



ORDINARY MEETING

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

BUSINESS PAPER

ORDINARY MEETING

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1. WELCOME

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1. WELCOME

a) Acknowledgement of Indigenous Heritage

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

b) General Manager's Matters for Mention

The General Manager will address the Council meeting, mentioning:

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

2. ACKNOWLEDGEMENT OF OFFICIAL VISITORS TO THE COUNCIL

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

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

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

Attendance

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

4. DECLARATIONS OF INTERESTS

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

Statement of Ethical Obligations

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
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5. CONFIRMATION OF MINUTES

Minutes of Ordinary Council Meeting 8 April 2025

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6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS

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7. CONDOLENCES

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

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8. MAYORAL MINUTES

8.1.1. MM – Road Safety Activity

BACKGROUND

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

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

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

Educational programs delivered and support Council include include:

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

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

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

- **Hawkesbury Young Driver Workshops**

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

This workshop is offered twice per year.

- **Supervisor of Learner Driver Workshops**

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

This workshop is offered twice per year.

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

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

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8. MAYORAL MINUTES

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During National Road Safety Week from 11 to 18 May 2025, Council will promote road safety as follows;

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

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

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

RECOMMENDATION

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

ATTACHMENTS

There are no supporting documents for this report.

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

10.1. PLANNING DECISIONS

10.1.1. CP - LEP001/25 - Slab Barns and Outbuildings Heritage Listing Planning Proposal - (95498, 124414)

Previous Items: 10.1.2, Ordinary (10 December 2024)

10.1.1, Ordinary (8 April 2025)

Directorate: City Planning

PLANNING PROPOSAL INFORMATION

File Number:	LEP001/25
Property Address:	Various (Refer to Table 1)
Applicant:	Hawkesbury City Council
Owner:	Various
Intended Amendment to Hawkesbury Local Environmental Plan 2012	Local heritage listing of 19 sites under Schedule 5 of the Hawkesbury Local Environmental Plan 2012 as recommended by the Hawkesbury Slab Barns and Outbuildings Study 2025.
Current Zone:	C4 Environmental Living RU1 Primary Production RU2 Rural Landscape RU4 Primary Production Small Lots R2 Low Density Residential

PURPOSE OF THE REPORT

The purpose of this report is to seek Council's endorsement to submit a Planning Proposal to the Department of Planning, Housing and Infrastructure for a Gateway Determination for new heritage listings consistent with the adopted Hawkesbury Slab Barns and Outbuildings Study 2025.

EXECUTIVE SUMMARY

Council adopted the Hawkesbury Slab Barns and Outbuildings Study 2025 at its Meeting on 8 April 2025. This Planning Proposal acts on the recommendations of the Study by seeking to list 19 sites as items of local heritage significance under Schedule 5 of the Hawkesbury Local Environmental Plan 2012.

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RECOMMENDATION

That:

1. Based on assessment of the Planning Proposal LEP001/25, and the advice of the Hawkesbury Local Planning Panel, Council support the Planning Proposal (LEP001/25) included as Attachments 1 and 2 to the report.
2. Council forward the Planning Proposal to the Department of Planning, Housing and Infrastructure for a Gateway Determination.

BACKGROUND

Since the earliest years of European settlement, the Hawkesbury River - Dyarubbin, its tributaries, and their surrounding lands have played an important role in food supply for the developing Greater Sydney Region. As a region that developed as a principally agricultural locality, the barn (together with other farm buildings), has been a feature of the area from the time of the region's initial period of colonial settlement. With such a long and important history of European-based farming practices in the area, surviving physical evidence (such as early barns) of the earliest phases of agricultural development in the area is highly prized by the local community for its historical significance, as well as its aesthetic significance as a contributor to the historical landscape character that defines much of the Hawkesbury Local Government Area.

In recognising the value of these slab barns as surviving physical evidence, Council has previously undertaken several studies, including:

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

In 2023, Council commissioned Lucas Stapleton Johnson & Partners Pty Ltd as the lead consultant to undertake an updated Timber Slab Barns and Outbuildings Study (the Study). This Study was carried out over 2023 and 2024 with the following to achieve the following aims:

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

Following input from Council's Heritage Committee and Council endorsement, the Study was publicly exhibited from 28 January 2025 to 9 March 2025. Following this exhibition, the Study was reported back to Council for adoption on 8 April 2025.

Planning Proposal LEP001/25 included in Attachments 1 and 2 acts on the recommendation of this Study in respect to the identified slab barns which currently have no statutory protection, by seeking

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the local heritage listing of a total of 19 sites though inclusion in Schedule 5 Part 1 of the Hawkesbury Local Environmental Plan 2012.

DISCUSSION

Proposed Heritage Items

The Planning Proposal seeks the heritage listing of a total of 19 sites with slab barns throughout the Hawkesbury as provided in Table 1 and identified in Figures 1 and 2. These sites are based on the recommendations of the Hawkesbury Timber Slab Barns and Outbuildings Study 2025.

Table 1 - Identified Items for Local Heritage Listing

Address	Name
13 Serpentine Lane, Bowen Mountain	Slab Barn and Plank Shed
331 Cattai Road, Cattai	Two Storey Slab Barn with Two Storey Side Skillion
753 Upper Colo Road, Central Colo	Single Storey Plank Barn with Skillion
307 Tizzana Road, Ebenezer	Single Storey Slab Barn with Loft and Skillion
279 Freemans Reach Road, Freemans Reach	Two Storey Slab Barn with Skillion
331 Freemans Reach Road, Freemans Reach	Complex of Two Slab Barns
307 Kurmond Road, Freemans Reach	Raised Single Storey Slab Barn with End Skillion
30 Wolseley Road, McGraths Hill	Single Storey Slab Barn with Loft and Skillion
4 Bensons Lane, Richmond	Two Storey Slab Carriage House and Stables
239 Upper McDonald Road, St Albans	Complex of Two Slab Barns
33 Griffins Road, Tennyson	Slab Slaughterhouse
995 Upper Colo Road, Upper Colo	Two Storey Slab Barn with Side and End Skillion
1764 Upper MacDonald Road, Upper MacDonald	Single Storey Slab Barn/Milking Shed with Skillion
235 Wilberforce Road, Wilberforce	Complex of Two Slab Barns
86 King Road, Wilberforce	Single Storey Slab Barn with Silo
87 King Road, Wilberforce	Single Storey Town Barn with End Skillion
191 Wilberforce Road, Wilberforce	Two Storey Slab Barn with Skillion
63 Wilberforce Road, Wilberforce	Slab Barn
55 McKinnons Road, Wilberforce	Two Storey Slab Barn with Skillion

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Figure 1 - Location of Slab Barns identified in Figure 1

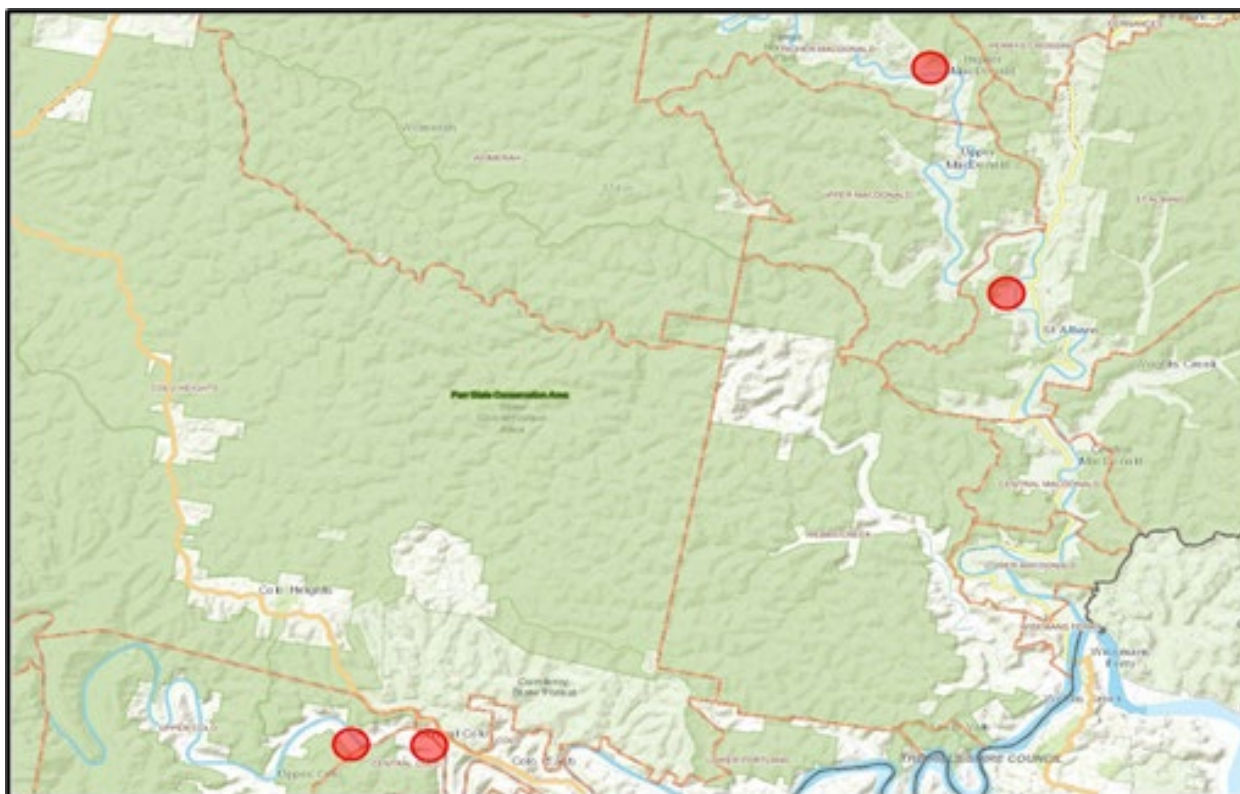


Figure 2 - Location of Slab Barns identified in Figure 1

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Heritage Significance

The Study has identified a high degree of heritage significance of the proposed heritage items both collectively and individually. Collectively, the Slab Barns are surviving evidence of early agriculture production of Colonial Sydney, providing significant historic representativeness and tangible examples of the regions cultural heritage. Individually, the barns have their own significance in respect to their association to particular early land grants and individuals in the Region. Further, each barn demonstrates its own unique architectural value as influenced by its initial function, site specific needs and dominant styles over the varying decades of construction of these barns.

The individual heritage inventory sheets included in Attachment 2 provides a comprehensive assessment and statement of significance for each item, along with location specific merit.

Consistency with Strategic Framework and Policies

The Planning Proposal is considered to be consistent with relevant State and local strategic Plans and policies.

Greater Sydney Region Plan

The following objectives of the Greater Sydney Region Plan are identified in the Planning Proposal in Part 3 Section B as being of particular relevance to the objectives and provisions of the Planning Proposal.

Objective 13: Environmental heritage is identified, conserved and enhanced

The Planning Proposal is consistent as it aims to identify and conserve slab barns and outbuildings that are of historical and cultural significance. By including these properties in Schedule 5 of the Hawkesbury Local Environmental Plan 2012, it ensures their protection and acknowledges their value to the community and their contribution to sense of place and identity in Hawkesbury.

Objective 28: Scenic and cultural landscapes are protected *and*

Objective 29: Environmental, social and economic values in rural areas are protected and enhances

The timber slab barns and outbuildings contribute to the scenic landscapes of the Hawkesbury Region. Their preservation enhances the visual appeal of the rural landscape, maintaining the region's unique character and charm. These structures are culturally significant items that represent the agricultural history of the region. Protecting these heritage structures can enhance the region's appeal as a destination for heritage and cultural tourism, supporting local economic development. The proposal includes measures for the maintenance and restoration of the identified barns, ensuring they remain prominent and well-preserved features of the landscape.

Western Sydney District Plan

Further to the Greater Sydney Region Plan Objectives, the Planning Proposal is consistent with the priorities of the Western City District Plan, which aim to provide regionally focused priorities to enact upon the metropolitan wide objectives.

Planning Priority W6: Creating and renewing great places and local centres, and respecting the District's heritage *and*

Planning Priority W16: Protecting and enhancing scenic and cultural landscaped

The Planning Proposal aims to protect and enhance the scenic and cultural landscapes of the Hawkesbury region by preserving the timber slab barns and outbuildings. These structures are

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integral to the area's historical, cultural and visual identity as well as contributing to the local sense of place. This aligns with broader efforts to conserve the natural and built environment, supporting sustainable tourism and community engagement with the landscape.

Hawkesbury Local Strategic Planning Statement 2040

The Planning Proposal is assessed to be consistent with all relevant Planning Priorities of the Hawkesbury Local Strategic Planning Statement 2040, which aim to provide local direction and action to Greater Sydney Region Plan and Western City District Plan. Of significant relevance is the following Planning Priorities:

- **Planning Priority 3: Providing a Diversity of Housing Types**
 - **Objective:** Ensure housing diversity and affordability while maintaining local character.

The Planning Proposal supports housing diversity by preserving heritage properties that add to the character and attractiveness of the residential environment, encouraging sympathetic development through adaptive reuse of heritage items.

- **Planning Priority 4: Protect and Promote Aboriginal and European Heritage**
 - **Objective:** Ensure heritage items are protected and promoted.

The inclusion of significant properties in Schedule 5 of the Hawkesbury Local Environmental Plan 2012 directly addresses this priority by ensuring these heritage assets are identified, protected, and promoted for future generations.

- **Planning Priority 6: Manage, Enhance, and Celebrate the Distinctive Heritage Character of Towns and Villages and natural environment**
 - **Objective:** Enhance the heritage character through planning controls and community engagement.

By providing statutory protection for these items of cultural and historical value, this Planning Proposal helps manage and celebrate Hawkesbury's distinctive heritage, fostering community pride and tourism.

State Environmental Planning Policies

The Planning Proposal contains an assessment of consistency against relevant State Environmental Planning Policies in Appendix D of the Planning Proposal. It is noted that no State Environmental Planning Policies are of significant relevance to the Planning Proposal.

Ministerial Directions

The Planning Proposal is considered to be consistent with all relevant Ministerial Directions as included in Appendix E of the Planning Proposal. Of particular relevance to the Planning Proposal are the following directions:

3.2 Heritage Conservation - to conserve items, areas, objects and places of environmental heritage significance and indigenous heritage significance.

The Planning Proposal is consistent with this direction as it seeks to provide statutory protection of heritage significant items, constant with the above objective.

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In respect to other Ministerial Directions that seek to prevent or mitigate development facilitated through Planning Proposals on land with environmental risk such as bushfires and flooding, the Planning Proposal is consistent as the objectives and provisions are not to facilitate additional development beyond the adaptive reuse of the structure made available under clause 5.10 of the Hawkesbury Local Environmental Plan 2012.

Planning Implications

To ensure the protection of recognised items of heritage significance, there are substantial planning implications for land listed under Part 1 Schedule 5 of the Hawkesbury Local Environmental Plan 2012. For any development application on a heritage listed site, consideration will be made to the potential impacts of the development on the integrity of the identified heritage item. This will require consideration of this impact in the Statement of Environmental Effects and in most cases requiring a heritage management plan. The inclusion of a site in Schedule 5 of the Hawkesbury Local Environmental Plan 2012 provides for the application of Clause 5.10 which includes the following provisions:

- When consent is or isn't required,
- What Council must consider, and may request from an applicant,
- Requirements when granting consent, and
- Conservation incentives.

To ensure proper consideration and assessment of the potential impacts, the heritage listing of an item removes the ability to undertake complying development under State Environmental Planning Policy (Exempt and Complying Development) 2008 (Codes SEPP). Exempt development under the Codes SEPP or Hawkesbury Local Environmental Plan 2012 may still be undertaken on locally listed heritage items, but not on any heritage items awarded State listing, whereby a development application will be required. Future purchasers of land that is heritage listed will be made aware of this impact on approval pathways by way of notation on the respective Section 10.7 Planning Certificate.

Hawkesbury Local Planning Panel Advice

The Hawkesbury Local Planning Panel met on 17 April 2025 to consider the Planning Proposal and provide advice to Council. Following consideration, the Hawkesbury Local Planning Panel resolved to provide the following advice to Council:

Panel Advice

The Panel commends the initiative of the Council to identify and research the Hawkesbury Timber Barns and Outbuildings Update Study 2025.

The Panel recommends as follows:

1. The planning proposal be forwarded to the Department of Planning, Housing and Infrastructure for a gateway determination;
2. Council urgently proceed with the planning proposal for the protection of the nineteen identified items;
3. Council review its Local Heritage Assistance Fund to identify additional sources of funding for the maintenance and repair of listed slab barns;
4. Council consider implementing potential incentives for owners with historic slab barns that are set out in the Hawkesbury Timber Barns and Outbuildings Update Study 2025; and

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5. Prior to finalisation of the planning proposal, that Council undertake further internal inspection of the six properties that have not yet been able to be fully investigated in the Hawkesbury Timber Barns and Outbuildings Update Study 2025.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy at this stage. Should the Department of Planning, Housing and Infrastructure issue a Gateway Determination allowing this Planning Proposal to proceed, public exhibition will be undertaken in accordance with the requirements of the Gateway Determination, and Council's Community Engagement Strategy 2019.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

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

Protected Environment and Valued History

2.1 Value, protect and enhance our historic built environment as well as our relationship to Aboriginal and non-Aboriginal history.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

Planning Decision

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

ATTACHMENTS

AT - 1 LEP001/24 - Slab Barns and Outbuildings Heritage Listing Planning Proposal - (*Distributed under separate cover*).

AT - 2 Slab Barns and Outbuildings Heritage Listing Planning Proposal - Appendix A, B and C - (*Distributed under separate cover*).

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10.2. GENERAL MANAGER

10.2.1. GM - Review of Delegations of Authority under Section 377 of the Local Government Act 1993 - (79351)

Previous Item: 155, Ordinary (13 September 2022)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to outline Council's delegations of authority to the General Manager and other bodies under Section 377 of the Local Government Act 1993 for review and adoption.

EXECUTIVE SUMMARY

Council is required to review its delegations within the first twelve months of each term of Office.

Under Section 377 of the Local Government Act 1993, Council can, by resolution, delegate functions of Council under this or any other Act to the General Manager or to any other person or body (who is not an employee of Council).

The recommended delegations are from Council to the following persons, Committees and bodies:

- The General Manager
- Committees of Council, that is, the Heritage Committee and the Disaster and Emergency Committee
- The General Manager's Performance Review Panel
- Various community-based Management Committees.

The recommended delegated authorities revoke all previous delegations assigned to these people, Committees and bodies and assign new delegations.

RECOMMENDATION

That Council delegate authority to the General Manager, Committees and bodies as outlined in Attachment 1 to this report.

BACKGROUND

In accordance with Section 380 of the Local Government Act 1993 (the Act), Council is required to review its delegations of authority during the first twelve months of each term of Office.

Section 355 of the Act says that a function of Council may be exercised:

- (a) *by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or*

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- (b) *by a committee of the council, or*
- (c) *partly or jointly by the council and another person or persons, or*
- (d) *jointly by the council and another council or councils (including by means of a joint organisation or a Voluntary Regional Organisation of Councils of which the councils concerned are members), or*
- (e) *by a delegate of the council (which may, for example, be a joint organisation or a Voluntary Regional Organisation of Councils of which the council is a member).*

Council's general power to delegate its functions is contained within Section 377 of the Act, which says:

377 General power of the council to delegate

- (1) *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following—*
 - (a) *the appointment of a general manager,*
 - (b) *the making of a rate,*
 - (c) *a determination under section 549 as to the levying of a rate,*
 - (d) *the making of a charge,*
 - (e) *the fixing of a fee,*
 - (f) *the borrowing of money,*
 - (g) *the voting of money for expenditure on its works, services or operations,*
 - (h) *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
 - (i) *the acceptance of tenders to provide services currently provided by members of staff of the council,*
 - (j) *the adoption of an operational plan under section 405,*
 - (k) *the adoption of a financial statement included in an annual financial report,*
 - (l) *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*
 - (m) *the fixing of an amount or rate for the carrying out by the council of work on private land,*
 - (n) *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
 - (o) *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,*

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- (p) *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
 - (q) *a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
 - (r) *a decision under section 234 to grant leave of absence to the holder of a civic office,*
 - (s) *the making of an application, or the giving of a notice, to the Governor or Minister,*
 - (t) *this power of delegation,*
 - (u) *any function under this or any other Act that is expressly required to be exercised by resolution of the council.*
- (1A) *Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if—*
- (a) *the financial assistance is part of a specified program, and*
 - (b) *the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
 - (c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
 - (d) *the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*
- (2) *A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.*

Council last reviewed its delegations of authority at its Ordinary Meeting on 13 September 2022.

DISCUSSION

To ensure the effective operation of the organisation, Council delegates authority to the General Manager, Committees, and other organisations to provide a wide range of functions on behalf of Council.

The General Manager sub-delegates appropriate authorities to Council employees to facilitate the efficient and effective day-to-day operation of the Council.

The delegations of authority extended by Council under Sections 355 and 377 of the Act are attached as Attachment 1 to this report.

Delegated Authority to the General Manager

The delegated authority to the General Manager has been amended to clarify:

- That the previous delegation has been revoked
- The limitations that apply to the delegation

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- That any person who acts in the position of General Manager in their absence will have this delegation
- That the commencement date of the delegation is from the date of the Council resolution regarding the delegation.

The recommended delegated authority from Council to the General Manager is detailed in Attachment 1 to this report.

Delegated Authority to Committees

Committees of Council

The current Committees of Council includes:

- Heritage Committee
- Disaster and Emergency Committee.

The delegated authorities to the Heritage Committee and Disaster and Emergency Committee have been amended to:

- Clarify that the previous delegations for the Committees have been revoked
- Detail the delegated of authority provided to each of the Committees
- Clarify the limitations that apply to the delegations
- Clarify the commencement date of the delegations.

The recommended delegations from Council to the Heritage Committee and Disaster and Emergency Committee are listed in Attachment 1 to this report.

General Manager's Performance Review Panel

The delegated authority to the General Manager's Performance Review Panel has been amended to clarify:

- That the previous delegation to the General Manager's Performance Review Panel is revoked
- The legislation that the Performance Review Panel operates under
- The specific functions of the Performance Review Panel
- The limitations that apply to the delegation
- The commencement date of the delegation.

The recommended delegations from Council to the General Manager's Performance Review Panel is detailed in Attachment 1 to this report.

Community-based Management Committees

The current list of Community-based Management Committees includes:

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Child Care Centres

- Hobartville – Hobartville Long Day Pre-School Inc.
- Greenhills – Greenhills Child Care Centre Inc.
- Glossodia – Golden Valley Learning Centre Inc.
- McGraths Hill – McGraths Hill Children's Centre Inc.
- North Richmond – Elizabeth Street Extended Hours Pre-School Inc.
- Wilberforce – Wilberforce Early Learning Centre Inc.

Pre-Schools

- Richmond Pre-School – Richmond Pre-School Inc.
- Wilberforce Pre-School – Wilberforce Pre-School Inc.
- Windsor Pre-School – Windsor Pre-School Inc.

Children and Family Centres

- Hawkesbury Early Intervention Centre – The Stewart Street Centre Management Committee

Community Buildings, Neighbourhood Centres and Halls

- Bilpin Hall – The Bilpin District Hall Inc.
- Glossodia Community Centre – Glossodia Community Information and Neighbourhood Centre Inc.
- Hawkesbury Leisure and Learning Centre, Richmond – Peppercorn Services Inc.
- Hawkesbury Skills Centre, Bosworth Street Richmond – Hawkesbury Skills Inc.
- North Richmond Community Centre – North Richmond Community Centre Inc.
- Richmond Neighbourhood Centre – Richmond Community Services Inc.
- South Windsor Family Centre – Peppercorn Services Inc.
- St Albans School of Arts – St Albans School of Arts Hall Inc.
- Tiningi Community/Youth Centres and Bligh Park Neighbourhood Centre – Bligh Park Community Services Inc.

Playing Fields / Parks

- Active playing fields previously determined by Council – Hawkesbury Sports Council Inc.
- Bowen Mountain Park – Bowen Mountain Management Committee
- McMahon Park – McMahon Park Management Committee

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- St Albans Park – St Albans Sport and Recreation Association

Cemeteries

- Lower Portland Cemetery – Lower Portland Cemetery Committee
- St Albans Cemetery – St Albans Cemetery Committee

Externally Funded Services

The following services are under the care and control of Peppercorn Services Inc.:

- Targeted Early Intervention Service Delivery
- Commonwealth Home Support Program Service Delivery

The delegated authority to these Community-based Management Committees has been amended to clarify:

- That the previous delegations to the Committees is revoked
- The legislation that the Committees operate under
- The delegations of authority provided to each Community-based Management Committees
- The limitations that apply to the delegation
- The commencement date of the delegation.

Since the last review of delegations the following changes have occurred:

- Both Maraylya Hall, Maraylya and Wilberforce School of Arts, Wilberforce have transferred to Council for management and no longer require a delegation.
- The child care centres and pre-schools are currently operating under leases regarding the care, control and management of the Council-owned facilities. Their recommended delegations are regarding the care, control and management of the child care services.
- Bligh Park Children's Centre is being run out of the Bligh Park Neighbourhood Centre and is under the care, control and management of Bligh Park Community Services Inc.

The recommended delegated authorities from Council to these Community-based Management Committees are detailed in Attachment 1 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 2022-2042

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

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Great Place to Live

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

1.6 Build on a sense of community and wellbeing.

Reliable Council

4.1 Provide representative, responsive and accountable governance.

4.4 Build strong relationships and shared responsibilities.

4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

There is a high compliance risk associated with this report if Council does not resolve its delegations to the General Manager and other bodies. There is a legislative obligation to resolve these delegations to bring them into effect.

