountable governance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

As the Return is required by Section 4.25 of the Code of Conduct to be tabled at the first Council meeting after the last day on which the Return is required to be lodged, there is a minor compliance risk to Council if the Return is not received and noted by the Council.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

10.4.3. CS - Update to Council's Media Policy - (95496, 96333)

Previous Item: 221, Ordinary (12 December 2023), 3.1.1, Ordinary (14 May 2024)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to recommend an amendment to Council's Media Policy to incorporate Councillor Disclosure Requirements.

EXECUTIVE SUMMARY

In May 2024, Council resolved to seek advice on amending its Code of Conduct to include the requirement for any relative of a Councillor who administers social media platforms where information relating to Council or Council officials is, or is expected to be, uploaded.

Advice has now been sought which suggests that Council's Code of Conduct may not be amended to include this provision.

Council Officers recommend, that should Council wish to pursue this requirement, that Council's Media Policy be updated to include any such requirement.

RECOMMENDATION

That Council approve an amendment to Council's Media Policy regarding Councillor Disclosure Requirements, as outlined in this report.

BACKGROUND

Council's Media Policy was adopted on 12 December 2023, and provides a framework for Council's communication with the media in order to keep the Hawkesbury community informed of its activities and to ensure that Council is transparent and well connected with its community.

Council, at its meeting of 14 May 2024, considered a Mayoral Minute in relation to the disclosure principles under Council's Code of Conduct. At that meeting, Council resolved:

"*That Council:*

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

2. *Subject to the advice, Council consider amending its Code of Conduct to accord with this advice.*"

The Council resolution of 14 May 2024 sought an amendment to Council's Code of Conduct to include annual disclosure obligations of Councillors of media platforms that they or anyone defined as a "relative" administers. Following Council's resolution, advice was sought as to the appropriate mechanism to include a requirement for Councillors to make disclosures annually. A Councillor Briefing was held on 3 June 2025 to discuss Council's Code of Conduct and the advice received. It was noted at that Briefing that Council's Media Policy would be the appropriate vehicle in which to pursue disclosure requirements in relation media platforms.

This report seeks Council's consideration to amend its Media Policy to address the requested Councillor disclosure requirements.

DISCUSSION

Council's Media Policy (Policy) establishes Council's approach to responding to and initiating media contact. It applies to both Council's representatives/spokespersons as well as Councillors, Council staff, Council Committee members, volunteers, contractors and delegates of Council.

It is noted that there exists a requirement for Councillors to disclose social media platforms that they administer on which content relating to the Council or Council officials is, or is expected to be, uploaded. Should Council wish to consider expanding this requirement to include relatives of a Councillor, as defined by Clause 4.4 of Council's Code of Conduct, the following amendment to the Council's Media Policy may be considered (as underlined below):

> 8.59 A Councillor must advise the General Manager or Corporate Communications and Events Manager of any social media platforms they, <u>or their relative,</u> administer on which content relating to the Council or Council officials is, or is expected to be, uploaded. The Councillor must do so within:
>
> a) One month of becoming a Councillor, or
>
> b) One month of becoming the administrator of a social media platform.
>
> <u>8.60 For the purposes of paragraph 8.59:</u>
>
> <u>a) a "relative" is any of the following:</u>
>
> > <u>i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child</u>
> >
> > <u>ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child</u>
> >
> > <u>iii) the spouse or de facto partner of a person referred to in paragraphs i) and ii)</u>
>
> <u>b) "de facto partner" has the same meaning as defined in section 21C of the Interpretation Act 1987.</u>

It is recommended that Council's Media Policy be updated to contain the above amendments.

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: OUR HAWKESBURY 2045

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 are no risk management consideration applicable to this report.

ATTACHMENTS

There are no supporting documents for this report.

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10.4.4. CS - Risk Management Framework - (95496, 96333)

Previous Item: 4.4.4, Ordinary (14 May 2025)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to present the Risk Management Framework to Council for adoption.

EXECUTIVE SUMMARY

Council's Risk Management Framework is due for its annual review.

A review of Council's Risk Management Policy, Risk Management Plan and Strategic Risk Register has been undertaken, and amendments are proposed to assist in streamlining Council's commitment to risk management, and to better align with best practice.

This report presents the Risk Management Framework to Council for adoption.

RECOMMENDATION

That Council adopt the Risk Management Framework, comprising of the:

1. Risk Management Policy, attached as Attachment 1 to the report.

2. Risk Management Plan, including the Risk Appetite Statement, attached as Attachment 2 to the report.

3. Register of Strategic Risks, attached as Confidential Attachment 3 to the report.

BACKGROUND

In accordance with the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW, Council at its meeting of 12 May 2024 adopted a Risk Management Framework for identifying and managing risk.

Council's Risk Management Framework comprises:

1. Risk Management Policy

2. Risk Management Plan, including Risk Appetite Statement

3. Confidential Register of Strategic Risks.

Council has committed to review the Risk Management Plan annually. This report details the outcome of that review.

DISCUSSION

The purpose of this report is to present the Risk Management Framework to Council for adoption.

Council is required to adopt a Risk Management Framework in accordance with the Local Government Act 1993, and the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Councils in NSW (Guidelines). Council adopted its Risk Management Framework in 2024, however is required to keep under review its Risk Management Framework, including conducting annual reviews.

In early 2025, Council took part in a Continuous Risk Improvement Program (CRIP) Review conducted by InConsult Pty Ltd on behalf of CivicRisk Mutual. The CRIP Review analysed Council's risk management maturity, and Council was found to have a "developing" level of risk management maturity, as compared with other Council Members of CivicRisk Mutual.

Following the release of the CRIP Review results, a representative from CivicRisk Mutual reviewed Council's Risk Management Framework, and proposed a range of enhancements to both Council's Risk Management Policy and Risk Management Plan. The proposed amendments more closely aligned Council's Risk Management Framework with the intention of risk management in Local Councils in NSW, and to more closely align to the requirements under the Guidelines.

Risk Management Policy

The review of Council's Risk Management Policy recommends the following changes:

Amendment Type	Policy Section	Amendment Detail
Amendment	Purpose	Articulate the purpose of the Risk Management Policy
Amendment	Scope	Identify who the Policy applies to.
Amendment	Background	Remove repetitious and unnecessary wording
Amendment	Policy Details	Articulate Council's commitment and obligation to risk management as an organisation
Addition	Monitoring and Review	Articulate Council's commitment to review the Policy, Risk Management Framework and Risk Appetite Statement
Amendment	Roles and Responsibilities	Clarify roles and responsibilities for Governing Body, General Manager, Manager Governance and Risk, Directors and Managers, All Staff
Amendment	Definitions	Provide an exhaustive list of key terms within the Policy
Amendment	Related Documents	Correct the title of a Policy and inclusion of a Framework

A marked up version of the revised Risk Management Policy is included at Attachment 1 to this report.

Risk Management Plan

A review of Council's Risk Management Plan recommends the following changes:

Amendment Type	Plan Section	Amendment Detail
Deletion	Title	Not required
Amendment	Introduction	To align to Council's Risk Management Policy
Deletion	Leadership and Commitment - Introduction	Not required
Amendment	Risk in Decision Making	Minor amendment of paragraph

Amendment Type	Plan Section	Amendment Detail
Deletion	Integration - Introduction	Not required
Amendment	Integrating Risk Management	Minor amendment of paragraph
Amendment	Integrated Planning and Reporting Framework	Minor amendment of paragraph
Deletion	Design - Introduction	Not required
Amendment	Development of the Risk Management Framework	Amended to remove unnecessary wording
Amendment	Commitment to Risk Management and Allocation of Resources	Clarify the responsibility of identification, monitoring and management of Strategic and Operational Risks
Amendment	Directors and Managers	Clarify the responsibility of identification, monitoring and management of Strategic and Operational Risks
Amendment	Documentation	Amended to remove unnecessary wording
Amendment	Risk Management Objectives	Minor amendment of paragraph
Amendment	The Three Lines of Defence Model	Amended to clearly define the Three Lines of Defence Model
Deletion	Implementation - Introduction	Not required
Amendment	Risk Analysis	Rewarded to define risk analysis and amendment to "Indicative Frequency" to provide clearer defined likelihood
Amendment	Risk Mitigation	Amended to remove unnecessary wording. Council's Risk Management Guide will contain relevant information in the creation of Risk Mitigation Treatments.
Amendment	Post Treatment Risk	Minor amendment of paragraph
Deletion	Evaluation - Introduction	Not required
Amendment	Risk Review Cycle	Minor amendment of paragraph
Deletion	Continuous Review	Not required. Council's Risk Management Guide will contain relevant information in the review of risks
Amendment	Quarterly Reviews	Amended to six monthly reviews in line with best practice
Amendment	Annual Review	Amended to reflect change to six monthly reviews
Amendment	Risk Performance Indicators	Minor amendment of paragraph
Amendment	Risk Management Function	Deletion of unnecessary detail of roles and responsibilities for risk management
Amendment	Risk Reporting	Minor amendment of paragraph
Amendment	Reporting to the General Manager	Amended to reflect change to six monthly reviews
Amendment	Reporting to the Senior Leadership Team	Removal of the requirement for approve additions and deletions to the Risk Register

Amendment Type	Plan Section	Amendment Detail
Amendment	Reporting to the Audit, Risk and Improvement Committee	Amended to reflect change to six monthly reviews
Deletion	Improvement - Introduction	Not required
Deletion	Improvement of the Framework	Removal of unnecessary wording
Amendment	Self-assessment	Minor amendment to paragraph
Amendment	Training and Education	Amended to remove specific system requirements

A marked up version of the revised Risk Management Plan is included at Attachment 2 to this report.

Confidential Register of Strategic Risks

A review of Council's current Confidential Strategic Risk Register has been undertaken with amendments made to the Business Unit Owner, Controls, Risk Actions, Owners and Due Dates as outlined in Confidential Attachment 3 to this report.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN: OUR AWKESBURY 2045

The proposal is consistent with the following Strategies set out within the CSP.

Effective Leadership

4.1 Provide representative, responsive and accountable governance

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

There is a minor compliance risk should Council not adopt the Risk Management Framework.

ATTACHMENTS

AT - 1 Risk Management Policy - (*Distributed under separate cover*).

AT - 2 Risk Management Plan - (*Distributed under separate cover*).

AT - 3 Confidential - Register of Strategic Risks.

oooO END OF REPORT Oooo

10.5. INFRASTRUCTURE SERVICES

10.5.1. IS - Western Sydney Infrastructure Grants Program - Kurrajong to Kurmond Cycleway Concept Design – (95495)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

In accordance with the adopted Kurrajong to Kurmond Cycleway – Engagement and Communication Plan, there are a range of hold points relating to informing and/or seeking a decision from Council. Accordingly, the Western Sydney Infrastructure Grants Program (WSIG) project team is presenting the Kurrajong to Kurmond cycleway Concept Plan with staging for endorsement.

EXECUTIVE SUMMARY

Each project under the WSIG Program has an adopted Engagement and Communication Plan that outlines specific decision points (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:

> Kurrajong to Kurmond Cycleway: Seek endorsement of the concept design and staging for the project

The report provides an update on 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 and staging to ensure continued progress.

RECOMMENDATION

That Council endorse the Kurrajong to Kurmond Cycleway Project Concept Design and staging attached as Attachments 1 and 2 to this report.

BACKGROUND

The Western Sydney Infrastructure Grants Program (WSIG), formerly West Invest, for Hawkesbury City Council comprises 10 projects, which had deeds signed in late 2023 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 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 significant cost scalations, 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.

The Council has adopted Engagement and Communication Plans for each of the WSIG projects. Included within those plans are hold points detailing how, when and for what purpose the projects will be put before Council.

With respect to the purpose, a summary of each outcome has 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.

Hold points for Kurrajong to Kurmond Cycleway are endorsement from Council on the concept plan and inform Council on detailed design, tender release and contractor award. Accordingly, Kurrajong to Kurmond Cycleway Project has reached a hold point wherein endorsement of the concept design is required, which is the purpose of this report.

The expected outcomes and benefits of the project were detailed in the business case submitted with the grant application. These form the basis for assessing benefit realisation and evaluating any variation requests related to the project. A summary of the Outcome Logic Map is provided below:

SHORT – TERM OUTCOMES	**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:** • $8.11 million in economic output • $2.87 million in value-added economic activity • 21 local jobs
MEDIUM TO LONG TERM OUTCOME	**The expected medium to long term outcomes from this project includes:** • Create a better-connected community • Increasing active transport infrastructure,

	• Increase safety for pedestrians and cyclists • Increased safety for students from Kurrajong attending Colo High School • Increase the usability of the existing shared path for both locals and tourists alike.
OUTCOME MEASURES	**Improved individual/group health and wellbeing outcomes** • Increased public access to places where the community can meet • Increased sense of safety in the community • Increase in active walking and cycling transport means

DISCUSSION

This project will construct a 1,750 metres shared path between Kurmond and Kurrajong alongside Bells Line of Road. This includes undertaking requisite site works such as retaining walls, drive adjustments, and vegetation clearing.

The existing shared path from North Richmond ends at Kurmond with the only facility that continues to Kurrajong from Kurmond being an on-road, windy, and steep route only suitable for experienced cyclists.

The continuous off-road path of travel that this project will create will link North Richmond to Kurrajong, increasing active transport infrastructure, safety for pedestrians and cyclists, and increasing the usability of the existing shared path for both locals and tourists alike.

This project will complete a shared path that is identified as a Regional Route of highest priority for construction within the Council's Hawkesbury Mobility Plan.

The construction of this project further contributes to the organisation's mission of Building a Hawkesbury that's loved by its people, as well as outcomes identified in the Community Strategic Plan of creating "A great place to Live" and a "Valued and Protected Environment and History"

Concept Design

Hawkesbury City Council (HCC) engaged Complete Urban in June 2022 to prepare a Master Plan and 3D visualisations in support of the Western Sydney Infrastructure Grant (WSIG) funding application.

Following the execution of the funding deed in October 2023, Complete Urban was formally appointed as the Principal Design Consultant in late 2024 to undertake detailed design works.

Key site investigations including topographical survey, geotechnical investigations, and the preparation of a Review of Environmental Factors (REF) Report, commenced in early 2024 and were completed by late 2024.

The scope of design includes a 300-metre section along Bells Line of Road, extending from the intersection with Old Bells Line of Road. This segment requires complex engineering solutions due to the site's topography and physical constraints. Complete Urban proposed a retaining wall to support the shared path along this alignment. However, Council raised significant concerns regarding the proposed solution, citing the high cost, substantial constructability challenges, extended construction

timeframe, and the requirement for approvals from Transport for NSW (TfNSW). As a result, Council recommended that the proposal, including detailed costings, be referred for an independent expert review.

Prime Consulting Engineers, in partnership with Quantcept Consulting Services (Quantity Surveyors), were subsequently engaged to undertake this review and provide a report with engineering and cost-related recommendations.

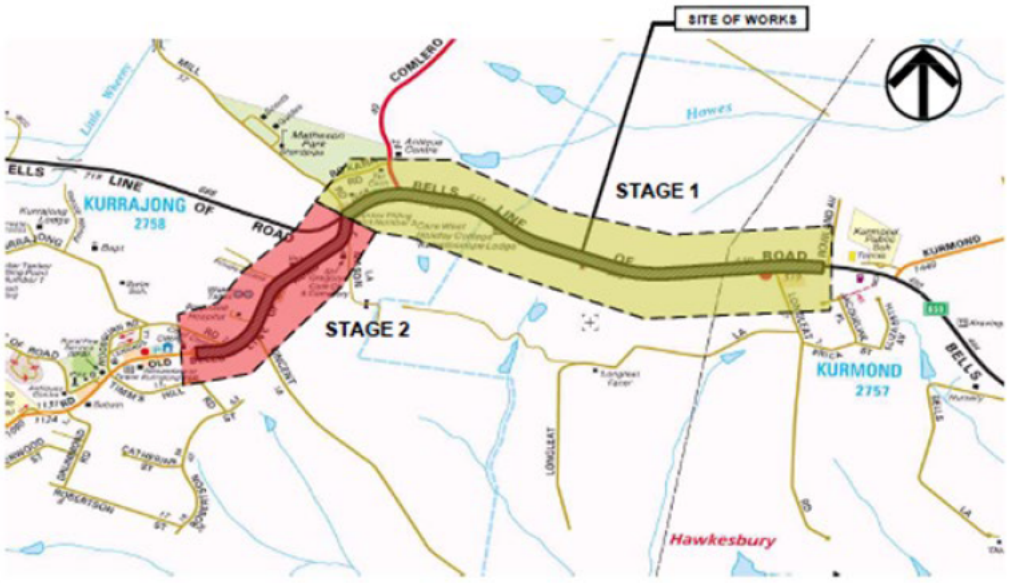
The findings are summarised below:

Structural Support System	QS costing per metre	Remarks
Cantilevered slab on piers	$9,437	
Bridge deck like on piers	$8,060	Preferred solution based on engineering assessment and cost

The Bridge deck on piers was selected as the more cost-effective solution and the concept design is now complete which is being presented for endorsement. Following council endorsement, the design will be published for public exhibition and thereafter, detailed design will progress.

Budget and Value Management

Shared path along Bells Line of Road is denoted as Stage 1 and shared path along Old Bells Line of Road is denoted as Stage 2, in the below plan.



LOCALITY PLAN
NOT TO SCALE

The total project budget, inclusive of the approved WSIG contingency, remains insufficient to deliver both stages of the shared path in full.

Initial cost estimates provided by the Quantity Surveyor (QS) for a 3-metre-wide concrete shared path significantly exceeded available funding. In response, value engineering was undertaken to reduce the path width to 2.5 metres and explore the use of asphalt as a cost-effective alternative to concrete.

- The Project budget including WSIG contingency is $5,219,367 (comprising of WSIG - $4,538,580 and HCC - $680,787).
- The expense to date is $506,444 (WSIG - $405,082 and HCC - $101,362).
- Wilde and Woollard QS estimate for a 3m wide concrete path (including bridge deck on piers) for Bells Line of Road (Stage 1) + Old Bells of Road (Stage 2) - $7,087,000.
- The revised QS after value engineering: Stage 1- $5,576,000; Stage 2- $ 1,283,000. Total $6,859,000.

This refinement resulted in updated QS estimates, indicating that only Stage 1 (Bells Line of Road) can be delivered within the current funding envelope. However, even Stage 1 exceeds the available budget, presenting a modest funding gap that will need to be addressed through further value management as detailed design progresses.

