



ORDINARY MEETING

Date of meeting: 10 June 2025
Location: Council Chambers
Time: 6:30PM

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 6 May 2025

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6. AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS

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7. CONDOLENCES

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7. CONDOLENCES

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

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8. MAYORAL MINUTES
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8. MAYORAL MINUTES

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

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

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

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

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

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**9. EXCEPTION REPORTS - ADOPTION OF ITEMS NOT IDENTIFIED FOR DISCUSSION AND
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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 - Draft Voluntary Planning Agreement - 14 Angophora Place, Kurmond - Post Exhibition Report (95498, 124414)

Previous Item: 10.1.2, Ordinary (8 April 2025)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to present the outcome of public exhibition of the Draft Voluntary Planning Agreement for 14 Angophora Place, Kurmond, and to seek Council's endorsement to enter into the Voluntary Planning Agreement.

EXECUTIVE SUMMARY

Council received an offer to enter into a Voluntary Planning Agreement (Attachment 1) from Cannonvale No 1 Pty Ltd for a seven lot rural residential subdivision of 14 Angophora Place, Kurmond on the basis of a \$35,000 per lot monetary contribution. Following endorsement from Council at the Meeting on 8 April 2025, the Draft Voluntary Planning Agreement was placed on Public Exhibition from 22 April 2025 to 20 May 2025. This report outlines the outcome of Public Exhibition and seeks Council's endorsement to enter into the Voluntary Planning Agreement.

RECOMMENDATION

That Council:

1. Note the outcome of the Public Exhibition of the Voluntary Planning Agreement for 14 Angophora Place, Kurmond (Lot 37 DP 271171)
2. Endorse the Voluntary Planning Agreement (Attachment 1) and the Explanatory Note (Attachment 2) for 14 Angophora Place, Kurmond (Lot 37 DP 271171) and provide delegation to the Mayor and General Manager to execute the Voluntary Planning Agreement under the Seal of Council.

BACKGROUND

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

Council has received a Development Application from Cannonvale No 1 Pty Ltd for a seven lot rural residential subdivision of the subject site as illustrated in Figure 1, and which was accompanied by a proposed Voluntary Planning Agreement (Attachment 1). Council Officers reviewed the Draft Voluntary Planning Agreement and determined that there was merit in proceeding and prepared an Explanatory Note as provided at Attachment 2 to this report. The Draft Voluntary Planning Agreement and Explanatory Note was reported to the Ordinary Council Meeting on 8 April 2025, to seek Council's endorsement to place these documents on public exhibition.

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Figure 1 - Indicative Subdivision Layout (14 Angophora Place, Kurmond)

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

DISCUSSION

Outcome of Public Exhibition

Following Council's endorsement, The Draft Voluntary Planning Agreement and Explanatory Note was placed on Public Exhibition for a period of 28 days from 22 April to 20 May 2025. In notifying the community, notification letters (43) were sent to neighbouring properties to advise of the Draft Voluntary Planning Agreement. The Draft Voluntary Planning Agreement and Explanatory Note were available for viewing online at Your Hawkesbury Your Say and in person at Council's Administration Building.

During the public exhibition period, Council received no submissions with respect to the Draft Voluntary Planning Agreement and Explanatory Note.

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 and as required under Schedule 1 of the Environmental Planning and Assessment Act 1979.

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

1.4 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.

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

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

FINANCIAL IMPACT

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

RISK MANAGEMENT CONSIDERATIONS

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

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

AT - 2 Explanatory Note - 14 Angophora Place, Kurmond - (*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) and 66, Ordinary (6 May 2025)

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, Disaster and Emergency Committee and the Floodplain Management 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.

Council, at its meeting of 6 May 2025 resolved to defer consideration of this matter to a Councillor Briefing. A Councillor Briefing was held on 3 June 2025 to discuss this matter.

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

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- The limitations that apply to the delegation
- 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
- Floodplain Management Committee.

The delegated authorities to the Heritage Committee, Disaster and Emergency Committee and Floodplain Management 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, Disaster and Emergency Committee and Floodplain Management 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.

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Community-based Management Committees

The current list of Community-based Management Committees includes:

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.

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- Bowen Mountain Park – Bowen Mountain Management Committee
- McMahon Park – McMahon Park Management Committee
- 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.

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CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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 |
|---|--|
| | <p>specifically altered or revoked in writing.</p> <p><i>* See Schedule 1 to this attachment.</i></p> |
| 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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| Person / Committee / Body | Delegation |
|---|--|
| | <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 Floodplain Management Committee</p> | <p>Pursuant to Sections 355 and 377 of the Local Government Act 1993 Council revokes all previous delegations of functions to the Floodplain Management 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, subject to the limitations, conditions and restrictions in B:</p> <p>A. Recommend to Council the review, development and adoption of one or more Floodplain Risk Management Studies and Floodplain Risk Management Plans.</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</p> |

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|---|--|
| | <p>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 General Manager's Performance Review Panel | <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 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</p> |

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|---|---|
| | 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"> • 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 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 Community-based Management Committees. Includes: <ul style="list-style-type: none"> • Community buildings, neighbourhood centres and halls • Playing fields / parks • Cemeteries | <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, B and C, subject to the limitations, conditions and restrictions in D:</p> <p>A. Plan for and manage the associated facility on behalf of Council for the benefit of the</p> |

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|---|---|
| | <p>Hawkesbury community by acting as a consulting, liaising, advising, promoting and coordinating group.</p> <p>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.</p> <p>C. Provide effective administrative and financial management of the associated service and/or facility.</p> <p>D. 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 Peppercorn Services Inc.</p> <p><i>(Externally funded services)</i></p> | <p>Pursuant to Sections 355 and 377 of the Local 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> |

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| Person / Committee / Body | Delegation |
|---------------------------|--|
| | <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 Responsible Accounting Officer to write off bad debts to \$5,000 and amend the Debt Recovery, Pensioner Concession and Hardship Policy accordingly. |

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10.2.2. GM - Community Strategic Plan: Our Hawkesbury 2045, Delivery Program 2025-2029, Operational Plan 2025/2026 and Resourcing Strategy - (79351,96332,159586)

Previous Item: 10.2.1, Ordinary (11 March 2025), 10.2.1, Ordinary (8 April 2025)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to consider submissions received regarding the exhibited Draft Community Strategic Plan: Our Hawkesbury 2045, Draft Delivery Program 2025-2029, Draft Operational Plan 2025/2026 and Draft Long Term Financial Plan 2025-2035 and to make and fix rates and charges for the year ending 30 June 2026. The report recommends the endorsement and adoption of these key documents, along with additional components under Council's Resourcing Strategy, including the Asset Management Strategy 2025-2035, Asset Management Plans 2025 and Workforce Management Strategy 2025-2029.

EXECUTIVE SUMMARY

Under the Integrated Planning and Reporting (IP&R) Framework, the NSW Local Government elections trigger the end of the four-year planning cycle, requiring all councils to review the Community Strategic Plan and develop a new Delivery Program. Councils are also required to develop an Annual Operational Plan and Budget and align its Resourcing Strategy (Long Term Financial Plan, Asset Management Strategy and Workforce Management Strategy) to these documents. Council has been progressing the development of these plans including key consultation and development phases.

The Draft Community Strategic Plan: Our Hawkesbury 2045 (CSP) was publicly exhibited from 19 March to 7 May 2025 and received 11 formal submissions. Minor amendments have been made based on public feedback. The Delivery Program 2025-2029, Operational Plan 2025/2026, and Long Term Financial Plan 2025-2035 were exhibited from 9 April to 7 May 2025 and received two submissions, resulting in minor updates. Council has also completed updating of the Asset Management Strategy 2025-2035, Asset Management Plans 2025 and Workforce Management Strategy 2025-2029 to align with the CSP and Delivery Program 2025-2029.

Council now proposes endorsement and adoption of the full IP&R document suite, which also includes the fixing of rates and annual charges for 2025/2026, ensuring compliance with legislative requirements and the confirmation of the key priorities, actions and resourcing requirements detailed in these key documents.

RECOMMENDATION

That:

1. The report regarding the Community Strategic Plan: Our Hawkesbury 2045, Delivery Program 2025-2029, Operational Plan 2025/2026 and Resourcing Strategy documents be noted.
2. The Community Strategic Plan: Our Hawkesbury 2045, attached as Attachment 2 to the report be endorsed.
3. The Delivery Program 2025-2029, attached as Attachment 3 to the report be adopted

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4. The Operational Plan 2025/2026, including the fees and charges, attached as Attachment 4 to the report, be adopted, including the rates in the dollar for 2025/2026 to incorporate valuation changes up to the final Rating Resolution.
5. The Long Term Financial Plan 2025-2035, attached as Attachment 5 to the report be adopted.
6. The Asset Management Strategy 2025-2035, attached as Attachment 6 to the report be adopted.
7. The Asset Management Plans 2025, attached as Attachment 7 to the report be adopted.
8. The Workforce Management Strategy, attached as Attachment 8 to the report be adopted.
9. Council make the following rates, charges and rebates:
 - a) In accordance with Sections 494 of the Local Government Act 1993, Ordinary Rates are made as shown in Table 1 in this report.
 - b) In accordance with Section 496 of the Local Government Act 1993, Domestic Waste Management Charges are made as shown in Table 2 in this report.
 - c) In accordance with Section 501 of the Local Government Act 1993, Commercial Waste Management Charges are made as shown in Table 3 in this report.
 - d) In accordance with Section 501 of the Local Government Act 1993, Sewerage Service Charges are made as shown in Table 4 in this report.
 - e) In accordance with Section 501 and Section 502 of the Local Government Act 1993, Sullage Pump-out Service Charges are made as shown in Table 5 in this report.
 - f) In accordance with Section 496A of the Local Government Act 1993, Stormwater Management Charges are made as shown in Table 6 in this report.
 - g) In accordance with Section 501 of the Local Government Act 1993, Drainage Management Charges are made as shown in Table 7 in this report.
 - h) In accordance with Sections 575 and 577 of the Local Government Act 1993, Pensioner Rebates are made as shown in Table 8 in this report.
10. Council adopt an interest rate of 10.5% on overdue rates and charges, in accordance with Section 566(3) of the Local Government Act 1993.
11. The persons and/or organisations that made submissions in response to the exhibition of Council's Draft Community Strategic Plan: Our Hawkesbury 2045, Draft Delivery Program 2025-2029, Draft Operational Plan 2025/2026 and Draft Long Term Financial Plan 2025-2035 be advised of Council's decision in this regard and the relevant comments in the report.

BACKGROUND

Under the Integrated Planning and Reporting Framework (IP&R), the NSW Local Government elections mark the conclusion of the 4-year planning cycle, triggering significant projects including:

- *Following an ordinary election, a Council must review its Community Strategic Plan (CSP) before 30 June following the election (IP&R Essential Element 1.10).*

Hawkesbury City Council's reviewed CSP is therefore due for endorsement by 30 June 2025.

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- *Each council must prepare and adopt its Delivery Program by 30 June in the year following a local government ordinary election (IP&R Essential Element 4.1).*

Hawkesbury City Council's 2025-2029 Delivery Program is therefore due for adoption by 30 June 2025.

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

- *The council must have an Operational Plan that is adopted before the beginning of each financial year, detailing the activities and actions to be undertaken by the council during that year to achieve the Delivery Program commitments. (Local Government Act 1993 - Section 405)*

Hawkesbury City Council's Operational Plan 2025/2026 is therefore due for adoption by 30 June 2025.

Council must also actively review and develop its Resourcing Strategy to align to the review of these documents:

- *A council must have a long-term strategy (called its resourcing strategy) for the provision of the resources required to implement the strategies established by the community strategic plan that the council is responsible for. (Local Government Act 1993 - Section 403)*

Council has been actively preparing the required documents, aligning to all requirements under (IP&R), including key engagement and public exhibition requirements.

At its Meeting of Council held on 11 March 2025, consideration was given to a report in relation to the following Integrated Planning and Reporting documents:

- Draft Community Strategic Plan: Our Hawkesbury 2045 (CSP)

Council adopted the following resolution relevant to this report:

"That:

1. The Draft Community Strategic Plan - Our Hawkesbury 2045, attached as Attachment 1 to the report be approved for public exhibition and that Council give public notice of the exhibition for a minimum of 28 days, in accordance with Sections 402 and 406 of the Local Government Act 1993.

2. Prior to placing the Draft Community Strategic Plan on public exhibition, Council consult with the local First Nations People."

At its Meeting of Council held on 8 April 2025, consideration was given to a report in relation to the following Integrated Planning and Reporting documents:

- Draft Delivery Program 2025-2029
- Draft Operational Plan 2025/2026
- Draft Long Term Financial Plan 2025-2029.

Council adopted the following resolution relevant to this report:

"That:

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

Furthermore, Council's Resourcing Strategy including the Long Term Financial Plan, Asset Management Strategy and Workforce Management Strategy, were significantly updated and adopted as part of the 2024/2025 planning cycle. The documents have subsequently commenced an annual review and update to align to best practice IP&R practices. The final component, the Asset Management Plans have also been reviewed and updated to align to the key elements of the complete Resourcing Strategy.

This report combines these concurrent projects to propose the endorsement and adoption of the full suite of Integrated Planning and Reporting documents.

Relevant Legislation

- Local Government Act 1993
- Local Government (General) Regulation 2021

DISCUSSION

Public Submissions - Draft Community Strategic Plan: Our Hawkesbury 2045

The Draft Community Strategic Plan: Our Hawkesbury 2045 (CSP) was advertised and placed on public exhibition from 19 March 2025 until 7 May 2025 in accordance with legislative requirements. This followed engagement with Council's Reconciliation Action Plan Working Group, to ensure First Nations engagement prior to the commencement of the exhibition.

The draft document was circulated and promoted via Council's website and social media, media release, advertisement in Council's Newsletter, through Council's online community engagement portal Your Hawkesbury Your Say, face-to-face engagement at the Hawkesbury Show and hard copy availability at Council's Administration Building and Libraries.

During the exhibition period, 11 formal submissions were received on the CSP, through Your Hawkesbury Your Say or emailed directly to Council. The complete listing of submissions received is attached as Attachment 1 to this report. All submitters receive a response to their submission from Council.

The submissions have been considered and comments and suggested amendments to the final attached Community Strategic Plan: Our Hawkesbury 2045 are detailed below. The suggested amendments are reflected in the Community Strategic Plan: Our Hawkesbury 2045 attached as Attachment 2 to this report.

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Summary of Submissions on the Draft Community Strategic Plan: Our Hawkesbury 2045

Roads, Transport and Connectivity

| Submission Summary | Comment | Suggested Amendment |
|--|---|---|
| Acknowledgement of Pitt Town Bypass | The approved Pitt Town Bypass is a regionally significant infrastructure project that is being undertaken by Transport for NSW and provides key safety and connectivity upgrades. While not a Council project it will be added and acknowledged in the final Community Strategic Plan. | Add the 'Pitt Town Bypass' to the list of Major Infrastructure Projects on Page 22. |
| <p>Bike paths and safe walkways connecting the smaller towns with Windsor - e.g. Pitt Town to Windsor, Wilberforce to Windsor.</p> <p>Advocacy for on-demand bus services to increase frequency.</p> | <p>Comments with respect to active transport networks are supported and actions are underway as highlighted below:</p> <p>Council's Draft Delivery Program 2025-2029 contains the Principal Activity '<i>Enhance accessibility, safety and connectivity of our places and spaces</i>' demonstrating Council's commitment to advocating for and improving transport linkages across the Hawkesbury area.</p> <p>Key recent projects and initiative include:</p> <p>The Community Insights Report (2018) prepared by PLACESCORE on behalf of Council identified 'Alternate Transport Modes - dedicated and shared walking and cycling paths that connect places' as one of the dominant themes of the town centre assessment and survey. Security and universal accessibility of footpaths were identified as recurring issues in the community. The Community Insights Report has provided a framework to assist Council in taking a proactive role in driving economic development and healthy liveability outcomes in the Hawkesbury. This includes delivery of the Windsor, South Windsor and Richmond Liveability Program and Western Sydney Infrastructure Grants</p> | Nil |

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| Submission Summary | Comment | Suggested Amendment |
|---------------------------|--|----------------------------|
| | <p>Projects.</p> <p>Council has adopted a Disability Inclusion Action Plan with one of the actions identified as being to 'Advocate for Improved public transport and local community transport services to increase accessibility across the LGA.</p> <p>The Hawkesbury Strategic Local Planning Statement 2040 sets out Council's commitment to a 30-minute City stemming from the Greater Sydney Regional Plan and Western City District Plan, including extending the walking and cycle path networks to residential suburbs around Windsor and Richmond town centres. Council also continuously advocates for increased bus services and on demand services to service remote rural parts of Hawkesbury.</p> <p>At the Public Hearing for the Parliamentary Enquiry Critical transport infrastructure supporting the Western Sydney International Airport and Western Sydney Aerotropolis, various councils including Hawkesbury advocated for the need to investigate and improve first and last mile connectivity to maximise the use of regional transport.</p> <p>The adopted Hawkesbury Active Transport Plan provides a high-level framework to enable planning for an integrated, connected network of walking and cycling infrastructure. Additionally, the Plan will assist Council to provide mobility links throughout the Hawkesbury to connect centres, parks and facilities for the community.</p> <p>Council continues to scope, advocate and seek grant funding for key projects to</p> | |

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| Submission Summary | Comment | Suggested Amendment |
|---------------------------------------|--|----------------------------|
| | improve connectivity. | |
| Shared Cycle Paths | <p>The adopted Hawkesbury Active Transport Plan provides a high-level framework to enable planning for an integrated, connected network of walking and cycling infrastructure. Key projects under the Western Sydney Infrastructure Grants Program including the Rickaby's Creek Bridge Cycleway and Kurrajong to Kurmond Cycleway are key projects delivering on the commitment to improve connectivity and accessibility. Council continues to scope, advocate and seek grant funding for key projects to improve connectivity.</p> | Nil |
| Proposed route of new Richmond Bridge | <p>The New Richmond Bridge is a Transport for NSW project and had previously presented several route options which were subject to preliminary investigations and community consultation. A preferred route was identified on the balance of traffic efficiency, minimising environmental impact and disruption of local communities. Council has provided submissions at different stages on the preferred option highlighting numerous issues.</p> <p>In December 2022, after considering public submissions, a revised preferred option was released which presented the hybrid route which combined the North Richmond northern bypass route with the Bells Line of Road and Yarramundi Lane route by continuing the Southee Road duplication and bypass. The bypass feeds into an upgraded Kurrajong Road and duplicated bridge adjacent to the existing bridge and continuing through Bells Line of Road through the North Richmond town centre.</p> <p>An environmental assessment was conducted on the new</p> | Nil |

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|--|---|---------------------|
| | <p>preferred route by Transport for NSW. Council provided a submission raising various issues following the review of the environmental factors during its public exhibition in February 2025.</p> <p>Council acknowledges and understands the need for open space in greenfield development areas with higher densities and continues to actively engage with development sector to dedicate public recreation areas and parks to the community in the form of Voluntary Planning agreements as in the case for Redbank, Vineyard, and Jacaranda development projects.</p> | |
| Roads and shared footpath improvements to connect villages / North Richmond to Richmond connectivity including community buses | <p>Council's Draft Delivery Program 2025-2029 contains the Principal Activity <i>'Enhance accessibility, safety and connectivity of our places and spaces'</i> demonstrating Council's commitment to advocating for and improving transport linkages across the Hawkesbury area.</p> <p>At 2,776km², the Hawkesbury is the largest local government area in Metropolitan Sydney. Given the size and dispersed locations of towns and villages of the Hawkesbury, achieving a connected active transport network as a whole is not feasible. However, where achievable, Council has previously committed to the 30-minute city stemming from the Greater Sydney Regional Plan and Western City District Plan in its Local Strategic Planning Statement 2040, to include the extension of walking and cycle path networks to connect residential suburbs around Windsor and Richmond town centres and outer suburbs and villages.</p> <p>The adopted Hawkesbury Active</p> | Nil |

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|---|--|---------------------|
| | <p>Transport Plan provides a high-level framework to enable planning for an integrated, connected network of walking and cycling infrastructure.</p> <p>Key projects under the Western Sydney Infrastructure Grants Program including the Rickaby's Creek Bridge Cycleway and Kurrajong to Kurmond Cycleway are key projects delivering on the commitment to improve connectivity and accessibility.</p> <p>Council continues to scope, advocate and seek grant funding for key projects to improve connectivity. This is further supported by a commitment to significantly improve the renewal of road infrastructure throughout the Draft Delivery Program 2025-2029.</p> | |
| Multiple level carpark station located in Windsor | Council commenced the Hawkesbury Parking Study Project in August 2024 to assess the current state of parking, identify key issues, and develop strategies to improve parking quality and effectiveness. Community drop-in sessions were undertaken in Windsor and Richmond during late August 2024. With Stage 1 completed including the Existing Conditions Report, the overall Study is anticipated to be completed during the first half of 2025. | Nil |
| Sealing of Portland Head Road | There are no immediate plans to seal unsealed roads in the 5-year plan based on current budget allocations. | Nil |
| Windsor main road improvements including Windsor Road and Richmond Road | Council acknowledges concerns about the main roads heading into Windsor, including Windsor Road and Richmond Road. These roads are managed by Transport for NSW. Any upgrades to lanes, lighting, footpaths, or cycleways on these major roads are their | Nil |

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| Submission Summary | Comment | Suggested Amendment |
|--|--|----------------------------|
| | responsibility, not Council's. However, Council continues to advocate for improvements and safer access into the town. | |
| Improvements to George Street and Macquarie Street | Council has plans to renew the road surfaces in Windsor, particularly sections of George Street between Hawkesbury Valley Way and Windsor Train Station. Street upgrades are underway in both Windsor and South Windsor town centres, including new street trees, footpaths, and street furniture to improve the overall appearance and usability of the streetscape. | Nil |
| Cycleways and greenery along main roads / Windsor beautification | A new cycleway is planned between Windsor and Richmond along Hawkesbury Valley Way. This is being delivered through the Western Sydney Infrastructure Grants Program and aims to improve safe access for cyclists and pedestrians. Council adopted the Hawkesbury Urban Greening Strategy in August 2023. This supports more tree planting and landscaping across the region, aligning with State Government policy and helping to coordinate projects that increase greenery and canopy cover. The Hawkesbury Local Strategic Planning Statement 2040 also identifies housing diversity as a key priority to better meet community needs now and into the future. | Nil |
| Road condition, safety and maintenance / infrastructure improvements | Council continues to scope, advocate and seek grant funding for key projects to improve connectivity, road safety and improved supporting infrastructure. This is supported by a commitment to significantly improve the renewal of road infrastructure throughout the 2025-2029 Delivery Program, in response to prioritisation of these items through the Community Strategic Plan consultation process. | Nil |

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Economic Development

| Submission Summary | Comment | Suggested Amendment |
|--|---|----------------------------|
| Entertainment for all age levels and one off events to attract visitors | Council promotes, delivers, supports and funds activations and initiatives across the Hawkesbury, including our Major Event Program, to create entertainment and economic activity. Creating a thriving and attractive area is well supported and Council is focused on these initiatives into the future. This includes event sponsorships and partnerships to bring more activity to our towns and villages. | Nil |
| Reduced rent for shops to increase options | Council actively supports local economic development and businesses, including facilitating competitive and affordable rents for tenants of its own properties. Rents charged by property owners cannot be controlled directly by Council. A new Draft Economic Development Strategy currently being developed proposes actions to investigate activating vacant or underutilized shopfront spaces to make them more accessible for start-ups and small businesses. | Nil |
| Activation of main centres including more stores, opening hours, night markets and entertainment | Council supports and runs activities and events across the Hawkesbury, including through the Major Event Program, to encourage more community activity, jobs and tourism. This includes the Liveability Program throughout Windsor, South Windsor and Richmond, which were designed to improve the economic activity and attractiveness of these key centres. Council is rolling out a wayfinding and signage project across the Hawkesbury as part of the Western Sydney Infrastructure Grants Program. This will introduce new, cohesive signage to help highlight key locations and | Nil |

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| Submission Summary | Comment | Suggested Amendment |
|--|---|----------------------------|
| | improve how people move around. The first location was Richmond, with South Windsor and Windsor to follow. Council is also installing 26 entry gateway signs and new signage in 11 localities including Bilpin, Bligh Park, Kurrajong, Pitt Town and others. | |
| Facilities and services west of the bridge | <p>The adopted Hawkesbury Social Infrastructure Assessment and Strategy provides an integrated framework that guides future decisions about planning, delivery, funding and management of local social infrastructure across Hawkesbury Local Government Area. Council currently funds the identified gaps in infrastructure through:</p> <p>Grants - Hawkesbury City Council has received \$98 million in funding from the State Government's Western Sydney Infrastructure Grants program to deliver transformative projects for the Hawkesbury community.</p> <p>Voluntary Planning Agreements – Council engages with the development sector to fund infrastructure and servicing needs for the community through land dedication, public services, transport or other infrastructure relating to land through voluntary planning agreements.</p> <p>Housing Productivity Contribution -The contributions are allocated for state and regional infrastructure required to unlock development and support future growth, including roads, parks, hospitals, and schools. It also supports councils to deliver infrastructure required for housing and productivity.</p> | Nil |

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Education

| Submission Summary | Comment | Suggested Amendment |
|--------------------------------|--|----------------------------|
| Advocacy for more high schools | Council supports improving education for all ages across the Hawkesbury and provides key learning based services notably through the Library, Museum and Gallery. Council will continue to advocate and work with the NSW State Government for improved schooling and education opportunities. | Nil |

Parks, Facilities and Open Space

| Submission Summary | Comment | Suggested Amendment |
|-----------------------------------|---|----------------------------|
| Upgrading and creating more parks | <p>Council is committed to providing high quality open spaces and parks across the area and invest in key upgrades each financial year. This includes the delivery of the Western Sydney Infrastructure Grants Program that will provide significant upgrades to key facilities.</p> <p>The Future Provision Analysis in Hawkesbury Social Infrastructure Assessment and Strategy states that there is a surplus at all scales of open space across the local government area. Ensuring communities have a mix of active and passive spaces will improve the utility of these assets. One of the key considerations of the strategy is to re purpose underutilised or passive open space to accommodate more active uses demonstrating shortfall.</p> <p>Noting that the benchmarks used to inform the strategy are just one lens to consider the provision of social infrastructure, which is a dynamic and moving environment based on trends and innovation. Further detailed considerations with respect to the provision of social</p> | Nil |

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| Submission Summary | Comment | Suggested Amendment |
|--|--|----------------------------|
| | <p>infrastructure should be had on a case-by-case basis considering the principles outlined in the strategy, the needs of users and current up to date trends and innovation.</p> <p>Council acknowledges and understands the need for open space in greenfield development areas with higher densities and continues to actively engage with development sector to dedicate public recreation areas and parks to the community in the form of Voluntary Planning agreements as is the case for Redbank, Vineyard, and Jacaranda development projects.</p> | |
| McQuade Park upgrades including bike/scooter paths, water playground, toilets and updated memorial signs | Council will shortly be developing a landscape plan for McQuade Park in Windsor that will address all areas within the park including signage, pathways, picnic areas, memorial gardens, playground, sporting facilities and public toilets. As part of the development of that plan, the community will be consulted. Once the plan is developed, Council will be in a position to seek external funding and /or fund parts of the upgrade works through future capital works programs. | Nil |
| Aquatic Centre with water playground | Council is currently developing designs for the Oasis Aquatic and Fitness and Richmond Aquatic Centres as part of the Western Sydney Infrastructure Grants Program (WSIG). Water play features are being considered as part of these projects. | Nil |
| Windsor Cemetery maintenance and upgrade | The Windsor Catholic cemetery is privately owned, however Council manages the site and conducts regular cleaning and maintenance. Council will be undertaking a project to assess all the memorials in this cemetery and make them safe. | |