There is a moderate to high operational risk associated with this report if Council does not resolve its delegations to other bodies. Council provides delegations for these bodies to conduct work on behalf of Council. Without these delegations, Council would have to integrate the functions back into its operations.

ATTACHMENTS

AT - 1 Proposed Delegations of Authority extended by Council under the Local Government Act 1993

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Attachment 1 - Proposed Delegations of Authority extended by Council under the Local Government Act 1993

Person / Committee / Body	Delegation
Delegated authority from Council to the General Manager	<p>Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council revokes all previous delegations of functions to the General Manager of Hawkesbury City Council.</p> <p>Pursuant to Sections 355, 377 and 381 of the Local Government Act 1993 Council delegates to the General Manager of Hawkesbury City Council the functions set out in A and B, subject to the limitations, conditions and restrictions set out in C.</p> <p>A. All those functions of the Council under the Local Government Act 1993 and the Regulations made thereunder, and under any other Act, statutory instrument and law.</p> <p>B. Any specific functions of the Council that are resolved by Council at a Council meeting*.</p> <p>C. This delegation is subject to the following limitations, conditions and restrictions:</p> <p>i. Limitations outlined in Section 377 of the Local Government Act 1993.</p> <p>ii. Limitations outlined in any other Act, statutory instrument and law relevant to the delegation.</p> <p>iii. The provisions of the Local Government Act 1993 and the Regulations made thereunder, and under any other Act, statutory instrument or law as amended.</p> <p>iv. Council may, by resolution, direct the General Manager in the exercise of any function herein delegated*.</p> <p>v. Any restrictions or conditions imposed upon any delegation by a policy or a decision of the Council.</p> <p>vi. In the General Manager's absence, the Senior Staff position holder acting in the position of General Manager during any period of vacancy in the office or absence from duty of the General Manager shall possess this delegation.</p> <p>vii. This delegation shall commence from the date of the resolution of Council regarding this delegation and shall remain in force until</p>

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Person / Committee / Body	Delegation
	specifically altered or revoked in writing. * See Schedule 1 to this attachment.
Delegated authority from Council to the Heritage Committee	<p>Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council revokes all previous delegations of functions to the Heritage Committee.</p> <p>Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council delegates to the Heritage Committee the functions set out in A and B, subject to the limitations, conditions and restrictions in C:</p> <p>A. Recommend to Council policies drawn up by professional staff.</p> <p>B. Bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Committee under Section 377.</p> <p>C. This delegation is subject to the following limitations, conditions and restrictions:</p> <p>i. Limitations outlined in Section 377 of the Local Government Act 1993.</p> <p>ii. Limitations outlined in any other Act, statutory instrument and law relevant to the delegation.</p> <p>iii. The provisions of the Local Government Act 1993 and the Regulations made thereunder, and under any other Act, statutory instrument or law as amended.</p> <p>iv. Any restrictions or conditions imposed upon any delegation by a policy or a decision of the Council.</p> <p>v. This delegation shall commence from the date of the resolution of Council regarding this delegation and shall remain in force until specifically altered or revoked in writing.</p>
Delegated authority from Council to the Disaster and Emergency Committee	<p>Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council revokes all previous delegations of functions to the Disaster and Emergency Committee.</p> <p>Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council delegates to the Disaster and Emergency Committee the functions set out in A and B, subject to the limitations,</p>

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	<p>conditions and restrictions in C:</p> <p>A. Recommend to Council policies drawn up by professional staff.</p> <p>B. Bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Committee under Section 377.</p> <p>C. This delegation is subject to the following limitations, conditions and restrictions:</p> <p>i. Limitations outlined in Section 377 of the Local Government Act 1993.</p> <p>ii. Limitations outlined in any other Act, statutory instrument and law relevant to the delegation.</p> <p>iii. The provisions of the Local Government Act 1993 and the Regulations made thereunder, and under any other Act, statutory instrument or law as amended.</p> <p>iv. Any restrictions or conditions imposed upon any delegation by a policy or a decision of the Council.</p> <p>v. This delegation shall commence from the date of the resolution of Council regarding this delegation and shall remain in force until specifically altered or revoked in writing.</p>
<p>Delegated authority from Council to the General Manager's Performance Review Panel</p>	<p>Pursuant to Sections 223, 355 and 377 of the Local Government Act 1993 Council revokes all previous delegations of functions to the General Manager's Performance Review Panel.</p> <p>Pursuant to Sections 233, 355 and 377 of the Local Government Act 1993 Council delegates to the General Manager's Performance Review Panel the functions set out in A, B and C, subject to the limitations, conditions and restrictions in D:</p> <p>A. Conducting performance reviews of the General Manager of Hawkesbury City Council.</p> <p>B. Reporting the findings and recommendations of performance reviews of the General Manager of Hawkesbury City Council to the Council.</p> <p>C. Development of the performance agreement of the General Manager of Hawkesbury City Council.</p> <p>D. This delegation is subject to the following</p>

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Person / Committee / Body	Delegation
	<p>limitations, conditions and restrictions:</p> <p>i. The provisions of the Local Government Act 1993 and the Regulations made thereunder, and under any other Act, statutory instrument or law as amended.</p> <p>ii. The provisions of any guidelines produced by the Office of Local Government regarding the appointment and oversight of general managers.</p> <p>iii. Any restrictions or conditions imposed upon any delegation by a policy or a decision of the Council.</p> <p>iv. This delegation shall commence from the date of the resolution of Council regarding this delegation and shall remain in force until specifically altered or revoked in writing.</p>
<p>Delegated authority from Council to Community-based Management Committees.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Child care centres • Pre-schools • Children and Family Centres 	<p>Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council revokes all previous delegations of functions to the [name of Committee or body].</p> <p>Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council delegates to the [name of the Committee or body] the functions set out in A, subject to the limitations, conditions and restrictions in B:</p> <p>A. Plan for and manage the associated facility on behalf of Council for the benefit of the Hawkesbury community by acting as a consulting, liaising, advising, promoting and coordinating group.</p> <p>B. This delegation is subject to the following limitations, conditions and restrictions:</p> <p>i. Limitations outlined in Section 377 of the Local Government Act 1993.</p> <p>ii. Limitations outlined in any other Act, statutory instrument and law relevant to the delegation.</p> <p>iii. The provisions of the Local Government Act 1993 and the Regulations made thereunder, and under any other Act, statutory instrument or law as amended.</p> <p>iv. Any restrictions or conditions imposed upon any delegation by a policy or a decision of the Council.</p> <p>v. This delegation shall commence from the date</p>

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Person / Committee / Body	Delegation
	of the resolution of Council regarding this delegation and shall remain in force until specifically altered or revoked in writing.
Delegated authority from Council to Community-based Management Committees. Includes: <ul style="list-style-type: none"> Community buildings, neighbourhood centres and halls Playing fields / parks Cemeteries 	Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council revokes all previous delegations of functions to the [name of Committee or body] . Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council delegates to the [name of the Committee or body] the functions set out in A, B and C, subject to the limitations, conditions and restrictions in D: A. Plan for and manage the associated facility on behalf of Council for the benefit of the Hawkesbury community by acting as a consulting, liaising, advising, promoting and coordinating group. B. Carry out routine maintenance of the associated facility and its contents, and advise and assist Hawkesbury City Council in the maintenance and management of the associated facility and its assets when outside the scope of routine maintenance. C. Provide effective administrative and financial management of the associated service and/or facility. D. This delegation is subject to the following limitations, conditions and restrictions: i. Limitations outlined in Section 377 of the Local Government Act 1993. ii. Limitations outlined in any other Act, statutory instrument and law relevant to the delegation. iii. The provisions of the Local Government Act 1993 and the Regulations made thereunder, and under any other Act, statutory instrument or law as amended. iv. Any restrictions or conditions imposed upon any delegation by a policy or a decision of the Council. v. This delegation shall commence from the date of the resolution of Council regarding this delegation and shall remain in force until specifically altered or revoked in writing.
Delegated Authority from Council to	Pursuant to Sections 355 and 377 of the Local

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Person / Committee / Body	Delegation
Peppercorn Services Inc. <i>(Externally funded services)</i>	<p>Government Act 1993 Council revokes all previous delegations of functions to Peppercorn Services Inc.</p> <p>Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council delegates to Peppercorn Services Inc. the functions set out in A and B, subject to the limitations, conditions and restrictions in C:</p> <p>A. Plan for and manage the associated service on behalf of Council for the benefit of the Hawkesbury City Council community.</p> <p>B. Provide effective administrative and financial management of the associated services.</p> <p>C. This delegation is subject to the following limitations, conditions and restrictions:</p> <p>i. Limitations outlined in Section 377 of the Local Government Act 1993.</p> <p>ii. Limitations outlined in any other Act, statutory instrument and law relevant to the delegation.</p> <p>iii. The provisions of the Local Government Act 1993 and the Regulations made thereunder, and under any other Act, statutory instrument or law as amended.</p> <p>iv. Any restrictions or conditions imposed upon any delegation by a policy or a decision of the Council.</p> <p>v. This delegation shall commence from the date of the resolution of Council regarding this delegation and shall remain in force until specifically altered or revoked in writing.</p>

Schedule 1 to AT - 1 – Council delegations to the General Manager

Ordinary Meeting	Resolution Number	Delegation
21 November 2023	RES215/23	That Council grant delegation to the General Manager to execute any documents on behalf of Council, associated with the acquisition process, which do not require the Seal of Council to be affixed.
19 July 2022	RES166/22	That Council increases the delegated authority of the General Manager or

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Ordinary Meeting	Resolution Number	Delegation
		Responsible Accounting Officer to write off bad debts to \$5,000 and amend the Debt Recovery, Pensioner Concession and Hardship Policy accordingly.

oooO END OF REPORT Oooo

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10.3. CITY PLANNING

10.3.1. CP - Local Heritage Assistance Fund 2024/2025 – (95498)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to consider and determine the applications for funding under the Hawkesbury Local Heritage Assistance Fund 2024/2025.

EXECUTIVE SUMMARY

The Local Heritage Assistance Fund is jointly funded each year by Council and Heritage NSW. For the 2024/2025 Financial Year, the \$100,000 program budget is funded by \$94,500 from Council and \$5,500 from Heritage NSW.

The main focus of the Local Heritage Assistance Fund 2024/2025 is to provide funding assistance for the preservation and/or maintenance of Hawkesbury's unique and significant early settlement timber slab barns and outbuildings within the Hawkesbury Local Government Area. This ties in with the completion of the Slab Barn and Outbuildings Update Study. Projects for minor maintenance/conservation of other heritage items may also be considered as part of this year's program should funding permit.

Between 29 January and 9 March 2025 applications were invited from owners or managers of heritage listed properties for funding assistance.

Whilst funding was offered to successful applicants on a dollar-for-dollar basis (\$1 of grant funding for each \$1 of private funding) consideration has been given to funding projects without a co-contribution from the applicant where the applicant can demonstrate the critical need for preservation of the heritage item, and co-contribution funds are unavailable due to financial hardship.

Council received a total of 24 applications under the program, and with an increased allocation of funding as part of Council's contribution, Council is able to consider approving the highest value funding allocations ever provided under the Hawkesbury Local Heritage Assistance Fund to date.

This report recommends that Council approve financial assistance to a total of nine successful, slab barn focused applications, as detailed in this report.

RECOMMENDATION

That Council:

1. Approve grant funding under Section 356 of the Local Government Act 1993 for each of the following nine successful applicants under the terms of the Local Heritage Assistance Fund 2024/2025.

Heritage Property	Funding
4 Catherine Street, Windsor	\$8,000
26A Buckingham Street, Pitt Town	\$15,000
56 Freemans Reach Road, Freemans Reach	\$20,000
87 Wilberforce Road, Wilberforce	\$15,000

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Heritage Property	Funding
104 Bathurst Street, Pitt Town	\$2,000
117 George Street, Windsor	\$6,000
235 Wilberforce Road, Wilberforce	\$20,000
292 Pitt Town Road, Pitt Town	\$15,000
353 Pitt Town Bottoms Road, Pitt Town	\$20,000

2. Approve execution of an Agreement which includes the provisions for acceptance of the offer of funding and any special conditions relating to each project, including recognition of the grant funding program and the funding contributors.
3. Approve that grant funds (not exceeding the total agreed grant amount) as detailed in this report, will be forwarded to each applicant following pre-agreed staged inspections of the completed work by authorised officers in accordance with the total allocated funding under the Agreement.
4. Council thank the unsuccessful applicants for their applications and advise that funding under the 2025/2026 Local Heritage Assistance Fund will become available should they wish to reapply.
5. Council revise the framework used to assess applications received under the Heritage Assistance Fund to include the additional criteria that was applied to assess the slab barn funding applications in the Local Heritage Assistance Fund 2024/2025.

BACKGROUND

The Hawkesbury Local Heritage Assistance Fund 2024/2025 is jointly funded by Hawkesbury City Council and Heritage NSW. The program recognises the importance of conserving, protecting and caring for heritage listed properties within the Hawkesbury Local Government Area. Effective maintenance/conservation of heritage buildings/properties is the key to ensuring longevity, and well-maintained heritage buildings/ properties retain their originality and heritage significance for longer periods.

The main focus of the Local Heritage Assistance Fund 2024/2025 is to provide funding assistance for the preservation and/or maintenance of Hawkesbury's unique and significant early settlement timber slab barns and outbuildings within the Hawkesbury Local Government Area. This ties in with the completion of the Slab Barn and Outbuildings Update Study. Projects for minor maintenance/conservation of other heritage items may also be considered as part of this year's program should funding permit.

Council has invited applications from owners or managers of local heritage listed properties or properties that have the potential for local or State heritage listing within the Hawkesbury Local Government Area for grant funding assistance under the Local Heritage Assistance Fund 2024/2025.

A pool of grant funds is provided to support the 2024/2025 Local Heritage Assistance Grant Funding program and is to be distributed to projects on a merits-based system of critical need and best outcomes for the preservation of the heritage item.

Whilst funding in the past has been offered to successful applicants on a dollar-for-dollar basis (\$1 of grant funding for each \$1 of private funding) for the 2024/2025 fund consideration was given to funding projects without a co-contribution from the applicant where the applicant demonstrated the critical need for preservation of the heritage item, and co-contribution funds are unavailable due to financial hardship.

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A total of \$100,000 joint funding is budgeted for the 2024/2025 Local Heritage Assistance Fund program which is comprised of \$94,500 from Council, and \$5,500 from Heritage NSW.

In early February 2025 all owners and managers of locally listed properties within the Hawkesbury Local Government Area were advised in writing of the Local Heritage Assistance Fund 2024/2025 and encouraged to apply for funding. Application Forms and Guidelines on how to apply for funding assistance were made available on Council's website during the application period. The letters to property owners and the Application Forms and Guidelines highlighted that the focus for the current round of funding was for Slab Barns, and that projects for minor maintenance/conservation of other heritage items may also be considered as part of this year's program should funding permit.

Any expenditure in excess of the amount granted under the program will need to be met by applicants. It should be noted that the funding is aimed at encouraging maintenance works that do not require formal development approval from Council. This is due to time constraints imposed by Heritage NSW for Council to complete the grant funding program and to ensure critical repairs can be undertaken within the time constraints of the program.

Applications for Funding and Assessment of Applications.

In total, 24 applications were received for funding under the Local Heritage Assistance Fund 2024/2025.

Applications were evaluated by a panel comprised of Council's Senior Heritage Officer and other relevant Council Officers.

Table 1 below summarises the applications received, and the grant funding sought. Works proposed in each application were ranked in relation to their ability to satisfy the key objective of the 2024/2025 funding program - to support critical repairs to historic timber slab barns and outbuildings:

High - Funding for critical repairs to an at-risk historic timber barn or outbuilding.

Medium - Funding for repairs would be desirable but the barn is not in immediate risk of collapse.

Low - Funding for maintenance repairs desirable but not critical to ensure the preservation of the historic timber slab barn or outbuilding.

In relation to non-barn related applications, the following assessment criteria were available for use, where required:

1. Works are critical to the ongoing preservation of the historic fabric item of the item, in the short term.
2. Works are desirable but do not appear as critical as those works identified in Priority 1 from a conservation perspective.
3. Works are potentially desirable but not critical to the ongoing preservation or maintenance of the heritage item. In addition to ranking the priority of proposed works, the following criteria were available for the evaluation on non barn related applications:
 - The eligibility of the subject site and the proposal.
 - The applicant's ability to demonstrate technical and financial responsibility in relation to the project and demonstrated ability to complete the project within six months from the date of funding confirmation.

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- The degree to which the applicant is financially contributing to the project given the limitations of the funding available or demonstrate financial hardship where no co-contribution is proposed.
- Projects of demonstrated heritage value to the community.
- Projects which are highly visible to the public.
- The urgency of repairs required to preserve the heritage item from further deterioration.
- Whether the applicants had received a grant under the Local Heritage Assistance Fund (LHAF) in the previous three years

Table 1: Summary of Applications Under the Local Heritage Assistance Fund 2024/2025

Number	Owners Name and Heritage Listed Property Address	Proposal	Total Project Cost (\$)	Financial Assistance Sought	Applicants Contribution	Evaluation of Suitability of Proposal	Recent LHAF Recipient (Yes/No)
1	Ross and Rachel Laves 4 Catherine Street, Windsor.	Internal bracing of historic town slab barn	\$16,775	\$16,775	Nil	High - critical repairs to rare, mid-19th C. town barn	Yes, but only a limited amount & the applicant has spent thousands of their private funds on the preservation of this barn in recent years.
2	SFB Management P/L 26a Buckingham Street, Pitt Town.	Stabilisation of barn and depending on amount of funding - complete restoration to original appearance	\$126,566	stage 1 - \$86,636 stage 2 - \$39,930 Total (\$126,566)	\$20,000	High - Critical repairs to an at-risk, generally, intact late 19th C. State significant barn.	No
3	Michael and Alexandria Muscat 56 Freemans Reach Road, Freemans Reach.	Initial stabilisation repairs to a rare early 19th C. historic barn.	\$30,000	\$30,000	Nil	High - critical initial repairs to an at-risk rare historic rural barn located adjacent to	No

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Number	Owners Name and Heritage Listed Property Address	Proposal	Total Project Cost (\$)	Financial Assistance Sought	Applicants Contribution	Evaluation of Suitability of Proposal	Recent LHA Recipient (Yes/No)
						the Hawkesbury River.	
4	Carlo and Josene Perri 87 Wilberforce Road, Wilberforce.	To make the slab barn structurally sound as it is currently at risk of collapse	\$20,718	\$20,718	Nil	High - critical stabilisation repairs to an at-risk late 19th C. rural barn located near the Hawkesbury River.	Yes, but unrelated to the barn.
5	Paul and Elizabeth King 104 Bathurst Street, Pitt Town.	Removal of weed overgrowth to heritage cottage and slab barn (former inn)	\$4,000	\$2,000	\$2,000	High - Represents a critical first step in the restoration of this State Significant barn/former inn.	Yes, but unrelated to the barn.
6	Diana Cavicchia 117 George Street, Windsor.	Stabilise the existing timber slab barn behind existing commercial building	\$12,000	\$6,000	\$6,000	High - Represents a critical first step in the restoration of this rare mid 19th C. town barn located in the town centre of Windsor.	Yes, but unrelated to the town barn.
7	James and Mary Mifsud 235 Wilberforce Road, Wilberforce.	Replace damaged rafters, replace ridge board, install shingle battens	\$31,735	\$26,735	\$5,000	High - critical repairs to prevent water ingress into this 19th C. local and	No

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Number	Owners Name and Heritage Listed Property Address	Proposal	Total Project Cost (\$)	Financial Assistance Sought	Applicants Contribution	Evaluation of Suitability of Proposal	Recent LHA Recipient (Yes/No)
		where missing, replace roof covering and ridge capping				State significant rural barn.	
8	Avraham and Dominique Goldstein 292 Pitt Town Rd, Pitt Town.	Stabilise slab barn with hardwood bracing, replace top plate beams, install centre posts.	\$31,104.05	\$31,104.05	Nil	High - critical repairs required to a rare at-risk late 19th C. former blacksmith's barn in Pitt Town.	No
9	Patrick Wong 353 Pitt Town Bottoms Rd, Pitt Town.	Replacement of main roof and annex roof on slab barn and replace corner post that has been damaged by termites.	\$49,351.50	\$40,000	\$9,351	High - Critical repairs to an early 19th C. locally and State significant rural barn.	No
10	Geoff and Lyn Blaauw 26-28 North Street, Windsor.	Removal and replacement of front retaining wall fence.	\$168,864.30	\$84,432.15	\$84,432.15	Unable to be considered due to oversubscription of barn related applications.	No
11	John and Elsie Lyons 112 Lt. Bowen Road, Bowen Mountain.	Restoration of lean-to bedroom structure of converted	\$10,000	No amount requested leaving to Council's discretion.	Not stated	Unable to be considered as it will involve work being undertake	No

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Number	Owners Name and Heritage Listed Property Address	Proposal	Total Project Cost (\$)	Financial Assistance Sought	Applicants Contribution	Evaluation of Suitability of Proposal	Recent LHA Recipient (Yes/No)
		slab stable building.				n by the property owner - not a third party tradesperson.	
12	Stephen and Angela Dye 129 Windsor Street, Richmond.	Remove and replace rusted iron roof on dwelling and lambs tongue verandah.	\$41,085	\$20,000	\$21,085	Unable to be considered due to oversubscription of critical barn related applications.	No
13	Horst Hauser 94 The Terrace, Windsor	Replace damaged sandstone at front door, replace 2 doors and 3 windows, replace barge rafter on rear verandah and repair damage to front verandah.	\$11,500	\$2,000	\$9,500	Unable to be considered due to oversubscription of barn related applications.	Yes
14	John Tebbutt 50 Palmer Street, Windsor.	Repair roof of large observatory that has been damaged and partially collapsed and is now leaking.	\$4,500	\$4,500	Nil	Unable to be considered due to oversubscription of barn related applications.	No
15	Marcello	Replace	\$2,450	\$2,000	\$450	Unable to	Yes

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Number	Owners Name and Heritage Listed Property Address	Proposal	Total Project Cost (\$)	Financial Assistance Sought	Applicants Contribution	Evaluation of Suitability of Proposal	Recent LHA Recipient (Yes/No)
	Araldi 101 Old Bells Line of Road, Kurrajong.	damaged glass in windows.				be considered due to oversubscription of barn related applications.	
16	Robyn Miller and Michael Fryer 816 Grose Vale Road, Grose Vale.	Cleaning, repairing, treating and painting of the roof.	\$12,320	\$6,160	\$6,160	Unable to be considered due to oversubscription of barn related applications.	Yes
17	St Albans Anglican Church 26 Wharf Road, St Albans.	Remove access points to roof structure to prevent bats from entering the building.	\$3,786	\$3,600	\$186	Unable to be considered due to oversubscription of barn related applications.	No
18	Gordon Cormack 2 Little Church Street, Windsor.	Replace rotting verandah post and part of picket fence, prime and paint the new materials.	\$4,235	\$2,117.50	\$2,117.50	Unable to be considered due to oversubscription of barn related applications.	No
19	Mirva and Paul Crinnion 96 Pitt Town Road, McGraths Hill.	Remove old front fence and replace with new materials.	\$10,835	\$5,415	\$5,420	Unable to be considered due to oversubscription of critical barn related	Yes

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Number	Owners Name and Heritage Listed Property Address	Proposal	Total Project Cost (\$)	Financial Assistance Sought	Applicants Contribution	Evaluation of Suitability of Proposal	Recent LHA Recipient (Yes/No)
						applications.	
20	Raman Pillay and Shyla Pillay 4 Bridge Street, Windsor.	Retaining wall repairs.	\$19,800	unclear (stated as \$19,800 which is the same as the total project cost?)	\$19,800	Unable to be considered due to oversubscription of critical barn related applications.	No
21	Kate Stuart 19 Upper Macdonald Road, St Albans.	Undertake maintenance work to the former St. Albans courthouse building as per a successful but not commenced 2020/2021 LHA application.	\$4,220	\$2,000	\$2,200	Unable to be considered due to oversubscription of critical barn related applications.	No
22	Andrew Mitchell 250A Wollombi Road, St Albans	Removal and replacement of front dormer windows.	\$9,000	\$3,000	\$6,000	Unable to be considered due to oversubscription of critical barn related applications.	No.
23	Lambert and Deborah Van Opynen 484 George Street,	Replacement of leaky roof.	\$24,629.00	unclear	unclear	Unable to be considered due to oversubscription of critical barn related	

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Number	Owners Name and Heritage Listed Property Address	Proposal	Total Project Cost (\$)	Financial Assistance Sought	Applicants Contribution	Evaluation of Suitability of Proposal	Recent LHA Recipient (Yes/No)
	South Windsor.					application s.	
24	Craig and Sharon Nancarrow 21 Fairfield Avenue, Windsor.	Restoration of elaborate two storey iron work to Fairfield House	\$50,000 (Expected final project cost - iron work restoration)	\$3,000	\$38,000 (Current project cost - iron work restoration)	Unable to be considered due to oversubscription of critical barn related applications.	Yes

Following this process, given the stated focus for the 2024/2025 Local Heritage Assistance Fund, the assessment panel determined that nine barn related repair projects should be supported under this program as they involve supporting repairs that will ensure the ongoing preservation of these at-risk historic structures. These nine projects are included within the recommendation of this report.

In terms of the unsuccessful applicants, it is recommended that Council thank these applicants for their applications and advise that funding under the 2025/2026 Local Heritage Assistance Fund will become available should they wish to reapply.