Delivery Approach

The project team will continue progressing detailed design for both Stage 1 and Stage 2. This approach ensures that Stage 2 will be shovel-ready once additional funding is secured.

The construction of Stage 1 will proceed under the WSIG funding deed, aligned with the current scope and budget. Construction of Stage 2 (Old Bells Line of Road) will be subject to the identification of future funding opportunities.

The next steps for the project include seeking Council endorsement of the Concept Design with the staging, followed by completion of 100% detailed design for both Stage 1 and Stage 2. Updated quantity surveyor (QS) estimates will be obtained based on the final detailed design. Further scope refinement and value engineering will be undertaken for Stage 1 to align with available funding.

Construction procurement with Stage 1 as confirmed scope and Stage 2 as separable portion will be invited, incorporating both concrete and asphalt pavement options. Stage 1 will then be delivered within the parameters of the approved WSIG funding.

Project Variation Request

The WSIG Project Variation Request to align project deed timelines has been formally approved. The updated project completion date is now 31 March 2027, with funding acquittal due by 23 June 2027.

COMMUNITY ENGAGEMENT

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

17 April 2024 - A drop-in session was held at the Richmond Community Centre to engage directly with property owners whose land shares a boundary with the project. The session aimed to provide information on the project and gather valuable feedback. The event was well attended, resulting in seven (7) formal submissions. Relevant feedback from these submissions has been actioned and incorporated into the ongoing design development.

22 April to 19 May 2024 -A community-wide survey was conducted via the *Your Hawkesbury, Your Say* platform to collect feedback on the proposed concept designs for the shared path. The survey was open from 22 April to 19 May 2024, receiving a total of 42 responses. A summary of the feedback

was prepared, and an action-taken report was developed. Appropriate feedback from the community has been considered in the design development.

Transport for NSW - Given that Hawkesbury Valley Way is classified as a state road, Transport for NSW (TfNSW) was consulted on the draft concept option plan. TfNSW's feedback was considered and incorporated into the finalized concept design, which was approved in mid-2024.

Internal Stakeholder Consultation - Comprehensive internal consultation and governance have been undertaken through Council's Project Control Group (PCG). Furthermore, design reviews and approvals have been carried out by the Technical Working Group, which includes representatives from the Assets, Project Delivery (Design), and WSIG teams.

A summary of consultation feedback and outcomes is attached to this report.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN: OUR HAWKESBURY 2045

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.

1.4 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 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 $506,444 of unbudgeted cost.

ATTACHMENTS

AT - 1 Stage 1 Concept Design - (*Distributed under separate cover*).

AT - 2 Stage 2 Concept Design - (*Distributed under separate cover*).

AT - 3 Summary of community consultation and outcomes

Attachment 3 - Summary of community consultation and outcomes

WILGA 232 Kurrajong to Kurmond Cycleway – Community Feedback & Outcome Register

Concept Plan Exhibition Period	Feedback Received	Complied	Remarks
17 April – 19 May 2024	**Alignment, Property Impact & Roadside Use** Residents prefer the path be realigned to the northern side of Bells Line of Road to minimise property impacts and improve safety. Concerns include loss of sound barriers, drainage problems, and blocked access to homes and driveways.	Yes	Amended design can reduce the extent of separation kerb adjacent to driveways, providing additional space for vehicles to pull off clear of the travel lanes. Additionally, where possible, some sections of the path will be relocated away from the travel lanes. Unsure of address but hedges adjacent to residential properties are largely unaffected by the works. Southern side of Bells Line of Road has several advantages over the northern side from a civil design / grade point of view and impacts less trees. Having the path adjacent to more properties is actually an advantage, in that it will be accessible to more people. Refer above for north vs south comments. The path alignment changes at this location to account for grade changes and the alignment of existing street trees which are closer to the road on this section. Whilst they may park cars and caravans currently, it is road reserve, so up to Council to decide if that is allowed / worth keeping. Kerb and gutter are not viable in this location due to lack of existing stormwater infrastructure. The proposed path is generally at verge level, with separation devices proposed to address some of the concerns raised.
	Safety for Cyclists, Pedestrians, and Vehicles There are serious concerns about dangerous crossings at Bells Line of Road, Kurmond Road, and Longleat Road. Suggestions include raised crossings, refuge islands, better signage, and improved visibility to protect cyclists and pedestrians.	Yes	The service station frontage has been designed with additional delineation measures to address some of the concerns raised. Separation and green surfacing have been proposed where appropriate, noting that access to and from the station needs to be maintained." "Traffic separation provided by both horizontal and vertical measures possible, noise barriers difficult." "Traffic separation provided by both horizontal and vertical measures possible." "Crossing to be developed during detailed design, it is noted that a signalised crossing is proposed at Old Bells Line of Road intersection.
	Emergency Access and Bollard Placement Bollards and kerb separators could block access for emergency and service vehicles. Residents fear this may compromise safety in critical situations and increase response times.	Yes	Wider driveway widths provided to address this concern.

WILGA 232 Kurrajong to Kurmond Cycleway – Community Feedback & Outcome Register

	Path Design, Accessibility, and Usability People want a wide, clearly marked path that accommodates walkers, cyclists, prams, and mobility devices. Continuous footpaths and separated lanes were recommended to improve accessibility and avoid collisions.	Yes	Path width has been maximised in consideration of usage and site constraints. (This statement appears multiple times with slight variation.) It is a shared path; path width has been maximised in consideration of usage and site constraints. Pavement markings, and signage, will be included, and documented during detailed design.
	Landscaping, Shade, and Amenities There is strong community desire for tree coverage, shaded seating areas, and visual markers to improve comfort and usability. Residents also want the path to complement the area's natural aesthetics.	Yes	Retaining existing trees is proposed where possible." Landscaping plan is under the scope
	Maintenance and Long-Term Durability Concerns were raised about the poor condition of existing cycleways and the need for ongoing maintenance. Residents emphasized that long-term upkeep, including noise barriers, must be part of the plan.	Yes	No noise issue due to the cycleway. Maintenance in accordance with the asset/maintenance management plan.
	Lighting, Surveillance, and Security Residents want lighting and security cameras along the path to make it safer at night. These additions are seen as essential to encourage wider public use and deter crime.	No	Not part of scope and beyond the funding envelope, difficult to light rural areas.
	Vehicle and Pedestrian Shared Zones Shared areas with cars, especially near shops and intersections, were flagged as dangerous. Lower speed limits and clear signage were suggested to protect pedestrians and cyclists.	Yes	No shared zone with vehicles. Shared path is only with pedestrians.
	Network Connectivity and Missing Links Residents highlighted gaps between the new and existing paths, especially near Kurmond shops and the school. Many want the cycleway extended into Kurrajong village to complete the active transport network.	No	No comment needed, this is outside of the project scope / extents. Additional survey carried out. It is now under consideration subject to additional funding.

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10.5.2. IS - Service Level Agreement Between Hawkesbury City Council and Hawkesbury Sports Council Inc – (95495)

Previous Item: 161, Ordinary (25 August 2020);199, Ordinary (13 October 2020);4.4.5 14 May 2024

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is two-fold, firstly to provide Council with an update on progress with the actions identified following the third-party review of the Hawkesbury Sports Council and secondly to present the Service Level Agreement (SLA) and accompanying Annexure, developed in collaboration with the Hawkesbury Sports Council, to Council for consideration and endorsement.

EXECUTIVE SUMMARY

Council developed an Action Plan to address recommendations from the third-party review (the Review) of the Hawkesbury Sports Council (HSC), with this Plan prioritising the creation of a Service Level Agreement (SLA) between Council and the HSC. The SLA outlines roles, responsibilities, policy requirements, and procedures, and was developed collaboratively with HSC and with legal input.

An initial review of the legal status of the HSC in part to address this and to provide a structured agreement which retained a suitable degree of flexibility and responsiveness for both Council and the HSC, a modified approach, compared with that outlined in the Governance Review, was adopted, with the SLA split into a formal agreement and an annexure.

Key areas of agreement included the break up roles and responsibilities, maintenance responsibilities and Capital works delivery.

Key challenges identified included:

- Unfunded maintenance programs introduced by Council (whilst the quantum of funding is beyond any SLA, this relates to the principle of ensuring constructive dialogue throughout identification and development of projects)
- Responsibility for approval and prioritisation of HSC's 2 and 5 year plans, as well as the incorporation of these plans into Council's broader capital works program
- Concerns about reduced autonomy and increased administrative burden under Council policies.

Staff have attempted to balance the concerns of the HSC, whilst observing the need to address the gaps and risks identified within the Review and maintain conformance with contemporary asset management and governance standards and principles. The SLA and accompanying annexure have been drafted to reflect this.

RECOMMENDATION

That Council:

1. Note the progress in implementing the action plan developed in response to the Third-Party Review Report into the Hawkesbury Sports Council;

2. Endorse the Draft Service Level Agreement between Hawkesbury City Council and Hawkesbury Sports Council, as attached to this report at Attachment 1;

3. Acknowledge the Annexure to the Service Level Agreement, as attached to this report at Attachment 2, as a live, working document intended to support the implementation and ongoing management of the agreement, and delegates authority to amend the Annexure to the General Manager; and

4. Endorse Hawkesbury Sports Council waiving/reducing fees in accordance with Section 5 of the Annexure.

BACKGROUND

In December 2018, the Council's Audit Committee resolved to endorse a methodology for engaging InConsult Pty Ltd (InConsult) to work with Council to develop and implement a program of third-party governance reviews to address potential risks across Council's operations.

Relevantly to this report, InConsult conducted a third-party governance review (the Review) of the Hawkesbury Sports Council (HSC) in 2023. The Review made a range of recommendations and Council, at its Ordinary Meeting of 14 May 2024, resolved that:

1. Council receive and note the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review report' dated January 2024.

2. Council adopt the recommendations contained in the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review report'

3. An Action Plan be developed to implement the recommendations contained in the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review report'

4. The progress of the action plan be reported to Councillor Briefing Sessions on a regular basis

5. The progress on the recommendation contained in the InConsult Pty Ltd 'Hawkesbury Sports Council Governance Review report' be reported to the Audit, Risk and Improvement Committee on a regular basis.

6. Council commit to collaboratively working with the Hawkesbury Sports Council to develop the Action Plan.

An action plan was developed in accordance with part 3 of the resolution and from this a Service Level Agreement (SLA) was developed in conjunction with the HSC. The Service Level Agreement, as a foundational governance document, addresses many of the recommendations raised in the action plan. In December 2018, the former Audit Committee resolved to endorse a methodology for engaging InConsult Pty Ltd (InConsult) to work with Council to develop and implement a program to address potential risks across Council's operations, including governance in relation with third party organisations.

DISCUSSION

Action Plan Implementation

The Action Plan developed to address the recommendations contained within the Review Report, was broken down into high, medium and low risk recommendations, with an associated timeframe for implementation for each level of risk. The Action Plan noted many areas for focus, however the development of an SLA was the main focus with the highest risk and shortest timeframe and accordingly has been the focus of the Project Team established to implement the Action Plan. To

provide Council with an update on the implementation of the Action Plan, a summary table has been included at Attachment 3 to the report.

Service Level Agreement

It became apparent that the status of the HSC as an incorporated body under the Associations Incorporation Act and a Section 355 Committee under the Local Government Act could pose an issue. Advice received outlined that an SLA may either not be the appropriate legal instrument, or may not adequately achieve what it was intended the SLA to achieve with respect to addressing gaps in governance. This revolved around the distinction between the HSC delivering services (which would be governed by an SLA) - such as scheduling field allocations or undertaking maintenance activities - and delegating functions (which would be governed by an instrument of delegation) - such as asset planning and management of playing surfaces. There is significant value in the HSC continuing to deliver both services and functions on behalf of Council and it was on this basis that Council developed the current draft documents: a formal legal agreement and an annexure outlining roles and responsibilities.

The Draft Service Level Agreement is attached as Attachment 1 to this report and the Annexure to the Service Level Agreement is attached as Attachment 2 to this report.

Engagement with the HSC has been consistent throughout the process including:

1. Initial discussions to clarify the roles and responsibilities of each party in managing the sporting fields.

2. Consultation during the concept development phase to ensure alignment and shared understanding.

3. Review and feedback on the draft document once it was prepared.

4. Incorporation of solicitor feedback and refinement of the document accordingly.

5. Final review of the completed document, which was then presented to the HSC Committee for their comments and feedback.

The Draft SLA included key components such as:

- Roles and responsibilities for both HSC and HCC,
- Policies,
- Work Health and Safety
- Capital Works
- Insurance Requirements
- Dispute Resolutions

Whilst the process was complex, both Council and HSC worked collaboratively and have achieved agreement and/or consensus on all but a few matters, which are outlined in further detail below.

Items for Decision

While the document is in its final stages, a few key points remain under discussion with the HSC and some for determination by Council.

These include:

1. Allocation of Costs for New Programs

Council has, in the past, introduced new programs such as gutter cleaning and roller door inspections, with associated costs charged to HSC. However, HSC has not received additional funding to cover these services and believes these are building maintenance responsibilities that should fall under Council.

It is the advice of Officers that regardless of whether these costs are managed by Council or HSC, it is recommended that the budgets are balanced as part of these new works being implemented and that in the future, any such new or expanded programs be discussed with the HSC to determine the most appropriate means of funding them.

2. Prioritisation of HSC's 2 and 5 Year Plans

A consensus approach to the final approval and incorporation of the HSC's 2 and 5 Year Plans into Council's broader Capital Works Program hasn't yet been achieved.

The 2 and 5 Year Plans are developed by the HSC in consultation with member organisations and presents the priority order of projects over the term of the Plans. Council recognises the value of the HSC continuing to develop the Plans and its role in coordinating the process and engaging with members on the prioritisation of projects.

The HSC holds the view that the authority to adopt and enact the 2 and 5 Year Plans should reside with the HSC and only provided to Council for awareness.

However, it is the case that sporting infrastructure, its management and delivery does not exist in a vacuum. Firstly, as Council assets, there can be direct financial impacts from projects, as new or upgraded assets are recognised on Council's asset register and the associated uplift in the annual depreciation expense impacts the operating result. Secondly, it is often the case that projects will have interdependencies with Council's other asset management and project delivery activities for open space and auxiliary sporting infrastructure. For instance: additional funding to the annual capital contribution (funding from developer contributions for example); project management by Council's project managers; or projects which are out of step or inconsistent with broader strategies or plans of management.

Due to this, there is a very real risk that 2 and 5 Year Plans developed and authorised by the HSC, risk duplication of or wasted effort and resources, a failure of projects to achieve broader or strategic outcomes desired by Council and the potential for conflict between projects and the strategic intent of Council.

Accordingly, it is considered that the HSC's 2 and 5 Year Plans should be submitted to Council's Assets Team for endorsement (and that such endorsement not be unreasonably withheld) and incorporation into Council's broader Capital Works Programs, and that these plans should be reviewed jointly on an annual basis to reprioritise works as needed.

3. Adherence to Council Policies and Procedures

HSC has expressed concern that operating strictly under Council's policies and procedures may limit their ability to deliver works in a cost-effective manner. This could reduce the number of outcomes achievable within their available funding.

This issue was also highlighted in the Review (Action 19), which raised the matter of whether Council should consider adjusting HSC's budget in cases where in-kind contributions are rejected or where Council-appointed service providers incur higher costs than HSC could otherwise manage.

While there may be efficiencies in not following every Council process, doing so can risk procedural inconsistencies. Aligning with Council policies ensures transparency, consistency, probity and accountability - particularly important given the expenditure of public monies - and that established standards are met.

Council Officers will continue to work with and support HSC staff to work through this change, including the provision of template documents and other similar support.

4. Perception of Diminished Autonomy

Some members of the HSC committee have expressed concern that the evolving structure and requirements may reduce their role to that of a delivery arm of Council, rather than an independent advisory and operational body. This sentiment reflects a broader concern about the balance between oversight and autonomy, and how this relationship is managed moving forward.

Council staff acknowledge that whilst there will be some change to processes, the overarching role won't change and the community will continue to benefit from the value that the HSC has historically delivered. The HSC will still work with the sporting clubs to determine their needs, and plan the priorities from a sporting perspective, deliver maintenance, operations and lower risk projects, continue to manage field allocations, broader sporting administration, and resolve issues between clubs.

Council Officers will continue to work with and support HSC staff work through this process.

5.Representation in Decision Making

HSC has raised concerns about not always being consulted on matters affecting the facilities they manage or the clubs that use those facilities. They believe there is a need for stronger organisational support to ensure they are included in relevant discussions. In particular, they suggest that staff across all relevant sections-especially those who may not regularly engage with HSC-should be made aware of the importance of consultation and encouraged to involve HSC where appropriate.

Wording has been added to the Annexure to ensure HSC representatives are invited to attend relevant meetings that may impact the facilities they manage or the sporting clubs that use those facilities. In addition, a monthly meeting between relevant Council officers and HSC has commenced to provide regular updates on capital works projects in these areas and to offer HSC an opportunity to raise any emerging issues.

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: OUR HAWKESBURY 2045

The proposal is consistent with the following Strategies set out within the CSP.

Great Place to Live

1.2 Encourage, educate and enable our community to be safe and healthy

1.3 Create opportunities for partnerships, connection and collaboration

1.4 Invest in our places, spaces and infrastructure to support thriving, prepared communities

1.5 Enrich our local identity by enhancing connection to our unique stories, landscapes and places

FINANCIAL IMPACT

The matters raised in this report have indirect financial implications. The expenditure applicable under the Draft SLA and Annexure, as attached to this report, is provided for in the Adopted 2025/2026 Operational Plan.

Should alternative outcomes be pursued in relation to funding or adjustments to services, particularly where an increase in funding would arise from that change, these have not been factored into the long-term financial plan and would therefore be either a consideration at a future quarterly budget review, or at the time of the development of that particular Operational Plan and Budget.

RISK MANAGEMENT CONSIDERATIONS

The SLA seeks to close a substantial number of the actions identified by the Third Party Review Report into the governance of the HSC. The structure of the documents, that is an SLA and the Annexure, mitigates the risks associated with the HSC's dual roles.

In providing greater rigour to the way the HSC delivers services and delegable functions, addressing these risks, there is a balance that must be struck to ensure that the value of the HSC in undertaking these activities and functions is not lost. This has been mitigated by retaining an element of flexibility, through the use of the Annexure, and providing for that Annexure to remain a live document.

Similarly, adhering strictly to all Council processes and procedures may result in a greater proportion of funding provided to the HSC diverted to away from the delivery of outcomes as a greater level of resourcing is required to manage the increased administrative workload. The approach taken will be to continue to work with the HSC on this aspect, utilising a risk-based approach.