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|--------------------|---|---------------------|
| | In addition, Council is working on improving the entry into Windsor via McQuade Park as part of a broader landscape design. | |

Housing and Development

| Submission Summary | Comment | Suggested Amendment |
|---|--|---------------------|
| Removal of affordable housing and utilisation of large blocks for housing | Council does not have jurisdiction over public housing or redevelopment of private land. The NSW Land and Housing Corporation is responsible for these matters. In 2023, they conducted a local analysis which identified a need to prioritise smaller dwellings like 1- and 2-bedroom homes, including for seniors and people requiring accessible housing. | Nil |
| Proposal for rezoning of the eastern part of Oakville along Boundary Road | <p>Whilst there is sufficient zoned land to accommodate Council's short to medium term housing target. Council has a need to maintain a long-term supply of housing for the future generations of the Hawkesbury. In doing so there is a duty to value and preserve the existing character of the region with its rich environmental and cultural heritage. Beyond 2030, Council has few commitments to ensure that future housing targets can be met. Accordingly, Council needs to carefully consider the appropriateness of any future development, especially large greenfield development as proposed which while providing a high degree of certainty to the delivery of future housing also poses the greatest risk to Hawkesbury unique character and heritage.</p> <p>The sites included in the submission are acknowledged as being mostly flood free, with the agricultural capability of the site being constrained by the adjacent development in</p> | Nil |

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| | <p>Vineyard and Box Hill and being identified as having moderate sever restriction on the NSW Land and Soil Capability Map. Further, the sites have the potential to leverage existing infrastructure being delivered to support the Vineyard Precinct such as the Boundary Road Upgrade and the Bandon Road Upgrade. Additionally, the site sits within or adjacent to existing utility servicing such as reticulated water supply and Sydney Water sewage servicing.</p> <p>It is recognised that the land is identified as Metropolitan Rural Area (MRA) under the Greater Sydney Region Plan, and accordingly urban development in this area is not supported under the current strategic vision for Greater Sydney. It is noted that the revised Region Plan for Greater Sydney is expected to be released this year. With the current State Government approach to housing, the provisions in respect to the development on land currently classified as MRA may be subject to change.</p> <p>Accordingly, Council should investigate the feasibility of residential rezoning of this land, including R2 zoning.</p> <p>It is considered that in terms of the Community Strategic Plan this is not a matter for consideration, but it is considered that the proposed concept should be investigated further before a decision is made.</p> | |

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Health and Aged Care

| Submission Summary | Comment | Suggested Amendment |
|---|--|----------------------------|
| Inclusion of key health indicators and sharing of data with community | The Community Strategic Plan Community Indicators under the health area are numerous and will include analysis against a range of publicly available health data sets including the Census. The aim of this is to create an improved level of monitoring and tracking of the Hawkesbury area from a range of economic, social and environmental outcome areas as detailed in the Draft Community Strategic Plan: Our Hawkesbury 2045. Council is committed to reporting on this data and making it available to the public in a meaningful way. | Nil |
| Aged care support / voice and engagement from elderly populations | <p>Council acknowledges the important role played by aged care and support services in providing assistance to our older and well-being affected residents. This is further emphasised by our geographically dispersed and ageing population.</p> <p>Council is committed to engaging a wide range of people and stakeholders in the development of its plans, strategies and projects as detailed in the Communications and Engagement Strategy. This strategy identified that older residents engage more with traditional media sources such as newsletters, mail-outs and face to face sessions. In response, Council has increased focus on the Newsletter content, implemented the Customer Service Pop Ups at various locations and face-to face engagement initiatives for key projects.</p> <p>Council appreciates the insights throughout the submission from the perspectives provided.</p> | Nil |

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| Submission Summary | Comment | Suggested Amendment |
|--------------------|--|---------------------|
| | <p>Council is currently developing a Resilience Strategy to help support ongoing community resilience. This Strategy recognises the challenges older residents have when responding to shocks. It aligns strongly to the five ideas proposed and Council supports collaborative efforts in this space to produce more positive outcomes for these groups.</p> <p>This includes Person Centred Emergency Preparedness (P-CEP) provided through Peppercorn Services. Through P-CEP, Peppercorn empowers our community to better prepare for emergencies. With trained facilitators, Peppercorn assists our older community and those living with disability to better plan and prepare for emergencies. The facilitators help guide people to identify their strengths and disaster risk and help them plan how they will manage support needs during emergencies.</p> | |

Amendments to the Community Strategic Plan: Our Hawkesbury 2045

Further to the amendments suggested in response to the received submissions, the following changes are proposed as reflected in the Community Strategic Plan: Our Hawkesbury 2045 attached as Attachment 2 to this report.

- Minor formatting and wording changes.
- Addition of the "Message from Our Councillors" section on page 7.
- Following the resolution of Council at its 11 March Meeting to complete First Nations engagement, staff subsequently engaged with members of the First Nations community. Pages 12 and 13 "Our History" were omitted from the public exhibition copy of the CSP, and are not included in the final draft being presented to Council.

Public Submissions - Draft Delivery Program 2025-2029, Draft Operational Plan 2025/2026 and Draft Long Term Financial Plan 2025-2035

The Draft Delivery Program 2025-2029, Draft Operational Plan 2025/2026 and Draft Long Term Financial Plan 2025-2035 were advertised and placed on public exhibition from 9 April 2025 until 7 May 2025 in accordance with legislative requirements.

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The draft documents were circulated and promoted via Council's website and social media, media release, advertisement in Council's Newsletter, through Council's online community engagement portal Your Hawkesbury Your Say, face-to-face engagement at the Hawkesbury Show and hard copy availability at Council's Administration Building and Libraries.

During the exhibition period, two formal submissions were received on the Draft Delivery Program 2025-2029 and Draft Operational Plan 2025/2026, through Your Hawkesbury Your Say or emailed directly to Council. No submissions were received on the Draft Long Term Financial Plan 2025-2035. The complete listing of submissions received is attached as Attachment 1 to this report. All submitters receive a response to their submission from Council.

The submissions have been considered and comments and suggested amendments to the final attached Delivery Program 2025-2029 and Operational Plan 2025/2026 are detailed below. The suggested amendments are reflected in the Delivery Program 2025-2029 and Operational Plan 2025/2026 attached as Attachment 3 and 4 respectively to this report.

Summary of Submissions on the Draft Delivery Program 2025-2029 and Draft Operational Plan 2025/2026

Roads, Transport and Connectivity

| Submission Summary | Comment | Suggested Amendment |
|--|---|---------------------|
| Safety of the intersection of Putty Road and Teale Road in East Kurrajong | Council acknowledges the importance of safe roads and infrastructure and advocates for improvements wherever possible. The Intersection where Teale Road intersects with Putty Road is a state road under the care and control of Transport for New South Wales (TfNSW). TfNSW have carried out investigations and planning some years ago to consider the treatment options for this intersection. We understand that TfNSW did perform consultation with residents at the time. Unfortunately, as far as Council is aware the works have not been given a priority. | Nil |
| Methods to assess resident feedback on roads and transport safety and satisfaction | Council commissions a statistically valid telephone survey of community satisfaction every 2 years to assess overall satisfaction in a range of service areas across the Hawkesbury, including local roads and safety. This is supported by extensive community engagement and consultation in the development of key plans, strategies and projects. Roads and infrastructure improvements are highlighted in the Draft | Nil |

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| Submission Summary | Comment | Suggested Amendment |
|--|---|---------------------|
| | Community Strategic Plan: Our Hawkesbury 2045 and Draft Delivery Program 2025-2029 as one of the major priority areas for the community and Council. | |
| Road safety St Albans Road and Webbs Creek Ferry | Council acknowledges the importance of safe infrastructure and transport networks. \$6.7million is allocated in 2025/2026 for road renewal along targeted sections of St Albans Road. Significant landslip repair works are nearing completion along St Albans Road with Upper MacDonald Road to commence in the near future. | Nil |

Towns and Villages Support and Advocacy

| Submission Summary | Comment | Suggested Amendment |
|--|---|---------------------|
| St Albans Beautification Projects, events support and place improvements | <p>Council is supportive of key initiatives to activate our vital towns and villages across the Hawkesbury and welcomes engagement with key groups and organisations to collaborate on initiatives that support the vibrancy, strength and resilience of these areas. These themes, along with the Macdonald Valley Association Mission align strongly with the Draft Community Strategic Plan: Our Hawkesbury 2045 and Draft Delivery Program 2025-2029. The suggested activities will be considered as part of the development of future works programs, actions and projects.</p> <p>Council supports local events through the Community Event Sponsorship Program which provides two funding rounds each year for local events as well as the Community Sponsorship Program which provides financial assistance to support Hawkesbury based community organisations or individuals wanting to undertake activities that address key</p> | Nil |

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| Submission Summary | Comment | Suggested Amendment |
|---------------------------|---|----------------------------|
| | <p>strategies and directions within Council's Community Strategic Plan. Past funding rounds have included key events and initiatives in St Albans and Macdonald Valley as mentioned and Council encourages continued applications for these key initiatives.</p> <p>Council is currently developing its Cultural Plan, and several of the key projects raised, including water tank artworks, Indigenous history recognition and commemorative artworks align strongly with the direction of the plan. Council encourages feedback in the development of its plans and strategies and these insights into St Albans will help inform key actions. This includes the Deerubbin Centre's 20th anniversary celebrations.</p> <p>Hawkesbury faces unique challenges in electric vehicle (EV) infrastructure given its spatial geography and existing electrical grid services. Many of our residents and tourist destinations are not connected to the required services or would require significant upgrades to provide EV charging from energy providers. A further issue for is the lack of available grant funding for these facilities currently in our area. Pole mounting options have also been promoted with low desirability from providers at present. Council recognises the importance of offering these services to promote tourism and the appeal of our towns and villages and will continue to advocate for extensions of the existing network into our area where opportunities exist.</p> <p>Council is currently developing a Resilience Strategy and is encouraged by the local leadership shown to develop</p> | |

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| Submission Summary | Comment | Suggested Amendment |
|--------------------|--|---------------------|
| | and install communications systems that support preparedness and communication, particularly in times of need. This local learning is commendable and provides an opportunity for an excellent case study to base similar supportive projects. | |

History and Culture

| Submission Summary | Comment | Suggested Amendment |
|---|---|---------------------|
| Cultural celebrations and First Nations support | <p>Council acknowledges and appreciates the strong call to see First Nations cultural learning and expression more visible and celebrated. The feedback reinforces the importance of strengthening this focus in our events, programs, and partnerships. Opportunities like the Deerubbin Centre's 20th anniversary offer a timely moment to reflect and build on this commitment. Council is currently preparing its Reconciliation Action Plan which will provide more opportunities and initiatives to protect, respect and celebrate our rich First Nations history. The key initiatives raised are acknowledged as key opportunities. Council is supporting NAIDOC week in 2025 through its collaborations with Merana Aboriginal Community Association.</p> <p>Council's Operational Plan 2025/2026 also contains the action "Aboriginal Community Stories and Relationships Program" which will involve collaboration with the local Dharug community continue to build relationships and develop relevant exhibitions, programs and events.</p> | Nil |

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Tourism and Marketing

| Submission Summary | Comment | Suggested Amendment |
|--|--|----------------------------|
| Promotion and branding of the Macdonald Valley and surrounds | Council recognises the importance of tourism and support to the outlying towns and villages of the Hawkesbury, particularly following natural disasters. Council is currently developing a new Economic Development Strategy. Within this plan, there are key actions proposed to review tourism resources in partnership with Destination NSW to support the growth of the local tourism sector. These insights will help guide the development of this action and its key outputs. Council is also developing place specific activation initiatives including outlying towns and villages. Further work associated with the preparation of Place Plans is being considered in conjunction with other place based work being undertaken by Council, which will be subject to further community consultation/engagement. | Nil |

Amendments to the Delivery Program 2025-2029, Operational Plan 2025/2026 and Long Term Financial Plan 2025-2035

Further to the amendments suggested in response to the received submissions, the following changes are proposed as reflected in the Delivery Program 2025-2029, Operational Plan 2025/2026 and Long Term Financial Plan 2025-2035 attached as Attachment 3, 4 and 5 respectively to this report.

Delivery Program 2025-2029

- Minor formatting and wording changes.

Operational Plan 2025/2026

- Council was notified of changes to Planning and Development Fees during the exhibition period and has updated these statutory fees accordingly under the Revenue Pricing Policy.
- The following fees have been amended in the 2025/2026 Fees and Charges:
 - RR.4.12 – Business Clean cardboard more than 20kg (Inside LGA).
 - RR.4.13 – Business Clean cardboard more than 20kg (Outside LGA).

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Council has been out to tender for cardboard collections at the Waste Management Facility since the Fees and Charges were exhibited in the Draft 2025/2026 Operational Plan. This new contract has resulted in more favourable contract conditions for the pricing of cardboard. Clean business cardboard will be accepted for free. Residential cardboard was already scheduled to be free of charge. The change in pricing has been included within the attached 2025/2026 Operational Plan on page 119.

- Minor formatting and wording changes.

As stated in the Draft 2025/2026 Operational Plan placed on public exhibition, the rates in the dollar in the recommendation in this report differ slightly to those placed on public exhibition. It is prudent to incorporate the latest valuation changes available to ensure Council's valuation base remains as up to date as possible thereby maximising potential revenue.

Long Term Financial Plan 2025-2035

- Minor formatting and wording changes.

Asset Management Strategy 2025-2035

Council's Asset Management Strategy was significantly updated as part of the 2024/2025 planning cycle and adopted by Council at its meeting on the 11 June 2024. The document has undergone an annual update to ensure accuracy of key information and alignment to the Community Strategic Plan: Our Hawkesbury 2045 and Delivery Program 2025-2029. The Asset Management Strategy 2025-2035 is attached as Attachment 6 to this report.

Asset Management Plans 2025

Council has developed new Asset Management Plans 2025 for four key asset categories: Roads and Transport, Open Space, Buildings and Other Structures and Stormwater. These plans have been developed to align directly to the Asset Management Strategy 2025-2035 and Long Term Financial Plan 2025-2035.

Council's Long Term Financial Plan 2025 – 2035 has been developed with the aim of having an appropriately funded capital works program and maintaining a “fit for purpose” asset base as described by Asset Management Strategy. The objective is to allocate sufficient funds each year to an asset reserve and capital budget to cover the required funds for the maintenance and renewal of the Council's existing infrastructure, as outlined in the asset lifecycle models. The acquisition of new assets due to development or construction, as well as the upgrading of existing assets, will increase the funding required for the maintenance, operation, and renewal of infrastructure assets.

The primary goal of the Asset Management Plans (AMPs) in managing Council's infrastructure assets is to deliver the defined levels of service in the most cost-effective manner for both current and future customers. This requires understanding the current needs of the community, the current performance levels of the Council's strategic plans and anticipating future needs and requirement.

A summary of key objectives of the 2025 AMPs include:

- Establishing detailed technical and operational service level criteria to meet the community's expectations.
- Developing and managing whole-of-life models to enable affordable and cost-effective management of the infrastructure assets.
- Developing and maintaining a 5-year forward works plan.

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- Contributing to the development of Long-Term Financial Plan (LTFP) scenarios.
- Implementing ongoing auditing, compliance, and review practices for this plan.

The Asset Management Plans 2025 are attached as Attachment 7 to this report.

Workforce Management Strategy 2025-2029

Council's Workforce Management Strategy was significantly updated as part of the 2024/2025 planning cycle and adopted by Council at its meeting on the 11 June 2024. The document has undergone an annual update to ensure accuracy of key information and alignment to the Community Strategic Plan: Our Hawkesbury 2045 and Delivery Program 2025-2029. The Workforce Management Strategy 2025-2029 is attached as Attachment 8 to this report.

Making of Rates and Annual Charges for the 2025/2026 Financial Year

The rating structure, with amendments to the rates in the dollar as outlined above, and the amounts proposed for Annual Charges remain as exhibited.

- *General Rates.*

Council resolved to retain the current rating structure, which includes a 50% base amount derived from the Residential Rating Category and then applied to all other Rating Categories and Subcategories. Table 1 below details the rate in the dollar and applicable base amount for each rating category in the Hawkesbury Local Government Area.

Table 1 – Ordinary Rates 2025/2026

| Rating Category / Subcategory | Rate in \$ | Base Amount |
|-------------------------------|------------|-------------|
| Residential | 0.116252 | \$815 |
| Farmland | 0.104627 | \$815 |
| Business Area 1 | 0.232504 | \$815 |
| Business Area 2 | 0.232504 | \$815 |
| Business Area Other | 0.232504 | \$815 |

Further details on rating categories, including properties covered by the Business subcategories are shown in Attachment 2 to this report.

- *Domestic Waste Management Charges.*

In accordance with Section 496 of the Local Government Act 1993, it is recommended that Council makes and levies the following Domestic Waste Management Charges.

Table 2 – Domestic Waste Management Charges 2025/2026

| Description | Charge |
|--|----------|
| Weekly Domestic (Inc. Green) Waste Mgt Charge 240L | \$951.50 |
| Weekly Domestic Waste Mgt Charge 240L | \$832.30 |
| Weekly Domestic (Inc. Green) Waste Mgt Charge 140L | \$645.70 |

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| Description | Charge |
|--|----------|
| Weekly Domestic Waste Mgt Charge 140L | \$526.50 |
| Fortnightly Domestic Waste Mgt Charge 240L | \$526.50 |
| Fortnightly Domestic Waste Mgt Charge 140L | \$369.75 |
| Weekly Domestic Waste Service Availability Charge | \$240.55 |
| Fortnightly Domestic Waste Service Availability Charge | \$120.30 |

- Commercial Waste Management Charges.*

In accordance with Section 501 of the Local Government Act 1993, it is recommended that Council makes and levies the following Commercial Waste Management Charges.

Table 3 – Commercial Waste Management Charges 2025/2026

| Description | Charge |
|--|------------|
| Weekly Business Waste Management Service 240L | \$1,217.65 |
| Weekly Business Waste Management Service 140L | \$763.40 |
| Fortnightly Business Waste Management Service 240L | \$847.55 |
| Fortnightly Business Waste Management Service 140L | \$521.65 |

- Sewerage Service Charges.*

In accordance with Section 501 of the Local Government Act 1993, it is recommended that Council makes and levies the following Sewerage Service Charges.

Table 4 – Sewerage Service Charges 2025/2026

| Description | Charge |
|--|-------------|
| Sewer Residential Connected | \$1,314.60 |
| Sewer Residential Unconnected | \$875.45 |
| Sewer Business Unconnected | \$882.15 |
| Sewer Business Category 1 (<1,000L per day) | \$1,530.15 |
| Sewer Business Category 2 (1,001-5,000L per day) | \$7,672.30 |
| Sewer Business Category 3 (5,001-10,000L per day) | \$15,283.50 |
| Sewer Business Category 4 (10,001-20,000L per day) | \$30,473.60 |
| Sewer Business Category 5 (> 20,000L per day)+ | \$30,473.60 |
| Trade Waste Volume Charge per kilolitre over 20,000L charged to Sewer Business Category 5 properties | \$5.22 |

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- Sullage Pump Out Service Charges.*

In accordance with Section 501 and Section 502 of the Local Government Act 1993, it is recommended that Council makes and levies the following Sullage Pump-out Service Charges.

Table 5 – Sullage Pump-out Service Charges 2025/2026

| Description | Charge |
|---|------------|
| Residential Fortnightly Sullage Pump-out Service | \$3,047.00 |
| Residential Weekly Sullage Pump-out Service | \$6,094.00 |
| Additional Pump-out Service | \$195.20 |
| Emergency After-Hours Pump-out Service | \$245.20 |
| Commercial and Industrial Properties Pump-out Service on request (per 1,000 litres, minimum 2,500 litres) | \$33.55 |

- Stormwater Management Charges.*

In accordance with Section 496A of the Local Government Act 1993, it is recommended that Council makes and levies the following Stormwater Management Charges.

Table 6 – Stormwater Management Charges 2025/2026

| Description | Charge |
|--|----------|
| Stormwater Management - Residential | \$25.00 |
| Stormwater Management – Residential Strata | \$12.50 |
| Stormwater Management – Business <i>per 350m2 or part thereof, up to a maximum of \$1,500.00</i> | \$25.00 |
| Stormwater Management – Business Strata <i>Pro-rata of business charge, based on land valuation apportionment</i> | Pro-rata |

- Drainage Management Charges.*

In accordance with Section 501 of the Local Government Act 1993, it is recommended that Council makes and levies the following Drainage Management Charges.

Table 7 – Drainage Management Charges 2025/2026

| Description | Charge |
|--|----------|
| Drainage Management - Residential | \$220.00 |
| Drainage Management – Residential Strata | \$220.00 |

The Drainage Management Service Charge is only applicable to properties identified within the urban release area in North Richmond (Redbank). Properties in this area are not subject to the Stormwater Management Service Charge.

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Table 8 – Pensioner Rebates 2025/2026

As outlined within the Revenue Policy section as attached as Attachment 2 to this report, the following rebates are available for eligible pensioners.

| Rate or Charge Applied Against | Rebate |
|---|--|
| Ordinary Residential Rates and Domestic Waste Service Charges | 50% of aggregated rates and domestic waste service charges to a maximum of \$250 |
| Residential Sullage Service Charge | 50% of applicable charge |
| Sewer Residential Connected Charge | 50% of applicable charge |

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters that required Community Engagement under Council's Community Engagement Policy and public exhibition, in accordance with the Local Government Act 1993.

The draft documents were circulated and promoted via Council's website and social media, media release, advertisement in Council's Newsletter, through Council's online community engagement portal YourHawkesbury-YourSay, face-to-face engagement at the Hawkesbury Show and hard copy availability at Council's Administration Building and Libraries.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Reliable Council

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

FINANCIAL IMPACT

The adoption of the recommendations in this report will result in the Delivery Program 2025-2029, Operational Plan 2025/2026, Long Term Financial Plan 2025-2035, Asset Management Strategy 2025-2035, Asset Management Plans 2025 and Workforce Management Strategy 2025-2029, incorporating the changes proposed in this report, being adopted, along with their budgetary and resourcing allocations.

RISK MANAGEMENT CONSIDERATIONS

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

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weakens strategic decision-making, increasing the risk of inefficient resource allocation and project delays.

ATTACHMENTS

AT - 1 Submissions received during the exhibition of the Draft Community Strategic Plan: Our Hawkesbury 2045, Draft Delivery Program 2025-2029, Draft Operational Plan 2025-2026 and Draft Long Term Financial Plan 2025-2035 - *(Distributed under separate cover)*.

AT - 2 Community Strategic Plan: Our Hawkesbury 2045 - *(Distributed under separate cover)*.

AT - 3 Delivery Program 2025-2029 - *(Distributed under separate cover)*.

AT - 4 Operational Plan 2025-2026 - *(Distributed under separate cover)*.

AT - 5 Long Term Financial Plan 2025-2035 - *(Distributed under separate cover)*.

AT - 6 Asset Management Strategy 2025-2035 - *(Distributed under separate cover)*.

AT - 7 Asset Management Plans 2025 - *(Distributed under separate cover)*.

AT - 8 Workforce Management Strategy 2025-2029 - *(Distributed under separate cover)*.

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10.2.3. GM - Sustainable Events Management Policy (79351, 15988)

Directorate: General Manager, City Planning, Corporate Services, Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to:

- Outline the process for review of Council's Sustainable Events Management Policy
- Seek Council's endorsement to place the Draft Sustainable Events Management Policy on public exhibition.

EXECUTIVE SUMMARY

Council adopted its current Sustainable Events Management Policy in 2011 to help guide the provision of sustainable events and programs. The Sustainable Events Management Policy has been reviewed and updated and is attached as Attachment 1 to this report.

The purpose of the Sustainable Events Management Policy is to establish a sustainable events management framework for Council, to use for the planning, management, delivery and evaluation of events held within the Hawkesbury Local Government Area.

The Sustainable Events Management Policy and its supporting Sustainable Events Guideline, which outlines how Council can show leadership in sustainable management of Council-run events, will be used by Council as it plans, manages, delivers and evaluates, all Council's events including major, civic, community and internal events.

The Sustainable Events Management Policy, the Sustainable Events Guideline and a Sustainability Self Assessment, will be shared with all event organisers during the event sponsorship process. All applicants will be encouraged to review the Policy and the Sustainable Events Guideline as they complete their application, and submit a Sustainability Self Assessment as part of their sponsorship application. All applications will be scored and assessed, with proposed funding allocations developed based on these responses.

The Sustainable Events Management Policy will be reviewed every two years.

RECOMMENDATION

That:

1. The Draft Sustainable Events Management Policy, attached as Attachment 1 to this report, be placed on public exhibition for at least 28 days.
2. At the expiration of the public notification period outlined in part 1 above, the following actions be taken:
 - a) Should any submissions be received regarding the Draft Sustainable Events Management Policy, a further report be submitted to Council, or
 - b) Should no submissions be received, Council adopt the Sustainable Events Management Policy attached as Attachment 1 to this report.

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BACKGROUND

Council has developed an Event Strategy to guide the strategic approach to how events are supported by Council and to identify how Council will produce, partner, promote and approve events in the Hawkesbury.

The current Sustainable Events Management Policy was adopted in 2011 to support the application of sustainable development principles to the planning and management of events within the Hawkesbury. The Policy principles have been applied for many years throughout the evolution and growth of Council's event program, calendar of events and sponsorship program.

The Sustainable Events Management Policy has recently been updated and is attached at Attachment 1, to reflect the various current Council strategies including, but not limited to, Our Hawkesbury 2024 - Community Strategic Plan, Waste and Resource Recovery Strategy, Net Zero Emissions and Water Efficiency Strategy, Climate Change Risk Assessment and Adaptation Action Plan, and the Environmental Sustainability Strategy.

The Sustainable Events Management Policy is supported by the Sustainable Events Guideline and the Sustainability Self Assessment which are designed to help event organisers apply environmental sustainability practices during the planning, design, management and delivery of events in the Hawkesbury Local Government Area (LGA). The Policy showcases a way Council can show leadership in its sustainable management of Council run events, and through advocacy for Council sponsored events to consider and follow the Draft Policy, Guideline and Self Assessment.