Implementation

Subject to endorsement by Council, all applicants will be advised in writing of the outcome of their application. Successful applicants will be required to enter into an Agreement with Council which includes provisions for acceptance of the offer of funding, permission to commence work, time limits, claims for payment, and any special conditions relating to the project. The successful applicant is also required to display a sign provided by Council on the front boundary of the property that highlights the grant funding program and the funding contributors.

Upon the completion of pre-agreed stages of the work inspections will be carried out by Council Officers and Council's Heritage Advisor to ensure that the work has been carried out in accordance with the Agreement. Upon satisfactory completion of the staged works, and approval of Council's Heritage Advisor and Council Officers, the approved grant amounts (not exceeding the total agreed amount) will be forwarded to the applicant.

Relevant Legislation

Local Government Act 1993.

DISCUSSION

The special character of the Hawkesbury derives from its unique historical background and the expression of this background in its interrelationship of buildings and places of heritage significance, their settings and landscapes. These irreplaceable and precious heritage items not only provide a window into the past, but also add character, appeal and interest to the Hawkesbury area. Therefore, Council is continuing in its leadership role in protecting and conserving Hawkesbury's heritage,

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promoting and encouraging the Community's participation and interest in heritage conservation and protection of significant and unique heritage items within the Hawkesbury Local Government Area.

Prioritising the allocation of funding under the Local Heritage Assistance Fund 2024/2025 will provide assistance for the preservation and/or maintenance of Hawkesbury's unique and significant early settlement timber slab barns and outbuildings within the Hawkesbury Local Government Area.

Continuing with the Local Heritage Assistance Fund program in future years is a key to promoting and supporting the Hawkesbury's heritage and making the Community aware of the importance of heritage conservation.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

The Local Heritage Assistance Fund 2024/2025 is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan 2022-2042.

Protect Environment and Valued History

2.1 Value, protect and enhance our historic built environment as well as our relationships to Aboriginal and non-Aboriginal history

Conformance to Heritage Strategy

Funding for Minor Improvements/Conservation works to heritage listed properties within the Hawkesbury Local Government Area and the implementation of the Fund is consistent with Recommendation 5 Introduce a local heritage fund to provide small grants to encourage local heritage projects of the Hawkesbury Heritage Strategy 2024-2027.

FINANCIAL IMPACT

A total of \$100,000 joint funding is budgeted for the 2024/2025 Local Heritage Assistance Fund program which is comprised of \$94,500 from Council, and \$5,500 from NSW Heritage.

The grant applications received and recommended to be supported through assessment under the 2024/2025 Local Heritage Assistance Fund program have a combined total of \$121,000. It is noted that as per previous years programs that a number of successful applicants do not proceed with the works for various reasons. Should the \$21,000 additional funding be required to fund the applications in full that this is a minor budgetary shortfall, the cost of which can be met through an adjustment of budgeted funding allocated to alternate heritage programs within the Branch.

RISK MANAGEMENT CONSIDERATIONS

Provision of increased funding under the Local Heritage Assistance Fund 2024/2025 assists owners of heritage properties, and in particular owners of heritage slab barns to ensure maintenance works are able to be undertaken to ensure the items survival.

ATTACHMENTS

There are no supporting documents for this report.

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10.3.2. CP - 2024/2025 Community Sponsorship Program - Round 2 – (95498, 96328)

Previous Item: 10.3.1 Ordinary (10 December 2024)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to advise Council of applications received for financial assistance under Round 2 of the 2024/2025 Community Sponsorship Program. The applications received under Round 2 of the Program have been scored against the assessment criteria in the Community Sponsorship Strategy.

The report provides Council with the outcome of the assessment of applications and makes a recommendation based on this assessment as to what applications meet the funding criteria and therefore should receive funding under the Community Sponsorship Program.

EXECUTIVE SUMMARY

Applications under Round 2 of the 2024/2025 Community Sponsorship Program have now closed, with 25 applications for sponsorship received.

The applications received under Round 2 of the Program have been assessed in accordance with the assessment criteria in the Community Sponsorship Strategy. This report provides details of each application and the assessment of each application against the criteria within the Community Sponsorship Strategy. It is recommended all of the 25 applications received for sponsorship meet the funding criteria and therefore are recommended for funding under Round 2 of the 2024/2025 Community Sponsorship Program.

RECOMMENDATION

That Council:

1. Approve payments for Section 356 Financial Assistance to the individuals and organisations listed in this report and at the level of funding recommended in this report.
2. Approve the execution of Council's standard Sponsorship Agreement for those applications where the approved level of funding is over \$500.

BACKGROUND

Community Sponsorship Program Round 2- 2024/2025

The Community Sponsorship Program (the Program) provides the opportunity for community groups and individuals to seek financial assistance from Council. The Program provides three categories for financial assistance:

- a) Participation: funding to enable the participation of residents who have been selected to represent their community in regional, national or international sporting and cultural events (\$150 per individual or \$750 for a team of five or more).
- b) Access to Facilities: funding to subsidise half (50%) of the cost of hiring a Council or community facility (to a maximum Council contribution of \$750).

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- c) Building a Connected, Healthy, Inclusive and Resilient Hawkesbury: funding to the cost of an activity or project which will assist the community to come together to plan and deliver activities that support a connected, healthy, and resilient Hawkesbury (up to \$3,000).

In accordance with the schedule for funding rounds within the 2024/2025 Community Sponsorship Program, Round 2 of the Program closed on 31 March 2025. Promotion of the Community Sponsorship Program was undertaken through:

- Online on Council's website, Facebook page, and Hawkesbury e-News
- At network and interagency meetings including Hawkesbury Connect, Hawkesbury Youth Interagency
- Direct face to face and online updates.

DISCUSSION

Assessment of Round 2 - 2024/2025 Applications

In total, 25 applications are presented for Council's consideration under Round 2 of the 2024/2025 Community Sponsorship Program. Of these applications, 22 relate to financial assistance under the Participation Category and three applications relate to financial assistance under the Building a Connected, Healthy, Inclusive and Resilient Hawkesbury Category. There were no applications under the Access to Facilities Category.

The following tables summarise the applications received and the proposed level of financial assistance to be granted.

Participation Category

There were 22 applications for the Participation Category. This Category provides for Council to contribute \$150 per individual or \$750 per team of five or more who have been selected to represent their community in regional, state, national or international sporting competition or cultural event.

Where applicants have not given consent to Council to publish names, names have been withheld from the table below.

Applicant	Proposal	Recommended Amount
Applicant 1	US Open World Martial Arts Championship	\$150
Applicant 2	US Open World Martial Arts Championship	\$150
Applicant 3	NSW Oztag State Cup	\$150
Applicant 4	NSW Junior Oztag State Cup	\$150
Applicant 5	World Dragon Boating Championships	\$150
Adam Jordan	Oceania Junior Cup 2025 Motorcycling Australia	\$150
Alexander Dennett	2025 Australian Athletics Championships	\$150
Amity Keane	Junior Nationals Indoor Netball Australia 2025	\$150
Elizabeth Ryland	Junior Nationals Indoor Netball Australia 2025	\$150
Hallie Deguara	Junior Nationals Indoor Netball Australia 2025	\$150
Hunter McAdam	Australian Youth Baseball Championship	\$150
Isabelle Kelleher	Junior Nationals Indoor Netball Australia 2025	\$150
Jacqueline Ryland	Junior Nationals Indoor Netball Australia 2025	\$150

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Applicant	Proposal	Recommended Amount
Levi Bowman	US Open World Martial Arts Championship	\$150
Rubie Bowman	Off Centre Dance Cruise	\$150
Mia Perrett	US Open World Martial Arts Championship	\$150
Penelope Woodhouse	Junior Nationals Indoor Netball Australia 2025	\$150
Porsha Woodhouse	Junior Nationals Indoor Netball Australia 2025	\$150
Ryan Talbot	Cooper Finlay Cup - Cricket	\$150
Seth Schryver	National Clubs Carnival - Gymnastics	\$150
Maisie Mitchell	Australian Track and Field Athletics Championships	\$150
Tamara Davies	Australian Track and Field Athletics Championships	\$150
Total		\$3,300

Access Category

There were no applications received under this Category. The Community Sponsorship Strategy provides for Council to subsidise half (50%) of the cost of hiring a Council or community facility, with a maximum Council contribution of \$750.

Building a Connected, Healthy, Inclusive and Resilient Hawkesbury Category

A total of three applications were received under this Category. The Community Sponsorship Strategy provides for Council to fund the cost of an activity or project which will assist the community to come together to plan and deliver activities that support a connected, healthy, inclusive and resilient Hawkesbury, with a maximum contribution of \$3,000.

Applicant	Proposal	Score on Matrix	Requested Amount	Recommended Amount
Bligh Park Community Services Inc	Funding for the annual Halloween Event at Tiningi Hall, Bligh Park. This is a free community event, showcasing local artists with a Halloween art display, and utilising local small businesses for supplies, food trucks and market stalls. The event will instil the community connectedness and inclusivity of the Hawkesbury.	31	\$3,000	\$3,000
Mad Mob Aboriginal Corporation	Funding to contribute towards the cost of the annual combined Hawkesbury Community National Day of Healing Ceremony. This day allows the Hawkesbury community to come together with open hearts and minds, to allow healing and provide a safe place for people to share their stories, thoughts and feelings.	38	\$800	\$800
St Albans School of the	Funding for weekly exercise classes at the St Albans School of Arts. The fitness and	33	\$3,000	\$3,000

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Applicant	Proposal	Score on Matrix	Requested Amount	Recommended Amount
Arts	wellness activities support physical and mental health, as well as fostering a sense of community spirit.			

The analysis of each application under this Category against the Assessment Criteria Matrix is attached as Attachment 1 to this report - it is noted that the maximum score possible under the Matrix for each application is 52. As noted in the Community Sponsorship Strategy, an applicant is deemed eligible for consideration by Council for sponsorship if the applicant received a score of 30 or more.

All applications are recommended to be supported.

The following table outlines the total recommended amounts for each category, and overall.

Category	Amount
Participation	\$3,300
Access to Facilities	\$0
Building a Connected, Healthy, Inclusive and Resilient Hawkesbury	\$6,800
Total Recommended Under Round 2	\$10,100

Policy considerations

The primary reference document relevant to Council's decision in relation to Round 2 of the 2024/2025 Community Sponsorship Program is the Community Sponsorship Strategy. The process to assess applications and the recommendations contained within this report are consistent with the adopted Community Sponsorship Strategy.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

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

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

1.6 Build on a sense of community and wellbeing.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications.

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The expenditure applicable is provided for in the Adopted 2024/2025 Operational Plan, which makes provision for a budget of \$34,149. From this budget the following amounts have been allocated

- \$2,902 to a Round 3 application to the Community Sponsorship Program 2023/2024 (funded out of the 2024/2025 budget)
- \$16,241 in Round 1 of the Community Sponsorship Program 2024/2025

Should Council resolve to fund Round 3 of the Community Sponsorship Program 2024/2025 applications as recommended in this report, to the total of \$10,100, there will be \$4,863 for Round 3.

RISK MANAGEMENT CONSIDERATIONS

If a decision is made not to award funding through the Community Sponsorship Program to applicants there could be a medium reputational risk to Council. It is reasonable for sponsorship to not be granted to applicants, if the application does not score high enough on the Assessment Criteria. Staff maintain fairness and equity when marking the Assessment Criteria and all applications are considered by the same staff, in the same meeting. This is to ensure fairness across all applications.

ATTACHMENTS

AT - 1 Analysis of Applications – Round 2 – 2024/2025 Community Sponsorship Program

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Attachment 1 - Analysis of Applications Round 2 2024 2025 Community Sponsorship Program

Assessment Criteria Matrix

Applicant: Bligh Park Community Services Inc

Sponsored Activity: Funding for the annual Halloween Event at Tiningi Hall, Bligh Park. This is a free community event, showcasing local artists with a Halloween art display, and utilising local small businesses for supplies, food trucks and market stalls. The event will instil the community connectedness and inclusivity of the Hawkesbury.

Funding Requested: \$3,000

Recommended for sponsorship.

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	1
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	0
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	3
	Supports community leadership and builds community resilience	No Yes	0 2	0
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	0
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	0
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	0
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	2
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	2
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021	No Yes	0 2	0
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	0

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
Community Strategic Plan (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	2
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	1
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	1
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	1
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	1
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	1
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	0
	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	1
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
Finance and Governance	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	0
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	1
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	1
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2
Total Score				31

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Assessment Criteria Matrix

Applicant: Mad Mob Aboriginal Corporation

Sponsored Activity: Funding for refreshments at the annual Combined Hawkesbury Community National Day of Healing Ceremony. This day allows the Hawkesbury community to come together with open hearts and minds, to allow healing and provide a safe place for people to share their stories, thoughts and feelings.

Funding Requested: \$800

Recommended for sponsorship.

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	1
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	1
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	3
	Supports community leadership and builds community resilience	No Yes	0 2	2
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	0
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	0
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	0
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	2
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	2
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021	No Yes	0 2	0
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	0

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
Community Strategic Plan (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	3
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	1
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	0
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	1
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	1
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	1
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	0
	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	1
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
Finance and Governance	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	2
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	3
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	1
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2
Total Score				38

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Assessment Criteria Matrix

Applicant: St Albans School of the Arts

Sponsored Activity: Funding for weekly exercise classes at the St Albans School of Arts. The fitness and wellness activities support physical and mental health, as well as fostering a sense of community spirit.

Funding Requested: \$3,000

Recommended for sponsorship.

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	1
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	0
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	2
	Supports community leadership and builds community resilience	No Yes	0 2	2
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	0
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	0
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	0
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	2
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	2
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021	No Yes	0 2	0
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	0

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
Community Strategic Plan (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	2
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	1
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	1
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	1
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	1
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	1
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	0
	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	1
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
Finance and Governance	Activity grounded in authentic community consultation	No Yes	0 2	0
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	2
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	3
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	0
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2
Total Score				33

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10.4. CORPORATE SERVICES

10.4.1. CS - March 2025 Quarterly Budget Review Statement – (95496, 96332)

Previous Item: 10.4.1 Ordinary (18 February 2025)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to inform Council of its financial position as at 31 March 2025 and to seek adoption of proposed changes required to the Budget within the Adopted 2024/2025 Operational Plan.

EXECUTIVE SUMMARY

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

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

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

The Quarterly Budget Review Statement – March 2025 (the Statement) recommends budget adjustments that result in an overall balanced adjustment for the Quarter.

RECOMMENDATION

That Council receive the information contained in this report regarding the March 2025 Quarterly Budget Review, and that the Budget adjustments, as summarised in the report and detailed in Attachment 1 to the report, be adopted.

BACKGROUND

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

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

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The Quarterly Budget Review Statement is the mechanism stipulated by the Local Government (General) Regulation 2021 for councils to revise the adopted Operational Plan for the year to reflect the actual financial performance as at the end of each quarter and projected to the end of the financial year. This review ensures Council's Budget remains current and relevant throughout the financial year and provides early indication of progress in achieving financial targets.

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

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

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

Relevant Legislation

Local Government Act, 1993

Local Government (General) Regulation, 2021

DISCUSSION

1. Favourable Adjustments:

- *Council's Investment Portfolio Interest (\$172K)* – Interest rates obtained for investments during the financial year are higher than projected at the time of developing the 2024/2025 Original Budget. Additionally, the value of the Portfolio has remained stable due to changes in the timing of project delivery and the high level of grant income received.
- *Sale of Public Works Plant (\$201K)* – Timing associated with the sale of Council public works plant has resulted in a favourable budget adjustment. The budget for the sale income was included in the prior financial year with the actual sale occurring in 2024/2025.
- *Companion Animal Shelter Impounding Income (\$148K)* – With the Companion Animal Shelter continuing to operate at capacity, the impounding income from both Cumberland and Penrith Councils is exceeding budget estimates by \$48K and \$100K, respectively.
- *Aquatic and Fitness Centre Annual Subsidy (\$150K)* – The projected year-end financial position regarding the operation of the Hawkesbury Oasis Aquatic and Fitness Centre is expected to see a reduction in the profit share and/or deficit payable to the operators of the Centre.
- *Property Lease Rental Income (\$39K)* – Council's rental properties are performing well with a reduction in vacancy periods compared to the projections in the Original Budget. This is a positive outcome with existing tenants renewing their leases and a proactive leasing effort leading to higher occupancy rates.

2. Unfavourable Adjustments:

- *Workers Compensation Claims and Case Management Expenses (\$160K)* – A number of long term workers compensation matters have been settled and finalised within the current financial year, with the corresponding case management fees exceeding budget estimates.

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- *Regulatory Inspection Program (\$88K)* – As Council's on-site sewage management system inspection program is up to date, there is a reduced need for reinspection, resulting in the forecast income not being realised. The food premises inspection program has not met target due to staff vacancies. This inspection program will be accelerated in an attempt to meet forecast service levels by the end of the financial year.
- *Development Assessment Income (\$90K)* – Current market pressures continue to contribute to the decrease in subdivision and complying development income.
- *Revaluation of Heritage Assets (\$34K)* – A comprehensive external revaluation of Council's Heritage Assets will be undertaken in the 2024/2025 financial year. This includes all artworks, Museum artifacts, including those from the Windsor Bridge project and other heritage assets.
- *Companion Animal Shelter Operating Expenses (\$120K)* – The Companion Animal Shelter is continuing to operate at capacity. This has resulted in an increased use of casual labour with veterinary expenses, vaccines and dog and cat food expenditure exceeding the current estimates.

3. Adjustments with No Bottom-Line Impact

- *Multi Year Reserve Adjustments (\$554K)* - A number of internal adjustments within Council's Multi Year Reserve have been included in this Quarterly Review to ensure that various project scope changes and contract variations can be funded. The Tizzana Road Drainage Renewal project has been completed under budget and the remaining funding from this project will be redirected to the Hawkesbury Central Library Technology Hub (\$30K) and the new Deerubbin Park Amenities (\$100K). With the completion of the 2023/2024 Road Reseals Program, \$424K in available funding will be disbursed to the following projects:
 - Footpath Renewal Program \$200K
 - Administration Building Refurbishment \$149K
 - Council Standard Design and Specifications \$75K
- *Infrastructure Borrowing Reserve Adjustments (\$561K)* - Following the awarding of the tender for the Greens Road Sealing project, it is anticipated that after allowing for contingency and other project cost, there will be savings of \$80K within the Infrastructure Borrowings Reserve, that can be redirected to works being undertaken at Colbee Park. In addition, a portion of the completed 2023/2024 Road Reseals Program was also to be funded from the Infrastructure Borrowings Reserve. The following projects will have a combined total of \$481K reallocated from the completed Program to address a number of funding shortfalls:
 - Macquarie Park Improvements \$313K
 - Waste Collections Depot and Storage \$82K
 - Wilberforce Playspace Design \$65K
 - Jack Gow Memorial Park Upgrade \$21K

4. Grants – Additional Works and Programs - \$400K

Adjustments relating to grant funding successfully secured by Council, and adjustments in relation to the expected timing of delivery of the grant funded projects are included in this Quarterly Budget Review Statement. These adjustments have a nil effect on the Budget position, as amounts included

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for income have a corresponding amount for expenditure. The securing of grant funding assists Council to undertake works otherwise not funded through Council's available funds.

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

Approved grant funding is outlined below:

- *Waste and Sustainable Material (WASM) Litter Prevention Program (\$400K)* – Council has received funding from the NSW Environment Protection Authority to implement the initiatives developed as part of the Litter Prevention Strategy. This includes a focus on embedding litter prevention through the Integrated Planning and Reporting (IP&R) framework. By implementing robust monitoring and evaluation processes, Council will be able to assess its progress towards achieving identified targets, in addition to activating and empowering the community and businesses to take litter prevention.

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

- Deerubbin Park New Amenities - \$52K
- Western Sydney Infrastructure Grants Program - \$3.5M
- Bligh Park Playground - \$50K
- Repair and Upgrade Sporting Facilities - \$130K
- Liveability Works (projected spend before deadline) - \$2.6M
- Disaster Recovery Road Rehabilitation Works - \$4.1M

5. Reserve Funded Adjustments

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

S.7.11 Reserves

- Extractive Industries – increase Reserve - adjusted for contributions received - \$109K

S.7.12 Reserve

- Increase Reserve – timing of works Bligh Park Playground - \$50K
- Increase Reserve – timing of works Kurrajong-Kurmond Cycleway - \$10K

Infrastructure Borrowings Program Reserve

- Increase Reserve – Principal loan repayment on Borrowings (accrual based) - \$629K

Multi-Year Reserve

- Increase Reserve – timing of replacement of leaseback vehicles - \$460K

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- Increase Reserve – residual funds from the sale of 7 Fernadell Drive - \$46K
- Increase Reserve – timing of works Signage Program (Council contribution to WSIG) - \$43K
- Increase Reserve – timing of works 22 Price Lane, Agnes Banks Drainage - \$69K
- Decrease Reserve – McMahon Park Improvements Stage 2 - \$40K

Domestic Waste Management Reserve

- Increase Reserve – deferral of the replacement of Plant 136 - \$563K
- Decrease Reserve – Waste Collections Depot and Storage - \$390K
- Decrease Reserve – increase in disposal of orphan waste - \$57K

Information Technology Reserve

- Increase Reserve – CiA Live Property and Rating transition - \$50K
- Decrease Reserve – Cyber Security - \$10K

Insurance Reserve

- Decrease Reserve – Windsor River Users Hub Design - \$300K

Land Acquisition and Capital Contingency Reserve

- Decrease Reserve – acquisition Costs for Road Reserve Realignments - \$20K

Waste Management Facility Reserve (total adjustments decrease reserve by \$229K)

- Increase Reserve – reduction in the use of External Plant Hire - \$50K
- Increase Reserve – revised contractor charges for Material Processing - \$100K
- Increase Reserve – revised charges for Timber and Greenwaste Recycling - \$50K
- Increase Reserve – upgrade of IT Equipment deferred - \$90K
- Decrease Reserve – other Waste Disposal income - \$93K
- Decrease Reserve – revised disposal costs for Bulky Waste - \$68K
- Decrease Reserve – increase in Consultancy Fees (post closure, leachate etc) - \$100K
- Decrease Reserve – installation of two wells at East Kurrajong - \$35K

Sewer Reserve (total adjustments decrease reserve by \$326K)

- Increase Reserve – deferral of Leaseback purchase - \$55K
- Increase Reserve – deferral of Upgrade to Pump Station 'I' - \$73K
- Increase Reserve – deferral of Upgrade to Pump Station J - \$457K

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- Increase Reserve – deferral of Upgrade to Pump Station K - \$228K
- Increase Reserve – completion of Pump Station 'L' Access Road - \$43K
- Decrease Reserve – reactive Capital South Windsor - \$37K
- Decrease Reserve – Sewer Loan interest adjustment - \$432K
- Decrease Reserve – recycled Water maintenance - \$44K
- Decrease Reserve – Nutrient Offset Works - \$68K
- Decrease Reserve – increase in preventative Plant and Equipment maintenance - \$175K
- Decrease Reserve – increase in Treatment Works Operating Expenses - \$50K
- Decrease Reserve – increase in Pumping Stations M&R - \$120K
- Decrease Reserve – increase in sillage disposal from McGraths Hill Wetlands - \$163K

6. Staff Establishment

As reported to Council at its Ordinary Meeting 18 February 2025, Council's staffing numbers in terms of Full Time Equivalents (FTE) as at 31 December 2024 was 369.42. There has been a decrease of 1.65 to 367.77 as at 31 March 2025 as a number of temporary and grant funded positions concluded.

The following positions have had an increase in the FTE:

- 0.5 FTE Floodplain Management Officer (grant funds extended)
- 1.0 FTE Operational Supervisor - Trees
- 0.6 FTE Risk and Compliance Officer
- 0.8 FTE Governance Officer

The following position have had a decrease in the FTE:

- 0.45 FTE Civil Engineer Internship - Infrastructure Recovery (temporary position)
- 1.0 FTE Communications Officer - Infrastructure Recovery (temporary position)
- 0.4 FTE Community Recovery Support Officer – Community Hubs (grant funded position)
- 0.5 FTE Development Assessment Support Officer (grant funded position)
- 1.0 FTE Intermediate Plant Operator – Parks/Street Cleaner
- 1.0 FTE Senior Governance Officer
- 0.2 FTE Administration Support Officer

The following position has been retitled:

- Economic Development Officer retitled to Industry and Place Activation Officer

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

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. If adopted, the budget proposed will be added to the current 2024/2025 Budget.

Performance against Financial Sustainability Benchmarks

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

Financial Sustainability Ratio	Benchmark	Original Budget 2024/2025	Amended Budget 24/25 after Carry Overs & Sep, Dec 2024 QBRS	Proposed Budget 24/25 after March 2025 QBRS
Operating Performance	>= 0	0.33	0.25	0.29
Own Source Revenue	> 60%	43.3%	44.9%	43.7%
Asset Renewal	> 100%	416.6%	501.5%	506.1%
Infrastructure Backlog	< 2%	9.31%	7.5%	4.3%
Asset Maintenance	> 100%	100.5%	168.9%	167.3%
Debt Service	0% - 20%	2.9%	3.07%	2.9%

As shown above, the Own Source Revenue Ratio was projected to be 43.3% when developing the Original Budget. The Ratio has marginally increased, however, still does not meet the benchmark. This continues to be due to the level of grant funding received, mostly relating to flood restoration works. This is a temporary issue and will resolve once the flood restoration works have been completed and acquitted.

The Infrastructure Backlog Ratio was projected to be 9.31% when developing the Original Budget. The Ratio was calculated, at that time, using the value of the unfunded infrastructure backlog. The Infrastructure Backlog Ratio as at the end of March 2025 has significantly improved as the calculation has been based on the actual current backlog as determined by Council's Assets Team. It is

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anticipated that the Ratio will improve further as renewal works continue in line with grant funding received.