ATTACHMENTS

AT - 1 Draft Service Level Agreement - (*Distributed under separate cover*).

AT - 2 Annexure to Service Level Agreement between Hawkesbury City Council and Hawkesbury Sports Council - (*Distributed under separate cover*).

AT - 3 Hawkesbury Sports Council Governance Review Action Plan

Attachment 3 - Hawkesbury Sports Council Governance Review Action Plan

Hawkesbury Sports Council Governance Review Action Plan

Whilst the development of the SLA covers off a large part of the Action plan, there are other actions that would need to be finalised through further actions such as the development of the Asset Management Plans.

A breakdown of the recommendations and actions arising out of the governance review and the associated reference and recommendation in the Service Level Agreement is as follows:

No	Governance Review Recommendations	Action Detail	Service Level Agreement Comments
1	Council should ensure that the delegation by Council resolution refers to the care, control and management of active playing fields as outlined in a future service level agreement, and as amended from time to time by agreement of Council and the Sports Council.	Review existing Council resolution to ensure it documents "care, control and management". If not, plan to update resolution to ensure intent is captured.	Council's resolution satisfies this requirement.
2	Council should document a service level agreement that outlines in detail expectations to provide clarity for all parties.	Draft a Service Level Agreement based on the proforma provided in the Recommendation Report.	Service Level Agreement has been drafted in consultation with Council and the Sports Council.
3	Council should specify required policies and procedures in the service level agreement and assist the Sports Council with developing policies and procedures that are appropriate for the size and nature of the operations.	1. Ensure Service Level Agreement specifies required policies and procedures. 2. Provide assistance in developing policies and procedures (based on Council's own documents) relevant and suitable for the functions of the Sports Council.	A list of policies for the Sports Council to comply with are included in the Annexure to the Service Level Agreement. Council has provided drafts of policies and procedures to the Sports Council as required.
4	Sports Council should consider the benchmarking against Sports Australia Governance Standards and whether any action is warranted given available resources.	Work with the Sports Council to determine what actions (if any) are to be taken from Sports Australia Governance Standards evaluation (see Appendix A).	This action will be addressed in future iterations of the Service Level Agreement as required.
5	Sports Council should develop a Conflicts of Interest Policy and record all conflicts, including potential or perceived conflicts, on a register.	Develop a Conflict of Interest Policy and Register	A list of policies for the Sports Council to comply with are included in the Annexure to the Service Level Agreement. Conflicts of Interest are covered under the Code of Conduct. A Conflicts of Interest Register has been provided to the Sports Council.
6	Council should collaborate with the Sports Council and member	1. Compile full list of assets that this relates to.	The development of the

	sporting clubs in an assessment of the adequacy of facilities to ensure appropriate longterm funding for renewal and upgrade as part of better practice asset management planning.	2. Council to make first assessment of adequacy of facilities to ensure adequate long-term funding. 3. Workshop with Sports Council and member sporting clubs for their response to Council's assessment. 4. Council to then respond to the Sports Council and member sporting clubs response. 5. This will inform a prioritisation list of upgrade works and then identify funding sources, plan of implementation, etc	two and five year capital works plan is included within the Service Level Agreement. Council's asset list is reviewed /audited every four years. Sports Council to undertake a survey of users regarding their needs and Council will consider conducting its own survey as part of the Asset Management Plans.
7	Sports Council should ensure that the planning prioritisation process is documented and communicated to members and that consolidated plans are regularly communicated to members to ensure there is no perception of bias.	Document and communicate the process taken outlined above.	The prioritisation process is a requirement under the Service Level Agreement. The Sports Council planning prioritisation process will be documented.
8	Sports Council should consider presenting their 2- and 5-year priorities to Council's Asset Strategy and Planning team for review and prioritisation as part of Council's capital works program.	Review and prioritise Sports Council's 2- and 5-year priorities	HSC requirement to develop two and five year strategies included within the Service Level Agreement
9	Sports Council should review the approach to ground allocation to ensure that allocation reflects participation to ensure that the overall needs of the community are met over a reasonable timeframe.	Review ground allocation process and publish the process on Sports Council website to ensure transparency / reference in any user booking form	Current ground allocation process is documented and referred to within the Service Level Agreement. The ground allocation process will be reviewed at a later date to reflect this recommendation.
10	Council should consider its approach to funding any works required to address safety concerns to ensure prioritisation without affecting the backlog of facility upgrades.	1. Review of adequacy of facilities should be overlayed with safety concerns (undertaken through a safety risk assessment). 2. To be incorporated as part of prioritisation process to fund upgrades.	The process to review of the adequacy of facilities and priorisation of funding is overlayed with safety requirements is included as part of the two and five year plans and Council's Asset Management Plan.
11	Council should implement a process to expedite and resolve issues with inadequate or insufficient active playing fields. This may include the development of an Open	Undertake an adequacy of current facilities analysis.	Council to undertake this review.

	Space Strategic Plan.		
12	Sports Council should develop a Risk Management Policy outlining the risk assessment criteria and process for identifying and documenting risk and controls on a risk register. The risk register should be reviewed at least annually and reported to the Committee.	1. Develop a Risk Management Policy and Risk Register in consultation with the Sports Council. 2. Consider third party engagement to undertake risk review and develop register. 3. Include any reporting requirements in the SLA documentation.	A list of policies for the Sports Council to comply with are included in the Annexure to the Service Level Agreement. Sports Council has been provided with a draft Risk Management Policy for Consideration.
13	Sports Council should report to the Committee and Council on Work Health and Safety action plans.	Report WHS action plans to Committee and Council	Requirement included in the Service Level Agreement
14	Council should consider a review of the Sports Council's Work Health and Safety system periodically.	Review WHS system periodically	Sports Council has a third party provider who provides WHS System and advice.
15	Sports Council should ensure that evidence is maintained of due diligence checks and induction of volunteers for projects.	1. Develop in consultation with the Sports Council, guidance and template documentation to induct volunteers (consider WWC). 2. Develop a register for use by the Sports Council of volunteers, including inductions, and any other personnel information.	As part of the Sports Council's WHS Process, they need to have a system of how volunteers are managed and supported. This requirement is contained within Service Level Agreement
16	Council should assist the Sports Council to develop appropriate governance policies and procedures that are broadly aligned and tailored for the Sports Council, including: a Code of Conduct, Code of Business Ethics, Procurement Policy and Risk Register.	1. Develop in consultation with the Sports Council, fit for purpose policies and procedures to meet the needs of the Sports Council.	A list of policies for the Sports Council to comply with are included in the Annexure to the Service Level Agreement. Council has provided drafts of policies and procedures to the Sports Council as required.
17	Council should ensure that copies of all policies expected to be complied with in full are stated in the service level agreement and issued to the Sports Council every Council term and as revised.	See Item 3. above.	Requirement included in Service Level Agreement
18	Council should ensure that the approach to budgeting and provision of funding is documented in the service level agreement.	Include budgeting and provision of funding in the SLA	This is documented within the Service Level Agreement

19	Council should consider whether it is appropriate to adjust the Sports Council's budget where Council chooses to reject in-kind contributions or appoints a service provider to undertake works at a higher cost than could be arranged by the Sports Council.	Consider and document a process for adjustments to budget where in-kind contributions are rejected. Share what this process is / criteria is with the Sports Council and include in the SLA.	A process has been determined as to who can manage what types of projects. This is contained within the Service Level Agreement.
20	Council should review its grant acquittal process to ensure the level of evidence and format required from the Sports Council is consistent with that required by the grant provider. The agreed process should be documented in the service level agreement.	1. Review grant acquittal processes undertaken by the Sports Council. 2. Work with Sports Council to strengthen grant processes to ensure accountability and transparency.	The grant acquittal process has been documented and included within the Service Level Agreement.
21	Council should collaborate with the Sports Council to ensure all parties have an enhanced understanding of the needs of members of sporting clubs and adequacy of sporting facilities in the Hawkesbury. This would be consistent with community engagement as part of the development of an Open Space and Community Facility Strategic Plan.	Develop Open Space Strategic Plan / Action Plan identifying high level growth, current and future sports dynamics and trends, and addressing infrastructure needs and gaps and document the specific requirements of each current sporting club user. When developing plans of management to consult with users.	To be undertaken by Council and the Sports Council.
22	Council should document the role and contact details of key business partners within Council and communicate it to the Sports Council.	1. Develop a key business contact list for sharing with the Sports Council. 2. Include the contact list in the SLA document. 3. Communicate Council's key business contacts	A contact list has been included within Service Level Agreement.
23	Council should review the effectiveness of the dispute resolution process and how to expedite the resolution of longstanding issues.	1. Review any established dispute resolution process. 2. Establish an appropriate dispute resolution process. 3. Document the process in the SLA.	Dispute resolution process has been included within Service Level Agreement
24	Council should review the process for prioritisation or escalation of maintenance issues that may have a financial impact on the Sports Council. This process should be documented and included in the service level agreement.	1. Review of adequacy of facilities should be overlayed with safety concerns (undertaken through a safety risk assessment). 2. To be incorporated as part of prioritisation process to fund upgrades.	Roles and responsibilities for maintenance and capital works has been included within the Service Level Agreement.

25	Council should ensure that the rationale behind the declination of in-kind contributions is communicated in writing to the Sports Council and member sporting clubs.	Communicate rationale behind declination of inkind contributions Consider and document a process for adjustments to budget where in-kind contributions are rejected. Share what this process is / criteria is with the Sports Council.	The rationale for any declination of in-kind contributions is communicated to the Sports Council.
26	Sports Council should consider providing a periodic briefing to members, Council staff and Councillors on the role and operations of the Sports Council in delivering services to the community.	Periodic briefing to members, Council staff and Councillors on role and operations of Sports Council and document the requirement in the SLA. Consider six monthly - speak with the Sports Council	Requirement is included within the Service Level Agreement.
27	Sports Council should provide a report at least every six months to the Committee outlining compliance with agreed service standards and relevant Australian Standards, management of risk and remediation of any issues.	Six-monthly report to Committee - and outline requirement in the SLA	The Service Level Agreement has included an requirement to provide reporting to Council on a regular basis.
28	Sports Council should consider providing a six monthly report to members and Council demonstrating adherence to any programs, agreed performance targets, compliance requirements and standards and/or results of any audit or review.	Six-monthly report to members and Council and outline requirement in the SLA	The Service Level Agreement has included a requirement to provide reporting to Council on a regular basis.
29	Council should consider assisting the Sports Council in producing an annual report to members and the community.	Produce an annual report for members and community - and outline requirement in the SLA Publish the annual report on the Sports Council website	The Service Level Agreement has included an requirement to provide reporting to Council on a regular basis.

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10.5.3. IS - Quarter 4 - 2024/2025 Capital Projects Report – (95495)

Previous Item: 10.5.2, Ordinary (6 May 2025)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to respond to Council's resolution at its Ordinary Meeting of 18 April 2023 to provide a quarterly status update on Council Capital projects. This report is intended to increase the level of transparency and accountability in delivery of Council's Capital Works program.

This is the fourth Capital Projects report compiled for the 2024/2025 financial year and primarily reports on capital projects delivered by the Capital Programs team, including Infrastructure Recovery, Project Delivery and the Western Sydney Infrastructure Grant program teams.

The report outlines overall project status, consider risks for grant funded projects, authorities' approvals and planning approvals that may hinder or alter the commencement of any given project.

EXECUTIVE SUMMARY

This report covers a high-level review of all capital expenditure and details matters of scope, progress, time, and budget for major capital projects within the Capital Program team. By introducing this more frequent reporting, Council seeks to increase the level of accountability to its community and the level of transparency over the progress of its more significant capital projects. The report will outline overall project status, consider risks for grant funded projects, approvals and planning approvals that may hinder or alter the commencement of any given project.

The Capital Program team had a program of $120 million in value for the 2024/2025 financial year after Quarterly Budget Review 3 adjustments. At the end of the financial year, the actual spend for Capital Works program is $88 million representing 73.3%, pending final adjustments as per finance accruals. It is noted however, based on historical data, Council's capacity to deliver is consistent with the program achieved.

For the 2025/2026 financial year, there will be adjustments proposed which will reflect actual capacity to deliver. The updated forecasts will be reflected in the Quarterly Budget Review Statements contained in future business papers.

RECOMMENDATION

That Council receive and note the Quarter 4 - 2024/2025 Capital Projects report.

BACKGROUND

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

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

This is the fourth Capital Projects report compiled for the 2024/2025 financial year and follows on from the format and basis for reporting to Council in 2024/2025 on all Capital projects.

As advised previously the content is continually being reviewed to understand Council's capacity to deliver, not only from a delivery perspective but also regarding support services that are integral for the capital program to be delivered. Council's capital program has grown significantly over the past three years.

This report will look at Council's capacity to deliver and review budgeted amounts in line with actual expenditure and delivery now at end of financial year. This will lead to recommendations for the quarterly reviews in 2025/2026 and provide a robust forecast for actual annual spend.

DISCUSSION

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

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

A full financial report on the Capital Works program is included in this Business Paper as part of the Quarterly Budget Review Statements.

Capital Works Program 2024/2025

The Capital Works Program had a capital expenditure budget forecast of $120 million for the 2024/2025 financial year after Quarterly Budget Review 3 adjustments. At the end of the financial year, the actual spend for capital projects is $88 million representing 73.3%, pending final adjustments as per finance accruals. It is noted however, based on historical data, Council's capacity to deliver is consistent with the program achieved.

The three main capital expenditure teams of Project Delivery, Western Sydney Infrastructure Grants (WSIG) and Infrastructure Recovery (IR) have reviewed their performance for the financial year and will make necessary adjustments in 2025/2026 to ensure a robust forecast is in place.

For the 2025/2026 financial year, there will be adjustments proposed which will reflect actual capacity to deliver. The updated forecasts will be reflected in the Quarterly Budget Review Statements contained in future business papers.

PROJECT DELIVERY

Project Delivery Project Update Table

Category	Project	Location	End FY 2024/2025 Status
Building			
	Design and construction of building amenities at Navua Reserve	Navua Reserve	Construction 95%

Category	Project	Location	End FY 2024/2025 Status
	Deerubbin Art Gallery lighting upgrade	Regional Gallery	Complete
	Extension and upgrade of the Breakaway amenities building	The Breakaway	Construction 30%
	Brinsley Park Amenities demolition and upgrade	Brinsley Park	Construction 30%
	Argyle Bailey demolition and construction new amenities building	Argyle Bailey	Construction 30%
	Deerubbin Park Amenities upgrade of showers, toilets and changerooms	Deerubbin Park	Construction 5%
	New Technology Hub at Deerubbin Library	Hawkesbury Central Library	Procurement
Open Space			
	Bounty Reserve Playground Upgrade	Bligh Park	Construction 5%
	Frank Mason Playground Upgrade	South Windsor	Construction 10%
	Reserve Playground Upgrade	Church Street	Construction 40%
	Breakaway Oval Car Park	Freemans Reach	Complete
	Field and Lighting Upgrade for the Vineyard Oval	Vineyard	Design 70%
	Freemans Reach installation of playground and furniture	Freemans Reach	Complete
	Wilberforce Playground equipment installation	Wilberforce	Complete
	Indigenous and endemic edible garden	Windsor Museum	Complete
	Colbee Park Upgrade - Stage 1	Colbee Park	Construction 85%
	Jack Gow Playground Upgrade	Jack Gow Memorial Park	Complete
	Macquarie Park Enhancement project	Macquarie Park	Complete
	Yarramundi Reserve Upgrade	Yarramundi	Complete
	Bensons Car Park 1	Bensons Lane	Complete
	Deerubbin Floodlighting Upgrade	Cornwallis	Construction 90%
CLIRP & OLG			
	Howe Bank Stabilisation (2) of embankment	Howe Park	Complete
	Argyle Bailey Memorial Reserve, embankment stabilisation and bridge construction	Ebenezer	Complete
	Rickabys Pedestrian Bridge Repair	Rickaby's Creek	Complete
	Churchills Wharf Reserve embankment stabilisation	Sackville	Complete

Category	Project	Location	End FY 2024/2025 Status
	Governor Phillip Park Embankment Stabilisation	Governor Phillip Park (2)	Complete
Roads - Transport			
	Bowen Mountain Road from Westbury Road to Serpentine Lane	Bowen Mountain	Complete
	White Place, South Windsor- road rehabilitation	South Windsor	Complete
	Bridge Replacement - drainage culvert, headwall and gravel seal road reconstruction	Willow Glen Road	Complete
	Argyle Street - road rehabilitation, kerb and gutter replacement and construction of new road pavement.	South Windsor	Complete
	Blackman Crescent, road rehabilitation, kerb and gutter replacement and construction of new road pavement.	South Windsor	Complete
	Greens Road, Lower Portland - Seal Gravel Road	Lower Portland	Construction 30%
	Scheyville Road, Maraylya from Niech Road to Pitt Town Dural Road intersection	Maraylya	Complete
	Packer Road, Blaxlands Ridge from Putty Road to West Portland Road	Blaxlands Ridge	Complete
	Kurmond Road, road rehabilitation works	Freemans Reach	Complete
	Spinks Road, Glossodia from Rose Crescent to Golden Valley Drive	Glossodia	Complete
	Kurmond Road, Kurmond - from End Roundabout at Crooked Lane to Property 1170	Kurmond	Complete
	Comleroy Road, East Kurrajong failed sections between East Kurrajong Road to Brown Road	East Kurrajong	Complete
	Grose Vale Road, North Richmond failed sections between Pecks Road to Highland Entrance	North Richmond	Complete
	Oakville Road, Oakville failed sections between Saunders up to Oakville Public School	Oakville	Complete
	Wire Lane, Freemans Reach - from Kurmond Road to Terrace Road	Freemans Reach	Complete
	Riverview Street, North Richmond from Pitt Lane to Grose Vale Road	North Richmond	Complete
	Berger Road, South Windsor from Ham Street to Snailham Crescent	South Windsor	Complete
	March Street, Richmond from East Market Street to Bourke Street	Richmond	Complete

Category	Project	Location	End FY 2024/2025 Status
	George Street, Windsor from Tebbutt to Hawkesbury Valley Way	Windsor	Complete
	Valder Avenue, Hobartville from Cornwell Avenue to Horborrow Avenue	Hobartville	Complete
	Lindsay Place, Glossodia from Failed section between Golden Valley Drive to Golden Valley Drive	Glossodia	Complete
	Grose Wold, Road, Grose Wold from Failed sections between Grose Vale Road and Avoca Road	Grose Wold	Complete
Black spot Projects			
	Terrace Road North Richmond Black Spot Program	North Richmond	Complete
	Drummond and Mileham Streets Roundabout upgrade	South Windsor	Construction 85%
	Rifle Range Road, traffic calming devices blackspot program	Bligh Park	Complete
	Francis and West Market Streets traffic calming devices	Richmond	Complete
Roads to Recovery			
	Sackville Road, Wilberforce from Old Sackville Road to Change in Seal Age	Sackville	Complete
	Old Bells Line of Road, Kurrajong	Kurrajong	Construction 5%
	Mileham Street, South Windsor from Bell Street to Argyle Street	South Windsor	Construction 30%
	George Street, Windsor from rail overpass to Bell Street	South Windsor	Construction 5%
Storm water			
	Avondale Road, Drainage upgrade	Pitt Town	Design only
	Reedy Road, Drainage upgrade	Cattai	Design only
	Coromandel Road, Drainage upgrade	Ebenezer	Design only
	Price Lane stormwater culvert and pit installation	Agnes Banks	Complete

Accelerated Grant Funding Projects

The Project Delivery Team have progressed a number of grant funded projects which have been accelerated due to the need to meet funding deadlines.