The Draft Policy identifies requirements for the planning, management, delivery and evaluation stages of events held in the Hawkesbury LGA including:

- Project planning and management
- Stakeholder engagement
- Marketing and communications
- Procurement
- Food and beverage
- Merchandise, printing and signage
- Waste management
- Energy and transport
- Local environmental impacts
- Social and cultural inclusion
- Delivery and evaluation

DISCUSSION

Council hosts a variety of major indoor and outdoor events as well as community events. Audiences include residents from the Hawkesbury and surrounds. Council works with a range of stakeholders and suppliers to present events and encourages and values partners who share a commitment to achieving environmentally sensitive outcomes for a sustainable future. Events are a way to build the Hawkesbury economy, to connect the diverse communities and to develop and strengthen Council's

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

Council sponsors a range of events, and the Events Sponsorship Program process was formalised in 2018 to assist events which benefit the community and local economy, and attract visitors to the region. The Program delivers a transparent framework for Council to determine funding and other assistance, based on a clear set of criteria and funding. There are currently two rounds of sponsorship for community and commercial events with an annual budget of \$65,000. At the April 2025 Council Meeting the categories of sponsorship in the Event Sponsorship Policy were reviewed and Council resolved to sponsor only community events from 2025/2026.

The Draft Sustainable Events Management Policy attached as Attachment 1, including the Sustainable Events Guideline, provides best practice principles for sustainable management of Council run events. The Draft Policy will be used by Council as it plans, manages, delivers and evaluates all Council's events including the major, civic, community and internal events.

The Sustainable Events Management Policy, including the Sustainable Events Guideline and a Sustainability Self Assessment, will be provided to all event organisers during the event sponsorship application process. All applicants will be encouraged to review the Policy and the Sustainable Events Guideline as they complete their application and submit a Sustainability Self Assessment as part of their sponsorship application. All applications will be assessed for funding allocations based on responses contained in applications.

The Sustainable Events Management Policy will be reviewed every two years.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that the Draft Sustainable Events Management Policy attached as Attachment 1 to this report be placed on public exhibition for at least 28 days.

The Draft Sustainable Events Management Policy was discussed at a Councillor Workshop on 13 May 2025.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

1.6 Build on a sense of community and wellbeing.

Protected Environment and Valued History

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

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

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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.

2.6 Achieve net zero emissions targets.

FINANCIAL IMPACT

Financial implications arising from the Sustainable Events Management Policy are provided for in the 2024/2025 Operational Plan and the Draft 2025/2026 Operational Plan.

RISK MANAGEMENT CONSIDERATIONS

Council is committed to sustainability throughout its operations and this commitment is evidenced through various policies and actions, particularly through public events and the events which receive sponsorship. Sustainability is embedded in Council's practices and the risk of not adhering to such policies are considerable to both the environment and Council's reputation as a responsible corporate citizen.

The community holds the Council to a high standard. Events which clearly have not followed sustainability guidelines risk the Hawkesbury City Council brand and the erosion of public goodwill built over years.

An event with, for example, excessive litter, a lack of recycling options or poor social inclusion measures, such as poor disability access or no Acknowledgment or Welcome to Country, will cause immeasurable reputational damage, as well as environmental damage.

ATTACHMENTS

AT - 1 Draft Sustainable Events Management Policy (includes Sustainable Events Guideline and Sustainability Self Assessment) - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

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10.2.4. GM - RAAF Airshow Event (79351, 15988)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is to advise Council of the details of the Royal Australian Air Force (RAAF) Airshow event to be held on 27 to 28 September 2025 and:

- The actions Council can consider undertaking to assist the RAAF to hold the event
- The activities which can be held to activate the town centres of Richmond and Windsor prior to and during the weekend of the event and to generate return visits to the Region.

EXECUTIVE SUMMARY

The RAAF Richmond has recently announced that on Saturday, 27 September and Sunday, 28 September 2025 they will be holding an Airshow to recognise the centenary of RAAF Base Richmond. The event will be held between 9am to 4.30pm each day and will include three airshows at approximately 11am, 1.30pm and 3.30pm. It is anticipated that 40,000 people will attend the event on the Base each day with up to 80,000 people attending over the weekend.

Council will play a role in supporting the RAAF to hold the Airshow and in order to do that three options have been developed:

- Option 1 - Council attendance on the Base at the Airshow weekend
- Option 2 - Council hold a supporting event during the Airshow weekend
- Option 3 - Council provide activation activities across the Hawkesbury prior to and during the weekend

The options have been developed to achieve Council's four key objectives for the Hawkesbury Region from the Airshow event:

- Showcase the Hawkesbury as a destination to encourage repeat visitation
- Create ongoing economic benefits for Hawkesbury
- Activate key town centres of Windsor and Richmond
- Create an additional supportive Council event that is safe and welcoming

This report recommends that Council adopt Options 1, 2, 3 and allocate \$20,000 of funding to a range of activities in Option 3 which will achieve Council's four objectives for the Hawkesbury Region from the weekend event including increased visitation and activation and support for the RAAF to celebrate the centenary of the Base.

A request has been made by the RAAF Airshow team for Council to consider providing in-kind support by way of infrastructure and services over the Airshow weekend. This is estimated to cost \$18,000. Following discussion at a Councillor Workshop on the 20 May 2025, it is suggested that responsibility for the provision of all event infrastructure and services lies with the RAAF. At the Councillor Workshop, the possibility of Council seeking a damage bond for the use of Ham Common

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was also raised, and it is open to Council to make a request for such a bond should it wish to do so. An appropriate bond in that circumstance would be \$10,000.

The fee to hire Ham Common for four days including exclusive use is \$3,876.60. It is proposed that Council waive this fee. As part of the hire of the space Council will apply conditions regarding the provision of waste and recycle bins and cleaners during the two-day event.

RECOMMENDATION

That Council:

1. Attend the Airshow weekend on Saturday, 27 September and Sunday, 28 September 2025, and provide activation activities on the Base which support the Airshow and promote the Region at a cost of \$15,500.
2. Hold an outdoor cinema event screening two movies on Saturday, 27 September 2025 in Richmond Park at a cost of \$42,000.
3. Select a range of activities to activate the Hawkesbury Region prior to and during the Airshow event to promote the area and achieve repeat visitation with flags, banners, roving entertainment up to a cost of \$20,000.
4. Waive the fee of \$3,876.60 for the hire of Ham Common.
5. Is not responsible for the \$18,000 cost for provision of toilets, bins, staff in Clarendon for the RAAF's event.

BACKGROUND

The RAAF Richmond has recently announced that on Saturday, 27 September and Sunday, 28 September 2025 they will be holding an Airshow to recognise 100 years of RAAF Base Richmond.

It is anticipated that 40,000 people will attend the event on the Base each day with up to 80,000 people attending over the weekend.

The event will be held between 9am to 4.30pm with gates to open at 8am and will include three airshows at approximately 11am, 1.30pm and 3.30pm, exhibits, music, aircraft and static displays and food.

Access to the Base will be via three entry points between the Skate Park and the Visitor Information Centre at Ham Common. Attendees will congregate in Ham Common prior to entering the Base.

The event will be ticketed, and tickets will go on sale in late July 2025 and will include either a train ticket or the allocation of a parking space.

Trains will be arriving every 10 minutes from Central Station and will be stopping at Clarendon Station. Trains will not continue to Richmond Station with bus shuttles only between Richmond to Clarendon. 15,000 parking spaces will be available at the Hawkesbury Showground.

Cars entering the area will be directed along Blacktown Road with no access to Racecourse Road via Hawkesbury Valley Way. A Traffic Management Plan is currently being prepared for the event and will be submitted to the Local Traffic Committee.

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DISCUSSION

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

Events create the opportunity to build:

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

The RAAF Base at Richmond was established 100 years ago and it is iconic to the Hawkesbury. The local community are proud to have the Base located in their Region and consider it part of the identity of the Hawkesbury. The Airshow event will provide an opportunity for locals to support the Base and celebrate the connection the RAAF have with the Hawkesbury community. Of the 80,000 event attendees at the event a significant proportion are expected to be from the Hawkesbury Region.

Council will play a role in supporting the RAAF to hold the Airshow and in order to do that three options have been developed:

- Option 1 - Council attendance on the Base at the Airshow weekend
- Option 2 - Council hold a supporting event during the Airshow weekend
- Option 3 - Council provide activation activities across the Hawkesbury prior to and during the weekend

The options have been developed to achieve Council's four key objectives for the Hawkesbury Region from the Airshow event:

- Showcase the Hawkesbury as a destination to encourage repeat visitation
- Create ongoing economic benefits for Hawkesbury
- Activate key town centres of Windsor and Richmond
- Create an additional supporting event that is safe and welcoming

Option 1 - Council attendance on the Base at the Airshow weekend

Council proposes to have a presence on the Base over the Airshow weekend and provide activation activities which support the Airshow and promote the Region at a cost of \$15,500.

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| Proposed Activities | Cost |
|---|-----------------|
| Hawkesbury branded showbags | \$10,000 |
| Stickers, magnets, postcards | \$1,000 |
| Competition to promote Savour the Flavour event | \$500 |
| Staff costs | \$4,000 |
| TOTAL | \$15,500 |

Option 2 - Council provide supporting event during Airshow weekend

Council proposes to activate Richmond town centre on the evening of Saturday 27, September 2025 by holding an outdoor cinema with two movies during the evening in Richmond Park which will provide an additional activity for locals and visitors who stay overnight or are local. The cost to hold the event is \$42,000 including the provision of infrastructure and equipment, traffic and pedestrian management, waste management activities, seating, staff time and security as recommended by Hawkesbury Local Area Command.

Option 3 - Council provide activation activities across the Hawkesbury

Council proposes to showcase the Region as a destination to encourage repeat visitation and overnight stays. Council will work closely with local businesses to activate town centres. A range of potential activation activities have been developed:

| Proposed activities | Cost |
|---|-----------------|
| Photo opportunities, walls and installations in 2 parks or Windsor Mall | \$4,000 |
| Business competition for Richmond and Windsor | \$1,000 |
| Roving entertainment at Windsor Markets or Richmond Markets | \$3,000 |
| Roving entertainment at Ham Common | \$3,000 |
| Lawn letters at Deerubbin Centre or Richmond Park | \$2,000 |
| School prize competition involving all local primary schools | \$500 |
| Flags and installation for Windsor, Windsor Mall and Richmond | \$9,000 |
| Flag pole flags Clarendon, Council, McGraths Hill | \$2,000 |
| Marketing, photographer over the Airshow weekend | \$6,000 |
| Clean up of spaces and gardens | \$3,000 |
| Printing of Hawkesbury passport activity | \$1,000 |
| Merchandise for sale at VIC | \$2,500 |
| Handheld flags to hand out | \$2,500 |
| Printing promotional materials | \$1,000 |
| Additional signage | \$1,000 |
| TOTAL | \$41,500 |

Supporting infrastructure and services during the Airshow weekend

A request has been made by the RAAF Airshow Team for Council to consider providing supporting infrastructure assistance and services during Airshow weekend including:

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| Infrastructure and Services | Cost |
|---|-----------------|
| PA speaker playing loop safety messaging | \$2,500 |
| 20 port-a-loo toilets and 5 accessible | \$6,500 |
| 20 waste and 20 recycle bins and disposal | \$4,500 |
| Cleaning services for toilets and bins | \$4,500 |
| TOTAL | \$18,000 |

The cost for Council to provide this infrastructure is \$18,000. Council have considered this request at a Councillor Workshop on 20 May 2025 and believe the provision of event infrastructure and services are the responsibility of the RAAF.

At the Councillor Workshop on 20 May 2025, the suggestion of a damage bond was also raised. The damage bond for Ham Common is \$10,000. It is open to Council to request the RAAF pay the \$10,000 bond which will be refunded if there is no damage to the space.

The fee to hire Ham Common is \$3,876.60. It is proposed that Council will waive this fee. As part of the hire of the space Council will however apply conditions regarding the provision of waste and recycle bins and cleaners during the two-day event.

Event Calendar

Council will also create a calendar of events and activities which will be held during the weekend of the Airshow and in the weeks prior to and after the Airshow to encourage return visitors to the town centres and broader Hawkesbury Region. A range of activities have been listed below. The cost of these activities has been included in the Draft 2025/2026 Operational Plan.

- RAAF themed display at the Hawkesbury Regional Museum
- Library Gallery Museum School Holiday Workshops with RAAF theme
- Savour the Flavour event 18 October 2025
- Itineraries for weekend activities shared on Discover the Hawkesbury tourism website and social media
- Update the Discover the Hawkesbury website and pamphlets

After a review of the options, it is recommended that Options 1 and 2 be adopted and an allocation of \$20,000 be made to a range of activities in Option 3 which will achieve Council's four objectives for the Hawkesbury Region from the weekend Airshow event including increased visitation and activation and support for the RAAF to celebrate the centenary of the Base. It is considered that the provision of event infrastructure and services at a cost of \$18,000 should be the responsibility of the RAAF. It is open to Council to consider requesting the RAAF pay a bond of \$10,000 for use of Ham Common which will be refunded if there is no damage to the space. The fee to hire Ham Common is \$3,876.60, and it is proposed that Council waive this fee.

COMMUNITY ENGAGEMENT

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

A Councillor Workshop was held on 20 May 2025 and the options for Council to provide event support for the Airshow were discussed including the suggestion of a damage bond. It is open to Council to request the RAAF pay a bond which will be refunded if there is no damage to Ham Common.

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CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

- 1.1 Enable a shared responsibility for community resilience, community safety and disaster management.
- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

Strong Economy

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

Reliable Council

- 4.4 Build strong relationships and shared responsibilities.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the Draft 2025/2026 Operational Plan. A portion of the \$87,196 savings which have been identified from the review of the Council Events Program at the April 2025 Council Meeting can be reallocated to the RAAF Airshow event in the September 2025 Quarterly Budget Review.

RISK MANAGEMENT CONSIDERATIONS

The RAAF Base at Richmond is iconic to the Hawkesbury and the local community are proud to have the Base located in their region and consider it part of the identity of the Hawkesbury. The Airshow event will provide an opportunity for locals to support the Base and celebrate the connection the RAAF have with the Hawkesbury community. It is also an opportunity for Council to show their support for the RAAF Base and recognise its importance. If Council were not to support the event there is a risk that there will be reputational damage to the organisation in the community.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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10.2.5. GM – Councillor Representative to the Hawkesbury Sister City Association – (79351, 95496)

Previous Item: 182, Ordinary (15 October 2024)

Directorate: General Manager

PURPOSE OF THE REPORT

The purpose of this report is for Council to appoint a Councillor representative to the Hawkesbury Sister City Association, following the resignation received from the Deputy Mayor, Councillor Sarah McMahon.

EXECUTIVE SUMMARY

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

This report seeks Council's consideration to appoint a representative to the Hawkesbury Sister City Association, following the resignation received from the Deputy Mayor, Councillor Sarah McMahon.

RECOMMENDATION

That Council nominate and appoint a delegate to the Hawkesbury Sister City Association as outlined in this report to align with the period of the Mayoral Term, from June 2025 to September 2026.

BACKGROUND

The Hawkesbury Sister City Association (Association) was established in 1983 to Build Friendships between People and Nations between students from local schools in the Hawkesbury Local Government Area and Sister Cities located in Temple City, California, USA and Kyotamba, Kyoto, Japan. Council has been involved in the Sister City Program (Program) since 1984.

The Association manages community and cultural activities of the Program, which mainly involves the student exchange program to and from the Sister Cities. Council manages other activities of the Program, including Mayoral communications, civic events and exchanges. The Sister City Program operates as a low-cost Community-Council partnership.

In 2007, Council adopted its current Sister City Program Policy to address exchange activities with its international Sister Cities. In adopting the Policy, Council delegated authority to the Association to undertake some exchange activities on behalf of Council with our Sister Cities.

As a financial contributor to the Hawkesbury Sister City Association, Council may appoint two Councillors to be represented on the Association.

DISCUSSION

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

At that meeting, Council resolved to appoint the following Councillors to the Hawkesbury Sister City Association for the period of the Mayoral Term, from October 2024 to September 2026:

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- Councillor Sarah McMahon, Deputy Mayor
- Councillor Mary Lyons-Buckett

In May 2025, the General Manager received a resignation from Deputy Mayor, Councillor Sarah McMahon from her role as delegate to the Hawkesbury Sister City Association.

This report seeks Council's consideration to nominate and appoint a replacement delegate to the Association for the remainder of the Mayoral Term, being June 2025 to September 2026.

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

- 1.3 Increase the range of local partnerships and plan for the future.
- 1.6 Build on a sense of community and wellbeing.
- 1.7 Encourage broad and rich celebration of our local culture and significant heritage.

Reliable Council

- 4.1 Provide representative, responsive and accountable governance.
- 4.2 Encourage an informed community.
- 4.4 Build strong relationships and shared responsibilities.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

There is a minor compliance risk associated with this report.

Hawkesbury City Council is provided with two delegates to the Hawkesbury Sister City Association. In October 2024, Council resolved for two delegates to be appointed to the Association. Should Council not resolve a replacement delegate for the Deputy Mayor, Councillor McMahon, Council will continue to have representation on the Association from the remaining delegate, being Councillor Lyons-Buckett.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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10.3. CITY PLANNING

10.3.1. CP - Fire Safety Complaint - Richmond Marketplace Shopping Centre - 78 March Street, Richmond (95498)

Directorate: City Planning

PURPOSE OF THE REPORT

The purpose of this report is to table a report that Council has received with Fire and Rescue NSW following a fire safety inspection that was undertaken at 78 March Street, Richmond known as the 'Richmond Marketplace' Shopping Centre.

In accordance with Schedule 5, Part 8, Section 17(2) of the Environmental Planning and Assessment Act 1979 (the Act), any report or recommendation that Council receives from the Commissioner of Fire and Rescue NSW such as Inspection Reports, is to be tabled at a Council Meeting.

As Council Officers have the delegation under Schedule 5, Part 8, Section 17(4) of the Act to determine an appropriate course of action in response to the issues identified in the Inspection Report, this report is provided to Council to meet Council's legislated reporting responsibilities as prescribed under the Act, as well as provide Council with details of the course of action that will be undertaken.

EXECUTIVE SUMMARY

'Richmond Marketplace' is a commercial shopping centre located at 78 March Street, Richmond. Aerial and streetview photos of the property are attached to Attachment 1 to this report.

Council is in receipt of written correspondence from Fire and Rescue NSW (FRNSW) that provided Council with a copy of the Inspection Report that arose from an inspection that was carried out by FRNSW.

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

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

"(2) A council must—

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

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

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RECOMMENDATION

That Council receive and note the Inspection Report from the Commissioner of Fire and Rescue NSW provided as Attachment 2 to this report regarding 78 March Street, Richmond.

BACKGROUND

Pursuant to Section 9.32 of the Act:

9.32 Fire brigades inspection powers

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

(a) adequate provision for fire safety has been made in or in connection with the building, or

(b) the fire safety provisions prescribed for the purposes of this section by the regulations have been complied with."

.....

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

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

"(2) A council must—

(a) table any report and recommendations it receives under this clause at the next meeting of the council, and

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

FRNSW have carried out an inspection of the property and have subsequently provided a copy of the Inspection Report to Council for action. The Commissioner of FRNSW has recommended that Council Officers now inspect the premises and address the matters identified in the Inspection Report as well address any other deficiencies that are identified by Council Officers during the course of investigations.

DISCUSSION

The fire safety matters that were investigated by FRNSW are included in the Investigation Report provided as Attachment 2 to this report.

Action Taken

On Tuesday 6 May 2025, an inspection of the premises was undertaken by an Officer of Hawkesbury City Council and found that the issues raised in the Inspection Report are appropriate and require the attention of the property owners.

Council has written to the property owner informing them of the inspection report that has been received from FRNSW and that the matter will be tabled to the next meeting of Hawkesbury City Council.

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Action Proposed

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

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

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

The intention of the Fire Safety Order would be to as soon as possible, address the issues identified within the shopping centre part of the building serving the public and also require the property owner to address issues over a longer period relating to the hydrant system and pump room that would most likely require design solutions and significant upgrade works.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Reliable Council

4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

Council has a legislative requirement to act in the interests of the public good in these matters. The lead Fire Safety agency being Fire and Rescue NSW has brought these matters to the attention of Council. In the event of a fire at the shopping centre, occupants may be placed at increased risk as a result of the identified non-compliances. This could potentially result in reputational damage to Council for failure to act.

ATTACHMENTS

AT 1 - Aerial and Streetview Photos of the Property

AT 2 - Inspection report dated 5 May 2025 from Fire and Rescue NSW

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Attachment 1 - Aerial and Streetview photos of the property

Aerial and Streetview photos of the property.



Aerial image – 78 March Street Richmond
Source: Six Maps 2025

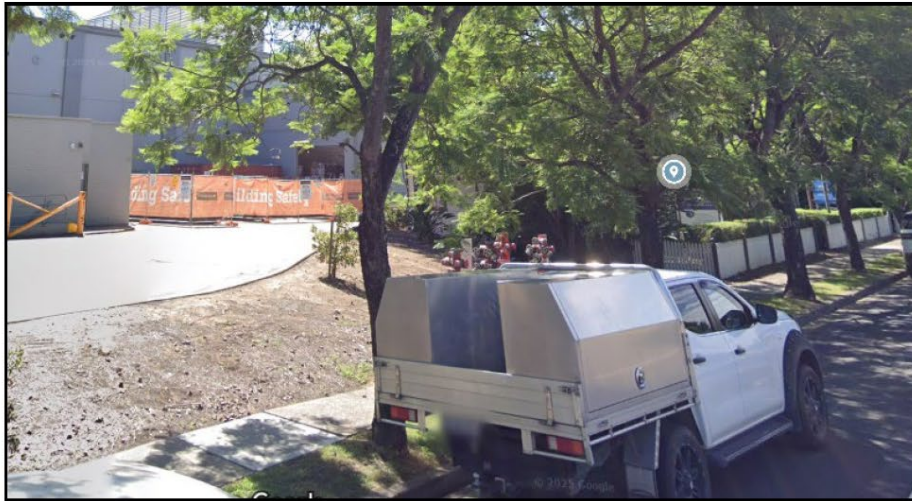


Street view image of the main entrance of the property at 78 March Street, Richmond
Source: Google Maps – Feb 2025

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Street view image of the hydrant booster assembly at the Lennox Street entrance to the property
Source: Google Maps – Feb 2025



Street view image of the hydrant booster assembly, pump room and construction site fencing at the Lennox Street entrance to the property
Source: Google Maps – Feb 2025

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Attachment 2 - Inspection report dated 5 May 2025 from FRNSW

OFFICIAL



File Ref. No: FRN20/3418 – BFS25/1099 - 8000040921
TRIM Ref. No: D25/049711
Contact: Ryan Maestri

5 May 2025

General Manager
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756

Email: council@hawkesbury.nsw.gov.au

Attention: Manager Compliance/Fire Safety

Dear Sir / Madam

**Re: INSPECTION REPORT
RICHMOND MARKETPLACE
78 MARCH STREET, RICHMOND ("the premises")**

Fire and Rescue NSW (FRNSW) received correspondence on 17 February 2025 concerning the adequacy of the provision for fire safety in connection with 'the premises'.

The correspondence stated that:

- *The fire exit has been barricaded for renovations of the centre outside but signage is still indicating an active fire exit.*
- *Signage inside states closed from 6am - 11am but still blocked at 11:45am with no end to barricading in sight.*

Pursuant to Section 9.32(1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act), Authorised Fire Officers from the Fire Safety Compliance Unit of FRNSW inspected 'the premises' on 26 March 2025.

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

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

| | | |
|--|--------------------|--|
| Fire and Rescue NSW | ABN 12 593 473 110 | www.fire.nsw.gov.au |
| Community Safety Directorate | 1 Amarina Ave | T (02) 9742 7434 |
| Fire Safety Compliance Unit | Greenacre NSW 2190 | F (02) 9742 7483 |
| www.fire.nsw.gov.au | | Page 1 of 5 |

OFFICIAL

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

COMMENTS

The following items were identified during the inspection:

1. Compartmentation and Separation
 - 1A. A number of service penetrations through the concrete slab above the car park did not comply with the requirements of Clause C4D15 of the National Construction Code Volume 1 2022 (NCC).
2. Egress
 - 2A. The latch operating device on the exit door from the western end of the car park in the vicinity of the car wash parking did not allow for a single-handed downward action for operation, contrary to the requirements of Clause D3D26 of the NCC.
 - 2B. The artificial lighting in the exit stair leading from the north-western part of the car park was not operational, contrary to the requirements of Clause F6D5 of the NCC.
 - 2C. The latch operating device on the exit door from the rear of the Reject Shop tenancy did not allow for a single-handed downward action for operation, contrary to the requirements of Clause D3D26 of the NCC.
3. Services and Equipment
 - 3A. Automatic Fire Detection and Alarm System
 - A. The Fire Detection Control and Indicating Equipment (FDCIE) indicated 1 disablement and 1 fault relating to the Automatic Fire Detection and Alarm System.

Confirmation and documentary evidence was subsequently received by FRNSW confirming that the fault had been rectified.

The disablement relates to ongoing works within the mezzanine plantroom of the Woolworths tenancy. FRNSW officers spoke to the project manager for the building works who confirmed that this part of the system is disabled only whilst works are actively being carried out in the area and that it is enabled after works are completed.

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3B. Automatic Fire Suppression System (Sprinklers)

- A. The installed position of the feed hydrants and boost inlets at the sprinkler booster assembly are such that, when hoses are connected to all connections, they are likely to interfere with one another and prevent timely and effective firefighting operations.
- B. The door to the sprinkler pump room was not provided with identifying signage such that it was readily accessible to FRNSW personnel, contrary to the intent of Clause G2 of AS 2941-1995.
- C. The sprinkler pump room was not provided with emergency lighting, contrary to the intent of Clause G3 of AS 2941-1995.
- D. A location plate was not provided to indicate the location of the sprinkler stop valves, contrary to the requirements of Clause 8.4 of AS 2118.1-1995.
- E. A spanner was not provided on the premises for the replacement of sprinkler heads, contrary to the requirements of Clause 6.7 of AS 2118.1-1995.

3C. Emergency Lighting

- A. Emergency lighting was not provided to the internal stairs leading to the “mezzanine” level of the Woolworths tenancy, contrary to the requirements of Clause E4D2 of the NCC.

3D. Exit Signage

- A. A number of exit signs and directional signs within the car park were not illuminated, contrary to the requirements of AS 2293.1-2018.

3E. Fire Hose Reels

- A. The fire hose reel located at the north-western end of the car park did not have its nozzle interlocked with the isolation valve, contrary to the intent of Section 5 of AS 2441-2005 and Clause 2.2.7.2 of AS/NZS 1221-1997.

3F. Fire Hydrant System

- A. Signage indicating the working pressure and test pressure of the hydrant system is not provided at the fire hydrant booster assembly, contrary to the requirements of Clause 5.6.7 of AS 2419.1-1994.
- B. Signage identifying the fire hydrant booster assembly was not provided, contrary to the requirements of Clause 5.6.8 of AS 2419.1-1994.

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- C. The fire hydrant booster is connected in series with the on-site pump, however, an engraved warning sign and 150 mm pressure gauge are not provided at the booster, contrary to the requirements of Clause 5.7 of AS 2419.1-1994.
- D. The installed position of the feed hydrants and boost inlets at the fire hydrant booster assembly are such that, when hoses are connected to all connections, they are likely to interfere with one another, contrary to the requirements of Clause 5.6.1 of AS 2419.1-1994.
- E. FRNSW consider the building to constitute a fire compartment greater than 10,000 m² in floor area. As such, the fire hydrant system would need to be designed for 3 fire hydrants to flow simultaneously (a total flow of 30 L/s) as per Table 4.1 of AS 2419.1-1994.