RISK MANAGEMENT CONSIDERATIONS

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

ATTACHMENTS

AT - 1 The Quarterly Budget Review Statement – March 2025 - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

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10.4.2. CS - Investment Report - March 2025 - (95496, 96332)

Previous Item: 4.4.6 Ordinary (14 May 2024)

Directorate: Corporate Services

PURPOSE OF THE REPORT

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

EXECUTIVE SUMMARY

This report indicates that Council held \$109.9 million in investments as at 31 March 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 March 2025 be received and noted.

BACKGROUND

Council held \$109.9 million in investments as at 31 March 2025. Details on the composition of the Investment Portfolio, and its compliance with Council's Investment Policy are provided below. Details include the financial institutions with which the investments were made, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, the percentage of the total portfolio, exposure to credit ratings bands and the spread of maturities.

1. Composition of Investment Portfolio

Tables 1 to 4 below provide details regarding the \$109.9 million in investments as at 31 March 2025.

Table 1: Summary of Council's Investment Portfolio as at 31 March 2025

Product Type	Face Value	% of Total
Term Deposits - Fixed Rate	\$93,000,000	85%
Floating Rate Notes	\$4,850,000	4%
NSW TCorp Long Term Growth Fund	\$1,150,945	1%
At Call Deposits	\$10,900,487	10%
Grand Total	\$109,901,432	100%

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

Long Term Credit Rating	Face Value	% of Total
AA	\$83,400,487	76%
A	\$24,350,000	22%

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Long Term Credit Rating	Face Value	% of Total
BBB	\$1,000,000	1%
NSW TCorp Long Term Growth Fund	\$1,150,945	1%
Grand Total	\$109,901,432	100%

Table 3 – Fixed Term Deposits

Financial Institution	Long Term Rating	Maturity Date	Interest Date	Face Value
Bendigo Adelaide	A-	21-May-25	5.10%	\$2,000,000
		20-Aug-25	5.15%	\$2,000,000
Bank of Queensland	BB+	9-Jul-25	5.18%	\$2,000,000
		30-Mar-28	4.80%	\$1,000,000
National Australia Bank	A1+	10-Apr-25	5.40%	\$2,000,000
		24-Apr-25	5.30%	\$2,000,000
		24-Apr-25	5.05%	\$1,500,000
		7-May-25	5.30%	\$3,000,000
		7-May-25	5.10%	\$1,000,000
		7-May-25	5.00%	\$4,000,000
		25-Jun-25	5.50%	\$1,500,000
		25-Jun-25	5.45%	\$1,500,000
		9-Jul-25	5.10%	\$2,000,000
		13-Aug-25	5.10%	\$2,000,000
		17-Sept-25	4.75%	\$1,000,000
		10-Dec-25	5.00%	\$1,000,000
		7-Jan-26	4.90%	\$3,000,000
		21-Jan-26	4.80%	\$3,000,000
		4-Feb-26	4.80%	\$3,000,000
Rabobank	A2	15-Oct-25	5.15%	\$2,000,000
		29-Oct-25	5.15%	\$2,000,000
		29-Oct-25	4.95%	\$2,000,000
		20-Nov-25	5.16%	\$2,000,000
		20-Nov-25	4.95%	\$2,000,000
		3-Dec-25	5.14%	\$2,000,000
		25-Feb-26	4.85%	\$2,000,000
Suncorp	A1+	24-Apr-25	5.05%	\$3,500,000
		11-Jun-25	5.07%	\$2,000,000
		11-Jun-25	5.12%	\$1,000,000
		09-Jul-25	5.07%	\$2,000,000
		23-Jul-25	5.07%	\$2,000,000
		23-Jul-25	5.12%	\$2,000,000
		17-Sep-25	5.12%	\$1,000,000
		17-Sep-25	5.12%	\$2,000,000
		15-Oct-25	4.80%	\$3,000,000

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Financial Institution	Long Term Rating	Maturity Date	Interest Date	Face Value
		29-Oct-25	4.80%	\$3,000,000
		29-Oct-25	4.80%	\$500,000
		12-Nov-25	5.00%	\$2,000,000
		12-Nov-25	4.80%	\$2,000,000
		3-Dec-25	4.80%	\$2,000,000
		10-Dec-25	4.80%	\$4,000,000
		7-Jan-26	5.00%	\$1,500,000
Westpac	AA-	10-Apr-25	5.07%	\$4,000,000
		24-Apr-25	5.17%	\$1,000,000
		15-Oct-25	4.74%	\$2,000,000
			Grand Total	\$93,000,000

Table 4: Floating Rate Notes

Institution	Maturity	Yield	Face Value
Macquarie Bank	14-Sep-26	5.11%	\$800,000
Suncorp	13-Mar-29	5.30%	\$500,000
Bank of Queensland	30-Apr-29	5.54%	\$2,050,000
Bendigo Adelaide	14-May-27	5.18%	\$500,000
AMP	13-Sep-27	5.52%	\$1,000,000
		Grand Total	\$4,850,000

2. Environmental, Social and Governance (ESG) Investment

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

Table 5: ESG Investments

Institution	Maturity	Rate	Face Value
AMP	13-Sept-27	5.73%	\$1,000,000
Bank of Queensland	9-Jul-25	5.18%	\$2,000,000
	30-Mar-28	4.80%	\$1,000,000
	30-Apr-29	5.54%	\$2,050,000
Bendigo Adelaide	21-May-25	5.10%	\$2,000,000
	20-Aug-25	5.15%	\$2,000,000
	14-May-27	5.18%	\$500,000
Rabobank	15-Oct-25	5.15%	\$2,000,000
	29-Oct-25	5.15%	\$2,000,000
	29-Oct-25	4.95%	\$2,000,000
	20-Nov-25	5.16%	\$2,000,000
	20-Nov-25	4.95%	\$2,000,000
	3-Dec-25	5.14%	\$2,000,000

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Institution	Maturity	Rate	Face Value
	25-Feb-26	4.85%	\$2,000,000
Suncorp	24-Apr-25	5.05%	\$3,500,000
	11-Jun-25	5.07%	\$2,000,000
	11-Jun-25	5.12%	\$1,000,000
	9-Jul-25	5.07%	\$2,000,000
	23-Jul-25	5.07%	\$2,000,000
	23-Jul-25	5.12%	\$2,000,000
	17-Sep-25	5.12%	\$1,000,000
	17-Sep-25	5.12%	\$2,000,000
	15-Oct-25	4.80%	\$3,000,000
	29-Oct-25	4.80%	\$3,000,000
	29-Oct-25	4.80%	\$500,000
	12-Nov-25	5.00%	\$2,000,000
	12-Nov-25	4.80%	\$2,000,000
	3-Dec-25	4.80%	\$2,000,000
	10-Dec-25	4.80%	\$4,000,000
	7-Jan-26	5.00%	\$1,500,000
	13-Mar-29	5.30%	\$500,000
Westpac	10-Apr-25	5.07%	\$4,000,000
		Grand Total	\$62,550,000

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

Product Type	Face Value	% of Total
Non Fossil Fuel Lending ADIs	\$58,550,000	53%
- AMP	\$1,000,000	
- Bank of Queensland	\$5,050,000	
- Bendigo Adelaide	\$4,500,000	
- Rabobank Australia	\$14,000,000	
- Suncorp Bank	\$34,000,000	
Socially Responsible Investment	\$4,000,000	4%
- Westpac	\$4,000,000	
Fossil Fuel Lending ADIs	\$46,200,487	42%
- Commonwealth Bank	\$10,900,487	
- Macquarie Bank	\$800,000	
- National Australia Bank	\$31,500,000	
- Westpac	\$3,000,000	
Other	\$1,150,945	1%
- NSW TCorp Long Term Growth Fund	\$1,150,945	
Grand Total	\$109,901,432	100%

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3. Compliance to Investment Policy

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

Table 7: Exposure Limits to credit ratings bands

Long-Term Credit Rating	% of Portfolio	Policy Maximum	Compliant with Policy
AA	76%	100%	Yes
A	22%	60%	Yes
BBB	1%	50%	Yes
NSW TCorp Funds	1%	20%	Yes

Table 8: Term to Maturity

Term to Maturity	% of Portfolio	Policy Range	Compliant with Policy
Between 0 and 1 years	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 9 below.

Table 9: Portfolio Return

31 March 2025	Monthly Return (Annualised)	Financial Year to Date (Annualised)
Hawkesbury City Council – Investment Portfolio	5.01%	4.87%
Benchmark – Bloomberg Ausbond Bank Bill Index	4.16%	4.47%
Performance Relative to Benchmark	0.85%	0.40%

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.

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DISCUSSION

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

Council's investment portfolio returned 5.01%pa for the month versus the bank bill index benchmark's 4.16%pa return. Over the past 12 months, the investment portfolio has returned 4.78% versus the bank bill index benchmark's 4.46%.

The NSW TCorp Long Term Growth Fund recorded a decline of -2.20% (actual), which impacted the overall return of the portfolio. The fund's performance reflected the pullback in the US and Australian share markets during the month due to concerns of a growing tariff-focused global trade war and a slowing US economy.

Without marked-to-market influences, Council's investment portfolio yielded 5.08%pa for March. 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 March, Council had maturities of \$7.5m among three NAB term deposits with original terms of 7 and 9 (x2) months with an average yield of 5.34%pa. Council invested \$14.5m across six Suncorp term deposits with maturities between 7 and 9 months yielding an average of 4.80%pa, which is reflective of the drop in rates over the past few months.

Council has \$14m in term deposits maturing in April. Looking forward the following is recommended for consideration over the coming month:

- Term Deposit rates have fallen off sharply the past several months, initially due to speculation of future RBA rate cuts and now accompanied by fears of a global economic slowdown driven by the expansive US tariff policy.*
- Consequently, it is expected that rates will continue to decrease over the coming month(s). For near-term cashflow requirements, focus on the 6-8 month range if possible. Levels in the mid-4.60s to mid-4.70s range can currently be achieved in this area using a combination of Bank of Queensland, Suncorp and Rabobank.*
- Some banks are offering rates in the 3-5 month area at levels inline with those of longer terms. These are good if you know you will need to use the proceeds upon maturity, otherwise reinvestment risk in these terms are high, i.e. having to reinvest at lower rates when a deposit matures. Therefore, avoid terms less than 6 months unless lining up the proceeds to be used for specific expenditures.*
- While long term rates (= 12 months) have dropped off sharply, margins on new floating rate note (FRN) issues have remained competitive and with the 3mo BBSW rate over 50bps higher than the 1yr swap rate, the quarterly rate sets on FRNs are paying much more than 12-month TDs. Council has established a good, high quality FRN portfolio. New FRN issues suitable for Council will continue to be monitored and recommended when appropriate.*

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

Restriction of Funds

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

Table 10: Restriction of Funds

Restriction Type	March 2025	%	February 2025	%
External Restrictions - S7.11 and S7.12 Developer Contributions	\$40,078,493	36.47%	\$40,856,298	38.67%
External Restrictions - Bushfire and Flood Grants	\$6,307,704	5.74%	\$6,822,144	6.46%
External Restrictions - Western Sydney Infrastructure Grants Program	\$7,997,736	7.28%	\$8,244,509	7.80%
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	\$7,785,148	7.08%	\$3,187,370	3.02%
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$34,395,809	31.30%	\$34,266,911	32.43%
Unrestricted	\$13,336,542	12.13%	\$12,290,083	11.62%
Total	\$109,901,432	100%	\$105,667,315	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 restriction refer to funds kept aside for specific purposes, or to meet future known expenses. This allows for significant expenditures to be met in the applicable year without having a significant impact on that year. Internally restricted funds include funds relating to Tip Remediation, Workers Compensation, and Elections.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

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FINANCIAL IMPACT

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

RISK MANAGEMENT CONSIDERATIONS

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

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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10.5. INFRASTRUCTURE SERVICES

10.5.1. IS - Draft Memorial Policy – (95495)

Previous Item: 4.5.1, Ordinary (12 September 2023)

Directorate: Infrastructure Service

PURPOSE OF THE REPORT

The purpose of this report is to seek Council's endorsement of the Draft Memorial Policy and that it be placed on public exhibition.

EXECUTIVE SUMMARY

Council, at its meeting on 29 March 2022, resolved, in part:

"That Council:

- 2. Develop a Memorials Policy to guide future decision making on such requests."*

Accordingly, Council Officers developed a Draft Memorial Policy. The Draft Memorial Policy provides Council and the community with guidance on the approval, installation, maintenance, removal and relocation of memorials, plaques, monuments, tree plantings and the scattering of ashes on land under the care and control of Council.

This Draft Policy was reported to Council on 12 September 2023 with the Draft Policy not being endorsed, with staff requested to redraft the Memorial Policy to its original intent which was to look at significant memorials only.

The updated policy takes into account Council's resolution as well as comments received through the previous Councillor Briefings. This includes when Council would consider small memorial requests (including seat and tree memorials) and how they are to be managed.

RECOMMENDATION

That:

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

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BACKGROUND

This Policy is made in accordance with Resolution 75 of Item 064 of the Ordinary Council Meeting held on 29 March 2022, in which Council resolved, in part:

"That Council:

2. Develop a Memorials Policy to guide future decision making on such requests"

Relevant Legislation

Local Government Act 1993

Roads Act 1993

Transport for NSW Guidelines for Roadside Tributes– <https://www.nsw.gov.au/roads-safety-and-rules/warnings-and-hazards/roadside-tributes> ?

Protection of the Environment Operations Act 1997.

DISCUSSION

The Council is dedicated to preserving the unique character of its parks and public spaces for the benefit of the broader Hawkesbury community. At the same time, it aims to provide opportunities for appropriately designed and located monuments and memorials that honour individuals, organizations, or events significant to the community.

The Draft Memorial Policy offers guidance to both the Council and the community on the approval, installation, maintenance, removal, and relocation of memorials, temporary, minor and large, on land under the Council's care and control.

The principles and guidelines within the Draft Memorial Policy strive to balance the following objectives:

- Commemorating events, groups, or individuals
- Ensuring the ongoing enjoyment and use of safe, uncluttered public spaces
- Managing the individual and aggregated maintenance, operational, and financial impacts of memorials

The Draft Memorial Policy aims to:

- Provide a consistent approach to how requests for large memorials are managed and assessed
- Reserve large memorials for individuals or groups who have made a significant contribution to the Hawkesbury community
- Eliminate donations of small infrastructure such as trees, plaques, seats and other park furniture as memorials
- Consider amenity value, aesthetic integrity or character of the proposed site in determining requests for memorials; and
- Consider other council policies and strategic directions such as plans of management/master plans in determining requests for memorials.

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In development of the Draft Policy, Council's City Services Branch consulted with staff from other sections within Council including Asset Systems and Planning, Strategic Planning, Development Assessment and Arts and Cultural Services. The Draft Memorial Policy was also informed by other relevant Council policies, to maintain a degree of consistency across other LGAs and Transport for NSW's relevant guidelines to maintain a degree of consistency across the road network within the LGA.

A copy of the Draft Memorial Policy is attached as Attachment 1 to this report.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

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

Protected Environment and Valued History

- 2.1 Value, protect and enhance our historic built environment as well as our relationship to Aboriginal and non-Aboriginal history.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

There is a low to medium reputational risk should Council not proceed to endorse having a policy for memorials. Without a policy to guide staff and Council on such matters, ad hoc process may be followed leading to dissatisfaction with customers.

ATTACHMENTS

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

oooO END OF REPORT Oooo

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10.5.2. IS - Quarter 3 - 2024/2025 Capital Projects Report – (95495)

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 third Capital Projects Report compiled for the 2024/2025 Financial year and primarily reports on capital projects delivered by the Capital Programs team, including the Infrastructure Recovery, Project Delivery and Western Sydney Infrastructure Grants 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 currently has a Capital Works Program of \$112 million in value for the 2024/2025 financial year after Quarterly Budget Review 2 adjustments. At the end of Quarter 3, the actual spend for Capital Works Program is \$49.9 million year to date, and current commitments of \$37.9 million.

For Quarterly Budget Review 3, there will be minor adjustments proposed which are a result of the expedited program for the Liveability project (Stage 2 - Windsor Mall) and adjusted cashflow projections and variations for Infrastructure Recovery projects. The updated forecasts have been reflected in the Quarterly Budget Review Statements contained in this business paper.

RECOMMENDATION

That Council receive and note the Quarter 3 - 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 third 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 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 the support services that are integral

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for the capital program to be delivered. Council's capital program has grown significantly over the past 3 years.

This report will look at Council's capacity to deliver and review budgeted amounts in line with actual expenditure and delivery now that three quarters have been completed. This will lead to recommendations for the quarterly review as per the previous quarter but also provide a 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 third Quarter Budget Review Statement.

Capital Works Program 2024/2025

The Capital Works Program currently has a capital expenditure budget forecast of \$112 million for the 2024/2025 financial year after Quarterly Budget Review 2 adjustments. At the end of Quarter 3, the actual spend for capital projects is \$49.9 million year to date, and current commitments of \$37.9 million.

The three main capital expenditure teams of Project Delivery, Western Sydney Infrastructure Grants (WSIG) and Infrastructure Recovery (IR) have reviewed progress to date and forecast delivery for the remaining three months due to phasing & expenditure projections. As part of the Quarter 3 Budget Review Statement, a minor change is proposed and will result with the Program having a slight increase to \$118 million. This is due to increased expenditure projected in Infrastructure Recovery and the expedited program for Liveability Stage 2 (Windsor Mall). This forecast will rely on an increase in delivery during 4th quarter.

1. PROJECT DELIVERY

Project Delivery Project Update Table

Category	Project	Location	Q3 Status
Buildings			
	Design and construction of amenities building at Navua Reserve	Grose Wold	Construction 40%
	Deerubbin Art Gallery lighting upgrade	Windsor	Construction 95%
	Extension and upgrade of the Breakaway amenities building	Freemans Reach	Construction

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Category	Project	Location	Q3 Status
	Brinsley Park amenities demolition and upgrade	Pitt Town	Construction
	Argyle Bailey demolition and construction new amenities building	Ebenezer	Construction
	Deerubbin Park amenities upgrade of showers, toilets and changerooms	Cornwallis	Procurement
	New technology Hub at Deerubbin Library	Windsor	Design 90%
Open Space			
	Bounty Reserve Playground Upgrade	Bligh Park	Procurement
	Frank Mason Playground Upgrade	South Windsor	Procurement
	Church Street Reserve Playground Upgrade	South Windsor	Procurement
	Breakaway Oval Car Park	Freemans Reach	Complete
	Field and Lighting Upgrade Vineyard Oval	Vineyard	Design 50%
	Freemans Reach installation of playground and furniture	Freemans Reach	Complete
	Wilberforce Playground equipment installation	Wilberforce	Complete
	Hawkesbury Regional Museum Indigenous and Endemic Edible Garden	Windsor	Construction
	Colbee Park Upgrade – Stage 1	Colbee Park	Construction
	Jack Gow Playground Upgrade	McGraths Hill	Complete
	Macquarie Park Enhancement Project	Windsor	Construction
	Yarramundi Reserve Upgrade	Yarramundi	Construction
	Bensons Car Park 1	Ricmond Lowlands	Construction
	Deerubin Floodlighting Upgrade	Cornwallis	Procurement
CLIRP & OLG			
	Howe Bank Stabilisation of Embankment	Windsor	Construction
	Argyle Bailey Memorial Reserve, Embankment Stabilisation and Bridge Construction	Ebenezer	Construction
	Luke Worsley Pedestrian Bridge Repair	Windsor-Cornwallis	Complete
	Churchills Wharf Reserve Embankment Stabilisation	Sackville	Complete
	Governor Phillip Park Embankment Stabilisation	Windsor	Construction
Roads - Transport			
	Bowen Mountain Road from Westbury Road to Serpentine Lane	Bowen Mountain	Complete
	White Place Road rehabilitation	South Windsor	Complete
	Willow Glen Road bridge replacement	Kurrajong	Complete
	Argyle Street - road rehabilitation, kerb and gutter replacement and construction of new road pavement	South Windsor	Complete

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Category	Project	Location	Q3 Status
	Blackman Crescent, road rehabilitation, kerb and gutter replacement and construction of new road pavement	South Windsor	Complete
	Greens Road - seal gravel road	Lower Portland	Construction
	Scheyville Road from Niech Road to Pitt Town Dural Road	Maraylya	Complete
	Packer Road, Blaxlands Ridge from Putty Road to West Portland Road	Blaxlands Ridge	Complete
	Kurmond Road, Kurmond West from Crooked Lane, road rehabilitation works	Freemans Reach	Complete
	Spinks Road, from Rose Crescent to Golden Valley Drive	Glossodia	Complete
	Kurmond Road - from end roundabout at Crooked Lane to Property 1170	Kurmond	Complete
	Comleroy Road - failed sections between East Kurrajong Rd to Brown Road	East Kurrajong	Complete
	Grose Vale Road - failed sections between Pecks Rd to Highland Entrance	North Richmond	Complete
	Oakville Road - failed sections between Saunders up to Oakville Public School	Oakville	Complete
	Wire Lane - from Kurmond Road to Terrace Road	Freemans Reach	Complete
	Riverview Street - from Pitt Lane to Grose Vale Road	North Richmond	Complete
	Berger Road - from Ham Street to Snailham Cres	South Windsor	Complete
	March Street - from East Market Street to Bourke Street	Richmond	Procurement
	George Street - from Tebbutt to Hawkesbury Valley Way	Windsor	Procurement
	Valder Avenue - from Cornwell Avenue to Horborrow Ave	Hobartville	Procurement
	Lindsay Place - from Failed section between Golden Valley Drive to Golden Valley Drive	Glossodia	Procurement
	Grose Wold, Road - from Failed sections between Grose Vale Road and Avoca Road	Grose Wold	Procurement
Black Spot Projects			
	Terrace Road, from #158 to #260	North Richmond	Procurement
	Drummond and Mileham Streets Roundabout upgrade	South Windsor	Procurement
	Rifle Range Road - traffic calming devices blackspot program	Bligh Park	Procurement
	Francis and West Market Streets traffic calming devices	Richmond	On hold
Roads to			

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Category	Project	Location	Q3 Status
Recovery			
	Sackville Road - from Old Sackville Road to Change in Seal Age	Sackville	Complete
	Old Bells Line of Road, from Woodburn Rd to Drummond Rd	Kurrajong	Planning
	Mileham Street - from Bell Street to Argyle Street	South Windsor	Procurement
	George Street - from rail overpass to Bell Street	South Windsor	Procurement
Stormwater			
	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	Procurement

Accelerated Grant Funding Projects

A number of grant funded projects have been accelerated due to the need to meet funding deadlines. These are;

- Yarramundi Reserve repair and upgrade of recreational assets – construction commenced 13 January 2025 with anticipated completion by May 2025.
- Macquarie Park Enhancement Project – construction commenced 12 November 2024 with anticipated completion end of May 2025.
- Riverbank Recreation Repair and Restoration Project
 - Argyle Bailey commenced in January 2025 with anticipated completion May 2025
 - Howe Park commenced onsite in February 2025 with anticipated completion May 2025
 - Luke Worsley Pedestrian Bridge commenced January 2025 – Completed
- Churchill Wharf Reserve commenced late in 2024 and has been completed.
- Colbee Park Resilience Upgrade - commenced early Feb 2025 with anticipated completion by June 2025.
- Governor Phillip Park Power Boat Club, Local Government Flood Grant – design consultant engaged February 2025

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

Hawkesbury Fire Control Centre

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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.

The Emergency Services Precinct Masterplan has been completed and approved by Council, NSW RFS and NSW SES. The Principal Design Consultant has been provided with the direction to prepare the Stage 1 early works (SES component of the works) design and cost estimations and finalise the concept design for the Fire Control Centre in consultation with the Hawkesbury District. Supporting investigations have commenced.

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

Detailed design for the early works component has been completed and tender documents have been prepared. Detailed design for the construction of the new Brigade Station has continued. A draft REF for the early works has been prepared and reviewed by Council, with final expert inclusions being the only outstanding matter before submission of the REF to Council for certification. Preparation of the DA documents and supporting investigations continues.

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.

2. WESTERN SYDNEY INFRASTRUCTURE GRANTS

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

The WSIG program has a project and program level governance framework established for decision making and to manage risks, issues and escalations. This is comprised of a Technical Working Group (TWG), Project Control Group (PCG), Program Control Committee (PCC) and Executive Steering Committee (ESC).

The majority of the projects funded through the WSIG Program remain in the design phase. The exceptions are:

- Woodbury Reserve - the pump track, mountain bike trails and skatepark have been completed
- Fernadell Park - the construction contract for the landscape and amenities building has been awarded, with construction commencing in the first week of May 2025 (the Community Centre remains in the development application assessment process).

To manage potential cost escalations, value engineering and cost management strategies are being implemented during design development involving close collaboration between designers, quantity surveyors, and key stakeholders. These efforts are yielding positive results and combined with the successful outcome of the Thriving Suburbs Grants, have now positioned the Fernadell, Woodbury, Kurrajong to Kurmond Cycleway, Turnbull Oval and Tamplin Field Development projects on track to be delivered within the allocated budget. The WSIG team will continue to monitor projects as designs advance and construction is procured, ensuring ongoing alignment with the available budget and timelines. The Wayfinding project was always within budget with a surplus and remains so.

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To address potential budget shortfalls, additional funding opportunities are actively being explored, with grant applications submitted to support the development of the multi-courts at Turnbull Oval and the cycleway bridge at Rickabys Creek. The grant application for the Rickaby's cycleway bridge was unsuccessful, while the outcome for the Turnbull multi-courts grant application is still under consideration.