- Yarramundi Reserve repair and upgrade of recreational assets - construction commenced 13 January 2025 and completed 2024/2025 financial year.

- Macquarie Park Enhancement Project - construction commenced 12 November 2024 and completed 2024/2025 financial year.

- Riverbank Recreation Repair and Restoration Project

    - Argyle Bailey commenced in January 2025 and completed 2024/2025 financial year.

    - Howe Park commenced onsite in February 2025 and completed 2024/2025 financial year.

    - Rickabys Creek commenced January 2025 - Completed

- Churchill Wharf Reserve commenced late 2024 - Completed.

- Colbee Park Resilience Upgrade - commenced early February 2025 with anticipated completion by August 2025.

- Governor Phillip Park Power Boat Club, Local Government Flood Grant - design consultant engaged February 2025 and currently in planning phase for design concept.

These anticipated completion dates are subject to the impacts of weather over the remainder of the project's timeline.

Hawkesbury Fire Control Centre

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

Over the period, the concept design was commenced and stands at approximately 75% complete with ongoing development and oversight by Council, NSW RFS, SES and managed by Public Works. A number of supporting investigations have been completed, and the preparation of the development approval, via a review of environmental factors, has commenced.

The project has been divided into three stages being:

- Stage 1: Construction of SES-related works including site fencing upgrades, carpark upgrades, site lighting, new vehicle access through 6 McKinnons Road and shared training facilities

- Stage 2: Construction of Fire Control Centre, including car parking, all vehicle access and district stores, and

- Stage 3: Future provision of multi-agency facilities - NSW Police, Ambulance and Fire and Rescue NSW

The primary purpose for the staged approach is to respond to the various funding environs the overall project finds itself in, with Stage 1 funded as part of the Macquarie Emergency Services Grant (and an expenditure deadline of July 2026), Stage 2 remains committed to by NSW RFS with project development funding committed in 2025-2026 and Stage 3 being unfunded.

Stage 1 presently remains on target to achieve the funding deadline, albeit there are a number of risks including approvals, procurement and budget and weather. Stage 2 is likely to experience delays of between three and six months to complete further investigations related to Aboriginal Heritage Cultural Assessment.

Council continues to participate in the Project Control Group, which includes in its membership senior Hawkesbury RFS volunteers, RFS Hawkesbury District staff, RFS Assets and Infrastructure staff and

North West Metro Zone SES staff. The PCG is convened by NSW Public Works, which have been engaged as project development and management partners.

Wilberforce Rural Fire Brigade Station

Council is currently reviewing the tender responses for the completion of the early works (demolition of existing buildings and hardstand areas, reconstruction of a new hardstand and truck parking area, noise abatement wall, site fencing and associated earthworks) component of the project, with the completion of this anticipated by the end of 2025. The final REF has been received and is being reviewed prior to determination.

The Brigade build is approaching submission of the development application, which is anticipated to occur in the next quarter.

Council continues to participate in the Project Control Group, which includes in its membership senior Hawkesbury RFS volunteers, RFS Hawkesbury District staff, RFS Assets and Infrastructure staff and representatives of the Wilberforce Brigade. The PCG is convened by NSW Public Works, which have been engaged as project development and management partners.

WESTERN SYDNEY INFRASTRUCTURE GRANTS

The Western Sydney Infrastructure Grants (WSIG) Program, formerly known as West Invest, comprises 10 projects, all of which have executed funding deeds. In addition to WSIG projects, the team is also responsible for the delivery of the Liveability Project, which operates under a separate funding stream.

The WSIG Program is governed through a structured project and program-level governance framework to support effective decision-making and to manage risks, issues, and escalations. This governance structure includes the Technical Working Group (TWG), Project Control Group (PCG), Program Control Committee (PCC), and Executive Steering Committee (ESC).

While the majority of WSIG-funded projects are currently in the design phase, there are two notable exceptions:

- Woodbury Reserve Upgrade: The pump track, mountain bike trails, and skatepark have been completed. The landscaping and sporting field components are currently in the construction tender phase.

- Fernadell Park: Construction is underway for the landscaping and amenities building, while the community centre remains under Development Application (DA) assessment.

To address cost escalations, the program is applying value engineering and cost management strategies during the design development phase. This process involves close collaboration between designers, quantity surveyors, and key stakeholders.

Additional funding opportunities are being actively pursued. Although previous grant applications to support the development of multi-courts at Turnbull Oval and the cycleway bridge at Rickaby's Creek were unsuccessful, a recent application to Cricket NSW for Turnbull Oval was successful. A similar application was also submitted for Woodbury Reserve, which was unsuccessful.

For projects experiencing budget pressures, scope reductions are being explored through a value management process. These options are assessed in alignment with both short-term and medium-to-long-term outcomes as defined in the Outcome Logic Map (OLM) outlined in each project's funding deed. Any proposed scope changes are submitted to the funding body for approval through a Project Variation Request, which is subject to a viability review.

The details of project variation requests submitted for the program with their outcomes is presented in the below table.

Project	Funding	Type of Variation	Status
Richmond Swimming Centre	WSIG - Premier's Department	Time extension to align deed milestones	Approved
Rickaby's Cycleway	WSIG - Premier's Department	Time extension to align deed milestones	Approved
			Minor scope adjustment
Kurmond to Kurrajong Cycleway	WSIG - Premier's Department	Time extension to align deed milestones	Approved
			Minor scope adjustment
Tamplin Field Redevelopment	WSIG-Premier's Department	Time extension to align deed milestones	Approved
			Major scope adjustment to align project within budget
Turnbull Oval and Amenities Upgrade	WSIG - Premier's Department	Time extension to align deed milestones	Approved
			Major scope adjustment to align project within budget
Woodbury Reserve Upgrade	WSIG - Premier's Department	Time extension to align deed milestones	Approved
	PCIP-NSW Office of Sports	Time extension to align deed milestone	Approval pending
		Major scope adjustment to align project within budget	Approved
North Richmond Community Precinct	Disaster Resilience - NSW Reconstruction Authority	Time extension to align deed milestones	Approval pending

The recent time extensions and scope realignments have facilitated the establishment of more achievable and progressive milestones, helping to ensure that projects remain on track for successful delivery.

These proactive measures, alongside the successful outcome of the Thriving Suburbs Grants, are yielding positive results. As a result, the following projects are now positioned to be delivered within their allocated budgets:

- Fernadell Park and Community Facility
- Woodbury Reserve Upgrade
- Turnbull Oval and Amenities Upgrade
- Tamplin Field Redevelopment

The WSIG team continues to closely monitor project progress as design activities advance and procurement for construction is undertaken. This ensures continued alignment with approved budgets and delivery timelines. Notably, the Wayfinding project has consistently remained within budget.

For the remaining projects, the project team is preparing project variation requests to reflect updated scope and timelines. In parallel, contingency request forms are being submitted for projects transitioning into the construction phase based on unforeseen cost escalations.

Community consultation remains an integral part of the program and is ongoing in accordance with the approved Consultation and Engagement plans. Concept designs are progressing in line with Council endorsement processes. Currently, the Plans of Management for Turnbull Oval and Oasis Leisure Centre, along with the concept design for Tamplin Field redevelopment, are on public exhibition.

The below table provides a summary of the current project phase and progress percentage, along with a comparison of the overall health status to the previous quarter.

Project Name	Capital Project Phase	Project % Progress	Q3 Overall Project Health Status	Q4 Overall Project Health Status
WSIGP - Fernadell Park and Community Facilities	Construction (Landscape) + DA (Community Centre)	45	On Track	On Track
WSIGP - Wayfinding signage	Construction	36	On Track	On Track
WSIGP - North Richmond Precinct	Design	20	Potential Issue - Cost Escalation, Co-funding deadline	Potential Issue - Cost Escalation, Co-funding deadline
WSIGP - Oasis Aquatic and Fitness Centre	Design	35	Potential Issue - Cost Escalation	Potential Issue - Cost Escalation
WSIGP - Richmond Swimming Centre	Design	22	Potential Issue - Cost Escalation	Potential Issue - Cost Escalation
WSIGP - Kurmond Cycleway	Design	29	On Track	On Track (for Stage 1 1.75km along bells line of road)
WSIGP - Rickabys Creek Cycleway	Design	21	Potential Issue - Cost Escalation, Design Delay	Potential Issue - Cost Escalation
WSIGP - Turnbull Oval	Design	26	On Track	On Track
WSIGP - Tamplin field Redevelopment	Design	28	On Track	On Track
WSIGP - Woodbury Reserve	Procurement (Landscape) + Construction	42	MTB, Pump track & Skatepark completed. On Track	MTB, Pump track & Skatepark completed. On Track
Liveability Project - Stage 1 (Railway Bridge to Fitzgerald St.)	Completion	100	On track	Completed

Project Name	Capital Project Phase	Project % Progress	Q3 Overall Project Health Status	Q4 Overall Project Health Status
Liveability Project - Stage 1a - Thompson Square - Baker St. to Bridge Road)	Completion	100	On track	Completed
Liveability Project - Stage 2 (Windsor Mall - Fitzgerald St. to Baker St)	Completion	100	Potential issue - Funding Grant deadline	Completed

By the fourth quarter of 2024/2025, Liveability Stage 2 was successfully realigned to be 'on track' with project completed by 30 June 2025 (with only garbage bins remaining to be installed).

Within the Western Sydney Infrastructure Grants (WSIG) portfolio, six out of ten projects are currently on track to be delivered within their allocated budgets. However, cost management remains a critical focus. Ongoing monitoring will be essential to ensure continued alignment with available funding and to maintain delivery momentum.

During the reporting period, Quantity Surveyor (QS) estimates for the entire section of cycleway from Kurmond to Kurrajong has significantly exceeded the available budget. As a result, the construction will need to be staged with only the section along Bells Line of Road to proceed with WSIG funding, while the segment along Old Bells Line of Road will be deferred, subject to future funding availability.

The following four projects continue to face potential cost escalations based on initial estimates:

- Richmond Swimming Centre
- Oasis Leisure and Fitness Centre
- North Richmond Community Precinct
- Rickaby's Creek Cycleway

To address these pressures, value engineering, scope reductions, and staging strategies will be applied throughout the design development phase. As designs progress, these will be re-assessed against more refined cost estimates, while concurrently exploring alternative funding opportunities to ensure financial viability.

Project Status Summary

WICR-0550 North Richmond Community Precinct

The Principal Design consultant and all subconsultants have been formally appointed and have commenced work on the project. Initial site visits and investigations have been completed, with corresponding technical reports produced.

Stakeholder engagement has been comprehensive. Activities have included targeted sessions with local schools, community consultation events at the community centre, an online survey, a Walk on Country with Aboriginal stakeholders, and Council representation at the Hawkesbury show. These engagements have informed key design considerations and ensured community input is embedded throughout the process.

Consultations with community centre management and relevant Council staff have directly informed the functional requirements of the proposed evacuation centre and broader community precinct. A final draft of the Functional Design Brief (FDB) has now been completed, allowing the design team to progress to the concept design phase.

The design team has confirmed that the new evacuation centre must be designed to Importance Level 4, as defined under the National Construction Code. Structural assessments have determined that the existing youth hall does not currently meet this requirement. While preliminary costings indicate that retaining and upgrading the youth hall may still be preferable, this option remains subject to further technical and financial validation.

Overland flood risk assessments are currently underway to evaluate whether the finished floor levels of the existing building are compliant with current standards. This analysis will directly inform the viability of retaining and extending the youth hall. The flood consultant has commenced detailed modelling, leveraging recent catchment-wide studies adopted by Council. The design team is concurrently assessing potential flood impacts and mitigation strategies to ensure project feasibility.

The overall project programme has been updated to incorporate the Principal Design consultant's proposed design timeline, along with formal Council review and endorsement stages. A variation request has been submitted to extend the Protecting Our Communities Program (Disaster Resilience) grant milestones. A separate variation for the WSIG grant is currently being drafted, with the funding body regularly updated on project progress and emerging design considerations.

The project is currently facing a budget shortfall, and scope management options are being explored through a structured value engineering process. These options will be evaluated in alignment with both the short-term and medium-to-long-term outcomes outlined in the Outcome Logic Map (OLM). Any proposed changes to the project scope will be submitted to the funding body for consideration via a formal Project Variation Request, which will be subject to a viability assessment.

WICR-1138 Oasis Aquatic and Fitness Centre Improvements (OALC)

As part of the overarching procurement strategy, the OALC project has been strategically packaged with the Richmond Swimming Centre redevelopment to enhance market competitiveness and realise efficiencies in design development and specification across both sites. Council has engaged NSW Public Works to provide specialist project management services through the design phase and up to construction procurement.

The project team continues to progress design development, responding to consultants' Requests for Information (RFIs) and refining the functional return brief. Updated concept layout plans prepared by ARCH have been drafted and reviewed. Key design parameters, including preferred pool depths and water temperatures, have now been confirmed. Additionally, a detailed survey has been commissioned to accurately map the connection points between the new works and the existing facility.

The Draft Plan of Management for Church Street Reserve has been endorsed by both Council and Crown Lands and is currently on public exhibition. Preliminary planning advice has been received, and further engagement with Council's planning team has clarified the project's approval pathway. Subject to the adoption of the Plan of Management, the project can proceed under Part 5 of the Environmental Planning and Assessment (EP&A) Act, supported by a Review of Environmental Factors (REF).

Ongoing discussions are underway with the WSIG funding body regarding the submission of a variation request to realign project deed milestones and extend the overall completion timeframe.

The project is currently facing a budget shortfall, and scope management options are being explored through a structured value engineering process. These options will be evaluated in alignment with both the short-term and medium-to-long-term outcomes outlined in the Outcome Logic Map (OLM).

Any proposed changes to the project scope will be submitted to the funding body for consideration via a formal project variation request, which will be subject to a viability assessment.

WILGA-221 Fernadell Park and Community Facility Development

Construction activities for the sporting field and landscape package have commenced, marked by a sod-turning event held on 12 June 2025. Inclement weather had resulted in a delay to the commencement of works. Residents were notified accordingly, and environmental controls have been implemented in accordance with the approved Review of Environmental Factors (REF) document.

Early works, including earthworks and installation of subsurface services, are at an advanced stage of completion. The construction of the sporting field has been deferred to November 2025 to allow time to assess a significant variation request for an alternative soil type, as proposed by Council's asset management team. This variation is contingent upon the outcome of the community centre tender process to ensure sufficient budget allocation.

The Development Assessment process for the community centre is ongoing, with a formal response submitted to the Planning Department in response to their request for further information.

The Instalment 2 funding claim under the Multi-Sport deed was submitted on schedule. The project team is currently preparing the Instalment 3 claim. Due to weather-related delays and the deferred construction start, this milestone has been impacted, and an extension of time was granted. Discussions are underway with the WSIG funding body to submit a project variation request. This includes aligning project milestones with the revised delivery timeline and submitting a contingency request form for approval to access WSIG contingency funding.

The $6.7 million Thriving Suburbs grant is now being administered through the Premier's Department, (same for WSIG administration). The funding deed has been executed by Council and submitted to the department for final execution.

WICR-1024 Tamplin Field Redevelopment

Due to initial cost estimates significantly exceeding the available project budget, a comprehensive stakeholder engagement process was undertaken in July 2024. This included consultation with key stakeholders such as the Hawkesbury Sports Council, Hawkesbury Athletics club, the local dog training club, and Council's internal Technical Working Group (TWG). The objective was to understand community priorities while acknowledging the initial quantity surveyor (QS) estimates and the need to revise the project scope to align with budget constraints. This resulted in a decision to descale elements of the project, including the conversion of the proposed synthetic athletics track to a natural turf track and replacing the previously proposed two-storey grandstand with a single-storey amenities building.

Guided by the Outcome Logic Map and informed by both internal and external stakeholder feedback, a revised project scope was developed. A Request for Tender (RFT) was issued to engage a Principal Design consultant to progress design development.

Five design options for the athletics track were evaluated by the TWG on 13 February 2025, using criteria such as culvert requirements, impact on existing trees and adjacent properties, field-of-play orientation, and efficient land use. A preferred option was selected based on its feasibility, spatial efficiency, and alignment with the available budget.

This preferred option was presented to:

- Project Control Group (13 March 2025)
- Program Coordination Committee (19 March 2025)

- Executive Steering Committee (25 March 2025)

The concept design, incorporating this preferred option, was then presented to external stakeholders, including the Hawkesbury Sports Council and dog training club on 2 April 2025, and the Hawkesbury Athletics club on 8 April 2025. The concept design was subsequently finalized and formally endorsed at the Council meeting held on 10 June 2025. It is currently on public exhibition until 27 July 2025.

A formal variation request has been submitted to the funding body to align deed milestones with the revised project timeline and to reflect the updated scope developed in consultation with stakeholders and in accordance with the approved budget.

The changes in scope include:

Original Scope	Revised Scope	Reason
Two storey clubhouse and shaded grandstand with seating, canteen, bathrooms, change rooms, referee spaces, increased storage capacity and gym	Amenities building and shaded seating, canteen, bathrooms, change rooms, referee spaces and increased storage capacity	To reduce costs while providing essential facilities within a more cost-effective footprint.
Upgraded athletics track to regulation size complete with rubber surfacing and new line marking	Upgraded athletics track to regulation size complete with turf surfacing and new line marking	To reduce costs and maintenance requirements.
Playground	Removed	Low priority for stakeholders and to reduce costs. There are already two existing playgrounds near the site.