In this regard, the following concerns are raised:

- i. The fire hydrant block plans indicate that the system has been designed for a flow of only 10 L/s.
 - ii. The identification plate located on the fire hydrant pump controller indicates that the duty flow of the pump is 10 L/s which is insufficient for a 30 L/s system as per Table E1 of AS 2419.1-1994.
- F. The external door leading into the car park in the vicinity of the fire hydrant pump room was not provided with directional signage on the outside to assist FRNSW personnel in locating the pump room such that it was readily accessible to FRNSW personnel, contrary to the intent of Clause G2 of AS 2941-1995.

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

RECOMMENDATIONS

FRNSW recommends that Council:

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

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

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Please do not hesitate to contact Ryan Maestri of FRNSW's Fire Safety Compliance Unit at FireSafety@fire.nsw.gov.au or call (02) 9742 7434 if there are any questions or concerns about the above matters. Please refer to file reference FRN20/3418 – BFS25/1099 - 8000040921 regarding any correspondence concerning this matter.

Yours faithfully



Ryan Maestri
Senior Building Surveyor
Fire Safety Compliance Unit

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10.4. CORPORATE SERVICES

10.4.1. CS – Investment Report – April 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 \$102.6 million in investments as at 30 April 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 April 2025 be received and noted.

BACKGROUND

Council held \$102.6 million in investments as at 30 April 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 \$102.6 million in investments as at 30 April 2025.

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

| Product Type | Face Value | % of Total |
|---------------------------------|----------------------|-------------|
| Term Deposits - Fixed Rate | \$85,000,000 | 83% |
| Floating Rate Notes | \$4,850,000 | 5% |
| NSW TCorp Long Term Growth Fund | \$1,156,433 | 1% |
| At Call Deposits | \$11,572,670 | 11% |
| Grand Total | \$102,579,103 | 100% |

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

| Long Term Credit Rating | Face Value | % of Total |
|---------------------------------|----------------------|-------------|
| AA | \$76,072,670 | 74% |
| A | \$24,350,000 | 24% |
| BBB | \$1,000,000 | 1% |
| NSW TCorp Long Term Growth Fund | \$1,156,433 | 1% |
| Grand Total | \$102,579,103 | 100% |

Table 3 – Fixed Term Deposits

| Financial Institution | Long Term Rating | Maturity Date | Interest Rate | 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+ | 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-Sep-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+ | 11-Jun-25 | 5.07% | \$2,000,000 |
| | | 11-Jun-25 | 5.12% | \$1,000,000 |
| | | 9-Jul-25 | 5.07% | \$2,000,000 |
| | | 23-Jul-25 | 5.07% | \$2,000,000 |
| | | 23-Jul-25 | 5.12% | \$2,000,000 |
| | | 17-Sep-25 | 5.12% | \$1,000,000 |
| | | 17-Sep-25 | 5.12% | \$2,000,000 |
| | | 15-Oct-25 | 4.80% | \$3,000,000 |

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| Financial Institution | Long Term Rating | Maturity Date | Interest Rate | Face Value |
|-----------------------|------------------|---------------|--------------------|---------------------|
| | | 29-Oct-25 | 4.80% | \$3,000,000 |
| | | 29-Oct-25 | 4.80% | \$500,000 |
| | | 12-Nov-25 | 5.00% | \$2,000,000 |
| | | 12-Nov-25 | 4.80% | \$2,000,000 |
| | | 3-Dec-25 | 4.80% | \$2,000,000 |
| | | 10-Dec-25 | 4.80% | \$4,000,000 |
| | | 10-Dec-25 | 4.80% | \$3,000,000 |
| | | 10-Dec-25 | 4.80% | \$3,000,000 |
| | | 7-Jan-26 | 5.00% | \$1,500,000 |
| Westpac | A1+ | 15-Oct-25 | 4.74% | \$2,000,000 |
| | | | Grand Total | \$85,000,000 |

Table 4: Floating Rate Notes

| Institution | Maturity | Yield | Face Value |
|--------------------|-----------|--------------------|--------------------|
| Macquarie Bank | 14-Sep-26 | 4.97% | \$800,000 |
| Suncorp | 13-Mar-29 | 5.09% | \$500,000 |
| Bank of Queensland | 30-Apr-29 | 5.52% | \$2,050,000 |
| Bendigo Adelaide | 14-May-27 | 5.18% | \$500,000 |
| AMP | 13-Sep-27 | 5.39% | \$1,000,000 |
| | | Grand Total | \$4,850,000 |

2. Environmental, Social and Governance (ESG) Investment

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

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

| Product Type | Face Value | % of Total |
|-------------------------------------|---------------------|------------|
| Non Fossil Fuel Lending ADIs | \$61,050,000 | 60% |
| -AMP | \$1,000,000 | |
| -Bank of Queensland | \$5,050,000 | |
| -Bendigo Adelaide | \$4,500,000 | |
| -Rabobank Australia | \$14,000,000 | |
| -Suncorp | \$36,500,000 | |
| Fossil Fuel Lending ADIs | \$40,372,670 | 39% |
| -Commonwealth Bank | \$11,572,670 | |
| -Macquarie Bank | \$800,000 | |
| -National Australia Bank | \$26,000,000 | |
| -Westpac Group | \$2,000,000 | |
| Other | \$1,156,433 | 1% |
| -NSW TCorp Long Term Growth Fund | \$1,156,433 | |

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| Product Type | Face Value | % of Total |
|--------------------|----------------------|-------------|
| Grand Total | \$102,579,103 | 100% |

3. Compliance to Investment Policy

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

Table 6: Exposure Limits to credit ratings bands

| Long-Term Credit Rating | % of Portfolio | Policy Maximum | Compliant with Policy |
|-------------------------|----------------|----------------|-----------------------|
| AA | 74% | 100% | Yes |
| A | 24% | 60% | Yes |
| BBB | 1% | 50% | Yes |
| NSW TCorp Funds | 1% | 20% | Yes |

Table 7: Term to Maturity

| Term to Maturity | % of Portfolio | Policy Range | Compliant with Policy |
|-----------------------|----------------|--------------|-----------------------|
| Between 0 and 1 years | 94% | 40%-100% | Yes |
| Between 1 and 5 years | 6% | 0-60% | Yes |

4. Portfolio Return

Council's investment portfolio (excluding At Call Deposits and NSW TCorp Managed Funds) provided a weighted average return (running yield) as shown in Table 8 below.

Table 8: Portfolio Return

| 30 April 2025 | Monthly Return (Annualised) | Financial Year to Date (Annualised) |
|--|--------------------------------|--|
| Hawkesbury City Council - Investment Portfolio | 4.96% | 4.87% |
| Benchmark - Bloomberg Ausbond Bank Bill Index | 4.38% | 4.46% |
| Performance Relative to Benchmark | 0.58% | 0.41% |

Relevant Legislation

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

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Investment Certification

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

DISCUSSION

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

"Council's investment portfolio returned 4.96%pa for the month versus the bank bill index benchmark's 4.38%pa return. Over the past 12 months, the investment portfolio has returned 4.82% versus the bank bill index benchmark's 4.46%.

The NSW TCorp Long Term Growth Fund recorded a solid result considering the market volatility during the month, with a gain of 0.48% actual. Good returns from Australian shares as well as improved valuations on fixed rate bonds helped boost the fund's return.

Without marked-to-market influences, Council's investment portfolio yielded 5.02%pa for April. 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 April, Council had maturities of \$14m across six term deposits with original maturities between 6-12 months with an average yield of 5.15%pa. Council invested \$6m between two Suncorp term deposits with maturities 8 months yielding an average of 4.80%pa, which is reflective of the drop in rates over the past few months.

Council has \$10m in term deposits maturing in May. 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 policies.*
- It is expected that rates will continue to decrease over the coming month(s). For near-term cashflow requirements, focus on the 6-9 month range if possible. Levels in the 4.40% to 4.50% area can currently be achieved in this area using Rabobank and Suncorp.*
- The NAB is offering rates in the 3-5 month area at levels above longer terms. These are good if you know you will need to use the proceeds upon maturity, otherwise reinvestment risk in these terms are high, i.e. having to reinvest at lower rates when a deposit matures. 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 remain competitive and with the 3mo BBSW rate still nearly 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.*

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

Restriction of Funds

Council's total investment portfolio as at 30 April 2025 included funds that are restricted as to what they can be expended on.

Table 9: Restriction of Funds

| Restriction Type | April 2025 | % | March 2025 | % |
|--|----------------------|-------------|----------------------|-------------|
| External Restrictions - S7.11 and S7.12 Developer Contributions | \$45,165,758 | 44.03% | \$40,078,493 | 36.47% |
| External Restrictions - Bushfire and Flood Grants | \$7,886,680 | 7.69% | \$6,307,704 | 5.74% |
| External Restrictions - Western Sydney Infrastructure Grants Program | \$6,085,806 | 5.93% | \$7,997,736 | 7.28% |
| External Restrictions - Other (e.g. domestic waste, sewerage, loans) | \$6,073,531 | 5.92% | \$7,785,148 | 7.08% |
| Internal Allocations | \$34,281,803 | 33.42% | \$34,395,809 | 31.30% |
| Unrestricted | \$3,085,525 | 3.01% | \$13,336,542 | 12.13% |
| Total | \$102,579,103 | 100% | \$109,901,432 | 100% |

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

In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions cannot be used for any purpose other than that specified. Externally restricted funds include funds relating to Section 7.11 and Section 7.12 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

Funds subject to an internal allocation refer to funds kept aside for specific purposes, or to meet future known expenses. This allows for significant expenditures to be met in the applicable year without having a significant impact on that year. Internally allocated funds include funds relating to Tip Remediation, 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.

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Reliable Council

4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

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

RISK MANAGEMENT CONSIDERATIONS

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

ATTACHMENTS

There are no supporting documents for this report.

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10.4.2. CS - Review of Council's Investment Policy - (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 submit the reviewed Investment Policy to Council for adoption.

EXECUTIVE SUMMARY

This report is being submitted to Council to satisfy the requirements of the then Division of Local Government Investment Policy Guidelines, issued in May 2010, regarding the annual review of the Investment Policy.

The Investment Policy is to be reviewed at least once a year, or as required in the event of legislative changes. Any amendment to the Investment Policy must be by way of Council resolution. Accordingly, the Investment Policy has been reviewed, and no amendments are proposed. Where necessary, certain references to the Local Government (General) Regulation 2021 were updated from the prior version of the Policy.

RECOMMENDATION

That Council adopt the Investment Policy attached as Attachment 1 to this report.

BACKGROUND

On 25 May 2010, the then Division of Local Government issued Investment Policy Guidelines to assist councils with the preparation of an Investment Policy, and the prudent and appropriate management of Council's surplus funds. The Guidelines, issued under Section 23A of the Local Government Act 1993 (the Act), apply to all general purpose and special purpose councils in NSW.

Relevant Legislation

Section 23A, Local Government Act 1993

Section 625, Local Government Act 1993

DISCUSSION

The current Investment Policy was adopted by Council at its meeting on 14 May 2024. At its meeting on 13 December 2022, Council appointed Prudential Investment Services Corp as its Investment Advisor.

The purpose of the Investment Policy is to establish the guidelines that Council adopts in investing funds surplus to cash flow requirements. The objectives of this Policy are:

1. To comply with the legislative requirements and regulations relevant to the management of Council's investments;
2. To maximise returns to Council consistent with all requirements of the Policy;

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3. To preserve the capital of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing all risks within identified thresholds and parameters;
4. To ensure the investment portfolio has sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment;
5. To establish a framework for monitoring the investments;
6. The investment portfolio is expected to match or exceed a passive investment benchmark for conservative investors, in line with prudent person principles; and
7. To confirm delegations and other relevant governance matters in relation to Council's investments.

Under Council's Investment Policy, all investments are made in accordance with:

- Local Government Act 1993 - Section 625
- Local Government (General) Regulation 2021 - Clause 212
- Local Government Act 1993 - Order (or the Minister) dated 12 January 2011 and gazetted 11 February 2011
- The Trustee Amendment (Discretionary Investments) Act 1997 - Sections 14A(2), 14C(1) and (2)
- The Local Government Code of Accounting Practice and Financial Reporting
- Office of Local Government Circulars
- Australian Accounting Standards
- Council resolutions.

A review of the current Policy has been undertaken by Council's independent Investment Advisor, Prudential Investment Services Corp, to ensure that the Policy:

- Is consistent with assisting Council achieve its objectives; and
- Provides sound risk management frameworks for diversification across credit quality and term to maturity of investments.

Having reviewed Council's Investment Policy, there were no recommended changes required for this year. Council staff concur with the view of the independent Investment Advisor. There have been no changes to relevant legislation since last year and the amendments made over the past two years have resulted in a Policy that is fit for purpose.

Where necessary, certain references to the Local Government (General) Regulation 2021 were updated from the prior version of the Policy, which had referenced the 2005 Regulation.

The Investment Policy is attached as Attachment 1 to this report.

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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 indirect financial implications. Income from investments is provided for in the 2024/2025 Operational Plan and the Draft 2025/2026 Operational Plan.

RISK MANAGEMENT CONSIDERATIONS

Councils in NSW are required to have an investment policy to manage their surplus funds. The Office of Local Government recommends that the investment policy is reviewed on an annual basis.

Financial risks are mitigated through the application of Council's Investment Policy when making investment decisions.

ATTACHMENTS

AT - 1 Investment Policy June 2025 - (*Distributed under separate cover*).

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10.4.3. CS – Code of Conduct and Procedures – (95496)

Previous Item: 119, Ordinary (11 July 2023)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to recommend the adoption by Council of a Code of Conduct and Procedures for the Administration of the Code of Conduct.

EXECUTIVE SUMMARY

Council adopted its current Code of Conduct on 11 July 2023, based on the Model Code of Conduct 2020 (the Model Code) prescribed by the Office of Local Government.

Council is required to adopt a Code of Conduct within 12 months after an Ordinary Election of Council under Section 440 of the Local Government Act 1993 (the Act).

Council is also required to adopt a procedure that incorporates the provisions of the Model Procedure prescribed under the Act. Council adopted its current Procedures for the Administration of the Code of Conduct on 11 July 2023.

In September 2024, the Office of Local Government by way of Circular 24-17 released a Councillor Conduct and Meeting Practices Discussion Paper, advising that the Councillor Conduct Framework was under review. The reforms relating to Councillor Conduct Framework will require changes to legislation, and will impact on the current Model Code prescribed by the Office of Local Government. Advice received from the Office of Local Government is that it is unlikely that these changes will be finalised in the near future and it is recommended that Council adopt its current Code of Conduct to ensure it satisfies the requirements under the Act to adopt a Code of Conduct within 12 months after an Ordinary Election of Council.

RECOMMENDATION

That Council:

1. Adopt the Code of Conduct included as Attachment 1 to this report.
2. Adopt the Procedures for the Administration of the Code of Conduct for Local Councils included as Attachment 2 to this report.

BACKGROUND

Council is required to adopt a Code of Conduct that incorporates the provisions of the Model Code under Section 440(3) of the Act.

Council's Code of Conduct, based on the Model Code, sets the minimum standards of conduct for Council officials. It is prescribed by regulation to assist Council Officials to:

- Understand and comply with the minimum standards of conduct that are expected of them
- Enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence

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- Act in a way that enhances public confidence in local governance.

The Code of Conduct applies to Councillors, Council staff and delegates and members of Council Committees other than wholly advisory Committees.

Council must, within 12 months after each Ordinary Election, review its adopted Code of Conduct under Section 440(7) of the Act. At other times during a Council term, if amendments are made to the Model Code of Conduct, Council will be required to adopt a Code which incorporates the amendments.

Council is also required to adopt a procedure that incorporates the provisions of the Model Procedure prescribed by the Local Government (General) Regulation 2021.

Section 440AA(3) of the Act states:

"A council must adopt a procedure that incorporates the provisions of the model procedure. The adopted procedure may include provisions that supplement the model procedure."

The Office of Local Government last reviewed the Model Code of Conduct and Procedures in 2020 and released updated version of the Model Code and Procedures on 7 August 2020. These came into effect on 14 August 2020.

Council reviewed and updated the Code of Conduct and Procedures on 11 July 2023, in accordance with the Act.

DISCUSSION

In accordance with the Act, Council must adopt a Code of Conduct. Section 440(3) of the Act states:

"A council must adopt a code of conduct that incorporates the provisions of the model code. The adopted code may include provisions that supplement the model code."

Section 440(7) of the Act states:

"A council must, within 12 months after each ordinary election, review its adopted code and made such adjustments as it considers appropriate and as are consistent with this section."

Council's current Code of Conduct and Procedures are consistent with the Model Code and Procedures. Council does not propose any amendments to its current Code of Conduct, or the Procedures for the Administration of the Code of Conduct.

Review of Councillor Conduct Framework

In September 2024, the Office of Local Government by way of Circular 24-17 released a Councillor Conduct and Meeting Practices Discussion Paper, advising that the Councillor Conduct Framework was under review. The reforms relating to Councillor Conduct Framework will require changes to legislation, and will impact on the current Model Code prescribed by the Office of Local Government. Advice received from the Office of Local Government has advised that it is unlikely that these changes will be finalised in the near future and it is recommended that Council adopt its current Code of Conduct to ensure it satisfies the requirements under the Act. It is recommended that Council review any amendment to the Model Code of Conduct following these legislative changes and release of formal guidance from the Office of Local Government.

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Meeting Date: 10 June 2025

Council's Resolution - Disclosure of Social Media Platforms Administered by Councillors or Relatives

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

"That Council:

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

Staff have received advice in relation to the above proposed amendment to Council's Code of Conduct, and it is the view of the advice received that it is preferable that Council's Media Policy be amended to include the requirement for Media Involvement Interests to be declared. This requirement will have the same effect as if it was included in Council's Code of Conduct, noting that Councillors and Staff are required to adhere with Council's policies. In this regard, a proposal to amend Council's Media Policy to include the disclosure of Media Involvement Interests will be reported to Council at a future Council Meeting.

COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Reliable Council

4.1 Provide representative, responsive and accountable governance.

4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

There is a minor compliance risk should Council not resolve to adopt a Code of Conduct within the first 12 months of a new term of Council.

ATTACHMENTS

AT - 1 Hawkesbury City Council Code of Conduct - (*Distributed under separate cover*).

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AT - 2 Hawkesbury City Council Procedures for the Administration of the Code of Conduct for Local Councils - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

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Meeting Date: 10 June 2025

10.4.4. CS - Code of Meeting Practice - (95496)

Previous Report: 16, Ordinary (25 January 2022); 77, Ordinary (29 March 2022); 222, Ordinary (12 December 2023)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to:

- Outline the process for the review and adoption of a Code of Meeting Practice within the first 12 months of a new Council term
- Present a Draft Code of Meeting Practice, which incorporates the mandatory and non-mandatory provisions of the Office of Local Government's Model Code of Meeting Practice
- Seek Council's endorsement to place the Draft Code of Meeting Practice on public exhibition for the prescribed period.

EXECUTIVE SUMMARY

Regulations made under the Local Government Act 1993 may prescribe a Model Code of Meeting Practice (Model Code) for the conduct of Council Meetings, and meetings of committees of which all the members are Councillors.

The Model Code contains both mandatory and non-mandatory provisions.

Council must, within the first 12 months of a new term of Council, adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Code. Prior to the adoption of a Code of Meeting Practice, Council must publicly exhibit a Draft Code of Meeting Practice and invite submissions.

Council's current Code of Meeting Practice was adopted on 12 December 2023.

This report recommends that Council approve a Draft Code of Meeting Practice for public exhibition.

RECOMMENDATION

That:

1. The Draft Code of Meeting Practice, included as Attachment 1 to this report, be placed on public exhibition for a period of 28 days, with submissions being accepted for 42 days.
2. At the expiration of the public notification period, a further report be submitted to Council.

BACKGROUND

Council's Code of Meeting Practice provides a set of rules for the orderly and efficient conduct of business at Council and Committee meetings.

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A Code of Meeting Practice (Model Code) must be adopted within 12 months of an Ordinary Election and can be adopted at other times in response to changes to the Model Code, or changes initiated by Council.

Council's adopted Code of Meeting Practice is based on the Model Code prescribed by the Local Government (General) Regulations 2021. On 29 March 2022, Council resolved to adopt the Code of Meeting Practice following a period of public exhibition.

On 12 December 2023, Council adopted a Code of Meeting Practice, which included changes to the provision dealing with giving notice for the submission of Notices of Motion and Questions With Notice.

DISCUSSION

The mandatory provisions of the Model Code must be included in the Code of Meeting Practice adopted by Council. The non-mandatory provisions agreed to by Council have been brought into Council's adopted Code of Meeting Practice, following a period of consultation. There are no changes proposed to Council's adopted Code of Meeting Practice at this time.

Review of Councillor Conduct Framework and Model Meeting Code Amendments

In September 2024, the Office of Local Government by way of Circular 24-17 released a Councillor Conduct and Meeting Practices Discussion Paper, advising that the Councillor Conduct Framework was under review. The reforms relating to Councillor Conduct Framework will require changes to legislation and will impact on the current Model Code prescribed by the Office of Local Government.

In December 2024, the Office of Local Government by way of Circular 24-23 released proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW seeking feedback from Councils to the proposed changes, which were proposed to align with the proposed changes to the Councillor Conduct Framework. At that time, the Office of Local Government anticipated that a new Model Meeting Code would be prescribed in early 2025.

The Office of Local Government has advised that in relation to the reforms to Council Meeting Practices, the Office of Local Government were hoping to issue a new Model Meeting Code by July 2025. However, the Office of Local Government recommended that Council may wish to consider adopting its existing Code of Conduct and Code of Meeting Practice to satisfy the requirements under the Local Government Act 1993.

It is recommended that Council review any amendment to the Model Meeting Code following its release by the Office of Local Government later in 2025.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which require community consultation under Council's Community Engagement Policy.

The Draft Code of Meeting Practice will be placed on public exhibition for a period of 28 days, with submissions being accepted for 42 days, as required by Section 361 of the Local Government Act 1993.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

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Reliable Council

4.1 Provide representative, responsive and accountable governance.

4.2 Encourage an informed community.

4.5 Encourage a shared responsibility for effective compliance.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

RISK MANAGEMENT CONSIDERATIONS

There is a minor compliance risk should Council not resolve to adopt a Code of Meeting Practice within the first 12 months of a new term of Council.

ATTACHMENTS

AT - 1 Draft Code of Meeting Practice - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

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10.4.5. CS - Transfer of Road Closure - Irrigator Drive, North Richmond (95456, 112106, 145771)

Previous Item: 4.4.5, Ordinary (21 November 2023), 4.4.4, Ordinary (30 January 2024)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to obtain Council's approval for the proposed transfer of the closed portion of road reserve within the Redbank Development Area, being part of Irrigator Drive, North Richmond.

EXECUTIVE SUMMARY

From 1 July 2018, changes to the Roads Act, 1993 (the Act) mean that councils have the power to close council public roads. In September 2023, Redbank Communities requested Council close a section of road being part of Irrigator Drive, North Richmond due to a re-alignment of the road and footpath and transfer ownership to the adjoining owners of No. 42 Irrigator Drive, North Richmond, who had agreed to accept the transfer of land.

The re-alignment of the road reserve and footpath occurred due to works required for Grose Vale Road which then required the footpath along Irrigator Drive to be relocated from the northern to southern side of Irrigator Drive. This shifted the road reserve south by one metre, leaving a residual piece of road reserve one metre wide which was no longer required for road purposes.

Council resolved at its meeting on 21 November 2023, to approve the proposed road closure of the area of unformed road reserve being part of Irrigator Drive, North Richmond. The road closure process has been completed and Council at its meeting on 30 January 2025 resolved to transfer the land to Alvin Jesse Giongco Baylon and Lara Mae Baylon, the then owners of the property. In October 2024 Mr and Mrs Baylon sold the property. This Report considers the transfer of the closed portion of road to the new adjoining owners, Edward Robert Williams and Janelle Williams.

This report recommends that Council approves the transfer of the subject land to the owners of the adjoining property of No. 42 Irrigator Drive, North Richmond.

RECOMMENDATION

That:

1. Council approve the transfer of the road reserve being part of Irrigator Drive, North Richmond, which comprises an area of 23.07m², as shown in Attachment 1 to the report, to Edward Robert Williams and Janelle Williams as owners of No. 42 Irrigator Drive, North Richmond, in exchange for the re-aligned road reserve as shown in Attachment 3 to the report.
2. Authority be given for any documentation in association with the matter to be executed under the Seal of Council.

BACKGROUND

On 24 September 2020, Development Application 0498/18 for a 254 residential lot subdivision, four open space lots, one residue lot and associated works at 382 Grose Vale Road, North Richmond was approved. Part of this development was to create Irrigator Drive, North Richmond. The approval

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required construction of a footpath alongside Grose Vale Road, North Richmond. After an appeal in the Land and Environment Court the location of the footpath was revised and moved to inside the Redbank Development. This then required the footpath along Irrigator Drive to be relocated from the north to south side of Irrigator Drive, resulting in a shift in the road reserve by one metre and part of Irrigator Drive to be reconstructed in 2021. The shift of one metre left a residual piece of road reserve one metre wide which is no longer required for road purposes. Redbank Communities prepared a Road Closure Plan, Deposited Plan 1290601, which was registered on 31 March 2023. A copy of the Deposited Plan is attached as Attachment 1 to this Report. The area highlighted in yellow is the portion of the road reserve that has been closed.

In April 2023, Deposited Plan 1266754 was registered, creating part of Irrigator Drive and 16 residential lots. A copy of the Deposited Plan is attached as Attachment 2 to this report. The area highlighted in yellow is the portion of the road reserve that has been closed.

The residential lot adjoining the proposed road closure area was approved as part of Development Application 0498/18 on 24 September 2020. The relevant Deposited Plan (DP1290690) was registered on 13 April 2023. The Plan indicates the road closure Deposited Plan 1290601 is incorporated into Lot 1951. A copy of Deposited Plan 1290690 is attached to this report as Attachment 3, with the road closure area shown in yellow (23.07m²) and the realigned road reserve is shown in pink (approximately 55m²).

In September 2023, Redbank Communities requested Council close a section of road being part of Irrigator Drive, North Richmond due to a re-alignment of the road and footpath.

Council at its meeting on 21 November 2023 resolved:

"That:

1. *Council publicly exhibit and notify adjoining owners of the proposed road closure of an area of approximately 23.07m² of Irrigator Drive, North Richmond as shown in the location plan attached as Attachment 1, to this report.*
2. *At the expiration of the public exhibition period outlined in Part 1, the following action be taken:*
 - a) *Should any submissions be received regarding the proposed road closure a further report be submitted to Council, or*
 - b) *Should no submissions be received:*
 - (i) *Council approve the road closure as shown in Attachment 1 to this report, being part of Irrigator Drive, North Richmond*
 - (ii) *Authority be given for the Road Closure Plan, and any documentation in association with the matter to be executed under the Seal of Council."*

Public exhibition took place between 5 December 2023 to 15 January 2024 through newspaper advertisement, direct mailing to adjoining owners, Council website on Your Hawkesbury Your Say and notification to public authorities. No submissions were received.