For projects facing budget constraints, reduced scope options as an outcome of the value management process will be assessed against the short-term and medium-to-long-term outcomes within the Outcome Logic Map (OLM) in the funding deed. Any proposed scope adjustments will be required to be submitted to the funding body for approval through a variation request, subject to a viability review.

A successful outcome has been achieved with the NSW Office of Sport to extend the completion date for the Multisport Community Fund deed to 30 June 2026 (Fernadell Park) and from the Premier's Department to extend the completion date of Richmond Swimming Centre to 31 December 2027 for the WSIG funding. These extensions provide more achievable progressive milestones whilst ensuring the project remains on track for successful delivery.

Project variations to align the deed milestones to current forecast are progressively being submitted to the premier's Department for the remaining WSIG projects.

Community consultations are ongoing on all projects as per the approved Consultation and Engagement Plans.

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	Q2 Overall Project Health Status	Q3 Overall Project Health Status
WSIGP - Fernadell Park and Community Facilities	Construction (Landscape) + DA (Community Centre)	48	On Track	On Track
WSIGP - Wayfinding signage	Construction	32	On Track	On Track
WSIGP - North Richmond Precinct	Planning	15	Potential Issue - Cost Escalation, Co-funding deadline	Potential Issue - Cost Escalation, Co-funding deadline
WSIGP - Oasis Aquatic and Fitness Centre	Design	30	Potential Issue - Cost Escalation, POM Approval	Potential Issue - Cost Escalation
WSIGP - Richmond Swimming Centre	Design	20	Potential Issue - Cost Escalation	Potential Issue - Cost Escalation
WSIGP - Kurmond Cycleway	Design	27	Potential Issue – Design Delay, TfNSW Approvals	On Track
WSIGP - Rickabys Creek Cycleway	Design	21	Potential Issue - Cost Escalation, Design Delay, TfNSW Approval	Potential Issue - Cost Escalation, Design Delay
WSIGP - Turnbull Oval	Design	23	Potential Issue – Delay in Design,	On Track

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Project Name	Capital Project Phase	Project % Progress	Q2 Overall Project Health Status	Q3 Overall Project Health Status
			POM approval	
WSIGP - Tamplin field Redevelopment	Design	26	Potential Issue - Cost Escalation	On Track
WSIGP - Woodbury Reserve	Procurement (Landscape) + Construction	40	MTB & Pump track completed. On Track	MTB, Pump track & Skatepark completed. On Track
Liveability Project – Stage 1 (Railway Bridge to Fitzgerald St.)	Construction	95	On track	On Track
Liveability Project – Stage 1a – Thompson Square - Baker St. to Bridge Road)	Construction	70	On track	On Track
Liveability Project – Stage 2 (Windsor Mall - Fitzgerald St. to Baker St)	Construction	25	Potential issue – Funding shortfall & Grant deadline	Potential issue – Funding Grant deadline

By the third quarter of FY 2024/2025, **three** additional projects have been successfully realigned to be 'on track' through the value management of scope during the design development, resulting in a total of **seven** out of **eleven** projects now being on track. However, cost will need to be continually monitored to ensure alignment with the available budget so that these projects remain on track.

Four projects still face potential cost escalations based on initial cost estimates. Value engineering with scope reductions and staging options will be implemented during design development. As designs progress, these will be re-assessed against more refined cost estimates, while concurrently exploring alternative funding opportunities to ensure financial viability.

For the Liveability Project – Stage 2 (Windsor Mall), provision has been made in the 2025/2026 budget for Council to fund the project beyond 30 June 2025 (grant deadline) in accordance with council resolution dated 10 December 2024. Options were included in the tender documents to procure construction based on an accelerated program to complete works by 30 June 2025. At the time of preparation of this report, a tender has been awarded which meets the grant timeframes with an accelerated program.

2.1 Project Status Summary

North Richmond Community Precinct

Council have engaged NSW Public Works to provide specialist project management services on behalf of Council. An Operational Working Group has been established by Community Planning & Partnerships to determine the strategic approach for community facilities, which will inform and support the project's development and planning.

Further consultation with the DA team and review of planning pathways had identified that the project will be a Regionally Significant Development since it's estimated development cost exceeds \$5M and will require approval from the Sydney Western City Planning Panel. This has a potential nine-month approval pathway. The team have reviewed the implication this would have on the Disaster Resilience

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funding for the Emergency Evacuation facility which has a deadline of 30 June 2026. Discussions are ongoing with the NSW Reconstruction Authority to extend the deed timeline through an alternate, streamlined delivery model. This model aims to expedite the delivery of the emergency evacuation centre as a standalone facility by refurbishing and developing the Youth Centre. This approach aims to mitigate delays caused by extended planning approval timelines associated with projects classified as 'Regionally Significant Developments'. The proposed alternate delivery model has received support from both internal and external stakeholders. As well as assisting to mitigate the time risks, this approach also provides a phased approach that allows the NRCC to remain operational during the construction of the remaining precinct facilities.

Tender evaluation to engage a Principal Design Consultant is in process of being finalised. Meetings have been held with NSW Reconstruction Authority (Disaster Resilience grant administrators) to discuss project status and an upcoming variation request to align deed milestones and deliverables. The project is experiencing budget shortfall and value management will need to be implemented during design development.

Discussions are ongoing with the WSIG funding body to submit a variation form to align deed milestones and extend project completion.

Oasis Aquatic and Fitness Centre

The project's Procurement Strategy has been developed, with the recommendation to package the Oasis design and construction with the Richmond Swimming Centre project, to leverage the offering to the market and exploit efficiencies in the design process and specifications across both sites. Council have engaged NSW Public Works to provide specialist project management services for design and up to construction procurement.

The Plan of Management for Church St Reserve has been approved by Council and now issued to Crown Lands for approval. Once approved, it will be placed on public exhibition.

The concept plan was published for community feedback and 58 submissions were received, which are being assessed.

Tender evaluation to engage a Principal Design Consultant has been completed with a letter of award issued to the successful tenderer. The project is experiencing budget shortfall and value management will need to be implemented during design development.

Discussions are ongoing with the WSIG funding body to submit a variation form to align deed milestones and extend project completion.

Redevelopment of Richmond Swimming Centre

Council have engaged NSW Public Works to provide specialist project management services for design and up to construction procurement. Concept design options, cost estimates and forecast operational models have been completed. A report was delivered to Council in December 2024 detailing the project status and the concept options with associated costs.

Tender evaluation to engage a Principal Design Consultant has been completed with a letter of award issued to the successful tenderer. The concept plan was published for community feedback and 114 submissions were received, which are being assessed. Two focus group sessions were held on site with key user stakeholders.

The project is experiencing budget shortfall and value management will need to be implemented during design development.

A variation request form to align deed milestones and extend project completion to December 2027 has been submitted to the WSIG funding body and has been approved.

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Fernadell Park and Community Facility Development

The tender for the construction of the sporting fields, landscape elements and amenities building has been awarded with works commencing in the first week of May 2025. The design for the Community Centre is completed and a Development Application submitted for assessment. The construction staging plan for the landscape component and amenities building and the detailed design for the community centre has been endorsed by Council.

A successful outcome has been achieved with the NSW Office of Sport to extend the completion date for the Multisport Community Fund deed to 30 June 2026 with favourable upfront payment terms. This extension provides more achievable progressive milestones, ensuring the project remains on track for successful delivery. Discussions are ongoing with the WSIG funding body to submit a variation form to align deed milestones and extend project completion.

The Thriving Suburbs Grant for \$6.7M is now being administered through the Premiers Department (same as WSIG) and the deed execution process is ongoing through the Smarty grants platform.

Tamplin Field Redevelopment

A principal design consultant has been engaged for the detailed design of the sports field and amenities design with concept design progressed and presented to internal stakeholders with various options and their costs. The optimal design option aligning with the funding deed requirements and available budget has been selected as the preferred option for further design development. This concept design has been presented to external stakeholders for feedback.

A draft flood study report has been received and reviewed and will be finalised once the 50% detailed design is completed. The REF process has been initiated but is currently on hold pending the landscape design.

Discussions are ongoing with the WSIG funding body to submit a variation form to align deed milestones and extend project completion.

Turnbull Oval

The concept designs for two options (a) new build and (b) refurbishment with extension for the amenities building was presented to the stakeholders with option for refurbishment progressed for further design development. The tender for the detailed design of amenities building refurbishment and extension has been awarded.

The landscape design is in progress with concept design presented to internal stakeholders with various options and their costs. The optimal design option aligning with the funding deed requirements and available budget has been selected as the preferred option for further design development. This concept design has been presented to external stakeholders for feedback. This feedback will be incorporated, and the final concept design will be presented for council endorsement followed by community exhibition. This will be done together with the concept design for the building.

The REF is in progress. The Plan of Management has been approved by Council and now issued to Crown Lands for approval. Once approved, it will be placed on public exhibition. To address budget shortfall, a grant application to develop the multi-courts at Turnbull Oval has been submitted to Crown reserves Improvement Fund (CRIF), outcome is awaited.

Discussions are ongoing with the WSIG funding body to submit a variation form to align deed milestones and extend project completion.

Woodbury Reserve Upgrade

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Construction of the BMX Pump Track, Mountain Bike Trails and Skate Park is completed. Soft opening for the Skate Park was organized on 3rd April 2025 and will be open to community from 18th April 2025.

The landscape tender is in procurement review. The design has been value managed based on the 80% QS estimates to align the scope to the project budget. This will necessitate tendering for the landscape works with an optional tender schedule for separable portion that cannot be included in the budget. This approach and the construction staging plan has been endorsed by Council.

Discussions are ongoing with the WSIG funding body to submit a variation form to align deed milestones and extend project completion, while a variation request to align the deed milestones for Priority Community Infrastructure Program funding has been submitted to Infrastructure NSW.

Wayfinding Signage

Received endorsement from Indigenous Community Focus group on the PCG endorsed draft-artwork mock-up of the suburb-entry sign and LGA entry gate signs. The endorsed LGA entry designs have been finalised for signage fabrication with a prototype to be installed for review and feedback. Town centre and site-specific signages designs are with Council for final review.

Since significant funds is remaining in the project, discussions ongoing with funding body to increase more signages in the scope of the project.

Rickaby's Creek Cycleway

The concept design for the bridge is completed, has been approved by TfNSW and endorsed by Council. The public exhibition of the bridge concept design is also complete with five submissions received which are being assessed. Detailed design for the bridge has been awarded and is in progress. 50% concept design for the shared path is being finalised in consultation with Transport for NSW. Thereafter, a Principal Design Consultant will be engaged to review and finalise the concept designs and complete the detailed design. A tender document is being prepared for this purpose. Geotechnical investigations, REF, biodiversity assessment and Aboriginal heritage due diligence has been previously completed.

Due to the constraints in the current alignment, an alignment challenge process has been completed with internal stakeholders which concluded with the validation of the current route as the most suitable alignment for an Active Transport route. Other options explored through this process included location of the path on the alternate side of Hawkesbury Valley Way and selecting a route along Percival and Dight Streets to the north of RAAF Base Richmond.

This project is experiencing budget shortfall with the grant application submitted to Active Transport Fund being unsuccessful. As designs progress, the cost will be re-assessed against more refined cost estimates with a staging plan for construction, while concurrently exploring alternative funding opportunities to ensure financial viability. Any proposed scope adjustments will be submitted to the funding body for approval through a variation request, subject to a viability review.

A variation request form to align deed milestones and extend project completion has been submitted to WSIG funding body and approval is awaited.

Kurrajong to Kurmond Cycleway

Geotechnical investigation, REF, biodiversity assessment and Aboriginal heritage due diligence has been previously completed. Concept design for 90% of the length of the shared path is complete with

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detailed design underway. Design solutions are being investigated for the remaining 10% length as it requires specialised engineering solutions in response to the challenging topography.

Discussions are ongoing with the WSIG funding body to submit a variation form to align deed milestones and extend project completion.

Liveability

Stage 1 (Railway Bridge to Fitzgerald Street) - The majority of construction works have been completed. The final component, the crossing upgrade at Fitzgerald Street, is pending and will proceed once favourable weather conditions allow. Minor installations are also ongoing throughout the area.

Stage 1a (Thompson Square - Baker Street to Bridge Road) - Most works within this stage have been completed. The remaining tasks include the Baker Street pedestrian crossing and the installation of the outdoor dining area. This stage is currently on hold, pending approval under Section 65a for the outdoor dining installation.

Stage 2 (Windsor Mall -Fitzgerald Street to Baker Street) - Since the lead time for pavers are on critical path in the schedule, pavers were ordered before the Christmas shutdown last year. A Letter of Award has been issued to the successful tenderer. The objective is to complete all works under this stage by the grant funding deadline of 30 June 2025. Consistent with Council's resolution at the Ordinary Meeting of 10 December 2024, provision has been made in the budget for 2025/2026 for funding the project from Council's own funds for any component which extends beyond the June 2025 grant deadline.

Program Governance

The Council resolution made at the 18 April 2023 meeting also requires the minutes of the Executive Steering Committee to be attached to this report, as the formal feedback loop to Councillors and the community on the program governance and assurance process.

The minutes from the 25 February 2025 and 25 March 2025 Executive Steering Committee meetings are attached to this report.

3. 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 just under \$100million worth of reconstruction works to Council assets since 2021. Council has also completed an additional \$15 million worth of landslip repair works on Settlers Road, on behalf of Central Coast Council. A total of 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 FY2023/2024	Total Actuals YTD Q3 FY2024/2025	Total Forecast FY2024/2025
\$175,546,918	\$27,387,218	\$21,079,059	\$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

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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 on the 18 September 2023, the contractor is well underway, starting with debris clearing from the major landslip along with the deconstruction of the convict bridge following the opening of the temporary access road to maintain full-time resident access. Current works onsite include the replacement of the original heritage sandstone blocks to the facade of the bridge and backfill within the roadway behind the newly constructed retaining walls.

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

The Settlers Road Landslip works are completed (joint project with CCC), with vegetation establishment and road repair being completed before Christmas last year. 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.

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

Cornwallis Restoration

Site works for the Cornwallis Road and Stormwater Culvert Reconstruction started mid-December 2024. The contractors are fully established onsite and works relating to the preparation of the box culvert foundation currently underway.

The project is currently due to be completed during the first quarter of the 2025-2026 financial year. Post-tender changes to the site have been addressed, having minimal impact to the contractors construction program, and project budget.

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 under repair. A total of 7km of unsealed Crown Road will be repaired as part of the scope of works. The community members who use these roads daily, have been consulted and the scope works amended to suit their requirements.

The repairs are due to be completed July 2025, with both projects within the upper funding limit.

St Albans and Settlers Road Landslips

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Landslip restoration works along these roads commenced mid-March 2025, with 4 out of the 17 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.

AGRN 1119 and 1129 (April and June 2024)

Assessment of the disaster recovery funding has been completed, and the upper limit funding approvals granted. AGRN 1119 receiving \$9,319,065 and AGRN 1129 receiving \$1,227,677 in Essential Public Asset Reconstruction (EPAR) across, sealed roads, unsealed roads, embankment restoration and stormwater devices.

Repairs to these essential public assets have already commenced, anticipated to be completed at the end of 2026.

COMMUNITY ENGAGEMENT

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

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

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

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

Protected Environment and Valued History

2.1 Value, protect and enhance our historic built environment as well as our relationship to Aboriginal and non-Aboriginal history.

2.2 Value, protect and enhance our natural land-based environment with an emphasis on using local resources and key partnerships.

Strong Economy

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

Reliable Council

4.1 Provide representative, responsive and accountable governance.

4.2 Encourage an informed community.

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

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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 25 February 2025

AT - 2 Minutes of WSIG Executive Steering Committee Meeting 25 March 2025

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Attachment 1 - Minutes 25 February 2025 - WSIG Executive Steering Committee Meeting



Western Sydney Infrastructure Grants Program
Executive Steering Committee
Meeting #13

Minutes
Tuesday, 25 February 2025 at 11:00am - 12:00pm
Large Committee Room & Microsoft Teams

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

1 APOLOGIES

Apologies from Councillor Sarah McMahon, Meagan Ang and Phil Moore were 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 10 December 2024 were received and accepted.

4 MATTERS ARISING

Nil.

5 REVIEW OF ACTIONS

The Open Actions register was reviewed.

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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

Revised approach to extend and refurbish Youth Hall for Evacuation Centre was discussed. Current cost estimates were discussed. The project team will be assessing scope, design and finishes to fit within budget.

Oasis Aquatic and Fitness Centre

Principal Design Consultant Tender has closed and evaluation underway. Community consultation planned.

ACTION M13.A1: Engagement and Communication Officer to attend next Steering Committee meeting to present overview of Community feedback received on the WSIG program.

Richmond Swimming Centre Redevelopment

Concept plans are out for Community consultation. Budget variance is risk discussed, which will be refined through the design development. Meeting with Campbelltown Council carried out to review lessons learnt of their aquatic project.

Fernadell Park & Community Centre

The tender for construction of the park portion has closed and evaluation underway. The tender will not be awarded until the Community Centre has been awarded to ensure budget alignment.

Tamplin Field

Kick-off meeting with Principal Design Consultant completed and design options underway.

Turnbull Oval

Landscape design and concept plan under review. The request for tender of the amenities building refurbishment has been advertised. Alternate sources of funding are being explored.

ACTION M13.A2: Project team to provide LS with clarification on the amenities building extension direction at Turnbull Oval and reasoning for design decision.

Woodbury Reserve

The Skate Park construction has commenced. The landscape design is complete and endorsement discussed by ESC. The design will be taken to March Councillor Workshop. Tender documents being prepared for construction.

Wayfinding Signage

The signage finished art design pack discussed for endorsement. Additional signage to be incorporated in the scope.

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Cycleway Bridge over Rickabys Creek

Bridge concept design and flood study report at advanced stage. Active Transport Grant application submitted. Discussion on the pathway direction. The design stage will assess most feasible option.

Kurrajong to Kurmond Cycleway

Design in progress, with concept option being finalised.

Liveability

Stage 1 works nearing completion. Stage 1a commencing. Stage 2 procurement options finalised. Options are being considered to ensure program aligns to grant deadline.

7 MATTERS ESCALATED

7.1 Woodbury Reserve final design for endorsement

DISCUSSION

Woodbury Reserve final design was discussed for endorsement.

RESOLUTION

The Executive Steering Committee resolved to endorse the Woodbury Reserve final design.

7.2 Woodbury Reserve Woodbury technical specifications for endorsement

DISCUSSION

Woodbury Reserve technical specifications were discussed for endorsement.

RESOLUTION

The Executive Steering Committee resolved to endorse the Woodbury Reserve technical specifications.

7.3 Woodbury Reserve Exeloo designs and specifications for endorsement

DISCUSSION

Woodbury Reserve Exeloo designs and specifications was discussed for endorsement.

RESOLUTION

The Executive Steering Committee resolved to endorse the Woodbury Reserve Exeloo designs and specifications.

7.4 Wayfinding gateway signage FA site pack for endorsement

DISCUSSION

Wayfinding gateway signage FA site pack was discussed for endorsement.

RESOLUTION

The Executive Steering Committee resolved to endorse the Wayfinding gateway signage FA site pack.

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7.5 North Richmond Community Precinct project - Youth Hall refurbishment for endorsement

DISCUSSION

North Richmond Community Precinct project, refurbishment of the Youth Hall to meet the Evacuation Centre requirements, was discussed for endorsement.

RESOLUTION

The Executive Steering Committee resolved to endorse the North Richmond Community Precinct project - Youth Hall refurbishment.

8 OTHER BUSINESS

Nil.

9 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:

Next meeting scheduled to be held Tuesday 25 March 2025, 11am via Microsoft Teams.

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10 ACTION REGISTER

Open Actions

Ref	Item	Responsible	Due Date	Status
M13.A1	Engagement and Communication Officer to attend next Steering Committee meeting to present overview of Community feedback received on the WSIG program.	RS	25/03/2025	New
M13.A2	Project team to provide LS with clarification on the amenities building extension direction at Turnbull Oval and reasoning for design decision.	RS	25/03/2025	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. <i>Update: Ongoing, initial discussions completed, unlikely.</i>	RS	Q3 FY24/25	In Progress
M11.A2	ER and MA to further investigate servicing options relating to North Richmond OOSH. <i>Update: Ongoing, meeting with Dept Education.</i>	ER, MA	Q3 FY24/25	In Progress

Closed Actions

Ref	Item	Responsible	Due Date	Status
M12.2	Project team to circulate the Fernadell Community Centre design to ESC.	RS	Dec 2024	Complete
M03.A4	Decision to be made on who will form the Independent Gateway Review panel. <i>Update: Agreement that Gateway Review Panel no longer required due to progress of projects and programmed stage gates for informing and receiving the endorsement of Council.</i>	ELT	Q2 FY24/25	Complete

Meeting Closed at: 12:08pm

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Attachment 2 - Minutes 25 March 2025 - WSIG Executive Steering Committee Meeting



Western Sydney Infrastructure Grants Program
Executive Steering Committee
Meeting #14

Minutes
Tuesday, 25 March 2025 at 11:00am - 12:00pm
Small Committee Room & Microsoft Teams

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

1 APOLOGIES

Apologies from Will Barton, Jody Norman and Rupesh Shah were 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 February 2025 were received and accepted.

4 MATTERS ARISING

Brooke Lowe, Communications and Engagement Officer presented overview of the program stakeholder feedback to date.

5 REVIEW OF ACTIONS

The Open Actions register was reviewed.



6 STATUS SUMMARY

DISCUSSION

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

North Richmond Community Precinct

Exploration of Connecting with Country opportunities is underway. The operational model assessment is underway with inclusion of interdependencies. Tender submissions evaluation has commenced.

Fernadell Park & Community Centre

Report is going to the 8 April Council meeting on the detailed design and construction staging. Community Centre going through DA application process. The landscape construction tender has closed, and evaluation has commenced.

Oasis Aquatic and Fitness Centre

The draft Plan of Management was endorsed by Council on 18th February 2025 for submission to Crown Lands. Your Hawkesbury Your Say Webpage updated, letter box drop completed and survey now live seeking Community feedback. The design tender has closed, and evaluation process underway.

Richmond Swimming Centre Redevelopment

Your Hawkesbury Your Say Webpage updated, letter box drop completed and survey now live seeking Community feedback. Preparation and stakeholder identification for Focus Group consultation has commenced. Exploration of Connecting with Country opportunities. The Tender evaluation is underway.

Tamplin Field

Concept options being further developed. The project team has been working with Stakeholders and received feedback on the initial priorities and functionality. Community consultation on the detailed design will commence shortly.

Discussion on breezeways in the design, based around 'Safe by Design Principles', sightlines and security for passive surveillance. PM noted the design is conceptual, with active and passive interactions being addressed in the detailed design phase.

Turnbull Oval

Request for tender of the amenities building has closed and under evaluation. The landscape design will be tendered separately. Field concept options were proposed, and a suitable option was selected based on the budget and the stakeholder feedback.

Woodbury Reserve

Skate Park practical completion achieved. The landscape tender as separable portions has commenced. Construction Tender Documentation process in progress. Discussion on scope which will be assessed following tender evaluation.

Wayfinding Signage

The final design pack for the entry gate signage has been submitted to the contractor for production.

Cycleway Bridge over Rickabys Creek

A Councillor workshop is planned to review the bridge concept design elements. Cost risk discussed; the Active Transport Grant application was unsuccessful.

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Kurrajong to Kurmond Cycleway

The detailed design is 25% complete. A road safety audit has been scheduled.

Liveability

Stage 1 works nearing completion.

Stage 1a Contractor has taken site possession.

Stage 2 tender documents finalised and due to be issued.

7 MATTERS ESCALATED

Nil.

8 OTHER BUSINESS

Nil.

9 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:

Next meeting scheduled to be held Tuesday 29th April 2025, 11am via Microsoft Teams.

10 ACTION REGISTER

Open Actions

Ref	Item	Responsible	Due Date	Status
M12.A1	Project team to have further discussion on options for joint procurement with other Councils conducting WSIG pool projects and feedback to ESC. <i>Update: Ongoing, initial discussions completed, unlikely.</i>	RS	Q3 FY24/25	In Progress
M11.A2	ER and MA to further investigate servicing options relating to North Richmond OOSH. <i>Update: Ongoing, meeting with Dept Education.</i>	ER, MA	Q3 FY24/25	In Progress

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Closed Actions

Ref	Item	Responsible	Due Date	Status
M13.A2	Project team to provide LS with clarification on the amenities building extension direction at Turnbull Oval and reasoning for design decision. <i>Update: Email provided to Mayor 20/3/25. The amenities building is being extended to the North and South. The existing building will be repurposed to add two more changing rooms, meeting the club's need for four. After assessing the building, refurbishment and extension was chosen over demolition and rebuilding, as it met all requirements and fit the budget.</i>	RS	25/03/2025	Complete
M13.A1	Engagement and Communication Officer to attend next Steering Committee meeting to present overview of Community feedback received on the WSIG program. <i>Update: Presentation at 25 March 2025 Meeting</i>	RS	25/03/2025	Complete

Meeting Closed at: 12:17pm

oooO END OF REPORT Oooo

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10.5.3. IS - Draft Hawkesbury Litter Prevention Plan (158974, 95495)

Previous Item: 10.5.2 Ordinary (11 March 2025)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to provide Council with the outcome of the public exhibition of the Draft Hawkesbury Litter Prevention Plan (Draft Plan), and to seek adoption of the Draft Plan.

EXECUTIVE SUMMARY

Council at its Ordinary Meeting on 11 March 2025 resolved to place the Draft Hawkesbury Litter Prevention Plan on public exhibition for a period of at least 28 days.