The WSIG project variation request, submitted to align the project deed milestones with the revised schedule and scope, has been formally approved. As a result, the updated project completion date is now 30 June 2027, with final funding acquittal due by 22 September 2027.

WILGA-308 Turnbull Oval and Amenities Upgrade

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

The Landscape Architect presented four options for the field to Council TWG 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.

The concept designs have been refined accordingly and presented to external stakeholders comprising of Hawkesbury City Junior Rugby club, North Richmond Cricket club, Colo Netball club and The Hawkesbury Sports Council on 11 June 2025. 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.

Meeting was arranged with Hawkesbury Sports Council to consolidate feedback received from stakeholders and an updated concept design was issued to the stakeholders on 30 June 2025. Thereafter, received a letter from Sports Council consolidating further feedback from the stakeholders on the updated concept design, which has been incorporated in the concept design being presented to Council for endorsement in July. 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.

The project team has submitted a variation request to align the deed milestones with the forecast schedule and changing the scope in accordance with the concept plan developed in consultation with the stakeholders that is aligned to the budget.

The changes in scope included below:

Original Scope	Revised Scope	Reason
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	Amenities building with tiered seating, canteen, bathrooms, change rooms, referee spaces and increased storage capacity	To reduce costs while providing essential facilities within a more cost-effective footprint.
Beaumont Avenue angled car park	Removed	To reduce costs. However, the car park adjacent to the existing amenities building remains within scope and will be upgraded to accommodate approximately 56 cars

The WSIG project variation request to align project deed timelines and scope change has been approved. The updated project completion date is now 31 October 2027, with funding acquittal due by 31 January 2028.

Council considered a report on the 22 July 2025 which requested to place the updated concept designs on public exhibition for broader community feedback. Council did not support the recommendation but also provided no clear direction. A further report to Council will need to be considered in September 2025 giving clear direction on the project.

WILGA-197 Woodbury Reserve Upgrade

The pump track and mountain bike track have been successfully completed and were officially opened to the public on 9 August 2024. The Skate Park has also reached practical completion and was officially opened on 20 March 2025.

The tender for the construction of the Landscape and Sporting Facilities upgrade has been released, with submissions scheduled to close on 6 August 2025. Pre-tender cost estimates indicated a budget exceedance, necessitating additional value management and design refinement to ensure the project scope aligns with the available funding.

Subject to market pricing aligning with the revised budget, construction is anticipated to commence in mid-October 2025.

The WSIG project variation request to align project deed timelines has been formally approved. The updated project completion date is now 30 June 2027, with funding acquittal due by 22 September 2027. A scope variation under the PCIP funding stream has been approved, while a request for an extension of time remains under assessment.

WILGA-219 Getting around and discovering the Hawkesbury (Wayfinding Signage)

Endorsement has been received previously from the Indigenous community focus group for the Project Control Group (PCG)-endorsed draft artwork mock-ups for the suburb-entry signage and Local Government Area (LGA) entry gate signs. This endorsement reflects positive collaboration and ensures cultural representation is appropriately integrated into the signage design.

A prototype LGA entry sign has been installed at the intersection of Northern Road and Richmond Road to inform the final design and assess visual impact in situ. Feedback on the prototype LGA entry sign was that there was no "Thank you for visiting" messaging on the rear of the sign, and that also the sign text was difficult to read due to size and scale. The LGA entry signage design is currently under review by Council, with multiple mock-ups developed by the Council communications team in collaboration with the external design consultant. This will be further refined over the coming period.

Design development for town centre and site-specific signage is also progressing. These elements are undergoing final review to ensure alignment with place-making objectives, legibility standards, and consistency with the overall signage strategy prior to the commencement of production. Design development for town centre and site-specific signage is also progressing. These elements are undergoing final review to ensure alignment with place-making objectives, legibility standards, and consistency with the overall signage strategy prior to the commencement of production.

WICR-636 Rickaby's Creek Cycleway

The concept design for the bridge has been formally approved by Transport for NSW (TfNSW) and subsequently endorsed by Council. Public exhibition of the concept design has been completed, and the project has now progressed to the 70% detailed design stage. The current focus is on reviewing the design for constructability, cost efficiencies, and overall delivery feasibility.

The tender for finalising the concept and detailed design of the shared path has closed and is currently under evaluation. Key technical investigations-including geotechnical investigation, Review of Environmental Factors (REF), biodiversity assessment, and Aboriginal heritage due diligence-have been previously completed, providing the basis for the next phase of design development.

The project is currently facing a budget shortfall, following the unsuccessful grant application to the Active Transport fund. As the design is refined, updated cost estimates will be prepared to reassess the budget position. A staged construction plan is being developed in parallel, along with exploration of alternative funding opportunities to ensure the project remains financially viable. Any necessary

adjustments to the project scope will be subject to a viability review and submitted to the funding body via a formal variation request for approval.

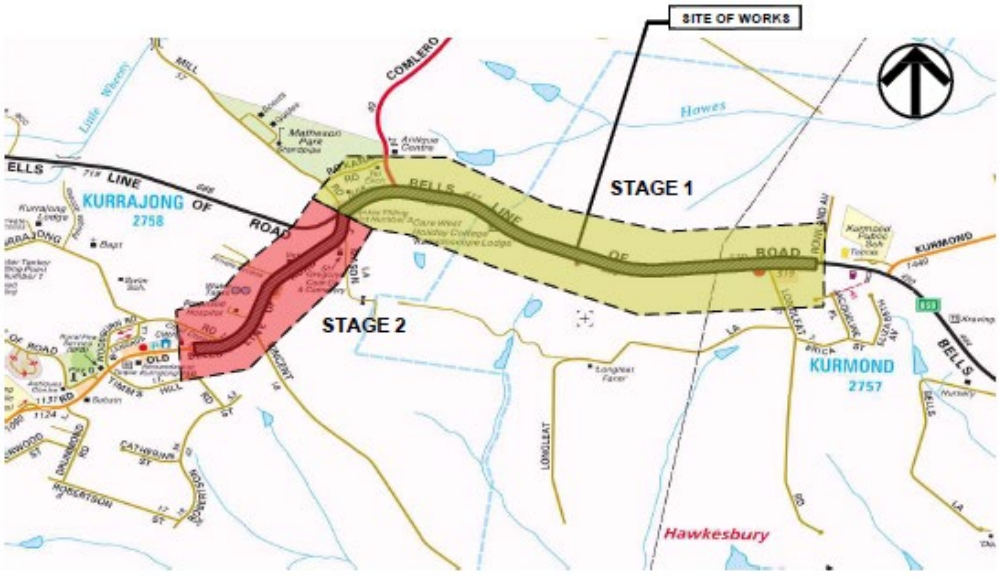
The WSIG project variation request to align deed timelines with the revised project schedule has been approved. The updated project completion date is 31 July 2027, with final funding acquittal due by 22 October 2027.

WILGA-232 Kurrajong to Kurmond Cycleway

The funding deed outlines the delivery of approximately 1,750 metres of shared path along Bells Line of Road between Kurmond and Kurrajong. Design development includes approximately 2,100 metres of shared path connecting Kurmond to Kurrajong Village along both Bells Line of Road and Old Bells Line of Road.

Preliminary investigations-including geotechnical assessment, Review of Environmental Factors (REF), biodiversity assessment, and Aboriginal heritage due diligence-have been completed. Concept design has been finalised and is scheduled for presentation at the August council meeting for endorsement. Draft detailed design is currently in progress.

A challenging 300-metre section at the intersection of Bells Line of Road and Old Bells Line of Road requires a specialised engineering solution to accommodate the 2.5 metre-wide shared path. Following structural assessments and costing analysis, a 'bridge deck on pier' solution was selected at an estimated cost of $8,060 per metre.



LOCALITY PLAN
NOT TO SCALE

The total project budget, inclusive of the approved WSIG contingency, remains insufficient to deliver both stages of the shared path in full. Initial cost estimates provided by the Quantity Surveyor (QS) for a 3 metre-wide concrete shared path significantly exceeded available funding. In response, value engineering was undertaken to reduce the path width to 2.5 metres and explore the use of asphalt as a cost-effective alternative to concrete.

This refinement resulted in updated QS estimates, indicating that only Stage 1 (Bells Line of Road) can be delivered within the current funding envelope. However, even Stage 1 exceeds the available budget, presenting a modest funding gap that will need to be addressed through further value management as detailed design progresses.

Delivery of Stage 2 (Old Bells Line of Road) remains unfunded at this stage and will be subject to the identification of future funding opportunities.

The project team will continue progressing detailed design for both Stage 1 and Stage 2. This approach ensures that Stage 2 will be shovel-ready once additional funding is secured. The construction of Stage 1 will proceed under the WSIG funding deed, aligned with the current scope and budget.

The next steps for the project include seeking Council endorsement of the Concept Design in August 2025, followed by completion of 100% detailed design for both Stage 1 and Stage 2. Updated quantity surveyor (QS) estimates will be obtained based on the final detailed design. Further scope refinement and value engineering will be undertaken for Stage 1 to align with available funding. Construction tenders for Stage 1 will be invited, incorporating both concrete and asphalt pavement options. Stage 1 will then be delivered within the parameters of the approved WSIG funding.

The WSIG Project Variation Request to align project deed timelines has been formally approved. The updated project completion date is now 31 March 2027, with funding acquittal due by 23 June 2027.

Western Parkland City Liveability Program

Stage 1 (Windsor Train Station to Fitzgerald Street.)- This stage of the Windsor Liveability Project is complete. The contractor is now responsible for maintenance of the trees in this stage for the next 12 months.

Stage 1a (Thompson Square - Baker Street to Bridge Road) - This stage of the Windsor Liveability is complete. Council is currently reviewing the design options for outdoor furniture.

Stage 2 (Windsor Mall -Fitzgerald Street to Baker Street) - The upgrade to Windsor Mall is complete. Some of the bins still need to be installed, this will be completed by 31 July 2025**.** The Property and Compliance team are now working with the businesses in the mall to update existing and process new permits, with the aim of formalising and approving the usage of Mall space going forward.

The project team achieved outstanding results by delivering the works on time and in full by the critical grant funding deadline of 30 June 2025. This achievement is a result of strategic planning and innovative procurement measures, which included the early procurement of long lead-time materials, engagement of high-capacity contractors, proactive and responsive tender assessment, structured provisions for upfront payments, competitive incentives through higher rates for accelerated delivery, and a performance-based completion bonus linked to meeting the funding deadline.

Despite the complex logistics and time pressures, construction was executed with minimal disruption to daily business operations within the mall, demonstrating the team's strong commitment to stakeholder coordination and community engagement.

The project team is now finalising the funding acquittal and preparing the final grant claim.

An official opening event for the completion of the Windsor Liveability project will be held on Sunday, 10 August 2025.

INFRASTRUCTURE RECOVERY

Council is continuing to deliver the reconstruction of essential public assets, these works are being funded by the Disaster Recovery Funding Arrangements provided by the State and Commonwealth

Governments. This program of works is being delivered by Council under the Infrastructure Recovery Program.

To date, Council has completed over $110million worth of reconstruction works to Council assets since 2021. Council has also completed additional $15 million worth of landslip repair works on Settlers Road, on behalf of Central Coast Council. A total over $168 million of funding has been approved across various projects by Transport for NSW and NSW Public Works.

Table 3 - Infrastructure Recovery FY2024/25 Financial Summary

Approved Program Lifecycle Budget	Full Year Actuals FY2023/24	Full Year Actuals FY2024/25	Total Forecast FY2024/25
$175,796,539	$27,387,218	$29,361,519	$36,983,251

Thomas James Bridge

The approaches to Thomas James Bridge, on Settlers Road and the adjacent rock face were seriously damaged during the March 2022 flood, and again during the July 2022 flood events. The road serves as a critical link for residents of the Macdonald Valley. It is also the oldest in-use convict-built bridge on mainland Australia, circa 1830s, and is an important heritage aspect of the Old Great North Road - World Heritage walk.

Commencing 18 September 2023, the contractor Delaney Civil is well progressed with all major concrete structural works and earthworks now completed. Current works onsite include the replacement of the original heritage sandstone blocks to the facade of the concrete bridge structure, installation of the timber bridge decking and the completion of the road pavement on the bridge approaches.

The approved Essential Public Asset Reconstruction (EPAR) funding for Thomas James Bridge and surrounding area is as follows:

- $17.5 million - Thomas James Bridge (EPAR - Transport for NSW Greater Sydney)
- $17 million - Settlers Road Landslip (EPAR - Transport for NSW North) - Joint project between Hawkesbury City Council and Central Coast Council.
- $1.4 million - Settlers Road Landslip at Road Chainage 300m (EPAR - Transport for NSW Greater Sydney)
- $370,000 - Settlers Road Landslip opposite the Lower MacDonald RFS Brigade

Originally, the reconstruction of Thomas James bridge was planned to be completed by March 2025, however due to the additional time required to safely remove heritage sandstone blocks, uncovering of variable and unexpected ground conditions, and additional structural concrete work to stabilise the foundation, the project completion time has been extended to August 2025.

Council is currently organising an event to celebrate the opening of the bridge; this will be held at St Albans village in mid-November. Details of the event will be confirmed in due course.

Cornwallis Restoration

Site works for the Cornwallis Road, Cornwallis - Road and Stormwater Culvert Reconstruction started mid-December 2024, Menai Civil Contractors Pty Ltd are fully established onsite, and works relating to the preparation of the box culvert foundation are complete, allowing for the commencement of the concrete base slab.

The project is currently due to be completed during the third quarter of 2025. The recent minor flooding that occurred in the Hawkesbury region has not significantly impacted the construction program.

Perrys Run and Eternity Trail (Crown Roads)

The final two crown roads, Perrys Run and Eternity trail, damaged in the 2022 flood events are now completed. A total of 7km of unsealed crown road has been repaired, providing better property access to the community members who use these roads daily.

St Albans and Settlers Road Landslips

Landslip restoration works along these roads commenced Mid-March 2025, with 6 out of the 21 sites now completed. It is anticipated all the landslips will be repaired by the end of 2025, with all contracted works under the funding approval amounts.

Upon receiving confirmation of funding under the AGRN 1119 (April 2024) event, Council was able to approach the current contractor to prepare a variation and include 2 additional sites to the existing contract, this meant the repairs will be completed sooner.

Landslips - Gross Vale Road

Several landslip sites have been identified along Gross Vale Road, Council has been able to combine funding approval from AGRN1025 (July 2022) and 1119 natural disaster events, to create over $7M of upper limit funding approval for the landslip sites only. Council is currently out to tender for the design consultant services and will award the design contract shortly. Construction is expected to commence early 2026.

It should be noted that the funding agency did not grant approval for any repairs to Grose Vale Road's pavement or surface, with all works under this approval related to embankment repairs.

4 Roads Package - Yarramundi Lane, Goricks Lane, Blacktown Road and Rifle Range Road

As part of the AGRN1025 funding approval, IRT combined the upper limit funding approval for these four roads, totalling over $1.7M. Utilising the pre-existing panel contracts, the construction pricing was under the funding approval amount. These 4 roads have been recently completed, restoring functionality to these vital roads within the Hawkesbury.

COMMUNITY ENGAGEMENT

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

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN: OUR HAWKESBURY 2045

The proposal is consistent with the following Strategies set out within the CSP.

Great Place to Live

1.1 Collaborate with and empower the community to be resilient

1.4 Invest in our places, spaces and infrastructure to support thriving, prepared communities

Sustainable Environments and Heritage

2.1 Value, protect and enhance Hawkesbury's heritage and historic assets

Thriving Economy

3.1 Invest in and advocate for our roads and transport infrastructure

3.4 Enhance the unique qualities and connectivity of our towns and villages to contribute to a thriving Hawkesbury

3.6 Create opportunities for place-making celebrations, events, activations and cultural expressions

Effective Leadership

4.1 Provide representative, responsive and accountable governance

4.2 Foster diverse, inclusive and informed community leadership

4.4 Support a strong local Council that delivers on its values and commitments

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

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

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

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

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

ATTACHMENTS

AT - 1 Minutes of WSIG Executive Steering Committee Meeting 27 May 2025

Attachment 1 - Minutes 27 May 2025 - WSIG Executive Steering Committee Meeting

Hawkesbury City Council

Western Sydney Infrastructure Grants Program
Executive Steering Committee
Meeting #15

Minutes

Tuesday, 27 May 2025 at 11:00am – 12:00pm
Small Committee Room and Online via Microsoft Teams

ATTENDEES	Councillor Les Sheather, Mayor - Chair Councillor Sarah McMahon, Deputy Mayor - Deputy Chair Elizabeth Richardson, General Manager Will Barton, Director Infrastructure Services - Secretariat Laurie Mifsud, Director Corporate Services Meagan Ang, Director City Planning James Dolton, Chief Financial Officer Rupesh Shah, Program Manager, WSIG Program Chelsea Jordan, Executive Assistant - Minute Taker, non-voting
APOLOGIES	Phil Moore, Capital Program Director
GUESTS	-

1 APOLOGIES

Apology from Phil Moore was received and noted.

2 DECLARATION OF INTERESTS

Standing declarations

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

3 MINUTES OF LAST MEETING

The minutes of the previous meeting held 25 March 2025 were received and accepted.

4 MATTERS ARISING

Nil.

5 REVIEW OF ACTIONS

The Open Actions register was reviewed.

Hawkesbury City Council

6 STATUS SUMMARY

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

North Richmond Community Precinct
Principle design consultant has been awarded. Connecting with Country framework incorporation is underway. Operational model remains in progress. Concept design options being assessed for alignment with budget.

Fernadell Park & Community Centre
Community centre DA assessment continues. The execution of deed for 'Thriving Suburbs' grant has progressed. The contractor for the sporting complex has mobilised and site has been established. Project team working through agreement regarding preexisting irrigation arrangements.

Oasis Aquatic and Fitness Centre
Principle design consultant has been awarded. Noise monitoring has been installed. The project team have conducted site visits to other aquatic centres for incorporation of lessons learnt into design and procurement strategy. The Plan of Management developed by Crown Lands is on the project critical path.

ACTION M15.A1: MA to arrange internal review planning opinion of clause 2.73 as it relates to the projects awaiting Crown Lands.

Richmond Swimming Centre Redevelopment
Principle design consultant has been awarded. Noise monitoring has been installed. Stakeholder focus group sessions have been held, with good feedback received. If the estimated development costs exceed $30m, there's a possibility that a State Significant planning pathway will need to be followed, which would involve additional scope, cost and time, further clarification being sought.

Tamplin Field
The concept design will be reported to the June council meeting for endorsement. Costs during design development will continue to be monitored, to ensure alignment to budget.