In January 2024, Redbank Communities requested that Council transfer ownership of the closed road reserve to Alvin Jesse Giongco Baylon and Lara Mae Baylon, who were the adjoining owners. Mr and Mrs Baylon had advised Council that they would accept the transfer of land.

Council at its meeting on 30 January 2024 considered a report to obtain Council' endorsement for the transfer of the closed portion of road reserve within the Redbank Development Area, being part of Irrigator Drive, North Richmond, with an area of 23.07m², as referred to in Attachment 1 of this report,

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to the then owners of No. 42 Irrigator Drive, North Richmond, Mr and Mrs Baylon, for no compensation due to the new road reserve and footpath being provided for in re-alignment of Irrigator Drive, North Richmond. The area of road realignment is approximately 32m² larger than the road reserve being closed.

Council at its meeting on 30 January 2024 resolved:

"That:

- 1. Council approve the transfer of the road reserve being part of Irrigator Drive, North Richmond, which comprises an area of 23.07m², as shown in Attachment 1 to the report, to Alvin Jesse Giongco Baylon and Lara Mae Baylon as owners of No. 42 Irrigator Drive, North Richmond, in exchange for the re-aligned road reserve as shown in Attachment 3 to the report.*
- 2. Authority be given for any documentation in association with the matter to be executed under the Seal of Council."*

It should be noted that the applicant, Redbank Communities has been responsible for payment of the road closure costs, including but not limited to survey costs and Council's administration fee. Any funds not spent at the conclusion of the matter will be refunded to Redbank Communities.

In October 2024 Mr and Mrs Baylon sold the property to Mr and Mrs Williams. The sale was discovered by Council staff after the Gazettal appeal period ended and the land was ready for transfer. This Report considers the transfer of the closed portion of road to the new adjoining owners, Edward Robert Williams and Janelle Williams. Redbank Communities have been advised of the subsequent sale of 42 Irrigator Drive, North Richmond, and agreed to the transfer of the closed road reserve to the new owners of 42 irrigator Drive, North Richmond.

The road closure process usually requires the land to be transferred to the adjoining owners as the land is often only useable by the adjoining owners. In this instance Redbank Communities no longer own the adjoining land, however, as the developer has funded the road closure process they have advised Council to transfer the closed road reserve to the new adjoining owners of 42 Irrigator Drive, North Richmond.

DISCUSSION

Condition No. 126 of Development Consent 0498/18 required the applicant to dedicate splay corners at all intersections to Council and Condition No. 138 required the Applicant to dedicate any roads or road widening to Council. This leaves the ownership of the road reserve with Council. If Council were not to proceed with the sale of the closed road and transfer process, the land would remain in Council's name with a notation on title that the land is road reserve. The land would remain in Council's ownership for ongoing maintenance with the adjoining road reserve.

If Council agrees to the proposed transfer of the closed road reserve, the road misalignment resulting from the relocation of the footpath would be rectified with ownership being also being transferred to the adjoining owners.

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

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

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

FINANCIAL IMPACT

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

RISK MANAGEMENT CONSIDERATIONS

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

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

ATTACHMENTS

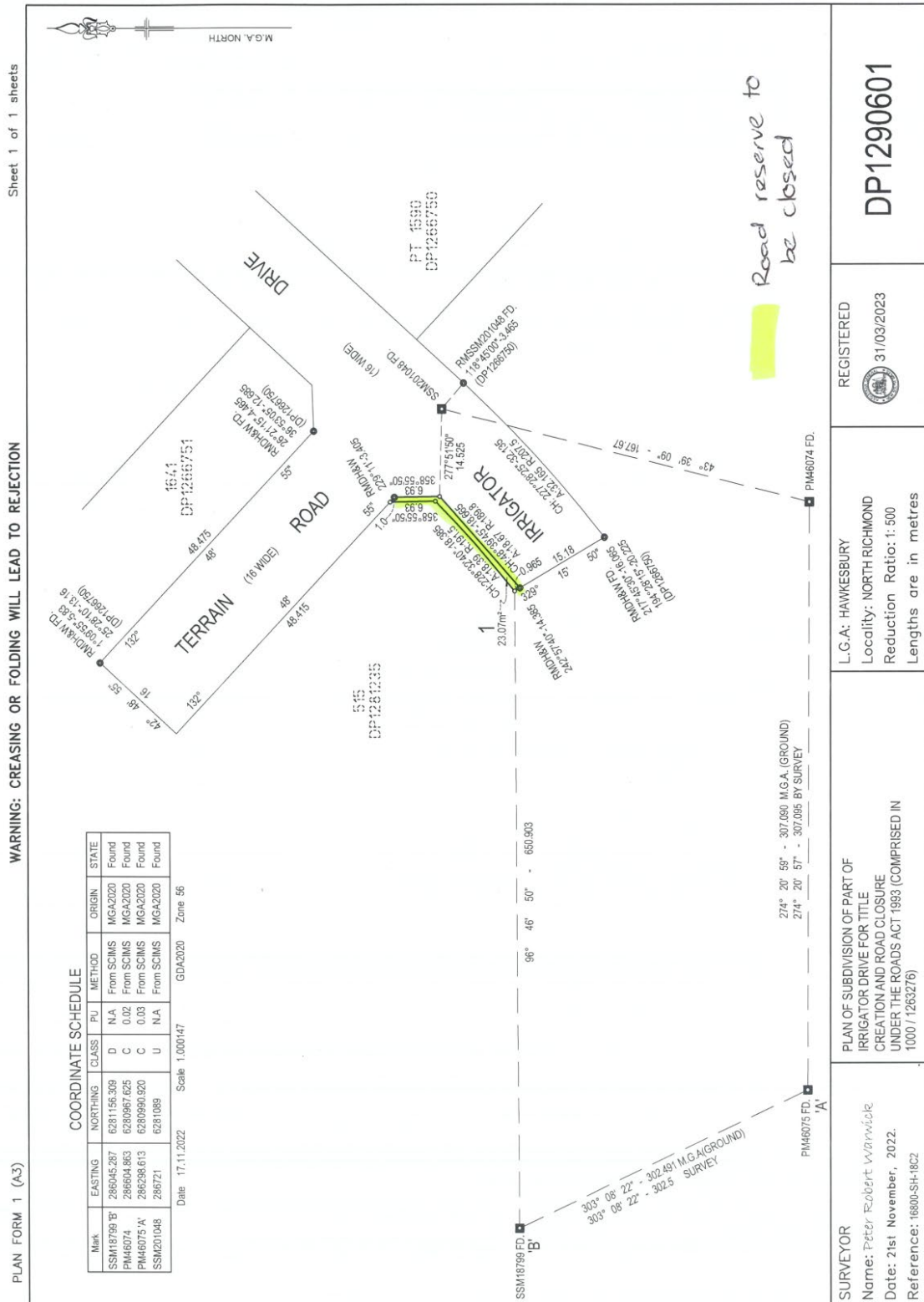
AT 1 - Road Closure Plan - Irrigator Drive.

AT 2 - Deposited Plan 1266754.

AT 3 - Deposited Plan 1290690.

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Attachment 1 - AT - 1 Attachment 1 - Road Closure Plan - Irrigator Drive

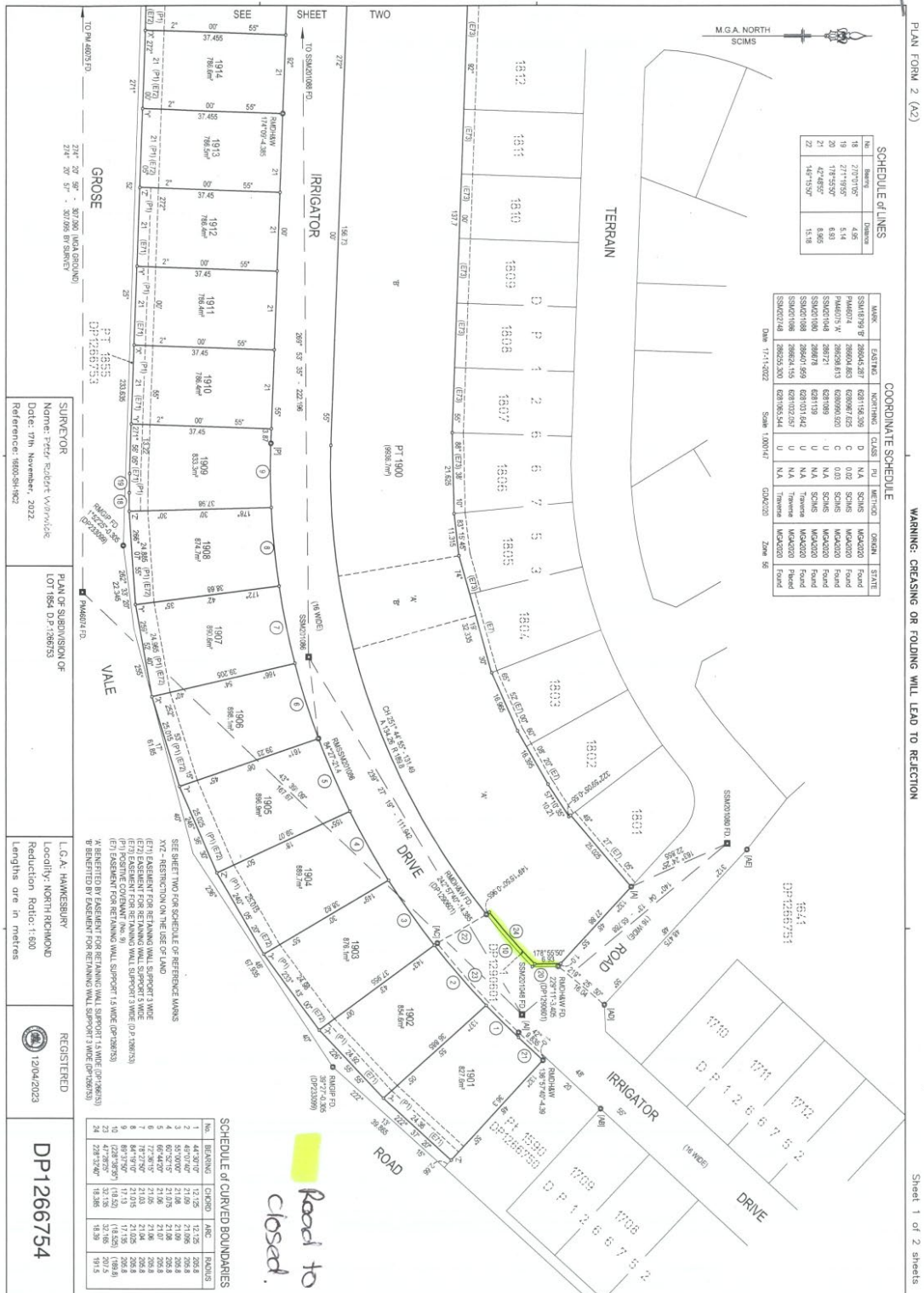


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Attachment 2 - AT - 2 Attachment 2 - Deposited Plan 1266754

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10.4.6. CS - 2025/2026 Remuneration for Mayor and Councillors - (95496, 79353, 105109)

Previous Item: 111, Ordinary (11 June 2024)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to advise Council of the Local Government Remuneration Tribunal's (the Tribunal) Annual Report and Determination and to obtain Council's decision on the provision of annual remuneration for the Mayor, Deputy Mayor and Councillors for the 2025/2026 financial year.

EXECUTIVE SUMMARY

The Local Government Act 1993 provides for the payment of fees to Mayors and Councillors. The minimum and maximum fees are reviewed annually by the Local Government Remuneration Tribunal. The minimum and maximum fees permitted to be paid to Mayors and Councillors are determined by categories of general purpose councils set by the Tribunal.

In 2020, the Tribunal reviewed the categories and created a new category of Regional Centre. As part of the Tribunal's 2020 determination, Hawkesbury Council was removed from the Rural Regional category and placed into the new Regional Centre category.

The Tribunal's determination for the 2025/2026 financial year was made on 17 April 2025.

The Tribunal determined a 3% increase for Mayoral and Councillor fees for the 2025/2026 financial year. Pursuant to this determination, the following minimum and maximum fees apply to the Regional Centre category and are applicable to Council from 1 July 2025:

| Councillor Annual Fee | | Additional Mayor Fee* | |
|------------------------------|----------------|------------------------------|----------------|
| <i>Minimum</i> | <i>Maximum</i> | <i>Minimum</i> | <i>Maximum</i> |
| \$15,830 | \$27,860 | \$32,940 | \$68,800 |

** In accordance with Section 249 of the Local Government Act 1993, Council may resolve to pay a fee to the Deputy Mayor which is to be deducted from the Mayor's annual fee. Council has traditionally resolved to deduct an amount of 15% from the Mayoral Fee to pay the Deputy Mayor.*

The recommendation in this report is for Council to set the maximum fees for the Mayor and Councillors.

RECOMMENDATION

That:

1. The annual fee for Councillors for 2025/2026 be set at \$27,860.
2. The additional annual fee for the Mayor be set at \$68,800, and an additional annual fee for the Deputy Mayor's to be set at \$10,320, to be deducted from the Mayor's \$68,800 annual fee.

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BACKGROUND

Section 248 of the Local Government Act 1993 (the Act) relates to the remuneration of Councillors, and states:

- "(1) A council must pay each councillor an annual fee.*
- (2) A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (3) The annual fee so fixed must be the same for each councillor.*
- (4) A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal."*

Section 249 of the Act relates to the remuneration of the Mayor, and states:

- "(1) A council must pay the mayor an annual fee.*
- (2) The annual fee must be paid in addition to the fee paid to the mayor as a councillor.*
- (3) A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (4) A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*
- (5) A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee paid must be deducted from the mayor's annual fee."*

Councils are permitted to fix its annual fees for the Mayor and Councillors, in which case the fees must be fixed in accordance with the range set by the determination of the Tribunal. If Council does not fix a fee, Council is required to pay the relevant minimum fee determined by the Tribunal.

Section 241 of the Act requires the Tribunal to report to the Minister for Local Government by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to Mayors, Councillors, and Chairpersons and Members of County Councils.

The Tribunal released its Annual Report and Determination on 17 April 2025. The Tribunal's determination takes effect from 1 July each year.

Review of Categories

In accordance with Section 239 of the Act, the Tribunal is required to determine the categories of councils and Mayoral offices every three years.

In October 2019, the Tribunal commenced an extensive review of the categories of general purpose councils.

An outcome of the review was the creation of two new categories, one being 'Regional Centre'. In the Tribunal's 2020 determination, Hawkesbury City Council has placed into this category.

The Tribunal last reviewed the categories within the 2023 annual determination, and advised that it will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 review.

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The Tribunal reviewed the population and operations data about each council against the current criteria for each category. Based on this data, Hawkesbury City Council was not recategorised and remains in the Regional Centre category for the 2025/2026 financial year.

Review of Fees

At the Council Meeting held on 11 June 2024, Council resolved to adopt the maximum fees applicable to the Regional Centre category for the 2024/2025 financial year. Council resolved as follows:

"That:

- 1. The annual fee for Councillors for 2024/2025 be set at \$27,050.*
- 2. The additional annual fee for the Mayor be set at \$66,800, and the Deputy Mayor's additional annual fee be set at \$10,020, to be deducted from the Mayor's \$66,800 annual fee."*

During the 2025 review of the fees applicable to Mayors and Councillors, the Tribunal considered a submission from Local Government NSW (LG NSW), who advocated for an increase to the fees payable by 4% to assist in reversing the fee erosion that occurred under the previous NSW Public Sector Wages Policy, mitigate economic pressures and the rising cost of living, ensure Councillors and Mayors receive fair and reasonable remuneration for the work they perform and address historic undervaluation of the work performed by elected representatives in local government in NSW.

The submission from LG NSW provided economic data to support their claim, and they asserted that the current fees paid to Mayors and Councillors did not reflect the responsibilities undertaken, nor do the fees attract a diverse range of candidates to stand for Local Government Elections. LG NSW also raised the issue of superannuation, and contended that the payment of superannuation be mandated, rather than require that a council resolution be passed for the making of superannuation payments.

The Tribunal also considered submissions from four Councils seeking an increase to the fees payable ranging from 3% to 10%. Submissions received by LG NSW suggest that the current fees, particularly in rural and remote communities, do not recognise or value the role of Mayor and Councillors with fees set at a level that is commensurate to unqualified or inexperienced personnel. The remuneration for NSW Mayors and Councillors was also compared with that of Mayors and Councillors in Victoria and Queensland as well as State Members of Parliament. The figures provided to the Tribunal demonstrated that the remuneration for NSW Mayors and Councillors is lower than all comparable examples provided. It was asserted that the low level of fees set devalues the importance and responsibility of the roles of Mayor and Councillors, whilst another submission suggested that fees need to reflect the part-time or full-time nature of the work carried out by Mayors and Councillors.

In determining the minimum and maximum fees payable to Councillors and Mayors, the Tribunal considered a range of factors including:

- Consumer Price Index for the 12 months to December each year
- Wage Price Index for the 12 months to December each year
- Full-time average weekly ordinary time earnings for the 12 months to November each year
- NSW Public Sector Salaries increases
- Local Government State Award increases
- IPART Rate Peg Base Cost Change

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- Public Service Senior Executive remuneration determinations, by the Statutory and Other Offices Remuneration Tribunal, and
- State Members of Parliament Basic Salary remuneration determinations by the Parliamentary Remuneration Tribunal.

The Tribunal determined that fees would increase by 3% for the minimum and maximum fees applicable to each category from 1 July 2025.

DISCUSSION

Annual Fee Determination

In its fee determination for 2025/2026, the Tribunal determined a 3% increase to the minimum and maximum fees applicable to each category. The fees are effective on and from 1 July 2025 and were determined as follows:

| Category | | Minimum Councillor/Member Annual Fee | Maximum Councillor/Member Annual Fee | Minimum Mayor/Chairperson Additional Fee* | Maximum Mayor/Chairperson Additional Fee* |
|---|-------------------------|--------------------------------------|--------------------------------------|---|---|
| General Purpose Councils - Metropolitan | Principal CBD | \$31,640 | \$46,420 | \$193,650 | \$254,810 |
| | Major CBD | \$21,120 | \$39,100 | \$44,840 | \$126,320 |
| | Metropolitan Major | \$21,120 | \$36,970 | \$44,840 | \$114,300 |
| | Metropolitan Large | \$21,120 | \$34,820 | \$44,840 | \$101,470 |
| | Metropolitan Medium | \$15,830 | \$29,550 | \$33,630 | \$78,480 |
| | Metropolitan Small | \$10,530 | \$23,220 | \$22,420 | \$50,650 |
| General Purpose Councils - Non-Metropolitan | Mayor Regional City | \$21,120 | \$36,690 | \$44,840 | \$114,300 |
| | Major Strategic Area | \$21,120 | \$36,690 | \$44,840 | \$114,300 |
| | Regional Strategic Area | \$21,120 | \$34,820 | \$44,840 | \$101,470 |
| | Regional Centre | \$15,830 | \$27,860 | \$32,940 | \$68,800 |
| | Regional Rural | \$10,530 | \$23,220 | \$22,420 | \$50,680 |

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| Category | | Minimum Councillor/Member Annual Fee | Maximum Councillor/Member Annual Fee | Minimum Mayor/Chairperson Additional Fee* | Maximum Mayor/Chairperson Additional Fee* |
|-----------------|-------------|--------------------------------------|--------------------------------------|---|---|
| | Rural Large | \$10,530 | \$18,890 | \$16,820 | \$40,530 |
| | Rural | \$10,530 | \$13,930 | \$11,210 | \$30,390 |
| County Councils | Water | \$2,090 | \$11,620 | \$4,490 | \$19,080 |
| | Other | \$2,090 | \$6,930 | \$4,490 | \$12,670 |

* This fee must be paid in addition to the fee paid to the Mayor as a Councillor.

** Includes any amount to be paid to the Deputy Mayor.

The difference between the 2024/2025 adopted Mayor and Councillor fees, and the Tribunal's 2025/2026 fees with the 3% adjustment are as follows:

| Financial Year | Category | Minimum Councillor Fee | Maximum Councillor Fee | Minimum Mayor Fee | Maximum Mayor Fee |
|---------------------|-----------------|------------------------|------------------------|-------------------|-------------------|
| 2024/2025 | Regional Centre | \$15,370 | \$27,050 | \$31,980 | \$66,800 |
| 2025/2026 | Regional Centre | \$15,830 | \$27,860 | \$32,940 | \$68,800 |
| Fee Increase | | \$460 | \$810 | \$960 | \$2,000 |

Annual Fee Options

Council can resolve to fix their annual fees between the minimum and maximum ranges set by the Tribunal. Below are several options for Council to consider:

| Fee Option | Councillors* | Mayor** | Deputy Mayor*** | Total |
|---------------------------------|--------------|----------|-----------------|------------------|
| Maximum fee set by the Tribunal | \$278,600 | \$86,340 | \$38,180 | \$403,120 |
| Minimum fee set by the Tribunal | \$158,300 | \$43,829 | \$20,771 | \$222,900 |
| Previous fee adopted by Council | \$270,500 | \$83,830 | \$37,070 | \$391,400 |

* This fee is covering the cost of ten Councillors.

** This fee includes the Councillor fee, and the Mayor's fee minus the 15% for the Deputy Mayor's fee.

*** This fee includes the Councillor fee and the addition of the 15% deducted from the Mayor's fee.

Councillor Superannuation

At its meeting of 10 May 2022, Council resolved as follows:

"That Council make superannuation contribution payments for Councillors from 1 July 2022 in the amount Council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if Councillors were employees of Council."

Councillor superannuation contribution payments are paid separately and in addition to the annual fees. For the 2025/2026 financial year, commencing 1 July 2025, the superannuation guarantee rate is 12%.

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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

Reliable Council

4.1 Provide representative, responsive and accountable governance.

FINANCIAL IMPACT

The matters raised in this report have direct financial implications. The Draft 2025/2026 Operational Plan provides for a total of \$399,793. Should Council resolve in accordance with the recommendation outlined in this report, the shortfall of \$3,327 will be adjusted in the September 2025 Quarterly Budget Review.

RISK MANAGEMENT CONSIDERATIONS

There is a minor operational and financial risk should Council not resolve this matter, being that the payment of fees to Mayors and Councillors will default to the minimum amount as determined by the Tribunal for the 2025/2026 financial year as provided for under Section 248 of the Local Government Act 1993.

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 - Pitt Town Bypass Asset Handover (95495)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to inform Council of various assets to be transferred to Council by Transport for New South Wales (TfNSW) for ownership and on-going maintenance upon completion of the Pitt Town Bypass project. It should be noted that the contract for this project has already been awarded, and works are expected to commence in the coming weeks. TfNSW are now seeking Council's acceptance of those assets as outlined in this report.

EXECUTIVE SUMMARY

Having reviewed the request and in line with the usual process of ownership of assets on state roads, Hawkesbury City Council will need to accept those requested assets upon completion of the Bypass project and assume responsibility for the redundant state roads which will revert to regional road status and be incorporated into our sealed road network. Council receives funding for the maintenance and renewal of regional roads from TfNSW. The funding amount has historically been on the basis of the quantum of regional road and it is expected, though has not been formally committed to by TfNSW, that there will be a proportionate increase to grant funding in the future to reflect the expanded regional road network.

In total, upon the completion of the project, approximately 14,800m² of flexible pavement and 370m of stormwater conduits along with auxiliary assets such as kerb and gutter, signage, crash barriers and signs and lines, will be handed over to Council with a total estimated asset value of \$6.83m.

RECOMMENDATION

That Council accept the proposed assets to be handed over by TfNSW through the construction of the Pitt Town Bypass and as outlined in this report.

BACKGROUND

Transport for NSW (TfNSW) are about to commence the construction of the Pitt Town Bypass, which involves constructing a new road between Pitt Town Road and Buckingham Road east of Pitt Town. The total length of the upgrade is approximately 1km. Pitt Town Road and Cattai Road (MR181) is classified a state road and is a single lane in each direction. It is the main route north from Windsor and surrounds and passes through the town centre of Pitt Town. Site plan of the proposed road alignment and impacted roads has been outlined in the below figure.

In order to achieve the bypass objectives, the project includes the following:

- Extending Pitt Town Road past Bathurst Street onto Cattai Road, east of Eldon Street.
- Installing a new two-lane roundabout at Eldon Street and Old Pitt Town Road.
- Closing a portion of Cattai Road to maintain access to Buckingham Street.
- Providing new crossings of Hortons Creek at the southern and central sections of the project.

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- Installing a new two-lane roundabout at Pitt Town Road/Bathurst Street and Glebe Road

Figure 1: Overview of the project.



Figure 1 - Road Alignment - Site Plan

DISCUSSION

Council Officers have been negotiating with TfNSW on the type and scale of assets proposed to be transferred to Council. This has resulted in two significant changes to the agreement: TfNSW will take on the ownership and maintenance of all bio-retention basins regardless of where they are located, and all new trunk drainage assets. As these both require specialised skills to maintain, this would have amounted to a significant increased financial burden on Council over the life of the asset and for which it is unlikely Council would have been able to apply annual grant funding.

In relation to the existing assets to be handed over from TfNSW, these assets are required to be repaired by TfNSW, to acceptable levels prior to handover to ensure that Council would not be unduly burdened with immediate maintenance and renewal responsibilities and corresponding financial outlay.

TfNSW have presented hand over documentation for the Pitt Town Road Bypass that outlines the assets which are to be handed over to Council for ownership and maintenance. The asset handover proposes to transfer various infrastructure assets, including relevant segments of Bathurst Street, Chatham Street, and Eldon Street, to Council resulting in the following:

- Upon completion of the project, various newly constructed assets would be transferred to Council for ownership and ongoing maintenance. A summary of the quantum of assets is shown in **Table 1 Asset Handover - Inside Project Boundary**.
- Upon completion of the project, the redundant state roads - parts of Eldon Street, Chatham Street and Bathurst Street would revert to regional road status and be transferred to Council for

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ownership and ongoing maintenance. A summary of the quantum of assets is shown in the **Table 2 Asset handover - Outside Project Boundary**.