The Draft Plan was publicly exhibited for 28 days from Tuesday 18 March 2025 to Monday 14 April 2025. A total of one submission was received during the exhibition period, and this report provides details of the submission received, and Council Officer's response to this submission.

RECOMMENDATION

That Council adopt the Draft Hawkesbury Litter Prevention Plan, included as Attachment 1 to this report.

BACKGROUND

In January 2024, Hawkesbury was successfully awarded a \$100,000 Waste and Sustainable Materials (WASM) Stream 2 grant under the NSW Environment Protection Authority's (NSW EPA) 'Litter Prevention Grants Program'. The grant stream is targeted towards strategic development and capacity building. Hawkesbury applied for the maximum funding amount to develop a Hawkesbury Litter Prevention Plan (Draft Plan), Hawkesbury Litter Prevention Roadmap (Roadmap), and a Bin Infrastructure Business Case (Business Case). The Roadmap and Business Case are intended to be internal guiding documents, while the Draft Plan is intended to be the public facing document communicating Council's approach to reducing the impact of litter on our environment.

Extensive internal and external engagement and research was undertaken to develop the Draft Plan, which is outlined in the discussion section of this Report. Additionally, an internal Steering Group with various Council departments, along with NSW EPA and Western Sydney Regional Organisation of Councils (WSROC) representatives was formed to oversee the development and delivery of the grant, and the implementation of the Draft Plan.

At its Ordinary Meeting held on 11 March 2025, Council considered a report regarding the Draft Plan. Council resolved the following:

"That Council:

- 1. Endorse the Draft Hawkesbury Litter Prevention Plan, included as Attachment 1 to this report, for the purpose of public exhibition for a period of at least 28 days.*
- 2. At the expiration of the public exhibition period, the following action be taken:*

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- a. *Should any submissions be received regarding the Draft Hawkesbury Litter Prevention Plan, a further report be submitted to Council, or*
- b. *Should no submissions be received, Council adopt the Draft Hawkesbury Litter Prevention Plan, attached as Attachment 1 to this report.”*

This report responds specifically to point 2.a. of the above resolution and recommends that Council adopts the Draft Strategy.

DISCUSSION

During the process of applying for the Stream 2 grant, Council developed an internal Steering Group including Council Staff and WSROC representatives. The Steering Group consists of the following departments/representatives; Environmental Sustainability, Resource Recovery, Open Spaces, Development Compliance, Economic Development, Assets Management, Business Transformation & Customer Experience, Financial Services, Environmental Health, and WSROC representatives.

In addition to the Steering Group, extensive internal and external engagement was undertaken to develop the Draft Plan and Draft Roadmap. This included:

- 6 surveys – with community, businesses, Aboriginal community, Youth and Councillors,
- Interviews across 14 different internal Teams,
- 4 external workshops, including businesses, Aboriginal community, Youth and local Environment Groups,
- 2 engagement activities at Council events, including 2024 Hawkesbury Show and 2024 Are You Ready event,
- 8 phone interviews with neighbouring Councils and regional partnerships.

A detailed list of the above engagement is included as Attachment 2 to this Report, AT 2 – Stakeholder Engagement Summary. The findings of the engagement are summarised throughout the Draft Plan.

A large amount of research was undertaken analysing Council's previous litter prevention and management actions and Council's systems, processes and data collection. As part of the improving of data collection processes, Hawkesbury has started the Australian Litter Measure (ALM) data collection methodology. The NSW Government, along with other States and Territories, recently developed the Australian Litter Measure (ALM).

The ALM is a new process of measuring litter. Over time, once trends can be considered, this data will provide critical insights about litter issues and will be able to inform planning, monitoring and setting of litter targets. Council staff will continue to undertake ALM data collection on an annual basis in sites approved by the Department of Climate Change Energy Environment and Water (DCCEEW) across Recreation, Retail, Residential and Industrial areas in the LGA.

The Draft Plan was publicly exhibited for a period of 28 days between Tuesday 18 March 2025 to Monday 14 April 2025. The public exhibition of the Draft Plan was advertised through Council's various communication channels.

One submission was received during the public exhibition period and raised a number of topics which are summarised below including the officer's response.

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Topic	Council Officer Response
Old bins to be replaced with nice bins.	Council acknowledges community feedback regarding outdated or vandalised bin infrastructure. As part of the Litter Prevention Plan 2025–2030, Council has identified the need for a consistent and strategic approach to bin replacement and placement. A Bin Infrastructure Business Case has been developed to support future investment in upgraded, durable and vandal-resistant bins, ensuring they are placed in high-use and high-risk litter areas. This will also help address issues related to inconsistent bin design and signage which were raised during consultation.
Rubbish and trolleys left out in carparks and walkways of discount department stores.	The Plan identifies carparks and retail precincts as one of five priority litter locations. Council will continue to work with businesses and shopping centre managers to encourage best practice in waste management, including ensuring that bin infrastructure is adequate and trolleys and rubbish are removed promptly. Council will also consider opportunities for education and awareness campaigns targeting retail precincts and explore compliance action where appropriate.
Dumping of household rubbish.	While illegal dumping is not classified as litter under the Plan, Council recognises it as a serious issue. Separate strategies and compliance actions continue to be implemented to address illegal dumping. Council is currently prioritising illegal dumping enforcement and is working with the NSW EPA to access funding and develop joint regional approaches to reduce dumping. Residents are reminded that unauthorised dumping is a fineable offence and can be reported via the Council website or EPA's "Report to EPA" app.
Additional rubbish bins to be provided in Windsor Mall, carparks, parks and along George Street.	Through engagement and data analysis, the Draft Plan found that insufficient or poorly located bins contribute to littering in key areas including Windsor Mall, parks and carparks. Council will prioritise these areas when rolling out new or replacement bin infrastructure, subject to funding. The Plan also outlines strategies to improve bin servicing schedules and signage to reduce overflow, particularly after events and during peak visitation periods.
Increasing Bulky Waste Service to reduce the amount of dumping.	<p>Hawkesbury residents with a domestic waste service are entitled to one free kerbside clean-up per financial year, with additional collections available for a set fee. And while the service is advertised and known as a free service, it is funded from the annual Domestic Waste Management charge; any increase in costs associated with additional free services would need to be funded from unidentified savings or an increase in the annual charge.</p> <p>This model balances cost, fairness, and community expectations:</p> <ul style="list-style-type: none"> • Cost Management: Delivering services across Hawkesbury's large geographical area is resource-intensive. Increasing free clean-ups would raise operational costs and lead to higher domestic waste charges for all residents. • Equity: Only around 25% of households use the annual service. A user-pays model ensures additional collections are available without shifting costs to residents who don't require them. • Facility Access: Residents also have access to Council's Waste Management Facility, where many items can be dropped off for free or at the advertised charge.

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Topic	Council Officer Response
	<ul style="list-style-type: none">• Community Preferences: Feedback consistently shows support for maintaining stable waste fees, which would be impacted by offering more free collections. <p>While outside the scope of the Litter Prevention Plan, this feedback is valued and will be considered in future service reviews. Council encourages use of legal disposal options to help reduce dumping.</p>

COMMUNITY ENGAGEMENT

Community consultation has been undertaken during the public exhibition in line with Council's Community Engagement Policy.

The Draft Plan was publicly exhibited for 28 days from Tuesday 18 March 2025 to Monday 14 April 2025. A total of 1 submissions were received during the exhibition period. The community and internal engagement which was undertaken during the development of the Draft Plan is included as Attachment 2, Stakeholder Engagement Summary.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.

Protected Environment and Valued History

- 2.2 Value, protect and enhance our natural land-based environment with an emphasis on using local resources and key partnerships.
- 2.3 Encourage and enable our community to embrace the waste management principles of reduce, reuse and recycle.
- 2.4 Encourage and enable our community to make more sustainable choices.
- 2.5 Value, protect and enhance our waterways and wetlands with an emphasis on using local resources and key partnerships.

Strong Economy

- 3.3 Promote our community as the place to visit, work and invest.
- 3.4 Support the revitalisation of our town centres and growth of our business community.

ORDINARY MEETING
10. REPORTS FOR DETERMINATION
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Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.3 Build strong financial sustainability for now and future generations.
- 4.4 Build strong relationships and shared responsibilities.
- 4.5 Encourage a shared responsibility for effective compliance.
- 4.6 Support the operation of the organisation through effective staff engagement.
- 4.7 Encourage informed planning, balanced growth and community engagement.
- 4.8 Facilitate the delivery of infrastructure through relevant agencies and Council's own works.

FINANCIAL IMPACT

Costs associated with the preparation of Draft Hawkesbury Litter Prevention Plan were covered under the NSW EPA WASM Stream 2 grant.

Actions identified in the Draft Plan will be subject to further budgetary considerations and will depend on the availability of resourcing and adequate budget. Council recently received NSW EPA WASM Stream 3 funding of \$400,000 over three years which will fund a position to support implementation of a number of actions identified within the plan.

Having an adopted Litter Strategy is often a prerequisite condition for eligibility for State Government grant programs and so proceeding with the adoption of this Strategy will likely increase the opportunities to Council to secure specific grants in the future to address litter.

RISK MANAGEMENT CONSIDERATIONS

There will be an expectation for Council to implement the Litter Prevention Plan as presented to the community, and if grant funding does not cover the delivery of all of the actions, this could present a financial and reputational risk.

ATTACHMENTS

AT - 1 Draft Hawkesbury Litter Prevention Strategy – *(Distributed under separate cover)*.

AT - 2 Stakeholder Engagement Summary

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Attachment 2 - AT2 - Stakeholder Engagement Summary

ENGAGEMENT SUMMARY – DRAFT HAWKESBURY LITTER PREVENTION PLAN

Surveys:

- *Aboriginal Community Views of Litter in HCC Area Survey, 2024.* Distributed face to face at a workshop at the Merana Aboriginal Community Association. 5 survey submissions received.
- *Councillor Survey, 2024.* A survey for Councillors was distributed in the 30 May 2024 and 6 June 2024 Councillor update, however 0 survey responses were received.
- *Hawkesbury Business Survey, 2024,* distributed face to face at the Chamber of Commerce breakfast on 20 June 2024. 34 survey submissions.
- *Hawkesbury School Survey, 2024,* sent online to all Hawkesbury schools via email and distributed at a face-to-face workshop at the Centre of Excellence on 13 June 2024. 14 survey submissions received.
- *Litter Challenges in Hawkesbury City Council Area Community Survey (face to face), 2024,* at the Hawkesbury Show 2024. 69 Hawkesbury Residents completed the survey.
- *Litter Challenges in Hawkesbury City Council Area Community Survey (online), 2024,* through Your Hawkesbury, Your Say. 116 page visits, with 73 survey submissions made.

Online and face to face internal interviews:

- Assets Systems and Planning, 17 June 2024.
- CEO, 26 June 2024.
- Community Planning and Partnerships, 26 June 2024.
- Customer Experience / Business Transformations, 26 June 2024.
- Development Compliance, 18 June 2024.
- Economic Development, 19 June 2024.
- Environmental Health, 14 June 2024.
- Environmental Sustainability Team, 13 June 2024.
- Governance and Risk, 17 June 2024.
- Open Spaces, 27 June 2024.
- Records, 17 June 2024.
- Resource Recovery, 13 June 2024.
- Strategic Planning – Flood Plain Management, 12 June 2024.
- Strategic Planning – Land Use, 12 June 2024.

Face to face external workshops and presentations:

- Face to face at a workshop at the Merana Aboriginal Community Association.
- Face to face community engagement at the 2024 Are You Ready event at McQuade Park.
- Face to face community engagement at the 2024 Hawkesbury Show.
- Face to face presentation to businesses at the Hawkesbury Chamber of Commerce breakfast on 20 June 2024.
- Face to face workshop with students at the Centre of Excellence, 13 June 2024.
- Multiple attempts both by phone and email were made to contact the Hawkesbury Sports Council for engagement, with no responses received.
- Online workshop with the Hawkesbury-Nepean Landcare Network Group (including the Hawkesbury Environment Network and Hawkesbury River County Council), July 2024.

Phone and online external interviews:

- Blacktown City Council, 14 June 2024.
- Hornsby Shire Council, 13 June 2024.

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- Lithgow City Council, 2024.
- Penrith City Council, 14 June 2024.
- Project Coordinator for the Hawkesbury Nepean River System Coastal Zone Management Program, 4 September 2024.
- Singleton Council, 17 June 2024.
- The Hills Shire Council, 18 June 2024.
- Western Sydney Regional Organisation of Councils, 2024.

Steering Committee engagement:

- Steering Committee Group Meeting – Meeting 1, 20/06/2024
- Steering Committee Group Meeting – Meeting 2, 26/07/2024
- Steering Committee Group Meeting – Meeting 3, 26/08/2024
- Steering Committee Group Meeting – Meeting 4, 01/10/2024

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ORDINARY MEETING
10. REPORTS FOR DETERMINATION
Meeting Date: 6 May 2025

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 6 May 2025

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

11.1.1. ROC - Heritage Committee - 6 March 2025 – (80242)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Heritage Committee Meeting held on 6 March 2025.

EXECUTIVE SUMMARY

The Heritage Committee considered four report items and raised nine items in General Business at its Meeting on 6 March 2025. \

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

- Item 3.1.3 - Update on Hawkesbury Heritage Projects
- General Business Items A -I.

Item 3.1.1 - *Election of Chairperson*, Item 3.1.2 *Heritage Committee Constitution and Council Code of Conduct* and 3.1.4 *Hawkesbury Potential Heritage Items Projects* in the minutes have no policy or financial implications for Council and are presented for information only.

RECOMMENDATION

That

1. Council receive and note the Heritage Committee Minutes in relation to items 3.1.1, 3.1.2 and 3.1.4.
2. In respect to Item 3.1.3, Council endorse the Heritage Committee Recommendations for items 1a, 1b, 2, 4 and 5, namely:
 - 1a. The Committee recommends that Council pursue additional Heritage funding from the NSW Government through further advocacy
 - 1b. Council approaches the Federal Minister Susan Templeman MP seeking additional funding for heritage through the Federal Government, due to the high level of significance of Heritage Items in the Hawkesbury Local Government Area.
2. Note the current public exhibition of the Hawkesbury Timber Slab Barns and Outbuildings Update Study.
4. Note the advice on progress with the proposed State Heritage Listing of 394 George Street, Windsor.
5. Note the overview of the recent Dr. Rex Stubbs Commemorative History Symposium.

ORDINARY MEETING

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3. In respect to Item 3.1.3 3a, 3b, and 3c that reports be prepared to respond to the Heritage Committee recommendations, namely:
 - 3a. Council conduct make safe works on the Windsor Toll House as soon as possible.
 - 3b. The Heritage Committee discuss options for the Windsor Toll House for both conservation and use at the next Heritage Committee Meeting.
 - 3c. That the Heritage Committee is disgusted by the state of Tebbutts Barn and recommend that Council undertakes immediate conservation work for this building particularly the correct storage for the materials onsite and acts consistent with their leading role in the conservation of Hawkesbury's Timber Slab Barns.
4. In respect to items in General Business, note:

A. McQuade Park

Responses to the questions raised by the Heritage Committee be provided at the next Heritage Committee Meeting.

B. Stage 1A Liveability Project - Windsor

Arrangements for the project delivery team to provide an update on the Liveability Project to the Heritage Committee will not be made.

C. Thompson Square Fence

A response to the question raised by the Heritage Committee be provided at the next Heritage Committee Meeting.

D. Reinstate Working Groups

That the following Working Groups be reinstated:

- Windsor Bridge Artefacts Working Group
- Heritage Listings Working Group
- Heritage Awards Working Group

and a written briefing on any activations will be made if timing and scheduling permits.

E. Thomas James Bridge - North Road

An update report be provided to the Heritage Committee on progress associated with the Thomas James Bridge.

F. Convict Trail Project

The Committee's request for a report to be prepared to investigate the deterioration of the Convict Trail, and options for potential funding for remediation work be investigated, but that given this project is outside the scope of current funding and staff resourcing capacity it is recommended that the Heritage Committee workshop priorities for its strategic work over the next two years, in the context of the resourcing available.

ORDINARY MEETING

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G. Storage of Historic Fabric

The recommendation of the Committee *‘that Council allocates funding to create a repository and associated open area for the storage of moveable items of historic significance within the Hawkesbury Local Government Area’*, however is not endorsed given this is not a core responsibility of Council and is not provided for in either the Draft Delivery Program or Draft Operational Plan.

H. Windsor Toll House

That requests for funding for the Windsor Toll House be made of Federal and State Governments.

I. Windsor Train Station

That Council Officers have already contacted Sydney Trains to advise of this issue.

DISCUSSION

The Minutes of the Heritage Committee Meeting held on 6 March 2025 are attached as Attachment 1 to this report.

The Heritage Committee met on 6 March 2025 and discussed the following items:

- Item 3.1.1 - Election of Chairperson

Councillor Danielle Wheeler was declared the Chair of the Heritage Committee, Hawkesbury City Council.

- Item 3.1.2 Heritage - Heritage Committee Constitution and Council Code of Conduct

That the Heritage Committee receive the Heritage Committee Constitution and Council Code of Conduct.

- 3.1.3. Update on Hawkesbury Heritage Projects

The Heritage Committee considered an update on various heritage projects including:

- Local Heritage Assistance Fund 2024/2025
- Update on Hawkesbury Timber Slab barns and Outbuildings Update Study
- Advice from Council's Heritage Advisor regarding the Windsor Toll House and Tebbutts Barn
- Proposed State heritage listing of 394 George Street, Windsor
- Dr Rex Stubbs Commemorative History Symposium.

Following consideration of these updates, the Heritage Committee recommended that:

1a. The Committee recommends that Council pursue additional Heritage funding from the NSW Government through further advocacy

1b. Council approaches the Federal Minister Susan Templeman MP seeking additional funding for heritage through the Federal Government, due to the high level of significance of Heritage Items in the Hawkesbury Local Government Area.

2. Note the current public exhibition of the Hawkesbury Timber Slab Barns and Outbuildings Update Study.

3a. Council conduct make safe works on the Windsor Toll House as soon as possible.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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3b. The Heritage Committee discuss options for the Windsor Toll House for both conservation and use at the next Heritage Committee Meeting.

3c. That the Heritage Committee is disgusted by the state of Tebbutts Barn and recommend that Council undertakes immediate conservation work for this building particularly the correct storage for the materials onsite and acts consistent with their leading role in the conservation of Hawkesbury's Timber Slab Barns.

4. Note the advice on progress with the proposed State Heritage Listing of 394 George Street, Windsor.

5. Note the overview of the recent Dr. Rex Stubbs Commemorative History Symposium.

Of these items, recommendations 1a, 1b, 3a, 3b, and 3c need to be considered by Council, with 1a and 1b being readily able to be undertaken, whilst recommendations 3a, 3b and 3c will require further investigation and reporting.

- 3.1.4 Hawkesbury Potential Heritage Items Project

The Heritage Committee resolved to note the current status of the Potential Heritage Items Project.

General Business Items

The Heritage Committee raised nine matters in General Business, the majority of which fall outside of the Terms of Reference for the Committee. As a general comment, it should be noted that undertaking actions and reporting on these various matters will impact on the delivery of existing projects and the work program of Council's Senior Heritage Officer and/or Project Delivery staff, and not all are recommended for adoption by Council.

The matters raised in General Business included:

A. McQuade Park

Following discussion of this matter, the Committee raised a number of questions, including:

1	What is the timeline for the trees to be replaced once removed?
2	Will the site line view to St Matthews be considered when and if replanting is to take place?
3	Historical species collection to be considered? Will they save trees for wildlife hollows?
4	Arborist to be chosen?

Responses to these questions can be provided at the next Heritage Committee Meeting.

B. Stage 1A Liveability Project - Windsor

Following discussion of this matter, the Committee made a request for Council Staff to organise a zoom meeting for the Liveability Team to provide an update on the Liveability Project.

All stages of the Liveability Project in Windsor are now in their construction phase and the relevant contractors have control of those sites with Council and the contractors bound to act in accordance with the relevant contract.

In addition to the weekly updates being provided to members of the public, staff are engaging directly with business operators in Windsor, providing details of the scope and timing of the works to ensure the disruption to business operations during Project construction is minimised.

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The Heritage Committee received an online briefing regarding the Liveability Project in December 2023. Following that briefing, advice was provided by Committee members which in part, informed the Project scope that was subsequently endorsed by Council.

Where required, approval for Project works has been sought from Heritage NSW and the Project is subject to a Heritage Management Plan which governs the 'Heritage oversight' of the Project.

With all contracts now let, any further adjustments, scope changes or changes to standards/specifications will likely have unfavourable time and cost outcomes for Council, and additional briefings at this juncture will not be provided.

C. Thompson Square Fence

Following discussion of this matter, the Committee raised the following question:

1	When are the works likely to start and finish on the Thompson Square Fence?
---	---

A response to this question can be provided at the next Heritage Committee Meeting.

D. Reinstate Working Groups

The Heritage Committee recommended the reinstatement of the following Working Groups:

- Windsor Bridge Artefacts Working Group
- Heritage Listings Working Group
- Heritage Awards Working Group

A request was also made for the Heritage Committee to be consulted regarding activation in Heritage precincts, including Windsor. The Heritage Committee requested a briefing on activation from Council's Liveability Team. The Working Groups proposed to be reinstated would report to the Heritage Committee.

Activation events are not the responsibility of the project team delivering the Liveability project. This request is noted and should an activation event in Windsor be planned, an update will be provided to the Heritage Committee should timing and scheduling permit.

E. Thomas James Bridge - North Road

The Heritage Committee has requested a report to come to a future Heritage Committee meeting advising where the work associated with the Thomas James Bridge is up to and the schedule for further work.

A report providing an update on the project can be provided to the Committee.

F. Convict Trail Project

The Heritage Committee has requested that the deterioration of the Convict Trail be investigated and options for potential funding for remediation work be investigated.

The request of the Committee is noted. The investigation request represents a significant body of work in its own right, and it should be noted the trail extends well beyond the boundaries of the Hawkesbury LGA. This work is outside of the current funding and staff resourcing capacity and has not been planned for in either the Draft Four-Year Delivery Program or Draft 2025/2026 Operational Plan and Budget. On this basis, the recommendation is not recommended for adoption. Rather, given the suite of matters raised, it is recommended that the Heritage Committee workshop priorities for its strategic work over the next two years, in the context of the resourcing available.

ORDINARY MEETING

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G. Storage of Historic Fabric

Following consideration of the matter, the Heritage Committee resolved:

That the Heritage Committee recommends that Council allocates funding to create a repository and associated open area for the storage of moveable items of historic significance within the Hawkesbury Local Government Area, such as the Former Windsor Bridge Artifacts. It is noted that money has been set aside to re-pallet the Former Windsor Bridge Artifacts, which are currently being stored in the open at Council's Wilberforce Depot onto plastic pallets so they do not remain on deteriorating wooden pallets.

The recommendation of the Committee is noted. The establishment and ongoing management of a repository by Council for the storage of items of heritage significance (sourced from private property) is not a service that is provided by Council and funding has not been provided for in the Draft 2025/2026 Operational Plan and Budget. Given the Draft Budget is a balanced one, funding would need to be sourced by deciding not deliver another program, activity or capital works project. As such, this item is not recommended for adoption by Council.

H. Windsor Toll House

Following consideration of the matter the Heritage Committee resolved:

That the Heritage Committee recommends that Council seek funding assistance from the Federal and State Governments.

Requests for funding can be made of Australian and New South Wales Governments.

I. Windsor Train Station

Following consideration of the matter the Heritage Committee recommended that Council contact City Rail requesting that they fix the hole in the roof of the main historic station building.

Council Officers have already contacted Sydney Trains to advise of this issue.

ATTACHMENTS

AT - 1 Minutes of the Heritage Committee Meeting 6 March 2025.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 6 May 2025

Attachment 1 - Minutes of the Heritage Committee Meeting 6 March 2025.



Heritage Committee

Date of meeting: 6 March 2025
Location: Council Chambers
Time: 5:00PM

MINUTES

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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HERITAGE COMMITTEE
1. AGENDA
Meeting Date: 6 March 2025

1. AGENDA

Minutes of the Meeting of the Heritage Committee held in the Council Chambers, Windsor, on 6 March 2025 commencing at 5pm.

ATTENDANCE

Present: Councillor Danielle Wheeler Hawkesbury City Council - (Chairperson)
Councillor Shane Djuric, Hawkesbury City Council
Councillor Mary Lyons-Buckett, Hawkesbury City Council
Councillor Jill Reardon, Hawkesbury City Council
Councillor Nathan Zamprogno, Hawkesbury City Council
Mr Graham Edds, Community Representative
Ms Jan Barkley-Jack, Community Representative
Ms Carol Roberts, Community Representative
Dr Cheryl Ballantyne, Community Representative
Ms Michelle Nichols, Community Representative
Ms Venecia Wilson, Community Representative
Mr Carl Robinson, Community Representative
Mr Richard Holdforth, Community Representative

Apologies: Ms Erin Wilkins, Community Representative
Ms Deborah Hallam, Community Representative
Mr Michael Edwards, Community Representative

In Attendance: Mr Andrew Kearns, Hawkesbury City Council
Mr Christopher Reeves, Hawkesbury City Council
Ms Vandana Saini, Hawkesbury City Council
Ms Jessica Vaughan, Hawkesbury City Council

Member	6/03/2025
Councillor Danielle Wheeler	✓
Councillor Shane Djuric	✓
Councillor Mary Lyons-Buckett	✓
Councillor Jill Reardon	✓
Councillor Nathan Zamprogno	✓
Ms Jan Barkley-Jack	✓
Dr Cheryl Ballantyne	✓
Ms Deborah Hallam	A
Ms Michelle Nichols	✓
Ms Carol Roberts	✓
Ms Erin Wilkins	A
Ms Venecia Wilson	✓
Mr Michael Edwards	A
Mr Graham Edds	✓
Mr Richard Holdforth	✓
Mr Carl Robinson	✓

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

ORDINARY MEETING
11. RECEIPT OF MINUTES OF OTHER COMMITTEES
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HERITAGE COMMITTEE
1. AGENDA
Meeting Date: 6 March 2025

APOLOGIES

Apologies from Ms Erin Wilkins, Ms Deborah Hallam and Mr Michael Edwards were noted.