Turnbull Oval
The building designer tender has been awarded. Presentation to stakeholders of the landscape design has been held, and feedback is now being incorporated into the concept design. The Plan of Management developed by Crown Lands is on the project critical path.

Woodbury Reserve
Skate park practical completion achieved and open to the community. Landscape detailed design is under assessment for further value management which has delayed the tender process. Existing amenities building construction is not part of original scope.

Wayfinding Signage
Prototype entry sign in progress. The sequencing of signage installation is being worked through. Additional locations of signage is being costed.

Hawkesbury City Council

Cycleway Bridge over Rickabys Creek
The bridge detailed design is underway and tender documentation for shared path detailed design is complete.

Kurrajong to Kurmond Cycleway
The road safety audit is complete. The concept design is being finalised for Council endorsement.

Liveability
Stage 1 works nearing completion. Stage 2 works underway.

7 MATTERS ESCALATED

7.1 North Richmond Community Precinct Engagement and Communications Plan

DISCUSSION
North Richmond Community Precinct Engagement and Communications Plan updated for decision points on detailed design and construction award was discussed for endorsement.

RESOLUTION
The Executive Steering Committee resolved to endorse the amendments to the North Richmond Community Precinct Engagement and Communications Plan.

7.2 Oasis Aquatic and Leisure Centre Engagement and Communications Plan

DISCUSSION
Oasis Aquatic and Leisure Centre Engagement and Communications Plan updated for decision points on concept design requiring Council endorsement.

RESOLUTION
The Executive Steering Committee resolved to endorse the amendments to the Oasis Aquatic and Leisure Centre Engagement and Communications Plan.

7.3 Richmond Swimming Centre Engagement and Communications Plan

DISCUSSION
Richmond Swimming Centre Engagement and Communications Plan updated for decision points on detail design plans, quantity surveyor and Council resolution to proceed to tender.

RESOLUTION
The Executive Steering Committee resolved to endorse the amendments to the Richmond Swimming Centre Engagement and Communications Plan.

7.4 Program Governance meeting cadence

DISCUSSION
The program meeting cadence was discussed. Changes to the project control group (PCG) meetings and program coordination committee (PCC) meetings, which will now be held bi-monthly. Agreement was reached that this would also include the Executive Steering Committee (ESC) meeting.

Hawkesbury City Council

RESOLUTION
The Executive Steering Committee resolved to endorse the change of bi-monthly cadence for the PCG, PCC and ESC meetings.

8 OTHER BUSINESS

RS raised matter of programming the design phase for the projects. Following Council endorsement of concept design, projects to proceed with detailed design, in parallel to the community exhibition period. This approach will ensure no delays to program and will enable community feedback to be incorporated in conjunction with the design development. The ESC endorsed this approach.

9 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:
Next meeting scheduled to be held Tuesday 24th June 2025, 11am via Microsoft Teams, and subsequent meetings to be held bi-monthly.

10 ACTION REGISTER

Open Actions

Ref	Item	Responsible	Due Date	Status
M15.A1	MA to arrange internal review planning opinion of clause 2.73 as it relates to the projects awaiting Crown Lands.	MA	June 2025	New
M12.A1	Project team to have further discussion on options for joint procurement with other Councils conducting WSIG pool projects and feedback to ESC. *Update: Ongoing, initial discussions completed, unlikely owing to unaligned project development.*	RS	Q3 FY24/25	In Progress
M11.A2	ER and MA to further investigate servicing options relating to North Richmond OOSH. *Update: Ongoing, meeting with Dept Education.*	ER, MA	Q3 FY24/25	In Progress

Closed Actions

Nil.

Meeting Closed at: 12:05pm

oooO END OF REPORT Oooo

10.5.4. IS - Road Naming Proposal Glossodia Development – (95495)

Previous Item: 219, Ordinary (9 November 2021)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to advise Council of a road naming proposal for new public roads associated with the Glossodia Development, previously known as the Jacaranda Glossodia Development.

EXECUTIVE SUMMARY

This report follows Council's resolution of 9 November 2021, in which Council did not support the previously proposed road names and resolved to request the Developer provide an alternative list of names that better reflect the local character and sense of place.

The future subdivision at Glossodia will result in the creation of 30 new public roads across two development sites referred to as the East (Celestino) and West sites (Pace).

This report presents the second application received from the Developer of the East site requesting that the road naming process be re-commenced for the proposed new public roads. The Developer has provided a revised list of 61 names for the site. The names and layout of the proposed new roads are attached as Attachments 1 and 2 to this report.

Additionally, this report includes the first application from the Developer of the West site seeking to commence the road naming process for that development for the proposed new public roads. The Developer has provided a list of 20 names for the site. The names and layout of the proposed new roads are attached as Attachments 1 and 3 to this report.

This report recommends that Council endorse public advertising for the road naming associated with the Development in Glossodia for a period of 28 days to seek comments on the proposal.

RECOMMENDATION

That Council:

1. In accordance with the requirements of the NSW Roads Act 1993, places on exhibition the road names in Attachment 2 and Attachment 3 to this report related to the Glossodia Development, for a period of 28 days.

2. At the expiration of the public notification period outlined in Part 1 above, the following action be taken:

    a) Should any material submissions of objection be received regarding the proposed Road Naming Proposal Glossodia Development Glossodia, a further report be submitted to Council, or

    b) Should no material submissions of objection be received, Council adopt the Road Naming Proposal as shown in Attachment 2 and Attachment 3 to this report.

BACKGROUND

A report was presented to the Council meeting of 9 November 2021, Item 219 - Road Naming Proposal Jacaranda Glossodia Development. This report listed 45 proposed road names to be considered for this development.

Council's resolution 282 was: -

> *'That Council ask the Developer to provide another list of road names that better reflects a sense of place, and a better connection to the local area.'*

The future subdivision at Glossodia, consisting of Lots 201 to 210 DP 1268299, will result in the creation of 30 new public roads requiring naming.

Whilst noting that the developments will result in 30 new roads, some of these roads traverse across multiple intersections. In satisfying the requirements of the NSW Address Policy and Manual and ensuring effective addressing of properties, it is anticipated that a minimum of 35 road names will be required.

Since the original submission, the development site has been divided between two Developers for this site, Celestino (East site - Precincts A and B) and Pace (West site - Precincts C and D).

This is the second application received from Celestino requesting that the road naming process be re-commenced for the proposed new public roads. The Developer has provided a new list of 20 road names for consideration, along with a request to reconsider some of the original 45 names (noting 4 names were rejected previously leaving 41 names), as alternatives if needed. The new list of names for the East site is based on the following themes relating to: Hawkesbury River fish species; Hawkesbury's honey farms; Equine related due to the history of the site as a horse stud. The original list was based on the following themes relating to: Purple Colour - Glossodia (named mostly after purple orchids and jacarandas being purple) and the Moons of our Solar System. The list and the layout of the proposed new roads are provided in Attachments 1 and 2 to this report. The rejected names from the original list have been provided in Attachment 4 to this report.

In addition, this report includes the first application received from Pace, the Developer of the West site, seeking to initiate the road naming process for the proposed new public roads. The Developer has submitted a list of 20 proposed names for the site based on the history of the site as a poultry farm with names referencing poultry breeds. The proposed names and layout of the proposed new roads are provided in Attachments 1 and 3.

Location Plan

See Attachment 1 to this report.

Relevant Legislation

Roads Act 1993

DISCUSSION

The NSW Address Policy and User Manual (October 2024) applies to all roads in NSW regardless of custodianship and maintenance agreements. Under this Policy and User Manual, all roads shall be authoritatively named in accordance with the principles of road naming. Road naming is legislated under the New South Wales Roads Act 1993.

The purpose of developing the list of 81 names is to have an approved register of road names available for use which will assist in making the road naming process more efficient. It is envisaged

that as a road is created, the developer will be able to select a name contained within the approved list. The list of names suggested is more than the number of roads currently proposed, which will ensure there is sufficient choice, as well as having additional names, in the event that additional roads are added.

Pre-approval for the use of the 81 names has been sought and provided by the Geographical Names Board of New South Wales (GNB), a process which takes into account an evaluation of the surrounding Local Government Areas as well as the Hawkesbury Local Government Area for any duplication or similarity with existing road names.

The list of attached names conforms to the guidelines and principles of the New South Wales Road Naming Policy, and it is recommended that public comment be sought under the requirements of the Roads Act 1993, for these names.

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.

It is proposed that Council undertake the following community engagement process in compliance with Council's Community Engagement Policy, the New South Wales Roads Act 1993, the New South Wales Roads Regulation 2018 and the NSW Address Policy and User Manual. The consultation required is for a period of 28 days and involves the following:

- Advertisement on Council's web page and social media site
- Notice created on the Geographical Names Board of New South Wales Place and Road Naming Proposal System.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN: OUR HAWKESBURY 2045

The proposal is consistent with the following Strategies set out within the CSP.

Great Place to Live

1.4 Invest in our places, spaces and infrastructure to support thriving, prepared communities

1.5 Enrich our local identity by enhancing connection to our unique stories, landscapes and places

1.6 Effectively manage sustainable growth that contributes to the overall health of the Hawkesbury needs

1.7 Create connected transport options and networks that are integrated, safe and cater for different needs.

Sustainable Environments and Heritage

2.1 Value, protect and enhance Hawkesbury's heritage and historic assets

2.2 Enrich collaborations through connection to nature, environments and heritage

Thriving Economy

3.1 Invest in and advocate for our roads and transport infrastructure

3.3 Promote the Hawkesbury as a great place to visit, work and invest

3.4 Enhance the unique qualities and connectivity of our towns and villages to contribute to a thriving Hawkesbury

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

The assignment of road names for the development is a mandatory requirement under the Conditions of Development Consent. The development cannot progress without formal approval of the proposed road names. Furthermore, as the development is currently underway, approved road names are required for inclusion in the survey plans to be lodged with NSW Land Registry Services. These plans must be submitted for registration prior to the end of 2025 and cannot proceed under any circumstance without endorsed road names. Failure to secure timely approval poses a significant risk to project timelines and statutory compliance.

ATTACHMENTS

AT - 1 Locality Plan.

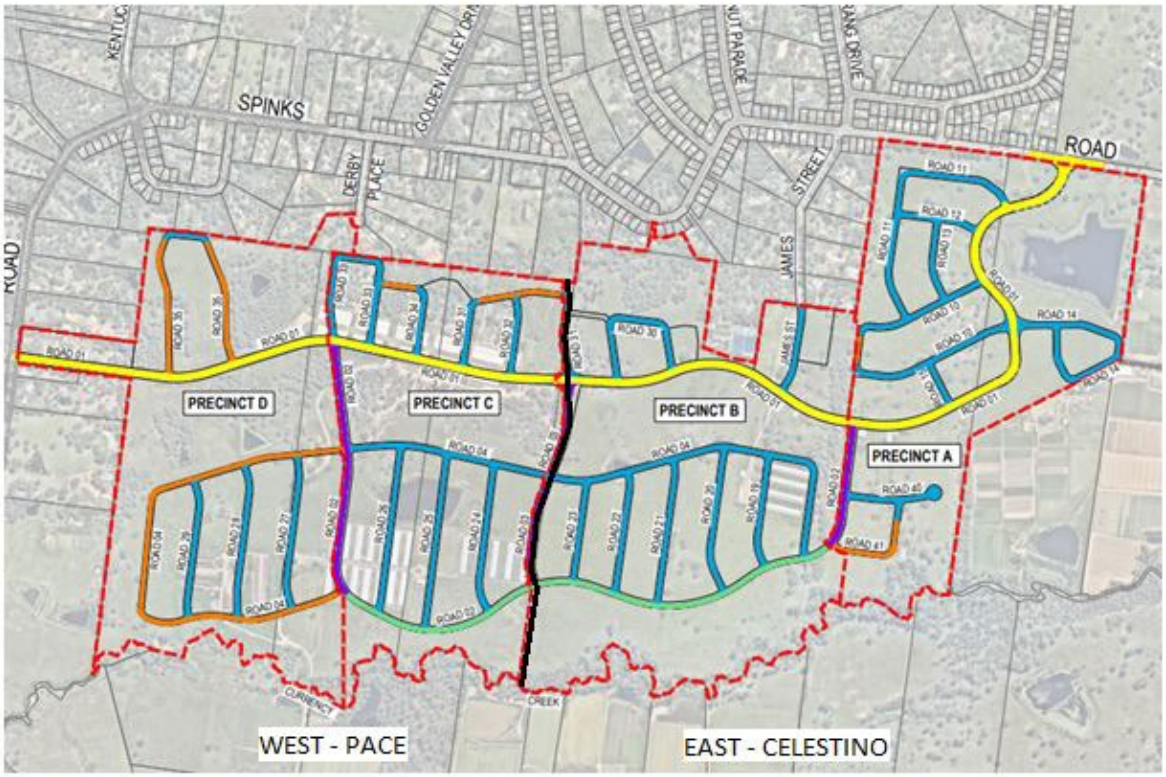
AT - 2 New and Original List of Proposed Names - East Development (Celestino Jacaranda).

AT - 3 New List of Proposed Names - West Development (Pace).

AT - 4 Rejected Names - East Development (Celestino Jacaranda).

Attachment 1 - Locality Plan.

AT - 1 Locality Plan





Attachment 2 - AT - 2 New and Original List of Proposed Names - East Development (Celestino Jacaranda)

Attachment 2 - New and Original List of Proposed Names - East Development (Celestino Jacaranda).

#	New Road Name	Theme
1	Arena	Equine Related – History of site being a horse stud
2	Blackfish	Hawkesbury River Fish Species
3	Bream	Hawkesbury River Fish Species
4	Bridle	Equine Related – History of site being a horse stud
5	Cantle	Equine Related – History of site being a horse stud
6	Carriage	Equine Related – History of site being a horse stud
7	Coronet	Equine Related – History of site being a horse stud
8	Filly	Equine Related – History of site being a horse stud
9	Gelding	Equine Related – History of site being a horse stud
10	Grayling	Hawkesbury River Fish Species
11	Herring	Hawkesbury River Fish Species
12	Honeycomb	Bee/Honey Related
13	Jollytail	Hawkesbury River Fish Species
14	Lake Edge	Equine Related – History of site being a horse stud
15	Martingale	Equine Related – History of site being a horse stud
16	Mulloway	Hawkesbury River Fish Species
17	Nectar	Bee/Honey Related
18	Sire	Equine Related – History of site being a horse stud
19	Snapper	Hawkesbury River Fish Species
20	Yellowtail	Hawkesbury River Fish Species
#	**Original Road Name**	**Theme**
21	Amaranth	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
22	Amethyst	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
23	Ariel	Moons of our solar system
24	Bestia	Moons of our solar system
25	Byzantine	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
26	Charon	Moons of our solar system
27	Cordelia	Moons of our solar system
28	Cosmos	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
29	Cressida	Moons of our solar system
30	Despina	Moons of our solar system
31	Ferdinand	Moons of our solar system
32	Foxglove	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
33	Ganymede	Moons of our solar system
34	Helene	Moons of our solar system
35	Himalia	Moons of our solar system

36	Kari	Moons of our solar system
37	Lavender	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
38	Lilac	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
39	Liseran	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
40	Lupin	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
41	Magenta	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
42	Majorelle	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
43	Mauvine	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
44	Metis	Moons of our solar system
45	Namaka	Moons of our solar system
46	Neso	Moons of our solar system
47	Pandia	Moons of our solar system
48	Pandora	Moons of our solar system
49	Perdita	Moons of our solar system
50	Phlox	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
51	Phoebe	Moons of our solar system
52	Plum	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
53	Purpura	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
54	Tarvos	Moons of our solar system
55	Telesto	Moons of our solar system
56	Thistle	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
57	Tulip	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
58	Tyrian	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
59	Umbriel	Moons of our solar system
60	Violet	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
61	Wisteria	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple

Attachment 3 - New List of Proposed Names - West Development (Pace).

#	New Road Name	Theme
1	Arena	Equine Related – History of site being a horse stud
2	Blackfish	Hawkesbury River Fish Species
3	Bream	Hawkesbury River Fish Species
4	Bridle	Equine Related – History of site being a horse stud
5	Cantle	Equine Related – History of site being a horse stud
6	Carriage	Equine Related – History of site being a horse stud
7	Coronet	Equine Related – History of site being a horse stud
8	Filly	Equine Related – History of site being a horse stud
9	Gelding	Equine Related – History of site being a horse stud
10	Grayling	Hawkesbury River Fish Species
11	Herring	Hawkesbury River Fish Species
12	Honeycomb	Bee/Honey Related
13	Jollytail	Hawkesbury River Fish Species
14	Lake Edge	Equine Related – History of site being a horse stud
15	Martingale	Equine Related – History of site being a horse stud
16	Mulloway	Hawkesbury River Fish Species
17	Nectar	Bee/Honey Related
18	Sire	Equine Related – History of site being a horse stud
19	Snapper	Hawkesbury River Fish Species
20	Yellowtail	Hawkesbury River Fish Species

Attachment 4 - Rejected Names - East Development (Celestino Jacaranda).AT – 4 Rejected Names - East Development (Celestino Jacaranda)

#	Rejected Road Name	Theme
1	~~Eminence~~	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
2	~~Indigo~~	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
3	~~Mangosteen~~	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple
4	~~Patriarch~~	Purple Colour - Glossodia named after mostly purple orchids + jacarandas being purple

Note: Rejected names from Item 219, Ordinary meeting 9 November 2021, have been crossed off.

oooO END OF REPORT Oooo

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11. RECEIPT OF MINUTES OF OTHER COMMITTEES

11.1.1. ROC - Local Traffic Committee - 14 July 2025 – (82045)

Directorate: Infrastructure Service

PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 14 July 2025.

EXECUTIVE SUMMARY

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

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

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

RECOMMENDATION

That the Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 14 July 2025.