A detailed breakdown of the assets to be transferred based on the new project and existing roads are shown in the below tables:

Table 1 - Asset handover - Inside Project Boundary

TABLE 1 - Considers all assets pre and post construction inside the project boundary (ie Pitt Town bypass and tie-ins)

| Asset Category | Assets Inside Boundary | Units | Hawkesbury City Council | | |
|----------------------------|------------------------------|----------------|-------------------------|-------|-----------|
| | | | Pre | Post | Net Diff. |
| Guidance & Delineation | Longitudinal Lines | m | 69 | 2,418 | 2,349 |
| | Transverse Lines | m | 0 | 0 | 0 |
| | Pavement Markers | each | 0 | 4 | 4 |
| | Static Signs | each | 10 | 29 | 19 |
| Pavement | Flexible Pavement | m ² | 3,807 | 8,696 | 4,889 |
| | Rigid Pavement | m ² | 0 | 0 | 0 |
| Corridor Assets | Pipes/Culverts | m | 136 | 366 | 230 |
| | Pits/ Headwalls | each | 2 | 25 | 23 |
| | Open/Close Drains | m | 0 | 733 | 733 |
| | Kerb and Gutters | m | 0 | 735 | 735 |
| | Medians | m ² | 0 | 157 | 157 |
| | Retaining Walls | m | 0 | 0 | 0 |
| | Slopes | each | 0 | 8 | 8 |
| | Barriers | m | 0 | 671 | 671 |
| | Fencing | m | 0 | 0 | 0 |
| | Maintenance Gates | each | 0 | 3 | 3 |
| | Off-road Footpath / Cycleway | m ² | 0 | 694 | 694 |
| | Landscaping | m ² | 6,659 | 9,983 | 3,324 |
| | Basins | each | 0 | 0 | 0 |
| ITS | Streetlights | each | 0 | 0 | 0 |
| | CCTV Cameras | each | 0 | 0 | 0 |
| Bridges & Other Structures | Bridges | each | 0 | 0 | 0 |
| | Bridge Size Culverts | each | 0 | 0 | 0 |

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Table 2 - Asset handover - Outside Project Boundary

TABLE 2 - Considers all assets pre and post construction outside the project boundary only (ie along Bathurst Street, Chatham Street, Eldon Street, and Cattai Road)

| Asset Category | Assets Outside Boundary | Units | Hawkesbury City Council | | |
|----------------------------|------------------------------|----------------|-------------------------|-------|-----------|
| | | | Pre | Post | Net Diff. |
| Guidance & Delineation | Longitudinal Lines | m | 0 | 2,729 | 2,729 |
| | Transverse Lines | m | 0 | 83 | 83 |
| | Pavement Markers | each | 0 | 0 | 0 |
| | Static Signs | each | 0 | 42 | 42 |
| Pavement | Flexible Pavement | m ² | 0 | 9,888 | 9,888 |
| | Rigid Pavement | m ² | 0 | 0 | 0 |
| Corridor Assets | Pipes/Culverts | m | 0 | 141 | 141 |
| | Pits/ Headwalls | each | 0 | 7 | 7 |
| | Open/Close Drains | m | 0 | 22 | 22 |
| | Kerb and Gutters | m | 0 | 691 | 691 |
| | Medians | m ² | 0 | 0 | 0 |
| | Retaining Walls | m | 0 | 0 | 0 |
| | Slopes | each | 0 | 0 | 0 |
| | Barriers | m | 0 | 49 | 49 |
| | Fencing | m | 0 | 0 | 0 |
| | Maintenance Gates | each | 0 | 0 | 0 |
| | Off-road Footpath / Cycleway | m ² | 0 | 0 | 0 |
| | Landscaping | m ² | 0 | 3,037 | 3,037 |
| | Basins | each | 0 | 0 | 0 |
| | Streetlights | each | 0 | 0 | 0 |
| | CCTV Cameras | each | 0 | 0 | 0 |
| Bridges & Other Structures | Bridges | each | 0 | 0 | 0 |
| | Bridge Size Culverts | each | 0 | 0 | 0 |

TfNSW has agreed to update the formalised Asset Handover with execution of relevant documents once it is approved by Council to accept those listed assets as shown in the above Table 1 and Table 2 and summarised in Table 3.

The estimated value of the asset handover is \$6,830,058.

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COMMUNITY ENGAGEMENT

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

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

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

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

Strong Economy

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

Reliable Council

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

FINANCIAL IMPACT

The matters raised in this report have indirect financial impacts. The financial implications of accepting new assets from the Pitt Town Bypass project will have an overall impact long-term asset planning basis, while the assets being handed over will be either in new condition or will have been recently constructed assets, the increased footprint of new assets and increase in overall asset value will have an impact overall on depreciation uplift, and therefore need to be factored into our financial position when council considers reviewing Long Term Financial Plans (LTFP) and asset planning for whole of life costs.

The financial impact will be moderated to some extent through an anticipated uplift in the annual BLOCK Grant and REPAIR Program, although it remains to be seen whether this will address the whole impact.

The increase in additional assets have been calculated in the table below based on unit values and are estimates only.

Table 3 - Asset Handover Summary

| Asset Type | Unit Rate | QTY | Estimated Value | M&R Costs (per annum) * |
|--------------------------|------------------|----------------------|------------------------|------------------------------------|
| Road Pavement (Flexible) | \$198.50 | 14,777m ² | \$2,933,235 | \$58,664.70 |
| Pipe/Culverts | \$8,436.00 | 371m | \$3,129,756 | \$62,595.12 |
| Kerb and Gutters | \$350.000 | 1,426m | \$499,100 | \$9,982.00 |
| Medians | \$331.000 | 157m ² | \$51,967 | \$1,039.34 |
| Barriers | \$300.00 | 720m | \$216,000 | \$4,320.00 |
| TOTAL | | | \$6,830,058 | \$136,601.16 |

**M&R based on 2% asset value - averaged over asset life*

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The financial impact of accepting the existing road assets to be reclassified as regional roads would be reduced by marginally increasing the yearly allocation of contribution from Transport in the short term. Council would still be responsible to replace those assets when they reach the end of their design life.

RISK MANAGEMENT CONSIDERATIONS

There is no direct risk to Council in the interim as the project is being funded and constructed by Transport for New South Wales (TfNSW).

The only risk to Council is having sufficient fund for maintenance and replacement of the asset when they reach the end of their design life. This would be accounted for as part of the overall management of Council assets through the newly adopted Asset Management processes.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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10.5.2. IS - Divestment of Windsor Sewerage Scheme - (95495)

Previous Item: 15.4.1, Ordinary (11 June 2024)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

The purpose of this report is to provide Council with an update on the outcome of negotiations with Sydney Water regarding the divestment of the Windsor Sewerage Scheme and to seek Council's endorsement to proceed with the divestment in accordance with the term sheet provided by Sydney Water Corporation (SWC) and attached to this report, as the basis for finalising the transaction, and subject to a number of conditions precedent being resolved satisfactorily.

EXECUTIVE SUMMARY

Following Council's resolution in June 2024 to enter into direct negotiations with Sydney Water Corporation (SWC) for the divestment of the Windsor Sewerage Scheme (the Scheme), formal negotiations have now concluded. A term sheet has been prepared by SWC and received by Council, outlining the key commercial, legal, and operational terms of the proposed transfer.

This report seeks Council's decision to divest the Windsor Sewer Scheme on the basis of the term sheet and a number of conditions precedent being satisfactorily resolved.

The timing of this report is important; SWC are presently working through the process of setting their prices with IPART for the period 2025-2030 and the final submission by SWC to IPART, which is due in or around late June, would need to reflect the transfer in order for SWC's pricing to accommodate it. If Council misses this window of opportunity, it is highly likely that SWC would not consider proceeding with any transfer until 2030, when they can be assured that their pricing adequately recovers the costs of the Scheme. This is why a number of risks have been so far mitigated through the inclusion of conditions precedent being satisfied.

Key items of the term sheet include:

1. **Asset Transfer:** Full transfer of ownership and operational responsibility for the Scheme to SWC, with the exception of the McGraths Hill Sewage Treatment Plant (MHSTP) incorporating the irrigation operations.
2. **Value:** Transfer on the basis of a nil (\$0) value transaction.
3. **Customer Transfer:** Full transfer of all customers of the Scheme to SWC.
4. **MHSTP Arrangements:** Council to retain ownership and operation of MHSTP and SWC to enter into agreement for funding of operations, maintenance and required renewal works.
5. **Employee Transition:** No transfer of employees to SWC.
6. **Customer Pricing:** Transition all customers to Sydney Water's pricing structure at the transfer date.
7. **Regulatory Compliance:** Sydney Water to assume all environmental and operational licenses.

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8. **Implementation Timeline:** Nominal implementation date of 1 July 2026, subject to satisfactory resolution of conditions precedent.
9. **Operational lands:** Council to retain all lands and a nominal lease arrangement to be entered into benefiting SWC

A critical condition precedent for Council is the satisfactory resolution of how to deal with the infrastructure loan borrowings, with the options either being external funding from the NSW Government, or a supplementary revenue regime from the existing customer base.

The value proposition for customers cannot be understated. Before any form of supplementary revenue is considered, divestment on the basis of customers transitioning to SWC's pricing regime will save, on average \$4.4m each year (with actual savings varying between \$3.8m and \$5.3m once expenditure profiles are considered). There remains an annual customer saving of \$218 per household even if the full, current loan balance - i.e. no cash reserves are applied to the balance at the time of the transaction and no external funding is secured - is to be serviced through a special levy or charge.

Risks apply to both scenarios, however the primary risk to Council under the divestment scenario (that is being unable to service the loan) is adequately mitigated through the establishment of the abovementioned condition precedent. The greater risks relate to the divestment not proceeding and business-as-usual prevailing, which gives rise to significant risks for Council's operations, customer base and the natural environment through substantially increased risk of infrastructure failures, risk of significant cost escalation due to increased capital expenditure requirements and unrealised environmental benefit through a failure to achieve compliance with the Hawkesbury-Nepean Nutrient Offset Framework.

On balance, the only viable way forward to Council is to divest the Scheme to SWC on the basis of the terms received (and attached to this report). Should Council resolve to do so, it is still not guaranteed that it will proceed unless and until such time as the conditions precedent are resolved.

RECOMMENDATION

That Council:

1. Note the outcome of negotiations with Sydney Water regarding the divestment of the Windsor Sewerage Scheme as outlined in this report;
2. Proceed with the divestment of the Windsor Sewerage Scheme subject to the conditions precedent, as outlined in this report, being satisfactorily resolved;
3. Delegate authority to the General Manager to finalise and execute the agreement with Sydney Water, subject to any minor amendments;
4. Makes a submission to the NSW IPART's Sydney Water Prices 2025-2030 Draft Report;
5. Receive a further report following the resolution of the conditions precedent and outlining the implementation plan and transition arrangements.

BACKGROUND

At its Ordinary Meeting on 11 June 2024, Council resolved to enter into direct negotiations with Sydney Water Corporation (SWC) for the divestment of the Windsor Sewerage Scheme (the Scheme). This followed a series of reviews and feasibility assessments dating back to 2015, which consistently identified divestment as being the most beneficial outcome for the Scheme's customers, which has been the primary driver (refer to Attachment 1 for the 2022 Sewerage Scheme Review).

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SWC had been identified as the preferred and only viable operator due to its scale, statutory powers, and operational capabilities and resolved to adopt, for the purposes of further negotiation and due diligence.

Negotiations commenced in July 2024 and have involved detailed due diligence by SWC, discussions on asset transfer, employee transition, regulatory compliance, and customer pricing impacts. Independent transaction advisors have been engaged to support Council in this process.

SWC are presently in the process of price setting for the next five years, and it is critical that their submission to IPART reflect the intended treatment of the Scheme, that is, its transfer to SWC. It is highly likely, should Council not resolve to divest at this time, that SWC would not consider proceeding with any transfer until 2030, when they can be assured that their pricing adequately recovers the costs of the Scheme. This extended time-frame would give rise to the opportunity for a number of the extreme risks outlined in this report to materialise.

The divestment has no direct bearing on the sullage service provided by Council to non-sewered properties within the LGA.

DISCUSSION

Scheme Divestment

Whereas the 11 June 2024 report was not for the purposes of seeking a final decision point to divest the Scheme to SWC, this report presents a key decision point to proceed with the divestment of the Scheme, subject to a number of conditions precedent, which are outlined further in this report.

This recommendation follows a detailed due diligence and assurance process which has considered a number of key considerations outlined below. In addition, it has been widely accepted within Government that this divestment is the right thing to do, and the only way of accomplishing environmental, social and economic sustainability outcomes. There is wide support within Government for this to proceed.

Term Sheet Overview

The complete term sheet is attached at Confidential Attachment 1 - *Sydney Water Corp Term Sheet* and outlines the following key provisions:

- **Asset Transfer:** Full transfer of ownership and operational responsibility for the Scheme to SWC, with the exception of the McGraths Hill Sewage Treatment Plant (MHSTP) incorporating the irrigation operations.
- **Value:** Transfer on the basis of a nil (\$0) value transaction.
- **Customer Transfer:** Full transfer of all customers of the Scheme to SWC.
- **MHSTP Arrangements:** Council to retain ownership and operation of MHSTP and SWC to enter into agreement for funding of operations, maintenance and required renewal works.
- **Employee Transition:** No transfer of employees to SWC.
- **Customer Pricing:** Transition all customers to Sydney Water's pricing structure at the transfer date.
- **Regulatory Compliance:** Sydney Water to assume all environmental and operational licenses.
- **Implementation Timeline:** Nominal implementation date of 1 July 2026, subject to satisfactory resolution of conditions precedent.

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- **Operational lands:** Council to retain all lands and a nominal lease arrangement to be entered into benefiting SWC

Conditions Precedent

There are a number of conditions precedent which must be satisfactorily resolved prior to finalising any binding agreement. Both parties, that is SWC and Council, have stated such conditions, with the owner of each denoted by acronym.

1. General Conditions - SWC and HCC

- a. Obtaining all necessary approvals and legal documentation
- b. Mutually agreed transition plans be developed
- c. An operations and maintenance agreement be developed and entered into for the MHSTP

2. Agreement of EPA - SWC

Council operates the Scheme under two Environmental Protection Licences, EPL3306 (SWSTP) and EPL1684 (MHSTP). SWC have highlighted, and Council supports, the need for NSW EPA to enter into an agreement to allow for the transition of these EPLs to SWC and, if necessary, for certain transitional arrangements to be allowed for.

Additionally, SWC have indicated that certain allowances may need to be extended by NSW EPA with respect to the Hawkesbury-Nepean Nutrient Offset Framework. This Framework sees new system-wide pollutant discharge limits established, with all polluters having to reduce nutrient loads to meet these limits, including those being discharged from MHSTP and SWSTP. There is an existing timetable for these limits to come into effect and that timetable does not have sufficient allowance for the transaction and then future upgrade works by SWC to occur.

3. Agreement of IPART - SWC

SWC is regulated, from a pricing perspective, by the NSW Independent Pricing and Regulatory Tribunal (IPART). IPART oversees the fee setting by SWC and provides the framework within which SWC develops its fees and charges.

The financial modelling and analyses by both SWC and HCC has identified that any ring-fencing of the Scheme (that is, customers within the footprint of the Scheme paying a different and higher price than those outside the Scheme on the basis that all costs associated with the Scheme are borne by those customers, including the retention of the Scheme by Council) fails to achieve the desired outcomes and is indeed economically unviable given the limited and relatively capped customer base. To be clear, if the Scheme were required to remain stand-alone, irrespective of ownership, within ten years it is anticipated that the typical residential sewage charge would need to be approximately four times the equivalent SWC charge. At the present time it is approximately double. This is further explored below.

As such, to proceed, SWC require the agreement of IPART to their proposal that the Scheme be incorporated into SWC's Regulatory Asset Base, that all customers of the Scheme transition to the residential sewage charge and that future costs are shared across SWC's entire customer base.

4. Additional revenue pathway/grant scheme - HCC

On the basis of a nil value transaction (effectively a sale price of \$0), and that through the transaction Council would transfer all customers, and thus all revenues, of the Scheme to SWC, Council will need

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to either secure additional sources of funding to pay off infrastructure loan borrowings, or implement a suitable revenue regime from current customers of the Scheme with which to service those infrastructure loan borrowings.

If one or both of these cannot be assured and secured, then Council will have no ability to service the borrowings and as such would need to retain the customer base until such time as the borrowings are paid off. This is explored further within this report.

The recommendation to proceed with the divestment of the Scheme to SWC is subject to each of these conditions precedent being satisfactorily resolved.

McGraths Hill STP

The offer from SWC does not extend to the transfer of MHSTP, (for the sake of clarity, it does include all network assets - pump stations, manholes, rising mains and gravity mains).

Should the divestment proceed, within the first five years (approximately), it would be SWC's intention to construct a new pump station and rising main to connect McGraths Hill with its Riverstone Advanced Water Resource Recovery Plant and divert all flows currently flowing to and being treated by MHSTP to that plant. This would make MHSTP redundant at that time.

Given the relatively short anticipated remaining life of MHSTP, SWC have determined that it is not viable to transfer the assets, operate the plant and then hand back the assets upon the completion of the diversion. Instead Council would retain those assets and operate MHSTP under agreement with SWC on a full cost recovery basis. This extends to the recycled water/irrigation network currently utilised for the disposal of treated effluent.

Upon the completion of the diversion, it would be necessary to decommission, demolish and make good the MHSTP site for an as yet undetermined future use. There ought to be a provision made for the costs of this work through the process of divestment. There is sufficient funds held in reserves to complete this work.

Value

Independent analysis has been undertaken to establish the underlying value of the Scheme and compare SWC's valuation and assumptions, determine the reasonableness of the valuation and thus offer made by SWC. On the assumption that a decision is made to progress this venture, this package of work will continue beyond the acceptance of the Term Sheet and as such an interim report has been issued to support decision making at this time, which is attached at Confidential Attachment 2 - *Vendor Assistance Findings*.

The baseline case of business-as-usual presents positive future cash flows from the operations of the Scheme over the ten year period to 2036/2037. However, when the future increased capital expenditure profile is considered (driven by increasing renewal needs and addressing the HNNOF but before the risk of unplanned renewals and future stages of the HNNOF), these requirements significantly erode that value and indeed reduce it to be negative over the same ten-year term. These have not yet considered the second or further

Given that Council could not sustain negative cash flows, it would have to source additional revenue from its limited customer base. At the time of modelling, a detailed updated capital expenditure forecast was not available (this has been a project underway in its own right, but is not yet complete), however utilising the expenditure profiles identified by SWC, this indicates that, by the year 2036/2037, typical residential charges would be between three and four times the typical residential charge of SWC under their current pricing model for that year. That is, it is anticipated that, under the business-as-usual scenario, by 2036/2037 it is expected that residential customers of the Scheme would be paying up to four times SWC's residential sewage charge.

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Analysis of SWC's financial model assumptions, including the transition of all customers onto SWC's residential sewage charge and capital expenditure profile similarly result in negative future cash flows, with the only viable option available to SWC being that which sees these negative future cash flows balanced by increasing the base price for sewerage services to all SWC customers, by a relatively nominal annual figure. SWC have incorporated this possibility into their pricing submission to IPART and IPART is currently seeking comment on such a proposal through their *Sydney Water Prices 2025-2030 Draft Report*; this is explored further in this report.

The current book value of the Scheme's assets is \$171 million (as at 30 June 2024). The implications for Council's financial position and statements are explored further under the section headed "Financial Impact".

Having regard to these factors, the nil valuation arrived at by SWC has been determined to be a reasonable valuation and indeed reinforces previous analysis that the Scheme is only viable, across all timeframes, if it is divested and supported by a larger customer base.

In addition to the valuation, there are additional value-related considerations including the potential for stranded or orphaned operating costs, one-off separation costs and future make good costs, which are outlined under the section headed "Financial Impact".

Legal and Statutory Considerations

Council continues to explore statutory considerations with respect to two particular items:

1. The ability of Council to charge a levy or similar annual charge to current customers after the transaction date, that is, if Council no longer operates a sewer business, and
2. The ability of Council to utilise certain funds held in reserve for specific purposes through the process of divestiture

These items relate directly to and will support the resolution of Council's condition precedent. As such, these will be outlined further, should it proceed to the point of a future report to Council.

Customer Impacts

Residential

At the present time, the Scheme services approximately 7,500 residential customers across the suburbs of Pitt Town, Windsor, South Windsor, McGraths Hill, Bligh Park, Mulgrave and Clarendon. For the 2024/2025 financial year, the Scheme's annual residential charge is \$1,240 compared with SWC's residential charge of \$624 (rounded figures). These charges are anticipated to rise to \$1,314 and \$735 respectively in 2025/2026. Should the Divestment occur, and before any consideration is given to the mechanism to ensure ongoing revenue to fund the infrastructure borrowings, this presents a significant and ongoing annual saving for these customers, although realistically the actual amount realised will be less if the only option available to Council is to fund the infrastructure borrowings from a special levy or similar charge on existing customers.

Although briefly mentioned elsewhere, it is important to note the likely upward pressure on the residential charge for the Scheme should either the business-as-usual case prevail, or the Scheme is divested to SWC but remains ring-fenced.

The current capital expenditure profile - that is the forecast capital expenditure for various renewal, upgraded and new assets - is based largely on information derived from the 2017 *Strategic Business Case*, which has since been outdated (in terms of both scale and costs). Council is currently in the process of developing a comprehensive Integrated Water Cycle Management Strategy but has not yet completed this body of work to provide an accurate capital expenditure profile with which modelling can be undertaken.

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There is a high level of confidence, however, that the current profile of capital expenditure underestimates the demand over the next ten years and does so by a significant amount. This is reinforced by SWC's own capital expenditure profile for the Scheme.

As a ring-fenced scheme it would be likely that residential customer charges would increase to between three and four times the forecast SWC residential charge by 2036/2037 in order to fund this increased capital expenditure. This is not a viable proposition.

Liquid Trade Waste Customers

While the comparison between business-as-usual and divestment is relatively straightforward for residential customers, the same cannot be said for commercial and/or industrial customers (collectively liquid trade waste customers). The Scheme presently has a liquid trade waste pricing policy which does not easily align with SWC's and business categorisation has been a very difficult undertaking as Council does not have ready access to water consumption data (water consumption is used as the primary input to determine liquid trade waste discharge volumes). This means that there is a high likelihood that liquid trade waste customers will be more accurately categorised under a divestment scenario. This may lead to a change in charging category, either up or down, for individual customers or it may not.

To provide some level of comparison however, the table below outlines the annual charges for each respective category (ordered on the basis of risk). There are additional charges for excess volume discharges, particular pollutants, application and inspection fees; a line by line comparison has not been undertaken of these charges.

| Risk Category | HCC Annual Charge | SWC Annual Charge |
|------------------|-------------------|-------------------|
| 1 - Highest Risk | \$28,748.70 | \$12,860.40 |
| 2 | \$28,748.70 | \$5,935.56 |
| 3 | \$14,418.40 | \$3,957.04 |
| 4 | \$7,238.00 | \$1,978.52 |
| 5 - Lowest Risk | \$1,443.55 | \$989.28 |

Environmental Impact

Although related to the *Value* and *Customer Impacts* considerations, it is worthwhile considering the potential environmental impacts associated with either business-as-usual or divesting.

Under both scenarios, one of the primary drivers for the increase in capital costs over the short term is to achieve compliance with Stage 1 of the Hawkesbury-Nepean Nutrient Offset Framework. Although this is a compliance issue, it is one of the few, if not only, areas where Council could, under the business-as-usual scenario, entertain some discretion in an attempt to contain residential charges and advocate for relief from complying with the Framework. From discussions officers have had with Government this is an incredibly unlikely scenario and any relief would likely only apply to the timing available with which to comply. Success in this endeavour would result in some level of deferred savings, but would fail to achieve the environmental outcomes the Framework sets out for the Hawkesbury River. Stage 2 of the Framework is presently an unknown, other than to say that it will require further investment over and above what is required for Stage 1 compliance and is likely to come into effect around 2030.

On the other hand, the divestment scenario addresses compliance with the Framework, albeit with a delay to the current regulatory timetable as outlined above and contributes to the realisation of the outcomes in the Framework for the Hawkesbury River.

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Staff Impact

Throughout the process, staff of the Scheme have been kept up to date of progress through in-person briefings.

The offer from SWC does not make provision for any staff transfers and staff would remain with HCC. In effect however, Council would develop a transition plan, in consultation with SWC, staff and the United Services Union, consisting of options for redeployments, voluntary redundancies and redundancies in accordance with the Award provisions.

COMMUNITY ENGAGEMENT

There are two elements to consider in respect of community engagement: IPART's Draft Pricing Determination, and notification of customer transition prior to divestment.

In respect of IPART's Draft Pricing Determination, it has considered the possibility of SWC receiving the Scheme's assets and customers and operating the service. In response to this, SWC have indicated that a small uplift to all customers across their area of operations will be necessary to ensure revenues meet forecast expenditure. IPART have expressly sought the community's (Greater Sydney community) views on this in their Draft Determination. At the time of writing this report, Council is preparing to write to all customers of the Scheme outlining the key aspects of what is proposed and why this enabling decision is critical to maintain the prospect of divestment.

With respect to the latter, community consultation on the divestment more broadly has not been undertaken. Prior to a transaction occurring, community consultation will be undertaken prior to the implementation of any changes to customer pricing or service delivery. How Council undertakes this consultation will be capture as one of the plans for transitioning the Scheme from Council to SWC.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2022-2042

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

Great Place to Live

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

Protected Environment and Valued History

2.5 Value, protect and enhance our waterways and wetlands with an emphasis on using local resources and key partnerships.

Reliable Council

4.1 Provide representative, responsive and accountable governance.

4.3 Build strong financial sustainability for now and future generations.

FINANCIAL IMPACT

Financial Reporting

There are financial reporting implications from progressing with the divestment of the Scheme. The total infrastructure, property, plant and equipment (IPPE) attributable to the Scheme was \$171 million as at 30 June 2024. Given the nominal valuation proposed by SWC in their term sheet there is likely to be a material revaluation attributable to these assets at 30 June 2025. The accounting treatment is

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yet to be finalised but the range of outcomes include seeing this appear in the profit and loss statement (and thus a direct impact to the bottom line) via an impairment charge or utilising the asset revaluation reserve (which was \$149 million as at 30 June 2024) to offset some of the required revaluation with the balance as an impairment charge. Certain assets (current cash reserves, the McGraths Hill land and plant) and certain liabilities (borrowings, employee liabilities) will remain with Council post transaction. The financial reporting implications do not impact the underlying economics of the SWC transaction.

Infrastructure Loan Borrowings

Council presently has an infrastructure loan which will mature in December 2025. At that time, the outstanding principal will be \$28.4m and Council will need to refinance it irrespective of the outcome of the divestment process.

As has been outlined elsewhere in this report, if the divestment occurs and the customer base is transferred to SWC, Council will lose that revenue stream, a portion of which is presently used to service the loan repayments. If this is not addressed, Council would find itself in a position where it can no longer service this loan facility.

Prior to considering how to deal with this, it is also important to note that the Scheme's remaining cash reserves (less funds held for one-off, separation and future make good costs), under a divestment scenario, will be available to payoff a portion of the outstanding principal in the lead up to the transaction. There remains a package of work to complete in order to confidently develop these anticipated costs, however on a conservative basis, it is forecast that \$7.4m would likely be available, effectively reducing the balance of the principal by that amount at the transaction date.

There are effectively two pathways to potentially deal with this:

- Council secures additional funding from other sources (i.e. NSW Government) to either fully or partly pay off the principal, or
- Council secures a supplementary revenue regime from current customers of the Scheme for the single purpose of servicing the infrastructure loan borrowings

It is also the case that a combination of these two options would satisfy Council's needs to service the infrastructure loan.

Modelling has confirmed that, even if the full cost of the current loan is recovered from customers over a ten-year term, there will still be an anticipated annual household saving of \$218 in the first year, which fluctuates in future years but remains a saving nonetheless. Beyond the ten-year term, the full saving (\$566 per annum in 2025/2026) would flow to customers.

MHSTP Operations

As indicated elsewhere in this report, it is proposed that MHSTP would remain with Council in respect of ownership and operations and maintenance.