DECLARATION OF INTERESTS

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

Councillor Shane Djuric declared an interest in Item 3.1.4.

Mr Graham Edds declared an interest in Items 3.1.3. and 3.1.4.

Dr Cheryl Ballantyne declared an interest in Item 3.1.4.

Ms Carol Roberts declared an interest in Item 3.1.4.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 6 May 2025

HERITAGE COMMITTEE

1. AGENDA

Meeting Date: 6 March 2025

2. CONFIRMATION OF MINUTES

The Committee resolved on the Motion of Councillor Jill Reardon seconded by Councillor Mary Lyons-Buckett, that the Minutes from the previous meeting held on Thursday, 1 August 2024 be confirmed with the following amendments:

Item 3.1.1. – HC Windsor Bridge Replacement Project Working Group Progress Update.

Dr Cheryl Ballantyne advised that dot point 8 under 1. be updated to highlight that the Chair of Engineers Australia had advised that the historic bridge is not eligible for a historic marker because there is not enough of the old bridge remaining. There is a draft application for it to be included on the Engineers Australia website as an item of Engineering Heritage Interest.

General Business – D. Australiana Pioneer Village Heritage Study Progress

Mr Graham Edds advised that the Conservation Management Plan prepared was completed and submitted to Council in December 2021. A request by Council staff at a meeting in August 2023 asked if permission would be granted for Hawkesbury City Council staff to make amendments. This request was denied but agreed to look at requested revision on a cost basis. No further contact to the consultants has been made to date

Flagged as an item for the next Heritage Committee Meeting on 1 May 2025. Also to be include in a separate Item for discussion at a future Heritage Committee Meeting.

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HERITAGE COMMITTEE
3. REPORTS FOR DETERMINATION
Meeting Date: 6 March 2025

3.1.3. Update on Hawkesbury Heritage Projects - (95498, 80242)

Previous Item: 3.1.2 Heritage (2 May 2024)

Directorate: City Planning

Councillor Danielle Wheeler declared a pecuniary interest being that her principal place of residence is part of the slab barn study. Councillor Danielle Wheeler left the Chamber for point 2 and did not take part in the discussion or voting on the matter. Councillor Mary Lyons-Buckett took over as Chair for discussion on point 2.

Mr Graham Edds declared a pecuniary interest in Item 3.1.3. point 2 being a member of the consultancy team undertaking the study. Mr Graham Edds left the Chamber for point 2 and did not take part in the discussion or voting on the matter.

Mr Graham Edds also declared a less than significant non pecuniary interest in point 4 being that his wife provided National Trust Listing material.

OFFICER'S RECOMMENDATION

That the Heritage Committee:

1. Note the current status of the 2024/2025 Local Heritage Assistance Fund.
2. Note the current public exhibition of the Hawkesbury Timber Slab Barns and Outbuildings Update Study.
3. Note the advice from Council's Heritage Advisor on the Windsor Toll House and Tebbutts Barn.
4. Note the advice on progress with the proposed State Heritage Listing of 394 George Street, Windsor.
5. Note the overview of the recent Dr. Rex Stubbs Commemorative History Symposium.

A PROCEDURAL MOTION was moved by Councillor Mary Lyons-Buckett that this item be dealt with in seriatim.

MOTION:

MOVED on the motion of Councillor Mary Lyons-Buckett and seconded by Councillor Nathan Zamprogno.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Mary Lyons-Buckett. and seconded by Mr Graham Edds.

1. That
 - a) The committee recommends Council pursue additional Heritage funding from the NSW Government through further advocacy.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 6 May 2025

HERITAGE COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 6 March 2025

- b) Council approaches the Federal Member Susan Templeman MP seeking additional funding for heritage through the Federal Government, due to the high level of significance of Heritage Items in the Hawkesbury Local Government Area.

COMMITTEE RECOMMENDATION:

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

- 2. Note the current public exhibition of the Hawkesbury Timber Slab Barns and Outbuildings Update Study.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Venecia Wilson and seconded by Councillor Jill Reardon.

- 3. That
 - a) Council conduct make safe work on the Windsor Toll House as soon as possible.
 - b) The Heritage Committee discuss options for the Windsor Toll House for both conservation and use at the next Heritage Committee Meeting.

RESOLVED on the motion of Mr Graham Edds and seconded by Ms Venecia Wilson.

- c) That the Committee is disgusted by the state of Tebbutts Barn and recommends that Council undertakes immediate conservation work for this building, particularly the correct storage for the materials onsite and acts consistent with their leading role in the conservation of Hawkesbury's Timber Slab Barns.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Jill Reardon and seconded by Dr Cheryl Ballantyne.

- 4. Note the advice on progress with the proposed State Heritage Listing of 394 George Street, Windsor.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Nathan Zamprogno and seconded by Councillor Jill Reardon.

- 5. Note the overview of the recent Dr. Rex Stubbs Commemorative History Symposium.

Councillor Mary Lyons-Buckett left the meeting at 6:22pm.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 6 May 2025

HERITAGE COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 6 March 2025

3.1.4. Hawkesbury Potential Heritage Items Project - (95498, 80242)

Previous Item: 3.1.3 Heritage (1 August 2024)

Directorate: City Planning

Councillor Danielle Wheeler declared a pecuniary interest in Item 3.1.4 being that her principal place of residence is part of this study. Councillor Danielle Wheeler left the Chamber and did not take part in the discussion or voting on the matter. Councillor Nathan Zamprogno took over as Chair.

Councillor Shane Djuric declared a significant non-pecuniary interest in Item 3.1.4. being that he has a long term association with a business that operates out of a building mentioned in the report. Councillor Shane Djuric left the Chamber and did not take part in the discussion or voting on the matter.

Dr Cheryl Ballantyne declared a significant non-pecuniary interest in Item 3.1.4 being that her home is on the list of potential heritage items. Dr Cheryl Ballantyne left the Chamber and did not take part in the discussion or voting on the matter.

Ms Carol Roberts declared a pecuniary interest in Item 3.1.4. being that her principal place of residence is part of the study. Ms Carol Roberts left the Chamber and did not take part in the discussion or voting on the matter.

Mr Graham Edds declared a less than significant non pecuniary interest in point 4 being that his wife provided National Trust Listing material.

OFFICER'S RECOMMENDATION

That the Heritage Committee note the current status of the Potential Heritage Items Project.

COMMITTEE RECOMMENDATION:

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

That the Heritage Committee note the current status of the Potential Heritage Items Project.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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HERITAGE COMMITTEE

4. GENERAL BUSINESS

Meeting Date: 6 March 2025

4. GENERAL BUSINESS

A. McQuade Park

Councillor Nathan Zamprogno advised that recent communication issued by Council highlighted that twenty four mature trees are to be removed from McQuade Park due to being dangerous.

A series of questions were taken on notice with respect to the removal of trees from McQuade Park.

#	Question	Response
1	What is the timeline for the trees to be replaced once removed?	
2	Will the siteline view to St Matthews be considered when and if replanting is to take place?	
3	Historical species collection to be considered? Will they save trees for wildlife hollows?	
4	Arborist to be chosen?	

B. Stage 1A Liveability Project - Windsor

Ms Venecia Wilson raised issues associated with Stage 1A of the Liveability Project (Thompson Square) in Windsor. It was noted by Ms Venecia Wilson that a member of the Liveability Team was not present to answer questions or speak on the matter.

Ms Venecia Wilson advised that business owners are not aware of what is happening and the Heritage Committee are not aware either.

Chair to request more information and more on Heritage oversight.

A request was made for Council Staff to organise a zoom meeting for the Liveability Team to provide an update on the Liveability Project.

C. Thompson Square Fence

Dr Cheryl Ballantyne advised that the local community raised concerns back in 2023 regarding the Thompson Square Fence. It is a State listed item and needs to be consulted on and discussed further.

A question was taken on notice with respect to Thompson Square Fence.

#	Question	Response
1	When are the works likely to start and finish on the Thompson Square Fence?	

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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HERITAGE COMMITTEE

4. GENERAL BUSINESS

Meeting Date: 6 March 2025

D. Reinstatement Working Groups

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Dr Cheryl Ballantyne and seconded by Councillor Reardon.

That the following Working Groups reporting to the Heritage Committee be reinstated:

1. Windsor Bridge Artefacts Working Group

Previous members plus Carol Roberts as a new member.

2. **Heritage Listings Working Group** – to assist with heritage listings and assist the Senior Heritage Officer to compile new Heritage listings.

Members of the Working Group are below:

- Graham Edds
- Jan Barkley-Jack
- Carl Robinson
- Michelle Nichols
- Michael Edwards
- Councillor Danielle Wheeler
- Richard Holdforth
- Deborah Hallam

2. Heritage Awards Working Group

Members of the Working Group are below:

- Venecia Wilson
- Carol Roberts
- Michael Edwards
- Councillor Jill Reardon

A request was made for the Heritage Committee to be consulted regarding activation in Heritage precincts, including Windsor. The Heritage Committee requested a briefing on activation from Council's Liveability Team.

E. Thomas James Bridge – North Road

Ms Jan Barkley-Jack requested a report to come to a future Heritage Committee meeting advising where the work associated with the Thomas James Bridge is up to and the schedule for further work.

The Chair is to request information.

F. Convict Trail Project

Councillor Jill Reardon advised that the Mayor asked her to bring to the Committee information about the Convict Trail Project. The Mayor attended a Community Strategic Forum meeting where Elizabeth Roberts who is the Secretary of the Convict Trail Project advised that two parts of the Convict Trail, one part in Hornsby and one part in the Central Coast, have deteriorated badly and it is in a World Heritage Area. The Convict Trail Path in the Hawkesbury the Committee would like looked at and potential funding.

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HERITAGE COMMITTEE
4. GENERAL BUSINESS
Meeting Date: 6 March 2025

The Committee asked Council to contact Elizabeth Roberts and ask for further information about our section and how to proceed.

G. Storage of Historic Fabric

COMMITTEE RECOMMENDATION:

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

That the Committee recommends that Council allocates funding to create a repository and associated open area for the storage of moveable items of historic significance within the Hawkesbury Local Government Area, such as the Former Windsor Bridge Artifacts. It is noted that money has been set aside to re-pallet the Former Windsor Bridge Artifacts, which are currently being stored in the open at Council's Wilberforce Depot, onto plastic pallets, so they do not remain on deteriorating wooden pallets.

H. Windsor Toll House

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Graham Edds and seconded by Ms Carol Roberts.

That the Committee recommends that Council seek funding assistance from the Federal and State Governments.

I. Windsor Train Station

Heritage Committee recommends that Council contact City Rail requesting that they fix the hole in the roof of the main historic station building.

The below items are to be discussed at a future Heritage Committee meeting

#	Question	Response
1	Question was raised in terms of the review of the Local Environmental Plan (LEP) and DCP and to provide the Committee with an update on the Heritage Sections. Agreed that the heritage sections would be circulated prior to the next meeting.	

Questions were also asked regarding:

#	Question	Response
1	Windsor Bridge Signage has faded and the community cannot read it anymore. Who is responsible for fixing?	

The next Heritage Committee meeting is proposed to be held on Thursday, 1 May 2025 at 5pm.

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HERITAGE COMMITTEE 4. GENERAL BUSINESS Meeting Date: 6 March 2025
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HERITAGE COMMITTEE 4. GENERAL BUSINESS Meeting Date: 6 March 2025
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HERITAGE COMMITTEE 4. GENERAL BUSINESS Meeting Date: 6 March 2025
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The meeting terminated at 7:21pm.

oooO END OF REPORT Oooo

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11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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11.1.2. ROC - Local Traffic Committee - 14 April 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 Monday 14 April 2025.

EXECUTIVE SUMMARY

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 April 2025.

DISCUSSION

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

- General Traffic Matter - 4.1.1. - LTC - Proposed Signposting and Line marking for the Southern Valley Development and Grose Vale Road - Redbank, North Richmond DA0092/22 and RA0007/24 - (Hawkesbury) [Toc194482993](#)
- General Traffic Matter - 4.1.2. - LTC - Proposed Signposting and Line Marking for the Vineyard Precinct at 48 and 54 Boundary Road (Stage 1), Oakville - DA0213/22 - (Hawkesbury)
- Special Event Matter - 4.2.1. - LTC - Winterfest 2025 - Hawkesbury Showground, Clarendon - (Hawkesbury)

ATTACHMENTS

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

Attachment 1 - Minutes of the Local Traffic Committee held on 14 April 2025



Local Traffic Committee

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

BUSINESS PAPER

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LOCAL TRAFFIC COMMITTEE

1. AGENDA

Meeting Date: 14 April 2025

1. AGENDA

Welcome

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

ATTENDANCE

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

Apologies: Councillor Mike Creed
Senior Constable Damien Mitchell, NSW Police Force
Inspector Ben Watson, NSW Police Force
Mr Ben Cantor, Busways

In Attendance: Mr Christopher Amit, Hawkesbury City Council (Chair)
Mrs Cathy Mills, Hawkesbury City Council
Mr Rob Wainhouse, Hawkesbury City Council

Apologies

RESOLVED on the motion of Mrs Felicity Findlay, seconded by Mr Thile Somaratne, that the apologies be accepted.

Declaration of Interests

There were no Declarations of Interest made.

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LOCAL TRAFFIC COMMITTEE
2. CONFIRMATION OF MINUTES
Meeting Date: 14 April 2025

2. CONFIRMATION OF MINUTES

Meeting Date: 14 April 2025

2. CONFIRMATION OF MINUTES

The Committee resolved on the motion of Mr Christopher Amit, seconded by Mrs Cathy Mills, that the minutes from the previous meeting held 10 March 2025 be confirmed.

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Meeting Date: 6 May 2025

<p>LOCAL TRAFFIC COMMITTEE</p> <p>3. BUSINESS ARISING</p> <p>Meeting Date: 14 April 2025</p>

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There was no business arising from the previous minutes.

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4. REPORTS FOR DETERMINATION

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4. REPORTS FOR DETERMINATION

4.1. GENERAL TRAFFIC

- 4.1.1. LTC - Proposed Signposting and Line marking for the Southern Valley Development and Grose Vale Road - Redbank, North Richmond DA0092/22 and RA0007/24 - (Hawkesbury) - (80245, 73621, 123265, 112157, 146425)

Previous Item: Item: 4.1.1, Local Traffic Committee (13 November 2023)

Directorate:

INTRODUCTION:

Development Consent No. DA0092/22 has been granted to construct road and drainage works to create 375 residential lots in various stages. The works are being undertaken as part of the overall Redbank Development of approximately 1,400 lots in North Richmond and is outlined in Figure 1.

The development will provide 13 new roads as part of an internal road network within the development site adjacent to Grose Vale Road and was considered at the Local Traffic Committee (LTC) meeting on 13 November 2023. Since that time modifications to the Development site have been approved and these modifications are the subject of this report which includes works along Road 58 and Road 60 (Keyline Road). In addition to the previous approval from November 2023, works are proposed along Grose Vale Road in forming an intersection with Road 60 (Keyline Road) and will be considered under a Roads Act Application RA0007/24.

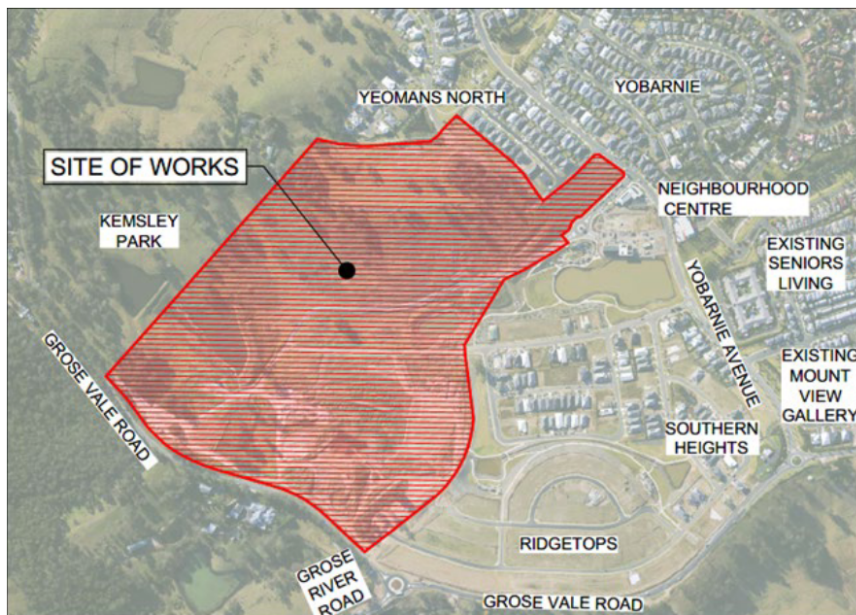


Figure 1: Site Locality within the Redbank Precinct

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DISCUSSION:

As reported to LTC in November 2023, the proposed road network, as outlined in Figures 2 and 3, will connect to existing roads such as Keyline Road, Ploughmans Boulevard, Harrington Drive and Grose Vale Road and are listed below with their corresponding road widths between kerbs. The roads are to be constructed to their full width and full length.

- Road 35 (Ploughmans Boulevard) – Collector Road 11.0m carriageway
- Road 51 (Irrigator Drive) – Local Road 8.0m carriageway
- Road 57 (Myrtle Grove) – Local Road 8.0m carriageway
- Road 58 (Peppermint Place) – Local Road 8.0m carriageway
- Road 59 (Evergreen Close) – Local Road 8.0m carriageway with a cul-de-sac radius of 8.5m
- Road 60 (Keyline Road) – Collector Road 11.0m carriageway
- Road 61 (Kookaburra Crescent) – Local Road 8.0m carriageway
- Road 62 (Sprinkler Street) – Local Road 8.0m carriageway
- Road 63 (Contour Way) – Local Road 8.0m carriageway
- Road 64 (Harrington Drive) – Local Road 8.0m carriageway
- Road 65 (Southwell Street) – Local Road 8.0m carriageway
- Road 66 (Lorikeet Lane) – Local Road 6.0m carriageway
- Road 67 (Indigo Close) – Local Road 6.0m carriageway with a cul-de-sac radius of 8.5m.

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LOCAL TRAFFIC COMMITTEE
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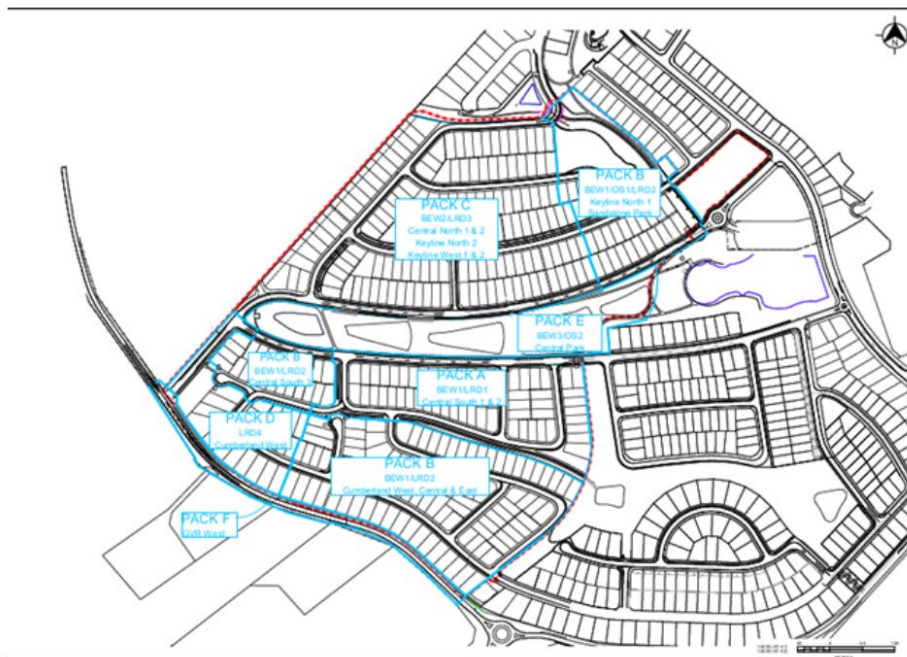


Figure 2: Site Extent and Original Road Layout

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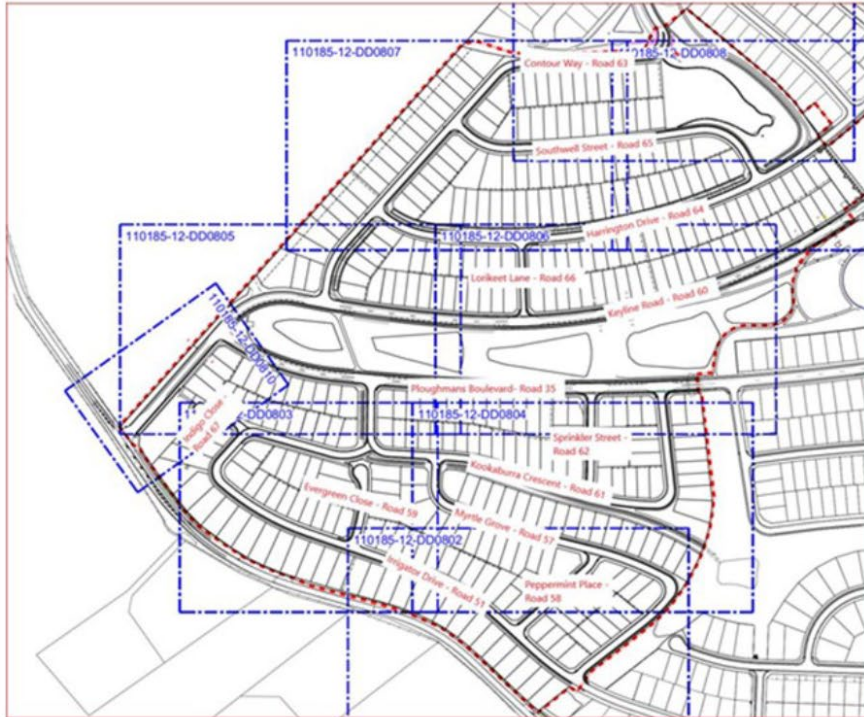


Figure 3: Original Road Layout with Road Names

The proposed modifications within the internal roads, as outlined in Figure 4 include:

- Road 58 (Peppermint Place) – Local Road 8.0m carriageway. Change from a through road between Road 51 and Road 57 to a Cul-de-sac road, accessed from Road 57 with a cul-de-sac radius of 8.5m. The cul-de-sac is to be sign posted with a No Parking zone.
- Road 60 (Keyline Road) – Collector Road 11.0m carriageway with the provision of 90 degree Angle Parking replacing parallel parking. The 90 degree angle parking will be provided across three separate sections of road totaling 62 general parking spaces and 4 parking spaces for people with disabilities. The parking spaces will be signposted accordingly with the 90 degree parking being 'Rear to Kerb'.

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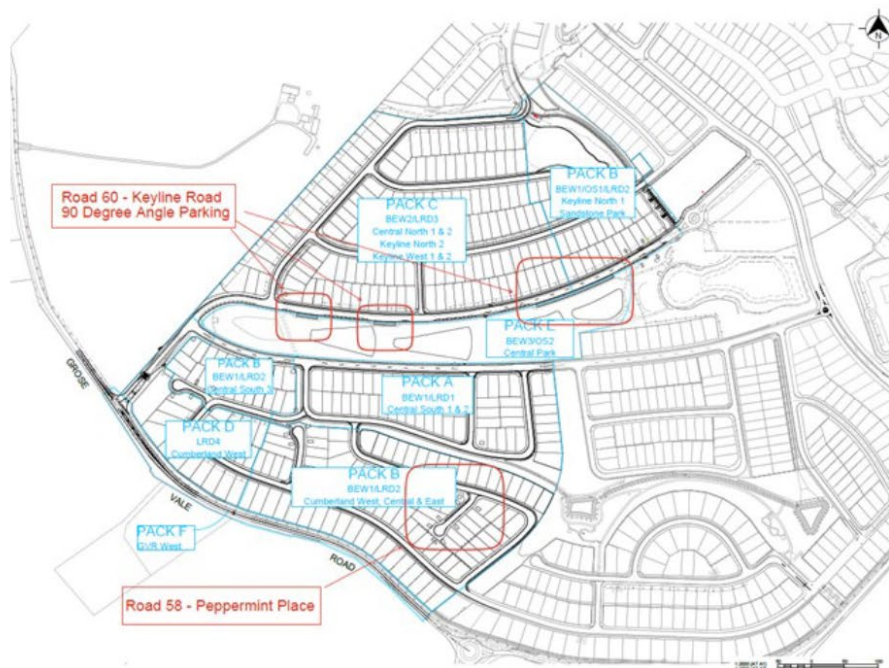


Figure 4: Site Extent and Proposed works on Road 58 and Road 60

In addition to the modifications to the internal roads of Road 58 and Road 60 (Keyline Road), the proposed works are extending from within the Development site, to include works within Grose Vale Road, which includes its connection with Road 60 (Keyline Road). These works are being assessed under the Roads Act 1993.