DISCUSSION

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

- Special Event - 4.1.1. - LTC - GFB25 VIC 100 (Go For Broke-Lifeline) Cycling Event 2025 (Hawkesbury) - (80245, 103918)

- Special Event - 4.1.2. - LTC - RAAF Richmond Air Show 2025 (RIC25) Event - RAAF Base and Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 123265)

- Special Event - 4.1.3. - LTC - Windsor Rotary Walk, Run or Ride - Community Day (Against Domestic Violence) 2025 Event - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 11451)

ATTACHMENTS

AT - 1 Minutes of the Local Traffic Committee held on 14 July 2025

Attachment 1 - Minutes

MINUTES

Local Traffic Committee

Date of meeting: 14 July 2025
Location: Remote Location
Time: 3:00 PM

LOCAL TRAFFIC COMMITTEE

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Meeting Date: 14 July 2025

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4.1.2. LTC - RAAF Richmond Air Show 2025 (RIC25) Event - RAAF Base and Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 123265) 19

4.1.3. LTC - Windsor Rotary Walk, Run or Ride - Community Day (Against Domestic Violence) 2025 Event - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 114515) 27

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LOCAL TRAFFIC COMMITTEE

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Meeting Date: 14 July 2025

LOCAL TRAFFIC COMMITTEE

1. AGENDA

Meeting Date: 14 July 2025

1. AGENDA

Welcome

Minutes of the Meeting of the Local Traffic Committee held Remotely on 14 July 2025, commencing at 3pm.

ATTENDANCE

Present:	Mr Thile Somaratne, Transport for NSW
	Mrs Felicity Findlay (Office of Member for Hawkesbury)
	Councillor Mike Creed
	Ms Dina Hanna, Transport for NSW
Apologies:	Senior Constable Damien Mitchell, NSW Police Force
	Inspector Ben Watson, NSW Police Force
	Mr Ben Cantor, Busways
	Mrs Cathy Mills, Hawkesbury City Council
In Attendance:	Mr Christopher Amit, Hawkesbury City Council (Chair)
	Mr Rob Wainhouse, Hawkesbury City Council
	Ms Kaysie Cordi, 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.

LOCAL TRAFFIC COMMITTEE

2. CONFIRMATION OF MINUTES

Meeting Date: 14 July 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 16 June 2025 be confirmed.

LOCAL TRAFFIC COMMITTEE

3. BUSINESS ARISING

Meeting Date: 14 July 2025

3. BUSINESS ARISING

There was no business arising from the previous minutes.

4. REPORTS FOR DETERMINATION

4.1. SPECIAL EVENTS

4.1.1. LTC - GFB25 VIC 100 (Go For Broke-Lifeline) Cycling Event 2025 (Hawkesbury) - (80245, 103918)

INTRODUCTION:

An application has been received seeking approval (in traffic management terms) to conduct the GBF25 VIC 100 (Go For Broke) 2025 Event on Sunday 16 November 2025.

The event organiser has advised;

- The inaugural VIC 100 cycling event, held by Go For Broke, will take place across the Penrith, Hawkesbury and Blue Mountains Local Government Areas (LGA).
- The VIC 100 is a charity event run by Go For Broke, which is a not for profit organisation and run by volunteers with the central goal of raising critical funds for Lifeline (Central West, Macarthur and Harbour to Hawkesbury) to support mental health services.
- It is an open event to cycling enthusiasts with a passion for fundraising.
- The event is staged over one day commencing at Tench Avenue, Penrith, through the Hawkesbury LGA and concluding at the intersection of Station Street and Mongomery Street, Mount Victoria within the Blue Mountains LGA.
- The event covers 100 kilometres from Penrith to Mount Victoria.
- The event takes place on public roads starting in Penrith travelling through Agnes Banks, Richmond, North Richmond, Grose Wold, Grose Vale, Kurrajong, Kurrajong Hills, Kurrajong Heights, Bilpin, Berambing, Mount Tomah and onto Mount Victoria.
- The event will be undertaken between 5:30am to 5pm across the whole course. With set up and pack down between 4:30am and 7pm.
- Approximately 100 spectators are expected along the route.
- It is anticipated that there will be approximately 80 volunteers at various locations along the route assisting.
- There will be approximately 750 to 800 participants for the event in 4 groups of up to 200, with the slowest group leaving first and the fastest group last. This will ensure that the safety of riders and road users is at the highest level.
- The event is not a race.
- The cycling course has been reviewed in conjunction with Transport for NSW (TfNSW) and NSW Police to minimise effects on traffic along the route and in particular the State road network.

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 14 July 2025

- In principal endorsement has been provided by both TfNSW and NSW Police for the road closures along Bells Line of Road and in particular the full closure for west bound traffic of Bells Line of Road from Kurrajong through to Mount Victoria for a period of 6am to 12noon.
- There will be a combination of full road closures, partial road closures, intermittent stoppages and shared road scenarios.
- Due to the proposed road closures and the traffic measures required along the route, access for local residents will be limited only during times of the road closures which will be minimised.
- Road closures for Bells Line of Road are only for through traffic. Residents can still access Bells Line of Road in an easterly direction during the proposed event.
- Emergency access for the community and emergency vehicles are unaffected.
- The road closures are required to ensure the safety of riders, especially along Bells Line of Road with the terrain climb from Kurrajong to Mount Victoria.
- Front and rear escort vehicles will be provided for each group of riders to depart as per the times below.
    - Group 1 - 5:30am
    - Group 2 - 6:15am
    - Group 3 - 7am
    - Group 4 - 7:30am.
- When the groups have reached Crowleys Lane, Agnes Banks, the rear escort vehicle returns to Penrith to be the escort vehicle for the last two groups. The lead vehicle leads each group until they merge with slower riders ahead. One lead vehicle will lead the fastest riders until the finish line.
- The event is designed to give the slower riders enough time to easily make the event cut off times along the route. Those riders not making the cut off times will be picked up and taken to the finish line using a bus with bikes placed in a small truck.
- To maximise safety for participants, communities and motorists, user-pays Police will travel with cyclists and patrol the course.
- Riders will be required to follow all road rules along the route.
- The description below is for the Hawkesbury LGA component of the route;
    - Entering the Hawkesbury LGA from the Penrith LGA travelling north along Castlereagh Road (State Road) at Springwood Road and turn left into Crowleys Lane,
    - Travel along the full length of Crowleys Lane to its intersection with Yarramundi Lane and turn right into Yarramundi Lane,
    - Travel along Yarramundi Lane into Old Kurrajong Road and turn left into Kurrajong Road (State Road),

- Travel along Kurrajong Road (State Road), across the Richmond Bridge into Bells Line of Road (State Road) and turn left into Pitt Lane,
- Travel along the full length of Pitt Lane to its intersection with Riverview Street and turn right into Riverview Street,
- Travel along the full length of Riverview Street and turn left into Grose Vale Road,
- Travel along Grose Vale Road and turn left at the Roundabout into Grose River Road,
- Travel along Grose River Road and turn right into Grose Wold Road,
- Travel along the full length of Grose Wold Road to its intersection with Grose Vale Road and turn left into Grose Vale Road,
- Travel along Grose Vale Road into the Kurrajong Village and turn left into Old Bells Line of Road (western section). There will be a Rest Stop at the Kurrajong RFS Station located at this intersection,
- Travel along Old Bells Line of Road (western section) and turn left into Bells Line of Road (State Road),
- Travel along Bells Line of Road (State Road) and entering The Blue Mountains Council LGA,
- The route will continue outside the Hawkesbury LGA along Bells Line of Road (State Road), turning left into Darling Causeway and concluding at the intersection of Station Street and Mongomery Street, Mount Victoria.
- The route distance within the Hawkesbury LGA is approximately 65 kilometres with the whole ride being 100 kilometres in length.

- A number of traffic control measures/road closures (intermittent stoppages) at intersections are required along the Hawkesbury Component of the Route which includes:
  - Castlereagh Road (State Road) at Crowleys Lane
  - Crowleys Lane at Yarramundi Lane,
  - Old Kurrajong Road at Kurrajong Road (State Road),
  - Bells Line of Road (State Road) at Pitt Lane,
  - Pitt Lane at Riverview Street,
  - Riverview Street at Grose Vale Road,
  - Grose Vale Road at Grose River Road,
  - Grose River Road at Grose Wold Road,
  - Grose Wold Road at Grose Vale Road,
  - Grose Vale Road at Old Bells Line of Road,

- Old Bells Line of Road at Bells Line of Road (State Road).

- Kurrajong Road (State Road) and Bells Line of Road (State Road) between Old Kurrajong Road and Pitt Lane will have intermittent traffic stopping to allow a group of riders to travel between Old Kurrajong Road and Pitt Lane - traversing across Richmond Bridge. This will minimise any traffic control required on Richmond Bridge.

- The closure of Bells Line of Road (State Road) will be advertised ahead of time with advice provided to transport operators to use an alternate route such as the Great Western Highway (State Road). VMS boards will be in place prior to the event to notify all drivers of the proposed road closures. The National Heavy Vehicle Regulator (NHVR) will be notified by TfNSW of the upcoming road closures. A backup measure will be in place at Bells Line of Road (State Road) in North Richmond to allow heavy vehicles to turn around and return towards Richmond.

- Approximately 22 Variable Message signs (VMS) will be placed along the route and on the outer areas of the route to provide advice on the upcoming event with a specific message on the closure of Bells Line of Road (State Road) and to visit Livetraffic.com. Locations for the VMS generally along the State road network surrounding the event area include:

  - Bells Line of Road,
  - Castlereagh Road,
  - Chifley Road,
  - Darling Causeway,
  - Great Western Highway,
  - Lennox Street,
  - March Street, and
  - Mulgoa Road.

- Rest points (water stops) will be located along the route;

  - 39km - Kurrajong Village RFS
  - 44km - Rotary Park Bellbird Lookout at Kurrajong Heights
  - 57km - Bilpin Village, and
  - 70km - Mount Tomah.

- Due to the mountainous topography over the event route, several forms of communication will be used such as mobile phones, satellite phones, UHF radios and motorcycle marshals.

- There is a continuous program of community consultation for the event with the event organiser meeting the community, business groups, the three Councils, and Police area commands along the route. Amendments to the organisation of the event, including time of year and day of week, have been incorporated to reflect community feedback.

- During the Consultation process, some of the concerns raised by the various groups related to Autumn being their fruit picking season and peak sales and the event would impact on their

businesses. This also related to the overall tourism in the area. As far as a preferred time in spring, the consensus was late October or early November to avoid a clash with school holidays and the worst of the bushfire season. Further advice provided from the groups was that November was the quietest time for tourism and would have the least impact.

- Running the event in late winter or summer was also discussed during the consultation process with the various groups. As part of the overall risk management process for the event, it was decided to avoid weather extremes such as the hot and cold periods in addition to avoiding all public and school holidays.

- In the lead up to the event, there will be advertising in the local media, social channels and mail drops.

Refer to Attachments 1 and 13: GBF25 VIC 100 2025 event - Event Route Plans and VMS Plans.

DISCUSSION:

It would be appropriate to classify the event as a 'Class 1' special event under the 'Traffic and Transport Management for Special Events' guidelines issued by Transport for NSW - TfNSW (formerly RTA/RMS) as the event will impact on major traffic and transport systems along the specified route with a medium to high scale disruption to the non-event community.

The main Road Closure along Bells Line of Road (State road) extends from Kurrajong (Old Bells Line of Road) through to Bell (Darling Causeway). As a result, the Bells Line of Road will be closed to westbound traffic and has been discussed with and endorsed by TfNSW. The closure of Bells Line of Road will be advertised ahead of time with advice provided to transport operators to use alternate routes such as the Great Western Highway. Part of the messaging will include the installation of approximately 22 Variable Message signs (VMS). The VMS will be placed along the route and on the outer areas of the route to provide advice on the upcoming event with a specific message on the closure of Bells Line of Road and to visit Livetraffic.com. The main road closure being Bells Line of Road will be implemented between the 6am to 12noon.

Impact for heavy vehicle traffic along Bells Line of Road will be mitigated by communicating with the National Heavy Vehicle Regulator (NHVR) with notification being undertaken by TfNSW.

The event organisers have undertaken significant consultation over a period of approximately two years beginning in 2023 and covering the Hawkesbury and Blue Mountains stakeholders (a summary of key community consultation events is included in attachment 14, pp 130-144). Throughout this consultation, concerns and issues have been raised by attendees, which have largely been taken on board by the event organisers, primarily relating to the timing of the event, being that an event in Autumn would coincide with the peak tourist period for businesses along Bells Line of Road. Of note was the community meeting of 13 November 2024, between the event organisers and Bells Line of Road Business Council and residents. The meeting notes, which were circulated by the event organisers to attendees, including BLORBC, indicate that there was consensus from the meeting that a late October or early November event date would be generally supported. This resulted in the event date changing to November 2025 (noting that the event had already been moved from March 2024 to November 2024 and then deferred to undertake further consultation). Despite this apparent consensus and noting that no objection appears to have been made to the circulation of the meeting notes, recently the BLORBC has expressed an objection to the event's date of 16 November 2025.

It is the view of staff that the event organisers have responded to stakeholders to minimise the impact of the event on non-event public, whilst balancing constraints related to likelihood of weather extremes (heat, cold and bushfire danger) and other events already scheduled which would present as unacceptable conflicts including Zig Zag open days, Blackheath's Rhododendron Festival and other events in the Central West which would drive higher traffic through Bells Line of Road.

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Kurrajong Road and Bells Line of Road between Old Kurrajong Road and Pitt Lane will have intermittent traffic stopping to allow a group of riders to travel between Old Kurrajong Road and Pitt Lane - traversing across Richmond Bridge and minimising any traffic control that may be required on Richmond Bridge.

The event organiser should assess the risk and address the suitability of the route as part of the risk assessment considering the road width, number of bicycles, traffic volume and bicycles travelling close to the edge of the sealed travelling lane.

The event will traverse along Local and State roads as well as across several Local Government Areas, with the Hawkesbury LGA component being within the Agnes Banks, Richmond, North Richmond, Grose Wold, Grose Vale, Kurrajong, Kurrajong Hills, Kurrajong Heights, Bilpin and Berambing areas.

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) once updated and completed are to be submitted to Transport for NSW - TfNSW (formerly TMC) for authorisation due to the proposed road closures and cycling movements along the State Road network on roads such as Castlereagh Road and Bells Line of Road (within the Hawkesbury LGA).

The event organiser has submitted the following items in relation to the event: Attachment 14 (ECM Document Set ID Nos: 9248176):

1. Traffic and Transport Management for Special Events - HCC: Form A - Initial Approval - Application Form,

2. Traffic and Transport Management for Special Events - HCC: Form B - Initial Approval Application - Checklist,

3. Special Event Transport Management Plan Template - RTA (Transport for NSW - TfNSW),

4. Event Traffic Management Plan,

5. Event Route Plans.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW - TfNSW (formerly RTA/RMS) publication 'Guide to Traffic and Transport Management for Special Events' (Version 3.4) and the Hawkesbury City Council special event information package.

2. The GFB25 VIC 100 (Go For Broke) 2025 Event, which is a cross regional event, will traverse across several Local Government Areas, with the Hawkesbury LGA component being within the Agnes Banks, Richmond, North Richmond, Grose Wold, Grose Vale, Kurrajong, Kurrajong Hills, Kurrajong Heights, Bilpin and Berambing areas, planned for on Sunday 16 November 2025, be classified as a 'Class 1' special event, in terms of traffic management, under the 'Traffic and Transport Management for Special Events' guidelines issued by Transport for NSW - TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;

4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) - noting this is a Class 1 event - for the entire route (within the Hawkesbury LGA), which needs to include details such as the specific position of barriers, advance and other warning signs such as VMS's, to Council for acknowledgement and Transport for NSW - TfNSW (formerly RTA/RMS)for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW - TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

4e. the event organiser is to obtain approval from Transport for NSW - TfNSW (formerly TMC) as this is a "Class 1" event and to undertake the proposed cycling movements along the State Road network which includes the proposed road closures and cycling movements on roads such as Castlereagh Road and Bells Line of Road (within the Hawkesbury LGA); a copy of the Transport for NSW - TfNSW (formerly TMC) approval to be submitted to Council;

4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than $20,000,000 noting Council and Transport for NSW - TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;

4g. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;

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4h. the event organiser is to obtain approval from the respective Land Owners for the use of any private land for the event; a copy of this approval to be submitted to Council;

4i. The event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event, if it is being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;

4j. the event organiser is to advise all adjoining Councils such as Penrith Council and Blue Mountains Council of the event and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;

4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

4l. 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;

4m. the event organiser is to directly notify relevant transport operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

4n. 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 has been submitted to Council;

4o. 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:

4p. access is to be maintained along Bells Line of Road (in an eastbound direction) for businesses, residents and their visitors;

4q. a clear passageway of at least four metres in width is to be maintained at all times on all roads for emergency vehicles;

4r. 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);

4s. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;

4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW - TfNSW (formerly RTA/RMS);

4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,

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 requirements of this information which includes the Transport for NSW - TfNSW (formerly RTA/RMS) publication 'Guide to Traffic and Transport Management for Special Events' (Version 3.4) and the Hawkesbury City Council special event information package.

2. The GFB25 VIC 100 (Go For Broke) 2025 Event, which is a cross regional event, will traverse across several Local Government Areas, with the Hawkesbury LGA component being within the Agnes Banks, Richmond, North Richmond, Grose Wold, Grose Vale, Kurrajong, Kurrajong Hills, Kurrajong Heights, Bilpin and Berambing areas, planned for on Sunday 16 November 2025, be classified as a 'Class 1' special event, in terms of traffic management, under the 'Traffic and Transport Management for Special Events' guidelines issued by Transport for NSW - TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & 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 route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;

4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCP) - noting this is a Class 1 event - for the entire route (within the Hawkesbury LGA), which needs to include details such as the specific position of barriers, advance and other warning signs such as VMS's, to Council for acknowledgement and Transport for NSW - TfNSW (formerly RTA/RMS)for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW - TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

4e. the event organiser is to obtain approval from Transport for NSW - TfNSW (formerly TMC) as this is a "Class 1" event and to undertake the proposed cycling movements along the State Road network which includes the proposed road closures and cycling movements on roads such as Castlereagh Road and Bells Line of Road (within the Hawkesbury LGA); a copy of the Transport for NSW - TfNSW (formerly TMC) approval to be submitted to Council;

4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than $20,000,000 noting Council and Transport for NSW - TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;

4g. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;

4h. the event organiser is to obtain approval from the respective Land Owners for the use of any private land for the event; a copy of this approval to be submitted to Council;

4i. The event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event, if it is being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;

4j. the event organiser is to advise all adjoining Councils such as Penrith Council and Blue Mountains Council of the event and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;

4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

4l. 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;

4m. the event organiser is to directly notify relevant transport operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

4n. 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 has been submitted to Council;

4o. 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:

4p. access is to be maintained along Bells Line of Road (in an eastbound direction) for businesses, residents and their visitors;

4q. a clear passageway of at least four metres in width is to be maintained at all times on all roads for emergency vehicles;

4r. 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);

4s. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;

4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW - TfNSW (formerly RTA/RMS);

4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,

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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4.1.2. LTC - RAAF Richmond Air Show 2025 (RIC25) Event - RAAF Base and Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 123265)

INTRODUCTION:

An application has been received on behalf of the RAAF Richmond seeking approval (in traffic management terms) to conduct the RAAF Richmond Air Show 2025 (RIC25), on Saturday, 27 and Sunday 28 September 2025, within the RAAF Base and the Hawkesbury Showground, Clarendon.