To facilitate this, a suitable agreement, on the basis of full cost recovery, would be entered into with SWC. This is not expected to have an impact on the underlying economics of the proposed divestment.

Orphaned Costs

Whilst the Scheme operates within an externally restricted reserve, Council does recover overheads from the Scheme via recharge costs for services such as finance, IT, customer service, insurance, etc. In the event of the divestment occurring, it is expected that a portion of this overhead cost will

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reduce by some margin to account for the variable overheads (for example fewer software licences will be required, demand for customer service will reduce, insurance premiums will reduce, etc) but it will not be entirely eliminated, meaning that the remaining portion of the fixed overhead costs will be redistributed across Council's other services. It remains to be seen what the balance between variable and fixed overheads will be and this will be undertaken as part of the transition, along with a more thorough review of how overheads, more generally, are calculated and recovered.

RISK MANAGEMENT CONSIDERATIONS

Overall, the risk of proceeding at the current time and with the information and certainties available, if left unmitigated, would likely be rated as Extreme under Council's Risk Management Framework.

The primary risk considered is the orphaned infrastructure borrowings loan, which it is proposed to be mitigated through the relevant condition precedent above. That is, Council would only proceed with the divestment should a satisfactory solution be forthcoming to address the resolution of the infrastructure borrowings.

This leaves, however, a significant and arguably greater risk for Council's operations, customer base and the wider environment in the event that the divestment does not occur.

The increased capital expenditure profile, which has been outlined elsewhere in this report, does not consider the very real risk of unforeseen infrastructure failures, whether these are through poor condition assets (possible) or external events such as flooding (likely). As Council is all too aware, such unanticipated failures generally have a significant cost attached to their repairs and/or renewal, which result in delays to planned renewals (and thus elevating the risk of future failures in a negative feedback loop) or increased customer costs. This remains a significant risk, identified through the earlier options analysis in 2022, while ever Council remains the Scheme's owner.

This process began and was driven by pursuing a better customer value proposition. This remains at significant risk while ever the divestment remains uncertain. Given the potential for significant household savings, or to present it in the alternative, the guaranteed future cost escalations under the business-as-usual scenario, accepting the BAU is not a viable proposition as it would significantly surpass our customer's willingness and capacity to pay, and lead to significant inequities across the community.

The only choice to Council under this scenario, and it is not a guaranteed outcome, would be to either seek grant funding to meet its HNNOF obligations (this would only partly offset the increased costs) or relief from the requirements to comply with the HNNOF (highly unlikely and this would fail to deliver the environmental outcomes). If grant funding were to be made available, for a range of reasons related to the matters contained within this report, it would be far preferential that such grant funding is instead made available to Council to address the infrastructure borrowings and thereby facilitating the divestment.

ATTACHMENTS

AT - 1 Term Sheet – HCC Wastewater Scheme CONFIDENTIAL - (*Distributed under separate cover*).

AT - 2 Interim Vendor Assistance Findings CONFIDENTIAL - (*Distribute under separate cover*).

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10.5.3. IS - Western Sydney Infrastructure Grants Program - Tamplin Field Redevelopment Project Concept Plan (95495)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT

As per the adopted Engagement and Communication Plans, there are a range of hold points relating to informing and/or seeking a decision of Council on Western Sydney Infrastructure Grants (WSIG) Projects. Accordingly, the WSIG Project Team is presenting the Tamplin Field Redevelopment Project for Endorsement of the Concept Design.

EXECUTIVE SUMMARY

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

The following project has reached a critical milestone requiring Council's endorsement:

- **Tamplin Field Redevelopment:** Seek endorsement of Concept Design for the Tamplin Field and Amenities Building.

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

RECOMMENDATION

That Council endorse the Tamplin Field Redevelopment Project Concept Design as attached to Attachment 1 to the Report.

BACKGROUND

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

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

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

Most of these projects have now progressed to design stage with exceptions being Woodbury Reserve Upgrade, which has progressed to construction procurement stage for the sporting field component with the tender documents being prepared; the Pump Track, Mountain Bike Trail and the Skate Park previously completed and Fernadell Park and Community Facility, which is in construction

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for the sporting field components; while the Community Centre awaits Development Application approval.

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

The two design stages are Concept Design and Detailed Design. After completion of the Detailed Design a pre-tender estimate is determined to confirm the construction staging of the project, based on the available budget. If the budget is inadequate, the Request for Tender (RFT) will include a confirmed tender schedule for items deemed to be afforded within the available budget and an optional tender schedule for items that cannot be afforded. This will then undergo a project viability assessment with the funding body and accordingly a variation request will be submitted to progress the project to tender with separable portions. A further decision may be presented to Council if committed outcome cannot be delivered, or there are other viability concerns.

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

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

| Purpose | Outcome |
|---------|---|
| Inform | Keep Councillors informed, providing balanced and objective information and progress on the solution developed. |
| Endorse | The Council confirms its support and approval for the solution developed. |

Accordingly, Tamplin Field Redevelopment Project has reached a milestone wherein endorsement of the concept plan is required, which is the purpose of this report.

DISCUSSION

1. Tamplin Field Redevelopment

Hawkesbury City Council (HCC) engaged Complete Urban's Landscape Architects in June 2022 to prepare a preliminary concept plan and 3D visualizations to support the WSIG funding application. The funding deed was signed in October 2023. A general arrangement plan for the athletics field was also developed by SportEng. However, a cost estimate of \$19.4 million, based on the concept plans was obtained in April 2024, significantly exceeded the available budget of \$9.75m. In response, stakeholder engagement was undertaken to clarify priorities and realign the project scope within available funding. Guided by the Outcome Logic Map and internal and external stakeholder feedback, a revised scope was developed, including a list of potential descoping options, and a new cost estimate of approximately \$12.4 million was obtained.

Proposed Facilities- The project includes a 400m athletics track with 8 lanes, 1x 100m track (10 lanes), four long/triple jump facilities, one javelin throwing facility, two discus facilities, four shot put facilities, and two high jump facilities. The project also features a football pitch, a multipurpose court, shelters with spectator seating, a spectator mound, a naturalised and diverted stormwater channel, an active edge with exercise stations, shaded picnic and seating areas, an overflow car park, formalised pathways, an upgraded pedestrian crossing, accessible parking spaces, and additional on-street parking, multi-purpose building and spectator seating.

Design Process – A Request for Tender (RFT) was invited to engage a Principal Design Consultant with design stages being Concept and Detailed design. During the design pre-commencement

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meeting and site visit, the consultant was briefed on the design requirement to ensure alignment with the available funding. Following this, five options for the sporting field and athletic track were proposed, with a comparative analysis based on culvert requirements, impact on trees, impact on neighbours/boundaries, ideal field-of-play orientation, and efficient use of space to the Technical Working Group (TWG) on 13 February 2025.

A preferred option was selected by TWG based on this analysis and alignment to budget. The selected option was presented to the Project Control Group on 13 March 2025, to the Program Coordination Committee (PCC) on 19 March 2025 and the Executive Steering Committee (ESC) on 25 March 2025. The Concept Design was developed with stakeholder consultation conducted, and their feedback incorporated. The Concept Design is now finalized and is seeking council endorsement to proceed with the Detailed Design.

Design Challenges and Value Management- Following the Quantity Surveyor (QS) report, the challenge was to strategically redesign the project to avoid cost overrun considering the project outcomes in the Outcome Logic Map in the Business Case. The two-storey grandstand was redesigned as a single-storey multipurpose building with tiered seating, while still accommodating all the 'must-have' facilities within the scope. The designers were given a clear brief to deliver a facility within the available budget and to review and mitigate, the requirement for the long culvert.

Accordingly, the consultant has developed the Concept Design with an engineer's estimate of approximately \$10.1 million, which is considered manageable within the available budget, with further value management or staging options available if required during the Detailed Design stage.

Consultation summary – Initial consultation for the proposed Tamplin Field Redevelopment Project was undertaken in July 2024 with key stakeholders, including the Hawkesbury Sports Council, Hawkesbury Athletics Club, the local Dog Training Club, and the internal Technical Working Group. The purpose of this consultation was to understand community needs while also acknowledging the initial QS estimate of \$19.4 million, existing funding constraints, and the need to refine the project scope such as changing the synthetic track to a turf track and redesigning the two-storey grandstand to a single-storey facility.

Based on feedback from both internal and external stakeholders, a revised Concept Design has been developed which aligns the project closer to the available budget while also considering the agreed project outcomes. This Concept Design was presented to the Hawkesbury Sports Council and the Dog Training Club on 2 April 2025, and to the Hawkesbury Athletics Club on 8 April 2025. Feedback received during these sessions has been incorporated and the Concept Design updated. Following the Council endorsement, further community consultation will be undertaken by publishing the Concept Design on Your Hawkesbury Your Say and inviting public submissions and comments.

Budget – The total funding for the project is \$9.75 million, which includes a WSIG Contingency of \$1,479,000 for which a Contingency Request Form needs to be submitted to the funding body. A QS estimate of \$19.4 million was obtained in April 2024 on the original scope included in the deed. This significantly exceeded the available budget.

An engineer's estimate is obtained on the selected option for concept design with revised scope, which includes changing the synthetic athletic track to a turf track, reducing the two-storey grandstand with gym to a single-storey building, and omitting the playground, as it is not a priority for stakeholders as there are two adjacent playgrounds. The revised construction cost is estimated at \$9 million, with Council estimating an additional \$1.1 million for project management, consultant fees, and authority fees. There is a shortfall of approximately \$300,000 which is being managed during design development to align the project within the available budget.

- The project completion is due by 30 June 2027. A Project Variation Request has been submitted to align the deed milestones to the forecast schedule and reallocation and refinement of deliverables to better align with the project budget, updated project cash flow, stakeholder priorities and to eliminate redundancies.

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- This report seeks Council's endorsement of the Concept Design for the Tamplin Field Redevelopment Project. After endorsement, the Concept Design will be published on *Your Hawkesbury Your Say* for a 28-day community consultation period. Feedback received during this consultation will inform the subsequent stages of the project. Following Council endorsement and the conclusion of community engagement, the project will proceed to the detailed design development phase.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under the 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. Accordingly, the consultations and engagement done for the project are as under:

- 4 July 2024 - Initial consultation with stakeholders including Hawkesbury Sports Council, Hawkesbury Athletics Club, local Dog Training Club and the internal Technical Working Group.
- 2 April 2025 - Presented the concept design to Hawkesbury Sports Council and local Dog Training Club.
- 8 April 2025 - Presented the concept design to Athletics Club.
- 13 May 2025 - Workshop with Councillors on the concept design.

Following Council endorsement, further consultation will be undertaken by publishing the concept plans on *Your Hawkesbury Your Say* for comments/submissions from the community.

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.

ORDINARY MEETING
10. REPORTS FOR DETERMINATION
Meeting Date: 10 June 2025

4.2 Encourage an informed community.

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

FINANCIAL IMPACT

There are no financial implications applicable to this report. There is a future decision point for Council if the estimate remains outside the budget envelope.

RISK MANAGEMENT CONSIDERATIONS

In considering the delivery of Council's Capital Program, if the Western Sydney Infrastructure Grant Program does not proceed as expected, there will be a direct risk to Council's reputation and its ability to achieve its strategic delivery goals for various infrastructure and to the community. Since the WSIG Program is funded by NSW State and Federal Government, the projects included will also require compliance with funding deeds and delivery dates. This also links directly to the risk of not achieving Council's forecast expenditure targets. This could also jeopardise external relationships with various funding bodies and undermine future opportunities for external funding to increase Council's Program.

ATTACHMENTS

AT - 1 Tamplin Field Redevelopment Concept Design Report- (*Distributed under separate cover*).

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ORDINARY MEETING

Meeting Date: 10 June 2025

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

11.1.1. ROC – Local Traffic Committee – 12 May 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 12 May 2025.

EXECUTIVE SUMMARY

Local Traffic Committee considered two items, contained within the minutes of the Local Traffic Committee.

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

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

RECOMMENDATION

That the Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 12 May 2025.

DISCUSSION

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

- Special Event - 4.1.1. - LTC - Ironman 70.3 Western Sydney 2025 - Richmond/Agnes Banks (Hawkesbury) - (80245, 73621, 123265, 128733, 140545)
- Special Event - 4.1.2. - LTC - Hawkesbury Fest 2025 Event - Governor Phillip Park, Windsor - (Hawkesbury) - (80245, 79341)

ATTACHMENTS

AT - 1 Minutes of the Local Traffic Committee held on 12 May 2025

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

Attachment 1 - Minutes



Local Traffic Committee

Date of meeting: 12 May 2025
Location: Remote Location
Time: 3:00 PM

MINUTES

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

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11. RECEIPT OF MINUTES OF OTHER COMMITTEES
Meeting Date: 10 June 2025

LOCAL TRAFFIC COMMITTEE

1. AGENDA

Meeting Date: 12 May 2025

1. AGENDA

Welcome

Minutes of the Meeting of the Local Traffic Committee held Remotely on 12 May 2025, commencing at 3pm.

ATTENDANCE

Present: Councillor Mike Creed
Mr Thile Somaratne, Transport for NSW
Mr Tahmin Islam, Transport for NSW
Mrs Felicity Findlay (Office of Member for Hawkesbury)
Mr Ben Cantor, Busways

Apologies: Senior Constable Damien Mitchell, NSW Police Force
Inspector Ben Watson, NSW Police Force
Mr Rob Wainhouse, Hawkesbury City Council

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

This is page 5 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 12 May 2025.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

LOCAL TRAFFIC COMMITTEE

2. CONFIRMATION OF MINUTES

Meeting Date: 12 May 2025

2. CONFIRMATION OF MINUTES

The Committee resolved on the motion of Mrs Felicity Findlay, seconded by Mr Thile Somaratne, that the minutes from the previous meeting held 14 April 2025 be confirmed.

This is page 6 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 12 May 2025.

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Meeting Date: 10 June 2025

LOCAL TRAFFIC COMMITTEE

3. BUSINESS ARISING

Meeting Date: 12 May 2025

3. BUSINESS ARISING

There was no business arising from the previous minutes.

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LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 12 May 2025

4. REPORTS FOR DETERMINATION

4.1. SPECIAL EVENTS

4.1.1. LTC - Ironman 70.3 Western Sydney 2025 - Richmond/Agnes Banks (Hawkesbury) - (80245, 73621, 123265, 128733, 140545)

INTRODUCTION:

An application has been received seeking approval (in traffic management terms) to conduct the Ironman 70.3 Western Sydney 2025 event, on Sunday, 21 September 2025.

The event organiser has advised;

- The Ironman 70.3 Western Sydney event is based at the Sydney International Regatta Centre, Penrith.
- The event is being held predominantly within the Penrith Council LGA, with a small section of the Cycling route contained within the Hawkesbury Council LGA.
- The event has been undertaken since 2015. The 2025 course follows the course from the previous events. The event in 2020 and 2021 was cancelled due to COVID-19.
- The event will be conducted between 5am and 3:30pm. The set up and pack down times are between 4am and 5pm.
- Approximately 1,300 participants are expected for the event.
- Approximately 3,500 spectators are expected.
- The Ironman event is a race and involves participants swimming, cycling and running:
 - Swimming: 1.9 kilometres clockwise lap of the Sydney International Regatta Centre competition lake.
 - Cycling: 90 kilometres (2 laps of 45 kilometres) incorporating the major arterial roads of both Penrith City Council and Hawkesbury City Council from the Sydney International Regatta Centre to McCarthys Lane to Castlereagh Road, Brooks Lane, Wilshire Road, Jockbett Road, The Driftway (Hawkesbury) and returning via Jockbett Road, Wilshire Road, Brooks Lane, Castlereagh Road and McCarthys Lane. The course consists of two laps in a clockwise direction with a number of road closures.
 - Running: 21.1 kilometres incorporating paths within and out of the Sydney International Regatta Centre and along Old Castlereagh Road, Penrith.
- To facilitate the event build and competition, a comprehensive schedule of Road Closures has been designed. The majority of road closures are within the Penrith LGA. The only road closure required within the Hawkesbury LGA is The Driftway between Londonderry Road and Castlereagh Road.
- The safety of the event will be improved with the removal of through traffic along the course.

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- Authorised Traffic Controllers will be used at all road closure points along the course, with motorists directed around the site.
- Full road closures are implemented restricting access to and from homes which is managed by NSW Police and Who Dares Traffic Management. Emergency Services have priority over the Race and NSW ambulance will be within the Event Operations Command, liaising with Emergency Services.
- Road Closures will be valid during the cycling and running components of the event. In exceptional circumstances, should a resident or emergency service require access to a closed section of road, arrangements will be made to ensure access of the authorised vehicle under escort.
- Residents directly impacted by the road closures will be advised of the traffic conditions. Special arrangements will be in place should a resident require to exit their property under exceptional circumstances.
- The detours will be advertised in advance by Variable Message Boards (VMS). The VMS will be in place in advance to advertise the road closures and applicable detours.
- Parking will be facilitated by the existing parking facilities of the Regatta Centre (southern side) with allowance for overflow parking at the grass field of the Centre (east from the main parking areas – sealed). There is capacity for approximately 1,600 vehicles and parking will be free on a first come-first served basis.
- Special Event Clearways are not required for this event. Existing kerbside parking conditions will be adequate.
- The residents along Hawkesbury roads of The Driftway, Bonner Road and Markwell Place are currently being consulted and as with previous events, the residents have responded in a positive manner and are supportive of the event.

Details of the Event Route and Road Closure Plan, Bike Course Plan and Road Closure Schedule are contained in Attachments 1, 2 and 3.

DISCUSSION:

The event is a cross regional event as it will traverse across two Local Government Areas and cross/traverse classified roads. The majority of the event is being undertaken within the Penrith Local Government Area.

The 2025 course follows the same route as the previous events undertaken from 2015 to 2024, noting that the 2020 and 2021 events were cancelled due to COVID-19. The 2015 event was originally approved by Penrith Council which inadvertently included The Driftway (Hawkesbury), as this is a bordering road. Penrith Council classified the event as a Class 2 and this classification has carried through since the 2015 event. To be consistent, the event within the Hawkesbury LGA should also be classified as a Class 2 event, even though there is the proposal to undertake Road Closures and Speed Zone reductions along a State Road within the Penrith Council LGA.

On this basis 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 disrupt traffic and transport systems along the specified route, which includes the proposed road closures, and there may be disruptions to the non-event community.

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The following details in relation to the proposed road closure, within the Hawkesbury LGA, are listed below;

- Road Closure along The Driftway is proposed for Sunday, 21 September 2025, between 5am and 1:30pm. The overall road closures for the event within the Penrith Council area is until 1:30pm.
- Road Closure along The Driftway, Richmond/Agnes Banks, is between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
- The length of the road closure along The Driftway is approximately 2,750 metres.
- The speed limit along The Driftway is 80kph, with a road seal width ranging from 10.3 to 11.0 metres.
- Traffic volume recorded in 2020 indicates an ADT=1,687.
- There are approximately 65 properties along the proposed route within the Hawkesbury LGA affected by the Road Closure of The Driftway. These properties are in the vicinity of The Driftway, Bonner Road and Markwell Place. The properties are a mix of residential and rural properties.
- The consultation process is in progress with the adjoining property owners, and as with the previous years, the majority of adjoining property owners are supportive of the event and the traffic management measures proposed, in a similar manner to the previous 2015 to 2024 events and the cancelled 2020 and 2021 events. Further to this, the residents have been advised that this is a reoccurring event each year.

Castlereagh Road (State Road) within the Penrith LGA is to be closed at its northern point in the vicinity of Springwood Road and Brooks Lane. Traffic within the Hawkesbury LGA will be detoured via Southree Road and Londonderry Road. The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No: 9373035):

- Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
- Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
- Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW)
- Event Overview – Traffic Management Plan,
- Event Route and Road Closure Plan.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCP) once updated and completed are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed road closures.

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RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
2. The Ironman 70.3 Western Sydney 2025 event, which is a cross regional event and will traverse across two Local Government Areas, with the Hawkesbury LGA component being within the Richmond/Agnes Banks area, planned for Sunday, 21 September 2025 between 5am and 3:30pm be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - o Road Closure; The Driftway, Richmond/Agnes Banks, between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
 - o Road Closure only permitted for Sunday, 21 September 2025, between 5am and 1:30pm.
 - o No other road closures are permitted.
 - o Due to the Road Closure of Castlereagh Road (State Road) within the Penrith LGA, Detour Routes and relevant Signage are to be provided within the Hawkesbury LGA and surrounding area to ensure alternate traffic routes are available and signposted.
 - o The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and

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road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers to assist in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;

- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as road closures are proposed; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) which need to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. The event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event 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 obtain approval from Penrith Council for the use of their roads and obtain any other necessary approvals from Penrith Council; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);

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

During the event:

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

COMMITTEE RECOMMENDATION:

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

Support for Recommendation: Unanimous support.

That:

- 1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The

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

2. The Ironman 70.3 Western Sydney 2025 event, which is a cross regional event and will traverse across two Local Government Areas, with the Hawkesbury LGA component being within the Richmond/Agnes Banks area, planned for Sunday, 21 September 2025 between 5am and 3:30pm be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; The Driftway, Richmond/Agnes Banks, between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
 - Road Closure only permitted for Sunday, 21 September 2025, between 5am and 1:30pm.
 - No other road closures are permitted.
 - Due to the Road Closure of Castlereagh Road (State Road) within the Penrith LGA, Detour Routes and relevant Signage are to be provided within the Hawkesbury LGA and surrounding area to ensure alternate traffic routes are available and signposted.
 - The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

and the following conditions:

Prior to the event:

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

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Information for event organisers to assist in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;

- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) as road closures are proposed; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating Traffic Control Plans (TCPs) which need to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and Transport for NSW – TfNSW (formerly TMC and RTA/RMS) for concurrence. The TCPs should be prepared by a person holding appropriate certification as required by Transport for NSW – TfNSW (formerly RTA/RMS) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. The event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event 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 obtain approval from Penrith Council for the use of their roads and obtain any other necessary approvals from Penrith Council; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4l. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected,

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due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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

During the event:

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

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4.1.2. LTC - Hawkesbury Fest 2025 Event - Governor Phillip Park, Windsor - (Hawkesbury) - (80245, 79341)

INTRODUCTION:

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Hawkesbury Fest 2025 Event within Governor Phillip Park, Windsor, on Sunday, 03 August 2025.

The event organiser has advised:

- The event has been held since 2018 with the events during 2020 to 2022 cancelled due to COVID and Flood.
- This is a Community free family fun event to celebrate local government week with rides, food, markets, community stalls and activities for children. The event is also about showcasing local community groups and businesses as well as what Council does for the community.
- The event will be conducted between 10am and 3pm. The set up and pack down times are between 7am and 6pm.
- The event will be held within Governor Phillip Park located at the northern end of George Street, Windsor.
- The event is expected to attract approximately 9,000 spectators.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park and there may be considerable impacts on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road.
- It is expected that residents on George Street, Palmer Street, North Street, Arndell Street and Court Street may be affected due to the increased traffic flow.
- Parking will be at Governor Phillip Park, with access to the Event Parking area provided from Palmer Street.
- Traffic controllers will manage the entry into the event car park in Palmer Street and to manage event patrons crossing the internal access road within the park to the event parking in the field adjacent to Governor Phillip Park accessed from Palmer Street and manage access to the boat ramp.
- Vehicles can approach the access point into the Event Parking area from the direction of either George Street or Court Street.
- With the completion of the new Windsor Bridge and the upgrade of the intersection of Bridge Street and George Street from a roundabout to traffic signals, access for traffic to Governor Phillip Park has changed.
- With the installation of the new traffic signals, to maintain traffic flow in Bridge Street, the right turn from Bridge Street (northbound) into George Street (eastbound) is now prohibited and all traffic is required to turn right at Court Street at the uncontrolled intersection.

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- As Bridge Street is effectively one lane at Court Street, allowing event traffic to turn right at this location has the potential to increase congestion and as such it is proposed to ban the right turn into and out of Court Street at Bridge Street between 9am and 4pm on Sunday 03 August 2025.
- Traffic that would normally turn right into Court Street will be detoured over the Windsor Bridge to perform a U-turn at the new roundabout at Freemans Reach Road, return back over the Bridge and then turn left into George Street.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street.
- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
- A detour route will be signposted to direct vehicles travelling from the south to continue north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road to travel south along the Bridge and turn left into George Street.
- Vehicles travelling from the west along Macquarie Street will turn right into Bridge Street and then left into Court Street.
- VMS signs will be used to inform traffic and detour routes signposted. A VMS plan with three VMS boards located at key locations and detour plan that guides event traffic and local road network traffic has been prepared.
- VMS's will be provided to inform traffic on how to enter the Event site and will be located at;
 - Bridge Street, Windsor - North Bound near Court Street,
 - Bridge Street, Windsor - North Bound near George Street
 - Bridge Street, Windsor - South Bound near George Street.

DISCUSSION:

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

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

A summary of the traffic management measures is listed below:

- Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 9am and 4pm on Sunday 03 August 2025.
- All traffic movements in Court Street will be restricted to left in/left out at Bridge Street (State Road) to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.

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- A traffic control vehicle will be parked in the centre of Court Street with barrier boards and traffic cones used to delineate and enforce the No Right Turn restrictions.
- A detour route will be signposted to direct vehicles travelling from the south to travel north along Bridge Street over the new Windsor Bridge and perform a U-turn at the roundabout on the northern side of the bridge at Freemans Reach Road and then travel south along Bridge Street to turn left into George Street at the new traffic signals.
- Traffic turning right out of Court Street will be detoured to the traffic signals at George Street via either Arndell Street or Palmer Street.
- Vehicles travelling from the west along Macquarie Street will turn right into Bridge Street and then left into Court Street.
- VMS's will be used to inform traffic of all detour routes signposted.

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

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No: 9386486):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Special Event Traffic Management Plan and Traffic Control Plan,
5. Copy of Insurance Policy which is valid to 31 October 2025, however, does not include Transport for NSW – TfNSW (formerly RTA/RMS) as an Interested Party,
6. Copy of correspondence to the NSW Fire and Rescue, Hawkesbury Ambulance Service, Hawkesbury Local Area Command, Busways NSW Rural Fire Service and SES.

RECOMMENDATION TO COMMITTEE:

That:

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

This is page 19 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 12 May 2025.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 12 May 2025

"Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).

3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures:
 - o Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 9am and 4pm on Sunday 03 August 2025. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
 - o Partial road closure permitted at the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 9am and 4pm on Sunday 03 August 2025, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. Information for event organisers to assist in identifying, controlling and managing risk is available on the NSW Government's web site at <https://www.nsw.gov.au/departments-and-agencies/premiers-department/community-engagement/event-starter-guide/risk-assessment-management>;
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) due to the traffic movements and restrictions along Bridge Street (State Road) and its intersections with George Street and Court Street, Windsor and the proposed turn restrictions at the intersection of Bridge Street and Court Street between 9am and 4pm on Sunday 03 August 2025 where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 12 May 2025

- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event 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;
- 4g. 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;
- 4h. the event organiser is to obtain written approval from Council for the use of Governor Phillip Park;
- 4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to submit the completed " Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

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LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 12 May 2025

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

COMMITTEE RECOMMENDATION:

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

Support for Recommendation: Unanimous support.