Road 60 (Keyline Road) will form a T-Junction with Grose Vale Road with Grose Vale Road being widened to accommodate a right turning lane to provide access into Road 60 (Keyline Road). This will result in a Channelised Right Turn (CHR) treatment. The turning lane has been designed in accordance with Austroads allowing for a compliant turning lane width, deceleration lane length and storage length. Road 60 (Keyline Road) is to be treated with a Stop control and Holding line (TF/TB1). No Stopping zones are to be provided along both intersection approaches. Lane linemarking along Grose Vale Road either side of Road 60 (Keyline Road), taking into account the turning lane, and towards Grose River Road allows for 3.5metre travelling lanes and 2metre sealed shoulders with a Double Barrier centre line (BB) and Edge lines (E1). As part of the design process for the intersection treatment, a road safety audit has been prepared by BTE Consulting Pty Ltd (Attachment 12).

The current posted speed limit of 70kph is under review by Transport for NSW (TfNSW) with a view to reducing the speed limit from 70kph to 60kph along Grose Vale Road adjacent to the Redbank Development precinct. This is referenced on the plans DD0802, DD0803 and DD0810.

Swept/Turning path diagrams (Attachments 7 to 12) have been provided for the 8.8m design vehicle (Service Vehicle-MRV Truck) and the 12.5m check vehicle (SU-HRV Truck) for the Road 58 cul-de-sac, with these manoeuvres being compliant. For the 90 degree parking along Road 60 (Keyline Road), the Passenger Vehicle design vehicle has been provided with the manoeuvres being compliant. The intersection of Road 60 (Keyline Road) and Grose Vale Road (Regional Road), with

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both roads being Collector Roads, requires the 12.5m design vehicle (SU-HRV Truck) and the 19m check vehicle (AV - Articulated Vehicle). The swept paths for the check vehicle at the intersection of Road 60 (Keyline Road) and Grose Vale Road (19m AV Truck) has shown encroachments over the BB line at the T-Junction with the design vehicle (8.8m MRV Truck) clearing the BB line and being compliant. The purpose of the check vehicle is to ensure that there are no physical barriers prohibiting the manoeuvre. On this basis, the manoeuvres are acceptable, taking into consideration the road dimensions, geometry, grades, and kerb returns are in accordance with the relevant standards.

The signage and line marking plans, which include the modification works to Road 58 and Road 60 (Keyline Road) and the intersection works at Road 60 (Keyline Road) and Grose Vale Road, have been prepared by J. Wyndham Prince (Project 110185-12) and submitted to the Local Traffic Committee for concurrence and approval in accordance with the Development Consent conditions.

Summary:

The Signage and Line marking plans prepared by J.Wyndham Prince(Project 110185-12: Sheet No. DD0802 - Revision L, DD0803 - Revision L, DD0804 Revision I, DD0805 Revision M, DD0806 Revision J and DD0810 - Revision I), which includes the cul-de-sac for Road 58 and the 90 degree parking for Road 60 (Keyline Road) associated with DA0092/22 and the intersection of Road 60 (Keyline Road) and Grose Vale Road associated with RA0007/24, be implemented.

RECOMMENDATION TO COMMITTEE:

That the Signage and Line marking plans prepared by J.Wyndham Prince(Project 110185-12: Sheet No. DD0802 - Revision L, DD0803 - Revision L, DD0804 Revision I, DD0805 Revision M, DD0806 Revision J and DD0810 - Revision I), which includes the cul-de-sac for Road 58 and the 90 degree parking for Road 60 (Keyline Road) associated with DA0092/22 and the intersection of Road 60 (Keyline Road) and Grose Vale Road associated with RA0007/24, be implemented.

COMMITTEE RECOMMENDATION:

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

Support for Recommendation: Unanimous support.

That the Signage and Line marking plans prepared by J.Wyndham Prince(Project 110185-12: Sheet No. DD0802 - Revision L, DD0803 - Revision L, DD0804 Revision I, DD0805 Revision M, DD0806 Revision J and DD0810 - Revision I), which includes the cul-de-sac for Road 58 and the 90 degree parking for Road 60 (Keyline Road) associated with DA0092/22 and the intersection of Road 60 (Keyline Road) and Grose Vale Road associated with RA0007/24, be implemented.

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4.1.2. LTC - Proposed Signposting and Line Marking for the Vineyard Precinct at 48 and 54 Boundary Road (Stage 1), Oakville - DA0213/22 - (Hawkesbury) - (80245, 73621, 123265)

INTRODUCTION:

Development Consent No. DA0213/22 has been granted to construct road and drainage works to create 89 Residential Lots and 2 Residue Lots over 4 Stages within the Vineyard Precinct. The proposed development is within Nos. 48 and 54 Boundary Road, Oakville (Lots 7 and 8, DP 25173). The site is bounded by Boundary Road and surrounding Developments at 28 to 62 Harkness Road and 104 to 138 Menin Road as outlined in Figures 1 and 2.

Stage 1 of the development will provide 50 residential lots, extending two existing roads, widening two existing roads from half width to full width and an entry point for one new road as part of an internal road network within the development site. The development site will connect to Alma Road, Hilda Road, Sheoak Street and Southcott Avenue.

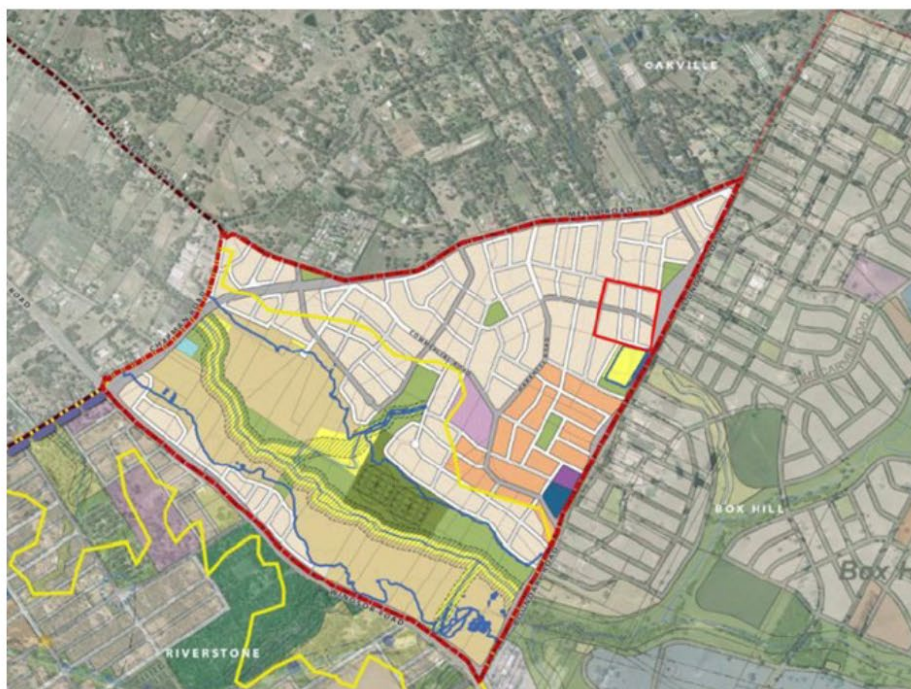


Figure 1: Site Locality within the Vineyard Precinct

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Figure 2: Site Extent and Road Layout

DISCUSSION:

The proposed road network, as outlined in Figure 3, will connect to Alma Road, Hilda Road, Sheoak Street and Southcott Avenue. The proposed roads are listed below with their corresponding road widths between kerbs.

- Alma Road - Local Road 4.5m Carriageway (Half Road Width Construction – Full Length). 9m Carriageway when these works are completed as the opposite side of the road has been constructed as part of another development.
- Hilda Road - Collector Road 13m Carriageway with a temporary cul-de-sac radius of 12m (Full Road Construction – Full Length).
- Southcott Avenue - Local Road 4.5m Carriageway (Half Road Width Construction – Full Length). 9m Carriageway when these works are completed as the opposite side of the road has been constructed as part of another development.
- Sheoak Street - Local Road 9m Carriageway (Full Road Width Construction– Full Length).
- Agst Road - Local Road 9m Carriageway (Full Road Width Construction - Partial Length at intersection with Sheoak Street).

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A temporary cul-de-sac with a 12m radius is proposed at the end of Hilda Road until this road is extended in a future stage to Boundary Road. A temporary end road chevron sign "D4-5-1" is to be located at the end of the temporary cul-de-sac to delineate to traffic no access beyond this point. The temporary cul-de-sac is to be sign posted with a temporary No Parking zone.

All temporary zones will be reviewed once the remaining stages are completed and actioned accordingly if they are to be adjusted or removed. This includes previously installed temporary signs for the half roads constructed as part of the adjacent development sites. Details of the proposed signage and line marking is outlined in the Plan prepared by Orion Consulting (23-0872-DES-01-SK-012-04) – Attachment 1.

Swept/Turning path diagrams (Attachment 2 and 3) have been provided for the 8.8m design vehicle (Service Vehicle-MRV Truck) and the 12.5m check vehicle (SU-HRV Truck). The swept paths for the check vehicle (12.5m SU-HRV Truck) has shown some encroachments over the BB line at the respective Junctions with the design vehicle (8.8m MRV Truck) clearing the BB line. The purpose of the check vehicle is to ensure that there are no physical barriers prohibiting the manoeuvre. On this basis, the manoeuvres are acceptable, taking into consideration the road dimensions, geometry, grades, and kerb returns are in accordance with the relevant standards.

The design plans have been prepared by Orion Consulting (Project Ref. 23-0872) ensuring compliance of the road design, and that all relevant standards and road widths can accommodate the proposed line marking treatments in accordance with the relevant standards.

The signage and line marking plans prepared by Orion Consulting (23-0872-DES-01-SK-012-04) for Stage 1 of the Development has been submitted to the Local Traffic Committee for concurrence and approval in accordance with the Development Consent conditions.

Summary:

The Signage and Line marking plan prepared by Orion Consulting (23-0872-DES-01-SK-012-04) associated with Stage 1 of the Development Application DA0213/22 be implemented.

RECOMMENDATION TO COMMITTEE:

The Signage and Line marking plan prepared by Orion Consulting (23-0872-DES-01-SK-012-04) associated with Stage 1 of the Development Application DA0213/22 be implemented.

COMMITTEE RECOMMENDATION:

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

Support for Recommendation: Unanimous support.

The Signage and Line marking plan prepared by Orion Consulting (23-0872-DES-01-SK-012-04) associated with Stage 1 of the Development Application DA0213/22 be implemented.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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4. REPORTS FOR DETERMINATION

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4.2. SPECIAL EVENTS

**4.2.1. LTC - Winterfest 2025 - Hawkesbury Showground, Clarendon - (Hawkesbury)
- (80245, 99871)**

INTRODUCTION:

An application has been received seeking approval (in traffic management terms) to conduct the Winterfest (Winterfest Sydney Medieval Fair) 2025 event within the Hawkesbury Showground, Clarendon to be held on Saturday, 5 and Sunday, 6 July 2025.

The event organiser has advised:

- The event has been held previously for 18 years at various locations including the Hawkesbury Showground, with the last application submitted to Council relating to traffic management was in 2020.
- The event is a nationally recognised Medieval Historical and Fantasy event with a focus on education, history and folk entertainment.
- The event will be conducted between 10am and 5pm for both days.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is located within the Hawkesbury Showground only.
- The event is expected to attract approximately 6,000 to 7,000 spectators per day.
- 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.
- Pedestrian Access will be restricted to Gate 1 only for guests arriving by public transport.
- Authorised approved traffic controllers will be present during the event hours. Their duties will include spotting and assisting guests for access and egress into the event site, assisting with the safe placement of vehicles, assisting with mobility parking and directing pedestrians safety to designated access paths.

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

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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: 9286961):

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 Control/Management Plan,
5. Event Layout Plan and Traffic Movement Plan,
6. Copy of the application to the NSW Police Force.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
2. The Winterfest 2025 event within the Hawkesbury Showground, Clarendon, to be held on Saturday, 5 July 2025 and Sunday, 6 July 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:

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11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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4. REPORTS FOR DETERMINATION

Meeting Date: 14 April 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 a Traffic Control Plan (TCP) 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) 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,

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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.

COMMITTEE RECOMMENDATION:

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

Support for Recommendation: Unanimous support.

That:

- 5. 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

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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.

6. The Winterfest 2025 event within the Hawkesbury Showground, Clarendon, to be held on Saturday, 5 July 2025 and Sunday, 6 July 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).
7. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
8. 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 a Traffic Control Plan (TCP) 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) to undertake the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;

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- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Hawkesbury City Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to notify the details of the event to the NSW 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,

<p style="text-align: center;">ORDINARY MEETING</p> <p style="text-align: center;">11. RECEIPT OF MINUTES OF OTHER COMMITTEES</p> <p style="text-align: center;">Meeting Date: 6 May 2025</p>
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<p style="text-align: center;">ORDINARY MEETING</p> <p style="text-align: center;">11. RECEIPT OF MINUTES OF OTHER COMMITTEES</p> <p style="text-align: center;">Meeting Date: 6 May 2025</p>
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<p style="text-align: center;">ORDINARY MEETING</p> <p style="text-align: center;">11. RECEIPT OF MINUTES OF OTHER COMMITTEES</p> <p style="text-align: center;">Meeting Date: 6 May 2025</p>
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LOCAL TRAFFIC COMMITTEE
4. REPORTS FOR DETERMINATION
Meeting Date: 14 April 2025

LOCAL TRAFFIC COMMITTEE 4. REPORTS FOR DETERMINATION Meeting Date: 14 April 2025

LOCAL TRAFFIC COMMITTEE
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- 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.

<p style="text-align: center;">ORDINARY MEETING</p> <p style="text-align: center;">11. RECEIPT OF MINUTES OF OTHER COMMITTEES</p> <p style="text-align: center;">Meeting Date: 6 May 2025</p>
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LOCAL TRAFFIC COMMITTEE
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4. REPORTS FOR DETERMINATION

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4.3. FOR INFORMATION

There were no reports for Information.

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LOCAL TRAFFIC COMMITTEE 5. GENERAL BUSINESS Meeting Date: 14 April 2025
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LOCAL TRAFFIC COMMITTEE 5. GENERAL BUSINESS Meeting Date: 14 April 2025
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LOCAL TRAFFIC COMMITTEE 5. GENERAL BUSINESS Meeting Date: 14 April 2025
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5. GENERAL BUSINESS

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday 12 May 2025 at 3:00pm.

The meeting terminated at 3:10pm.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 6 May 2025



**Local Traffic Committee
Meeting**

**End of
Minutes**

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

oooO END OF REPORT Oooo

12. NOTICES OF MOTION

12.1.1. **NM1 – Vine Weeds on Trees in the Hawkesbury**

Submitted by: Councillor Kotlash

NOTICE OF MOTION

That Hawkesbury City Council (HCC) requests that the Hawkesbury River County Council (HRCC):

1. Develop a stand-alone plan, in consultation with HCC, other land managers (e.g. Transport for NSW, NPWS) and the wider community, to tackle the increasing problem of weed vines slowly killing native trees in the Hawkesbury.
2. Publish all specific weed information gathered from inspections and surveillance that they carry out on public land in the Hawkesbury from now on and for the last four years.

BACKGROUND

Why we need this plan.

The photographs below show examples of how our native trees are being impacted by vine weeds. These weeds are slowly killing some of our most magnificent mature native trees. If left untreated this could lead to an environmental disaster for the Hawkesbury. While it is noted that all weeds cause damage to native vegetation, the loss of mature native trees is a much bigger impact as mature trees are much harder (if not impossible) to replace.

The impetus to photograph these trees on public land came from wanting to understand the problem better, but it quickly became obvious that the problem was much greater than first thought. About 5km of roadways were used to capture these photographs of about 35 impacted trees and not all impacted trees were photographed. While this problem is not limited to roadsides, if we consider that Hawkesbury has about 1060km of roadways the possible scale of this problem becomes apparent.

The following vine weed species were noted at the time these photographs were taken:

- **Cats claw creeper**

Listed on HRCC's priority weed list as needing to be controlled at a State and Regional level for asset protection.

- **Madeira vine**

Listed on HRCC's priority weed list as needing to be controlled at a State level for containment and asset protection

- **Ballon vine**

Not listed on HRCC's priority weed list

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- **Cape ivy**

Not listed on HRCC's priority weed list

- **Morning glory**

Not listed on HRCC's priority weed list

- **English ivy**

Not listed on HRCC's priority weed list.

Some of the trees photographed had more than one vine weed species on them which adds to their decline.

For us to try to combat these weeds, we need a comprehensive plan that involves all stakeholders. HRCC cannot do this alone as they simply don't have the resources.

In the last two and a half years (2022-2025) HRCC has spent about 62 hours controlling about 0.35 Ha of vine weeds in the Hawkesbury. Here is a table of the breakdown of these figures which was compiled from past HRCC business papers:

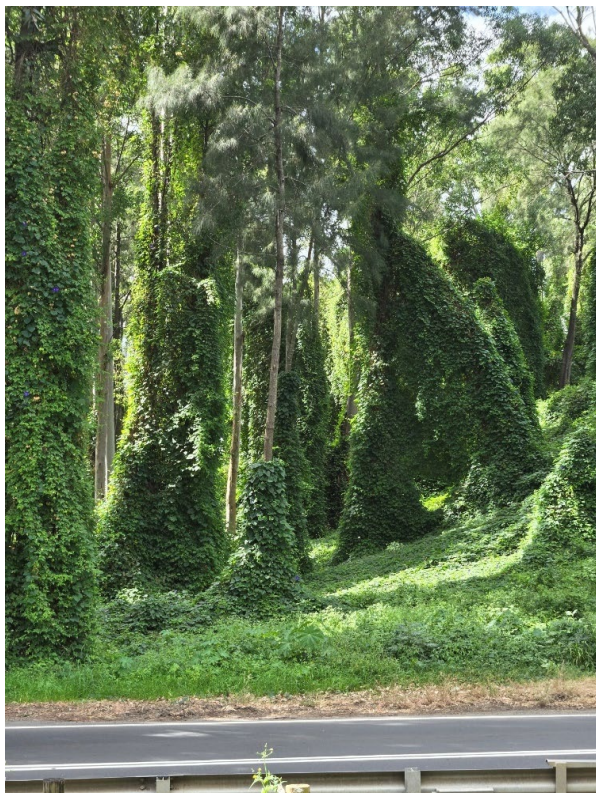
Year	Weed	On Priority List?	Ha	hours
2022/2023	Banana passionfruit	No	0.03	15
	Cats claw creeper	Yes	0.14	16
	Morning glory	Yes	0.002	1.5
2023/2024	Balloon vine	No	0.007	0.7
	Cats claw creeper	Yes	0.01	1.3
2024/2025 first half	Banana passionfruit	No	0.064	25
	Balloon vine	No	0.09	1
	Cats claw creeper	Yes	0.01	1.8
Totals		All weeds	0.35	62
		Priority weeds	0.16	20
		Non-priority weeds	0.19	42

With this limited resourcing (i.e. about 25 hours per year), we need to make sure that the areas that are the most sensitive are prioritised. These areas might be Koala habitat or endangered ecological communities.

Why HRCC needs to publish their public land weed data.

It is considered essential that all stakeholders have access to the data HRCC collects when they do all of their public land inspections and surveillance. This sharing of data is a necessary precursor to the development of an effective plan as it will shed more light on the size, cause and trajectory of the problem.

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Bells Line of Rd near Richmond Bridge April 2025 (taken by A Kotlash)



End of Old Kurrajong Rd Richmond April 2025 (taken by A Kotlash)

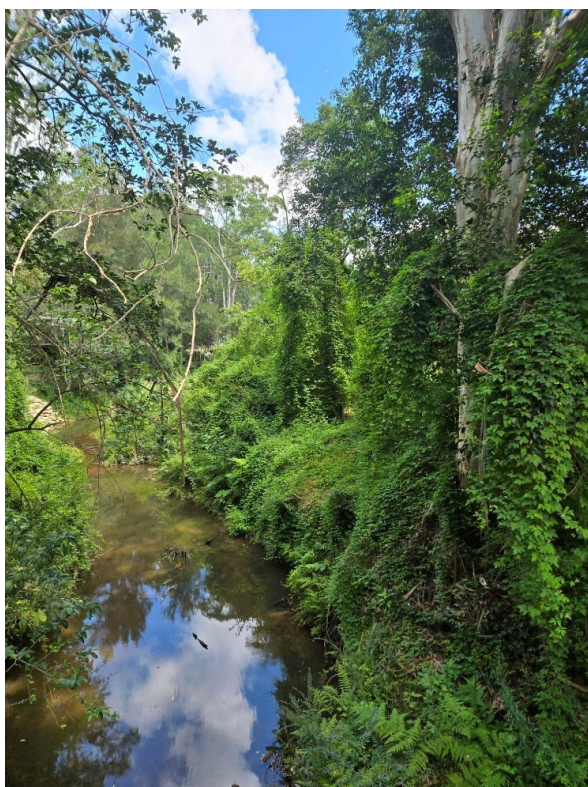


Freemans Reach Road March 2025 (taken by A Kotlash)



Freemans Reach Road March 2025 (taken by AKotlash)

ORDINARY MEETING
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Little Wheeny Creek from Bells Line of Road (taken by A Kotlash)



Little Wheeny Ck Old Bells Line of Rd March 2025 (taken by A Kotlash)



Grose Vale Road March 2025 (taken by A Kotlash)



Near Little Wheeny Ck Old Bells Line of Rd March 2025 (taken by A Kotlash)

ORDINARY MEETING
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Comleroy Road Kurrajong April 2025 (taken by A Kottash)



Comleroy Road Kurrajong April 2025 (taken by A Kottash)

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12. NOTICES OF MOTION
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ORDINARY MEETING
13. QUESTIONS WITH NOTICE
Meeting Date: 6 May 2025

13. QUESTIONS WITH NOTICE

Nil Reports.

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13. QUESTIONS WITH NOTICE
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ORDINARY MEETING

14. RESPONSES TO QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

Meeting Date: 6 May 2025

14. RESPONSES TO QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

14.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting - 8 April 2025

The following question was raised from Councillors regarding matters on the Council Meeting Business Paper of 8 April 2025. This question was taken on notice and the response is provided below:

#	Councillor	Question	Response
1	Wheeler	With respect to the new Fernadell Community Centre, do the materials proposed meet the recommendations for flood resilient building materials?	The finished floor level of the new Fernadell Community Centre is RL18.88mAHD, approximately 530mm above the 1 in 200-year flood level. Generally, materials have been selected as they are resilient and robust for use in a public building. This includes the concrete slab and pavements, steel structure, metal roof sheeting, linoleum flooring, ceramic tile, aluminium window/door frames, compressed fiber cement and brick cladding. These materials are naturally durable and water resistant to minimise damage during flood events.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

14. RESPONSES TO QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

Meeting Date: 6 May 2025

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ORDINARY MEETING

15. Excluded Agenda Item – Council Meeting – 8 April 2025 - (79351)

Meeting Date: 6 May 2025

15. Excluded Agenda Item – Council Meeting – 8 April 2025 - (79351)

Section 3.25 of the Council's Code of Meeting Practice provides that:

"The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful. The General Manager must report, without giving details of the item of business, any such exclusion to the next meeting of the Council."

The General Manager has excluded an agenda item from the Ordinary Council Meeting held on 8 April 2025, which in the opinion of the General Manager, the business is, or the implementation of the business would be, unlawful.

ORDINARY MEETING

15. Excluded Agenda Item – Council Meeting – 8 April 2025 - (79351)

Meeting Date: 6 May 2025

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ORDINARY MEETING
16. CONFIDENTIAL REPORTS
Meeting Date: 6 May 2025

16. CONFIDENTIAL REPORTS

16.1. GENERAL MANAGER

Nil Reports.

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16.2. CITY PLANNING

Nil Reports.

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16. CONFIDENTIAL REPORTS
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16. CONFIDENTIAL REPORTS
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16.3. CORPORATE SERVICES

16.3.1. CS - Compulsory Lease of Part of Hanna Park, 45 Beaumont Avenue, North Richmond by Transport for New South Wales - (95496, 159585)

Directorate: Corporate Services

REASON FOR CONFIDENTIALITY

This report is CONFIDENTIAL in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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

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ORDINARY MEETING
16. CONFIDENTIAL REPORTS
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16.3.2. CS – Acquisition of Part of 2 Harkness Road, Oakville – (95496, 159585)

Directorate: Corporate Services

REASON FOR CONFIDENTIALITY

This report is CONFIDENTIAL in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the purchase of property by the Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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

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16. CONFIDENTIAL REPORTS
Meeting Date: 6 May 2025

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Meeting Date: 6 May 2025

16.3.3. CS - Easement Acquisition - Part of 340 Castlereagh Road, Agnes Banks (95495, 146432)

Directorate: Corporate Services

REASON FOR CONFIDENTIALITY

This report is CONFIDENTIAL in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the purchase of an easement over a property by the Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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

ORDINARY MEETING
16. CONFIDENTIAL REPORTS
Meeting Date: 6 May 2025

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ORDINARY MEETING
16. CONFIDENTIAL REPORTS
Meeting Date: 6 May 2025

16.4. INFRASTRUCTURE SERVICES

16.4.1. **IS - Tender No. T00173 - Management and Operation of the Oasis Aquatic and Fitness Centre – (95495)**

Previous Item: 80, Ordinary (12 April 2022); 065, Ordinary (30 March 2021)

Directorate: Infrastructure Service

REASON FOR CONFIDENTIALITY

This report is CONFIDENTIAL in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993 and the matters dealt with in this report are to be considered while the meeting is closed to the press and the public.

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning tenders for the supply of goods and/or services to Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.



Ordinary Meeting

End of Business Paper

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