The event organiser has advised:

- This is the first time this event is being undertaken at the RAAF Richmond Base in the modern Special Event approval framework.
- The RAAF Richmond Air Show is to recognise the centenary of the RAAF Base Richmond.
- Whilst the event will have a far reach-out to the broader community, the event will also provide an opportunity for the local community to support the Base and celebrate the connection the RAAF have with the Hawkesbury community.
- The event will be held between 9am to 4:30pm on Saturday, 27 and Sunday 28 September 2025, with gates to open at 8am.
- The event will include three air shows at approximately 11am, 1:30pm and 3:30pm.
- Exclusion zones will be implemented during the air shows that prohibit any pedestrians being present within these zones such as the Richmond Cemetery located at 73 Dight Street
- It is anticipated that 40,000 people will attend the event on base each day for a total of 80,000 people attending over the weekend.
- There will be exhibits, music, aircraft, static displays and food.
- Access to the base will be via three entry points along the RAAF boundary along Hawkesbury Valley Way, between Racecourse Road and the Visitor Information Centre.
- Traffic will be stopped, intermittently, along Hawkesbury Valley Way between Racecourse Road and The Visitor Information Centre to allow pedestrians to cross the road from the Ham Common to the RAAF Base.
- Pedestrian arriving by train from Clarendon Station will be directed across Racecourse Road and through the Common to the designated road crossing points. Those arriving by car and parking within the Showground will also be directed to congregate in the Ham Common.
- The event is ticketed and will include either a train ticket or the allocation of a parking space at the Hawkesbury Showground.
- Trains will arrive every 10 minutes from Central Station and will be stopping at Clarendon Station. Trains will not continue to Richmond Station with a bus shuttle service provided between Richmond and Clarendon.

- The Bus and Taxi drop off location will be at the Visitor Information Centre, with pedestrians directed through the Common to the road crossing points.
- The Hawkesbury Showground site located along Racecourse Road and whilst the Showground can cater for approximately 15,000 vehicles, designated parking areas will be provided for parking of approximately 8,000 vehicles on each day.
- Mobility parking will be provided within the RAAF car park accessed from Percival Street.
- Traffic controllers will be used to direct traffic into and within the Showground.
- Traffic controllers will be used to manage pedestrian movements from the Showground to the event entry gates.
- Racecourse Road will be closed to all traffic at its intersection with Hawkesbury Valley Way. The closure will also include both sides of the Railway line. Access to the Showground along Racecourse Road will be from Blacktown Road only.
- Access to the Showground carpark will be through Gates 2 and 3 along Racecourse Road with access also provided from Blacktown Road via the Western Sydney University (WSU) access road. These access points will function for one way traffic flow and operate during the AM time frame. Gate 5 will operate for the overflow parking adjacent to the Riding Club.
- Gate 1 at the Showground will operate all day as an exit gate.
- Exit during the PM time frame from the Showground carpark will be from Gate 1 (all day) and Gates 2 and 3 as well as the WSU access road onto Blacktown Road.
- Exit from the Showground gates onto Racecourse Road will have traffic directed to Blacktown Road.
- Traffic control measures will be implemented between 6am and 6pm on both Saturday, 27 and Sunday 28 September 2025.
- Variable Messaging signs (VMS) will be located in the wider area to inform motorists of the route to the event parking as well as the alternate route due to the road closures along Hawkesbury Valley Way. Eleven locations are proposed with details outlined in Attachment 9.
- Temporary 40kph speed zones will be implemented along Hawkesbury Valley Way, Blacktown Road, The Driftway and Racecourse Road. In addition to the speed reduction zones, boom gates will be used to provide additional safety for the traffic controllers.
- Dight Street will be closed between Clarendon Street and the RAAF Base roundabout during the air show as part of the exclusion zone for safety reasons. This will include access to the Richmond Lawn Cemetery located on the corner of Dight Street and Clarendon Street.
- Percival Street at Hawkesbury Valley Way will be closed (soft closure) only allowing access for local traffic, base personnel, exhibitors, VIP's and mobility parking.

Details of the Event Traffic Exclusion Zones, Parking and Access Plans, Road Closure Plans and VMS Location Plan are contained in Attachments 1 to 9.

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DISCUSSION:

Traffic controllers will be used to manage pedestrian movements from the Showground parking area, Clarendon Station and across Hawkesbury Valley Way to the event entry gates and access the event site with the RAAF Base Richmond.

Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site and intersects with Blacktown Road approximately 3.5 kilometres to the south. Racecourse Road is a minor distributer rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser has indicated that access to the Showground from Racecourse Road will be only from Blacktown Road, with Racecourse Road closed at Hawkesbury Valley Way. Both Hawkesbury Valley Way and Blacktown Road are state roads.

With traffic entering Racecourse Road from Blacktown Road, this will lead to traffic congestion in Blacktown Road. Traffic control points will be set up in the vicinity of the WSU Access Road and across the intersections of The Driftway and Racecourse Road. The Traffic control will control the left and right turn into Racecourse Road from Blacktown Road as well as the right and left turns out of Racecourse Road into Blacktown Road. Traffic control will be in place in The Driftway to control the movements out of The Driftway into Blacktown Road. To improve traffic and pedestrian safety around the event precinct, the event organiser has applied to Transport for NSW - TfNSW (formerly RTA/RMS) for speed limit reductions along Hawkesbury Valley Way, Blacktown Road, The Driftway and Racecourse Road. The existing speed limits along Hawkesbury Valley Way (70/80km/h), Blacktown Road (80km/h), The Driftway near the Blacktown Road intersection (60km/h) and Racecourse Road (60/70km/h).

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCP) are to be submitted to Transport for NSW - TfNSW (formerly TMC) for authorisation due to the proposed traffic control measures along Hawkesbury Valley Way, Blacktown Road, The Driftway, Racecourse Road and the surrounding road network that will affect the movement of traffic along these roads as well as the potential impact to the railway line at Clarendon Station.

It would be appropriate to classify the event as a 'Class 1' special event under the 'Traffic and Transport Management for Special Events' guidelines issued by Transport for NSW - TfNSW (formerly RTA/RMS) as the event will impact on major traffic and transport systems which includes the Speed Zone reductions and traffic control on the nominated State roads, with a medium to high scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 6 (ECM Document Set ID No: 9500587):

- Traffic and Transport Management for Special Events - HCC: Form A - Initial Approval - Application Form,
- Traffic and Transport Management for Special Events - HCC: Form B - Initial Approval Application - Checklist,
- Special Event Transport Management Plan Template - RTA (Transport for NSW - TfNSW),
- Special Event Traffic Management Plan - requires updating for the measures being implemented for the event,
- Copy of Insurance Policy which is valid to 30 November 2025, however, does not include Hawkesbury City Council and the Transport for NSW - TfNSW (formerly RTA/RMS) as Interested Parties.

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 14 July 2025

RECOMMENDATION TO COMMITTEE:

That:

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

2. The RAAF Richmond Air Show (RIC25) 2025 event planned for Saturday, 27 and Sunday 28 September 2025, within the RAAF Base Richmond and the Hawkesbury Showground, Clarendon, be classified as a 'Class 1' special event, in terms of traffic management, under the 'Traffic and Transport Management for Special Events' guidelines issued by Transport for NSW - TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;

4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCP) - noting this is a Class 1 event - which needs to include details such as the specific position of barriers, signs etc, required for the proposed pedestrian and road traffic control measures as well as outline the measures to mitigate the

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

4e. the event organiser is to obtain approval from Transport for NSW - TfNSW (formerly TMC) as this is a "Class 1" event which will have a traffic impact on both Hawkesbury Valley Way and Blacktown Road (state roads), as well as the pedestrian crossing points in Hawkesbury Valley Way and the proposed temporary speed reductions required for Hawkesbury Valley Way, Blacktown Road, The Driftway and Racecourse 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 $20,000,000 noting Council and Transport for NSW - TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;

4g. as the event requires traffic control on public roads and the provision of the Crossing Points, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;

4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;

4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;

4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

4m. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event and along the alternate bypass route, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;

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

During the event:

4o. access is to be maintained for businesses, residents and their visitors;

4p. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;

4q. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW - TfNSW (formerly RTA/RMS);

4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs - including temporary speed restriction signs (subject to Transport for NSW - TfNSW (formerly TMC and RTA/RMS) requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities - and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW - TfNSW (formerly RTA/RMS);

4s. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and

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

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of 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 RAAF Richmond Air Show (RIC25) 2025 event planned for Saturday, 27 and Sunday 28 September 2025, within the RAAF Base Richmond and the Hawkesbury Showground, Clarendon, be classified as a 'Class 1' special event, in terms of traffic management, under the 'Traffic and Transport Management for Special Events' guidelines issued by Transport for NSW - TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 14 July 2025

Prior to the event:

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

4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event;

4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating Traffic Control Plans (TCP) - noting this is a Class 1 event - which needs to include details such as the specific position of barriers, signs etc, required for the proposed pedestrian and road traffic control measures as well as outline the measures to mitigate the impact of the proposed alternate traffic diversion to Council for acknowledgement and Transport for NSW - TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by Transport for NSW - TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;

4e. the event organiser is to obtain approval from Transport for NSW - TfNSW (formerly TMC) as this is a "Class 1" event which will have a traffic impact on both Hawkesbury Valley Way and Blacktown Road (state roads), as well as the pedestrian crossing points in Hawkesbury Valley Way and the proposed temporary speed reductions required for Hawkesbury Valley Way, Blacktown Road, The Driftway and Racecourse 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 $20,000,000 noting Council and Transport for NSW - TfNSW (formerly TMC and RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;

4g. as the event requires traffic control on public roads and the provision of the Crossing Points, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;

4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;

4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;

4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

4m. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, alternate traffic bypass route and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event and along the alternate bypass route, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;

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

During the event:

4o. access is to be maintained for businesses, residents and their visitors;

4p. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;

4q. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by Transport for NSW - TfNSW (formerly RTA/RMS);

4r. in accordance with the submitted TMP and associated TCP, appropriate advisory signs - including temporary speed restriction signs (subject to Transport for NSW - TfNSW (formerly TMC and RTA/RMS) requirements), shall be placed at the event organiser's expense after all the required approvals are obtained from the relevant authorities - and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by Transport for NSW - TfNSW (formerly RTA/RMS);

4s. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and

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

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 14 July 2025

4.1.3. LTC - Windsor Rotary Walk, Run or Ride - Community Day (Against Domestic Violence) 2025 Event - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 114515)

INTRODUCTION:

An application has been received from The Rotary Club of Windsor seeking approval (in traffic management terms) to conduct the Windsor Rotary Walk, Run or Ride - Community Day (Against Domestic Violence) 2025 event within the Hawkesbury Showground, Clarendon, on Sunday, 24 August 2025.

The event organiser has advised:

- This is the first year this event is being undertaken.
- The Walk, Run or Ride against Domestic Violence is a not for profit event to raise awareness against domestic violence.
- All funds raised will be distributed to local charities, including the Women's Cottage, Hope4U, and others which support families affected by Domestic Violence
- The event will be held on Sunday, 24 August 2025 between 9am and 4pm. Event set up will be between 7am and 9am with event pack up being between 4pm and 6pm.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event will be held entirely within the Hawkesbury Showground only.
- The event will provide entertainment including amusements rides and food in conjunction with the Walk, Run or Ride component that event patrons can elect to participate in.
- The event is expected to attract approximately 500 participants and 2,000 spectators.
- Patrons electing to Walk, Run or Ride will do so in a circuit using existing roads within the Showground. These roads are not accessible by vehicles and provides separation between the event parking areas as well.
- 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.
- Parking at the Showground if free and can cater for around 15,000 vehicles.
- An internal gate is located along the boundary of the secured event area and the event parking. This gate will be used for pedestrian access into the Showground event area from the parking area.
- 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 7am and 9am. Traffic

controllers will monitor queue lengths along Racecourse Road to ensure vehicles do not queue across the Railway level crossing.

- When the event concludes and patrons are leaving, the traffic volumes on the local road network will be higher for a short period of time and this will be monitored by the traffic controllers.

- 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 Plans 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: 9493047):

- Traffic and Transport Management for Special Events - HCC: Form A - Initial Approval - Application Form,

- Traffic and Transport Management for Special Events - HCC: Form B - Initial Approval Application - Checklist,

- Special Event Transport Management Plan Template - RTA (Transport for NSW - TfNSW),

- 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,

- Event and Parking Layout for the Showground,

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 14 July 2025

- VMS Location plans for Blacktown Road and Hawkesbury Valley Way.
- Copy of the application to the NSW Police Force,
- Copy of Insurance Policy which is valid to 30 June 2025, however, does not include Hawkesbury City Council and Transport for NSW - TfNSW (formerly RTA/RMS) as Interested Parties.

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 Rotary Walk, Run or Ride - Community Day (Against Domestic Violence) 2025 event within the Hawkesbury Showground, Clarendon, on Sunday, 24 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 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 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;

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 14 July 2025

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.

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 Windsor Rotary Walk, Run or Ride - Community Day (Against Domestic Violence) 2025 event within the Hawkesbury Showground, Clarendon, on Sunday, 24 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:

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 14 July 2025

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 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;

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.

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 14 July 2025

4.2. FOR INFORMATION

Nil reports.

LOCAL TRAFFIC COMMITTEE

5. GENERAL BUSINESS

Meeting Date: 14 July 2025

5. GENERAL BUSINESS

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday 11 August 2025 at 3:00pm.

The meeting terminated at 3:10pm.

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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12. NOTICES OF MOTION

12.1.1. NM1 – Planning Proposal Policy

Submitted By: Councillor Mary Lyons-Buckett

NOTICE OF MOTION

That Council:

1. Develop a 'Planning Proposal Policy', to be reviewed as required, in line with any changes made to legislation, regulation or guidelines issued by the NSW Department of Planning, or as requested by Council.

2. The objective of the Policy is to set clear expectations for new planning proposals through a transparent and consistent process that ensures Councillors, and the public are informed of such proposals at the time of lodgement.

3. Such Policy would establish an equitable framework for all stakeholders regarding process, lobbying, engagement, infrastructure contributions, development standards and exhibition outcomes.

FINANCIAL IMPLICATIONS

There are no financial implications applicable to this report.

ATTACHMENTS

There are no supporting documents for this report.

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12.1.2. NM2 – Camping at Governor Phillip Park

Submitted By: Councillor Mary Lyons-Buckett

NOTICE OF MOTION

That Council permit a section of Governor Phillip Park to be utilised for camping (caravans, motor homes and roof top tents) for attendees of the Windsor Spectacular Event to be held from 12 - 14 September 2025.

BACKGROUND

This event is one of the major boating events held in the Hawkesbury. It injects a significant amount of money into the local economy, drawing a large, and growing number of people into the local government area. Last year around 70 caravans and motor homes including a small number of roof top tents utilised the space.

Whereas camping is not promoted as part of the advertised event, limited local accommodation availability renders camping an option for some visitors. The caravans and motor homes are self-sufficient and self-contained so there is no grey water released, or sewerage or septic requirements. This is the same as any requirements for staying in a National Park. Those camping take all waste and wastewater with them when they leave and then dump at a dump point on their way home.

The Upper Hawkesbury Power Boat Club ensure the area is kept free of rubbish and returned to its normal state at the conclusion of the weekend. They provide garbage bins and remove all garbage from the park and provide toilets for the event. This year they anticipate placing a ban on any open fires in the area.

Permitting camping on site will result in a boost to local businesses through patronage of local food and dining outlets, and expansion of visitation to local businesses, landmarks and cultural facilities throughout the entire Hawkesbury area.

In the absence of camping being allowed at this location, a majority of visitors will stay (and spend) outside the LGA. This would be a blow to our local economy.

FINANCIAL IMPLICATIONS

There are no financial implications applicable to this report.

NOTE BY MANAGEMENT

The land on which Governor Phillip Park is situated is zoned RE1 Public Recreation under the Hawkesbury Local Environmental Plan 2012.

The land is classified as Community Land with a Plan of Management in place ‘Windsor Foreshore Parks Plan of Management’.

Development for the purposes of tourist and visitor accommodation, caravan parks and camping grounds are prohibited on land zoned RE1 Public Recreation and the site’s Plan of Management does not permit camping.

It is noted that in June 2025 the Upper Hawkesbury Power Boat Club requested Owner’s Consent from Council in support of its intention to seek to lodge a development application for camping on Governor Phillip Park, utilising the ‘Temporary Use’ provisions of the LEP.

Whilst Council is not yet in receipt of a development application, the assessment of such application would have regard to the site's Plan of Management and the use it sought would need to be permitted under the Plan of Management.

At this time it is uncertain if Governor Phillip Park could be utilised for camping, including to applicants seeking that temporary land use by way of development application.

ATTACHMENTS

There are no supporting documents for this report.

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13. QUESTIONS WITH NOTICE

Nil Reports.

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14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

14.1.1. Response to Councillor Questions Taken on Notice at the Council Meeting - 22 July 2025

The following question was raised from Councillor regarding matter on the Council Meeting Business Paper of 22 July 2025. This question was taken on notice and the response is provided below:

#	Councillor	Question	Response
1	Creed	Question regarding Note by Management - Since the last report to Council, in October 2023 Council has: • Investigated the potential for pavement markings which did not receive support from Transport for NSW and accordingly weren't pursued further, Were the Councillors updated on the same and what was Council's response? • Liaised with Transport for NSW and Western Sydney University on the placement of fixed warning signage on Londonderry Road and Castlereagh Road, Were there any outcomes apart from just liaising with TFNSW and WSU?	Council's response has been to maintain a watching brief in consultation with TfNSW in their capacity as the lead road authority. As part of this consultation requests for additional fixed signage were made and that consideration of design elements for the purpose of reducing animal collisions be included in the upcoming Stage 1 of the new Richmond Bridge project which focused on The Driftway and Londonderry Road.

ATTACHMENTS

There are no supporting documents for this report.

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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

Attachment 3 to Item 10.4.4 – CS- Risk Management Framework – (95496, 96333) - Register of Strategic Risks

Directorate: Corporate Services

REASON FOR CONFIDENTIALITY

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

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

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

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15.4. INFRASTRUCTURE SERVICES

Nil Reports.

Ordinary Meeting

End of Business Paper

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