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) "Guide to Traffic and Transport Management for Special Events" (Version 4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury Fest 2025 event within Governor Phillip Park, Windsor, on Sunday, 03 August 2025 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures:
 - o Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 9am and 4pm on Sunday 03 August 2025. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
 - o Partial road closure permitted at the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 9am and 4pm on Sunday 03 August 2025, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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4. REPORTS FOR DETERMINATION

Meeting Date: 12 May 2025

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

- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to the event.
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) due to the traffic movements and restrictions along Bridge Street (State Road) and its intersections with George Street and Court Street, Windsor and the proposed turn restrictions at the intersection of Bridge Street and Court Street between 9am and 4pm on Sunday 03 August 2025 where all traffic movements in Court Street will be restricted to left in/left out at Bridge Street; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event 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;
- 4g. 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;
- 4h. the event organiser is to obtain written approval from Council for the use of Governor Phillip Park;
- 4i. the event organiser is to obtain Native Title Advice from an appropriately qualified Native Title Manager, that relates to the proposed event being carried out on Crown Land; a copy of this advice is to be submitted to Council prior to the event taking place;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

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

During the event:

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

This is page 24 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 12 May 2025.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

LOCAL TRAFFIC COMMITTEE

4. REPORTS FOR DETERMINATION

Meeting Date: 12 May 2025

4.3. FOR INFORMATION

There were no reports for Information.

This is page 25 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 12 May 2025.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

LOCAL TRAFFIC COMMITTEE

5. GENERAL BUSINESS

Meeting Date: 12 May 2025

5. GENERAL BUSINESS

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday 16 June 2025 at 3:00pm.

The meeting terminated at 3:10pm.

This is page 26 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 12 May 2025.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 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

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

11.1.2. ROC - Audit, Risk and Improvement Committee - 28 March 2025 - (158054, 95496)

Directorate: Corporate Services

PURPOSE OF THE REPORT

The purpose of this report is to present the Minutes of the Audit Risk and Improvement Committee, held on 28 March 2025.

EXECUTIVE SUMMARY

The Audit, Risk and Improvement Committee considered twenty-one items and a General Business item at its meeting on 28 March 2025. The twenty-one items and the General Business item have no policy or financial implications for Council and therefore, they are presented for information only.

RECOMMENDATION

That Council receive and note the Minutes of the Audit, Risk and Improvement Committee Meeting held on 28 March 2025.

DISCUSSION

The Minutes of the Audit, Risk and Improvement Committee meeting held on 28 March 2025 are attached as Attachment 1 to this report.

The Audit, Risk and Improvement Committee met on 28 March 2025 and discussed the following Items:

- Item 1 - 2024/2025 Internal Audit Program Update
- Item 2 - Status of Internal Audit Management Actions as at 5 March 2025
- Item 3 - Development Applications Internal Audit Report
- Item 4 - Procurement, Corporate Credit and Fuel Cards Internal Audit Report
- Item 5 - 2025/2026 Annual Internal Audit Program
- Item 6 - Internal Audit Charter
- Item 7 - Finance Reports
- Item 8 - Audit Office Management Letter
- Item 9 - Risk Management Update
- Item 10 - Cyber Security Quarterly Update - December 2024 - February 2025
- Item 11 - Business Improvement Culture
- Item 12 - Integrated Planning and Reporting

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

- Item 13 - Legislative Compliance Update
- Item 14 - External Reporting Trends
- Item 15 - Asset Management Planning
- Item 16 - Road Asset Management in Local Government Audit Office Report
- Item 17 - Business Continuity Plan
- Item 18 - Corruption Prevention Framework
- Item 19 - Ethical Behaviour
- Item 20 - Operations Mantis Report
- Item 21 - Confidential - Provision of Internal Audit Services
- General Business - In Camera Sessions

ATTACHMENTS

AT - 1 Minutes of Audit, Risk and Improvement Committee Meeting 28 March 2025

oooO END OF REPORT Oooo

Attachment 1 – Minutes of Audit, Risk and Improvement Committee Meeting 28 March 2025



Audit, Risk and Improvement Committee

Date of meeting: 28 March 2025
Location: Large Committee Room
Time: 11:00 AM

MINUTES

ORDINARY MEETING
11. RECEIPT OF MINUTES OF OTHER COMMITTEES
Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

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Meeting Date: 28 March 2025

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Meeting Date: 28 March 2025

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ORDINARY MEETING
11. RECEIPT OF MINUTES OF OTHER COMMITTEES
Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

1. PROCEDURAL MATTERS

Meeting Date: 28 March 2025

1. PROCEDURAL MATTERS

Minutes of the Meeting of the Audit, Risk and Improvement Committee held in Council Committee Rooms, Windsor, on Friday, 28 March 2025, commencing at 11:09am.

ATTENDANCE

Present: Mr Michael Quirk (Chairperson)
Ms Rachel Harris – (Audio-Visual Link)
Mrs Rhonda Wheatley - (Audio-Visual Link)

Apologies: Councillor Mike Creed, Hawkesbury City Council

In Attendance: Ms Elizabeth Richardson, Hawkesbury City Council
Ms Meagan Ang, Hawkesbury City Council (Audio-Visual Link)
Mr Will Barton, Hawkesbury City Council
Mr Laurie Mifsud, Hawkesbury City Council
Ms Patricia Krzeminski, Hawkesbury City Council
Ms Donna McCue, Hawkesbury City Council
Ms Sharlene Van Leerdam, Hawkesbury City Council
Mr Miles Carter, Hawkesbury City Council
Mr Matt Hill, Hawkesbury City Council
Ms Jody Norman, Hawkesbury City Council
Ms Rachel Ridges, Hawkesbury City Council
Ms Vandana Saini, Hawkesbury City Council
Ms Seylanke Attygalle, NSW Audit Office (Audio – Visual Link)
Ms Susan Leahy, Centium (Audio-Visual Link)
Mr Kenneth Leung, NSW Audit Office (Audio-Visual Link)

| Member | 28/3/2025 | 27/6/2025 | 26/9/2025 | 5/12/2025 |
|--------------------------------|-----------|-----------|-----------|-----------|
| Mr Michael Quirk (Chairperson) | ✓ | | | |
| Ms Rachel Harris | ✓ | | | |
| Mrs Rhonda Wheatley | ✓ | | | |
| Councillor Mike Creed | A | | | |

Key: A = Formal Apology ✓ = Present X = Absent - no apology N/A = Not Applicable

APOLOGIES

An apology from Councillor Mike Creed was received.

DECLARATION OF INTERESTS

There were no Declarations of Interests made.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

2. CONFIRMATION OF MINUTES

Meeting Date: 28 March 2025

2. CONFIRMATION OF MINUTES

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Mr Michael Quirk that the Minutes of the Audit, Risk and Improvement Committee held on 6 December 2024, be confirmed.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3. REPORTS FOR DETERMINATION

3.1.1. ARIC - 2024/2025 Internal Audit Program Update - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and note the progress report on the 2024/2025 Internal Audit Program.

DISCUSSION:

- The Director Corporate Services provided an update on the status of the 2024/2025 Internal Audit Program. He advised that the Volunteer Management Internal Audit will be finalised in May 2025 and Transport for NSW Drives Compliance is due to commence in May 2025.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the progress report on the 2024/2025 Internal Audit Program.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.2. ARIC - Status of Internal Audit Management Actions as at 5 March 2025 - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the following reports:

1. Internal Audit Management Actions Summary Report as at 5 March 2025, included as Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 5 March 2025, included as Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report, included as Attachment 3 to this report.
4. Approved Requests for Due Date Extensions for Internal Audit Management Actions items, included as Attachment 4 to this report.

DISCUSSION:

- The Director Corporate Services provided an update on the Status of Internal Audit Management Actions to audit findings from Internal Audits carried out since 2020/2021, as at 5 March 2025.
- The Audit, Risk and Improvement Committee recognised the commendable effort of staff in providing the most recent status of the Internal Audit Management Actions.
- Ms Rhonda Wheatley enquired about the completion dates of seven Management Actions where the Executive Leadership Team has approved an extension to the due dates. The Director Corporate Services responded that all seven actions are anticipated to be completed by 30 June 2025.
- Mr Michael Quirk expressed concerns regarding the delay in finalising the outstanding Management Actions related to the Emergency Management including the Business Continuity Plan Internal Audit.
- The Manager, Governance and Risk advised that a number of the outstanding Management Actions from the Emergency Management Internal Audit related to the Business Continuity Plan, and that the final draft of the Business Continuity Plan had been distributed for feedback from the Senior Leadership Team. The Business Continuity Plan is in the final stages and is set to be reported to the Executive Leadership Team in the near future, with testing and finalising to complete the actions.
- Mr Michael Quirk also asked for the 2025 Records Management Strategic Plan and Corporate Policy documents to be presented at the next meeting.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the following reports:

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

1. Internal Audit Management Actions Summary Report as at 5 March 2025, included as Attachment 1 to this report.
2. Incomplete Internal Audit Management Actions Report as at 5 March 2025, included as Attachment 2 to this report.
3. Recently Completed Internal Audit Management Actions Report, included as Attachment 3 to this report.
4. Approved Requests for Due Date Extensions for Internal Audit Management Actions items, included as Attachment 4 to this report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.3. ARIC - Development Applications Internal Audit Report - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Internal Audit Report on Development Applications included as Attachment 1 to this report.

DISCUSSION:

- Ms Susan Leahy from Centium provided a summary of the Internal Audit Report on Development Applications. She highlighted that the strong positive controls and recommendations resulting from thorough reviews aimed at ensuring timely evaluations of development applications and addressing skill gaps.
- Ms Susan Leahy further updated that the internal referral process has been refined to align development application risks with the organisational risk register, focussing on fraud and corruption risks and the transparent declaration of conflicts of interest. Additionally, there is also a dedicated effort to enhance compliance with legislative requirements, reinforcing Management's commitment to integrity and accountability.
- Mrs Rhonda Wheatley asked whether the NSW Audit Office had identified Hawkesbury City Council as one of the councils that had been lagging in development applications processing. The General Manager advised that Hawkesbury City Council was not listed among those councils. However, the Council has received a letter from the Minister of Planning, Housing and Infrastructure reiterating the Department's expectations regarding the timely processing of development applications.
- Ms Rachel Harris inquired whether all the management actions would be completed by the end of June 2025. The Director City Planning confirmed that most of the recommendations involve finalising draft policies and procedures and was confident the actions would be completed by the due dates. Mr Michael Quirk suggested that the Service Level Agreement should be more cohesive and structured for better effectiveness. The Director City Planning acknowledged that this aspect is still a work in progress with continuous processes and internal collaborations.
- Mr Michael Quirk inquired whether the peer review for development consents is evidenced in or off the system as it can hinder efficiency and accountability in the workflow. The Director City Planning replied that currently they are signed off in the system as there is no standardised or documented procedure for managing referrals within the system, which further complicates the signing-off process.
- Mr Michael Quirk expressed concern that the key person risk associated to the Development Assessment Register was not included in the agreed actions on Page 28 of the report. Ms Susan Leahy will update the report.
- The Audit, Risk and Improvement Committee recognised the commendable effort of staff in providing the Internal Audit Report on Development Applications.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

That the Audit, Risk and Improvement Committee receive and note the Internal Audit Report on Development Applications included as Attachment 1 to this report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.4. ARIC - Procurement, Corporate Credit and Fuel Cards Internal Audit Report - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Internal Audit Report on Procurement, Corporate Credit and Fuel Cards included as Attachment 1 to this report.

DISCUSSION:

- Ms Susan Leahy from Centium provided a brief overview highlighting the common themes and key findings in the procurement process, formal staff training and importance of tracking expenditures, recognising patterns and trends, and conducting analysis of procurement types and preferred supplier arrangements. Ms Leahy noted the need for maintaining an Emergency Procurement Register and ensuring sufficient documentation is available to support actions. Additionally, she recommended updating procurement procedures and using a checklist to guide the process with key steps being formally signed off. She advised that given the large numbers of corporate credit cards, the usage is well-controlled.
- Mr Michael Quirk enquired about the context of overdue coding of credit card expenditure. Ms Leahy explained that, although the policy permits credit card cancellation for repeated failure to complete acquittals, it is not consistently enforced. She suggested that there is a need for stronger oversight by Managers and Directors to ensure accountability.
- Mr Michael Quirk asked whether the Fuel Card data is regularly monitored and analysed for patterns. The Director Corporate Services responded that monitoring occurs monthly and can be reinforced while pattern analysis can be adopted for future reporting.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris. That the Audit, Risk and Improvement Committee receive and note the Internal Audit Report on Procurement, Corporate Credit and Fuel Cards included as Attachment 1 to this report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.5. ARIC - 2025/2026 Annual Internal Audit Program - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee approve the following 2025/2026 Annual Internal Audit Program:

2025/2026 Internal Audit Program

1. Payroll
2. Performance Management and Monitoring including compliance with Integrated Planning and Reporting Guidelines
3. Contract and Vendor Management
4. Risk Management Framework Effectiveness
5. Transport for NSW DRIVES Compliance.

DISCUSSION:

- The Director Corporate Services sought approval from the Audit, Risk and Improvement Committee to approve the second year of the 2024/2025 to 2027/2028 Four Year Strategic Internal Audit Program and provided key highlights since last reported.
- The Director Corporate Services advised that as agreed by the Audit, Risk and Improvement Committee on 13 September 2024, the Payroll Internal Audit was moved forward to the first quarter of the 2025/2026 Internal Audit Program.
- The Director Corporate Services advised that at its meeting of 17 February 2025, the Executive Leadership Team conducted a review of the Four Internal Strategic Internal Audit Program from 2024/2025 to 2027/2028 and the Annual Internal Audit Program for 2025/2026 to ensure that it remained relevant and aligned with Council's risk profile. It was noted that with the timing of Council's projects as part of the Western Sydney Infrastructure Grants Program (WSIG Program) and having regard to the risks associated with the number of projects contained within the WSIG Program, there is benefit in bringing forward the Internal Audit on Contract and Vendor Management to the 2025/2026 year.
- The Director Corporate Services advised therefore that it is recommended that the Project Management Internal Audit contained within Year Two of the 2024/2025 to 2027/2028 Four Year Strategic Internal Audit Program be replaced with the Contract and Vendor Management Internal Audit contained within Year Three of the 2024/2025 to 2027/2028 Four Year Strategic Internal Audit Program.
- Mr Michael Quirk advised that the Internal Audit Program provides reasonable coverage over the four year period. However, he noted that the Committee Assurance Map and Compliance Report are still pending completion.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

- The Director Corporate Services advised that the Compliance Report for the end of financial year would be prepared after 30 June 2025 and then presented to the Audit, Risk and Improvement Committee.
- Ms Rachel Harris suggested that the Payroll Internal Audit include employees across different types of pay and not just salaried workers.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee approve the following 2025/2026 Annual Internal Audit Program:

2025/2026 Internal Audit Program

1. Payroll
2. Performance Management and Monitoring including compliance with Integrated Planning and Reporting Guidelines
3. Contract and Vendor Management
4. Risk Management Framework Effectiveness
5. Transport for NSW DRIVES Compliance

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.6. ARIC - Internal Audit Charter - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee endorse the Internal Audit Charter included as Attachment 1 to the report.

DISCUSSION:

- The Manager, Governance and Risk sought endorsement to the Internal Audit Charter that was originally adopted on 28 June 2024 within the Office of Local Government Guidelines for Risk Management and Internal Audit for Local Government in NSW. The Internal Audit Charter was reviewed, and no amendments were recommended.
- Mr Michael Quirk recommended a minor amendment to the footnote on page 2 of the Internal Audit Charter to read:

"As defined by the Global Internal Audit Standards (2025)"

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and endorse the Internal Audit Charter included as Attachment 1 to the report with the following amendment to page 2:

"As defined by the Global Internal Audit Standards (2025)"

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.7. ARIC - Finance Reports

Previous Item: 158054, 95496, 79351

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report regarding the December 2024 Quarterly Budget Review Statement and the January 2025 Investment Report.

DISCUSSION:

- The Acting Chief Financial Officer provided an update on the Financial Report regarding the December 2024 Quarterly Budget Review Statement and the January 2025 Investment Report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the report regarding the December 2024 Quarterly Budget Review Statement and the January 2025 Investment Report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.8. ARIC - Audit Office Management Letter

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the status update of outstanding Management Actions as at 19 March 2025 to audit findings from the External Audit carried out by the Audit Office of NSW for the year ended 30 June 2024.

DISCUSSION:

- Mr Kenneth Leung provided an update on the Audit Office Management Letter which outlined five key issues. In line with the Audit Plan, the NSW Audit Office will be on site to conduct preliminary work, with the Interim Audit scheduled for the end of May 2025, followed by the issuance of an Interim Management Letter.
- The Acting Chief Financial Officer provided an update on the nine Management Actions generated from the External Audit conducted by the NSW Audit Office and expected the Actions to be completed by 30 June 2025.
- Ms Rachel Harris raised concerns due to continuous movement of transactions and journals. The Acting Chief Financial Officer explained that the large volume of manual journals is part of the End of Financial Year clean-up, with Payroll reviewed weekly by Accounting Services. Misallocations are regularly identified and corrected through quarterly staging and reallocations before the Interim Audit.
- Mr Michael Quirk acknowledged the work and mentioned that during the in-camera session, key risk areas discussed included proper review of journals and completing reconciliation with no data gaps to reduce risks, and efforts are focussed on journal mapping.
- The Audit, Risk and Improvement Committee was advised that in the preparation for the Financial Statements, the Audit Office plan to be onsite for preliminary work for the Interim Audit which is due to commence on 12 May 2025 for a two week period. The process is currently on track, with the reconciliation team ensuring there no data gaps. Efforts are focussed on mapping ledger entries to Financial Statements and reviewing the volume of journal entries to ensure accounts are accurate with the aim to deliver within a similar timeframe to the previous year. It was anticipated that external revaluations would be ready ahead of the Interim Audit to expedite the final audit process.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the status update of outstanding Management Actions as at 19 March 2025 to audit findings from the External Audit carried out by the Audit Office of NSW for the year ended 30 June 2024.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.9. ARIC - Risk Management Update - (95496)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Risk Management Update as outlined this report.

DISCUSSION:

- The Manager Governance and Risk provided an overview on the Risk Management Update, outlining the key risk management activities undertaken during the past quarter. These included initiatives in work health and safety risk management, sustainability risks, operational risks and engagement with InConsult in relation to the Continuous Risk Improvement Program (CRIP) Audit.
- Mr Michael Quirk requested that the Audit, Risk and Improvement Committee be presented the final Continuous Risk Improvement Program (CRIP) Audit Report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the Risk Management Update as outlined this report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.10. ARIC – Cyber Security Quarterly Update – December 2024 – February 2025
(158054, 121470, 95496, 79351, 79352)

Previous Item: 3.1.3 (16 December 2024)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the update on Information Technology Cyber Security be received and noted.

DISCUSSION:

- The Information Service Manager provided an overview on the Cyber Security Quarterly Update, highlighting the engagement of consultants, Logicalis, to support the development of a Cyber Security Uplift Plan.
- A detailed report, including a review of the delivery timelines, will be presented to Audit, Risk and Improvement Committee in June 2025.
- The Audit, Risk and Improvement Committee recognised the commendable effort of staff in the Cyber Security space.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the update on Information Technology Cyber Security be received and noted.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.11. ARIC - Business Improvement Culture - (159586)

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Business Improvement Culture report.

DISCUSSION:

- The Manager Business Transformation and Customer Experience provided an update on the development of an Operational Excellence Framework aimed at enhancing and expanding business improvement and continuous improvement initiatives across the organisation. The Operational Excellence Framework supports a commitment to operational excellence and continuous improvement.
- The Audit, Risk and Improvement Committee noted that the initiative was impressive and commended the comprehensive approach and support of the General Manager.
- Mr Michael Quirk raised a question regarding whether the Operational Excellence Framework is intended to inform both external and internal customers. The Manager Business Transformation and Customer Experience clarified that the initial focus is on external customers through a holistic approach, with plans to extend the service catalogue to internal customers in the future. The approach also emphasises promoting collegiality, fostering relationships and collaboration, and breaking down organisational silos.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mrs Rhonda Wheatley and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the Business Improvement Culture report.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.12. ARIC – Integrated Planning and Reporting (79351,159586)

Previous Item: 3.1.8 (6 December 2024)

Directorate: General Manager

OFFICER'S RECOMMENDATION:

That the report regarding Integrated Planning and Reporting, be received and noted.

DISCUSSION:

- The Corporate Planning and Performance Strategist provided an overview on the Integrated Planning and Reporting report. The Corporate Planning and Performance Strategist advised the Committee that the Community Strategic Plan, Delivery Program and Operational Plan have all been developed and that Council will consider the adoption of these documents in June 2025.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the report regarding Integrated Planning and Reporting, be received and noted.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.13. ARIC - Legislative Compliance Update - (95496)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report on Council's legislative compliance responsibilities for the second quarter of the 2024/2025 financial year, being October to December 2024.

DISCUSSION:

- The Manager Governance and Risk provided an overview on the effectiveness of legislative compliance. Updates continue to be received through circulars from industry partners and legal advisors, while the implementation register dataset has been finalised. The recommencement of the Legislative Compliance project will support improved tracking.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the report on Council's legislative compliance responsibilities for the second quarter of the 2024/2025 financial year, being October to December 2024.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.14. ARIC - External Reporting Trends - (95496)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the review of trends in external reporting of statistics and information provided under the Government Information (Public Access) Act 2009, Public Interest Disclosure Act 1998, Privacy and Personal Information Protection Act 1998, Health Records Information Privacy Act 2002 and Independent Commission Against Corruption.

DISCUSSION:

- The Manager Governance and Risk presented the annual report under the Audit, Risk and Improvement Committee Strategic Plan, providing insights into trends identified through external reporting obligations to NSW Privacy Commissioner, NSW Ombudsman and Independent Commission Against Corruption. The report outlined key compliance obligations and highlighted opportunities for improvement, including emerging trends in Government Information (Public Access) Act 2009 requests and development of a Proactive Release Program.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and note the review of trends in external reporting of statistics and information provided under the Government Information (Public Access) Act 2009, Public Interest Disclosure Act 1998, Privacy and Personal Information Protection Act 1998, Health Records Information Privacy Act 2002 and Independent Commission Against Corruption.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.15. ARIC - Asset Management Planning - (95496)

Directorate: Infrastructure Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report on the management and planning of Council's assets.

DISCUSSION:

- The Director Infrastructure Services provided a background to the report where in 2022 Council was internally audited on asset management practices which led to several management actions, which effectively shaped the work plan for Council's new Asset Team. By late 2024, all management actions were completed, with the key focus being the adoption of the Asset Management Strategy in June 2024, integrating into Council's Long Term Financial Plan.
- The second focus was the development of an Asset Management Roadmap, which included conducting evaluations and creating a six-year schedule of valuations, ensuring previously overlooked asset classes, such as heritage items, were included.
- Approximately 85% of the Asset Management Plan was developed in alignment with the Asset Management Strategy and Long Term Financial Plan.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the report on the management and planning of Council's assets.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.16. ARIC - Road Asset Management in Local Government Audit Office Report

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the Road Asset Management Performance Audit Report that has recently been conducted on Clarence Valley Council, Gwydir Shire Council and Wollondilly Shire Council by the Audit Office of New South Wales.

DISCUSSION:

- The Director Infrastructure Services outlined key lessons for local government, particularly relating to Road Asset Management, emphasising the integration of the community vision into the Asset Management Strategy to support effective service delivery.
- A strong focus on continuous improvement was highlighted, with embedded action and improvement plans, with a four year opportunity identified to enhance operational data capture and strengthen links to the asset register crucial for future Artificial Intelligence readiness.
- The Director Infrastructure Services acknowledged that current systems were insufficient for advance data analysis to support informed decisions. While the Asset Management Plan has been in place since 2017, the goal is to mature Asset Service Management, to better align with community expectations. Particular attention was given to road infrastructure, especially the sealed road network. Opportunities for improvement were noted, along with lessons from disaster recovery.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the Road Asset Management Performance Audit Report that has recently been conducted on Clarence Valley Council, Gwydir Shire Council and Wollondilly Shire Council by the Audit Office of New South Wales.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.17. ARIC - Business Continuity Plan - (95496)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee receive and notice the report on whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

DISCUSSION:

- The Manager Governance and Risk provided an update to the Audit, Risk and Improvement Committee on Business Continuity Planning, noting that plans have been tested periodically, and an overdue internal audit management action is currently in progress, with completion anticipated by 30 June 2025. A review of the last formally adopted Business Continuity Plan (2020) has been undertaken, with coordinated responses circulated and an WHS review in progress. Once completed, the draft will be submitted to the Executive Leadership Team for approval, following liaison with the Crisis Management Team to conduct annual testing. Best practice states is for annual review and testing, which Council is working to implement.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rachel Harris.

That the Audit, Risk and Improvement Committee receive and notice the report on whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.18. ARIC - Corruption Prevention Framework - (95496)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive the review regarding the adequacy and effectiveness of Council's Fraud and Corruption Prevention Framework.

DISCUSSION:

- The Manager Governance and Risk presented a report examining the adequacy and effectiveness of Council's Fraud and Corruption Prevention Framework. The report highlighted that the Framework includes a continuous improvement approach, supported by an overarching Fraud and Corruption Policy. It incorporates risk-based controls, training initiatives, and periodic reviews of the Framework, in alignment with Independent Commission Against Corruption recommendations.
- Mr Michael Quirk queried whether fraud, corruption, and integrity issues are addressed in the staff engagement survey. The Manager Governance and Risk confirmed that integrity is addressed in staff surveys under Staff Values.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mr Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive the review regarding the adequacy and effectiveness of Council's Fraud and Corruption Prevention Framework.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.19. ARIC - Ethical Behaviour - (95496)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the steps taken to embed an ethical and lawful behaviour culture in Council.

DISCUSSION:

- The Manager Governance and Risk provided an overview of how various areas within Council are demonstrating ethical behaviour, highlighting the integration of policies, defined roles and responsibilities, Public Interest Disclosures, and Council Values. The HEART framework, focussing on above-the-line and below-the-line behaviours was referenced as a guiding standard for accountability and ethical conduct. It was highlighted that the key initiatives included staff engagement, induction programs, child safety, customer service, disability awareness, and the importance of lawful actions with an emphasis on understanding Council delegations and legislative obligations and corporate policies, with the obligation on both the recipient and Manager of staff issued with delegations.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Ms Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the steps taken to embed an ethical and lawful behaviour culture in Council.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

3. REPORTS FOR DETERMINATION

Meeting Date: 28 March 2025

3.1.20. ARIC - ICAC - Operation Mantis Report - (158054, 80928)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report regarding the outcome of the NSW Independent Commission Against Corruption (ICAC) *Investigation into the conduct of a then manager and a former contractor at Canterbury-Bankstown Council (Operation Mantis)*.

DISCUSSION:

- The Manager Governance and Risk noted the report was taken as read and confirmed that no policy changes are being proposed at this stage. The item was presented for information only.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the report regarding the outcome of the NSW Independent Commission Against Corruption (ICAC) *Investigation into the conduct of a then manager and a former contractor at Canterbury-Bankstown Council (Operation Mantis)*.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

4. CONFIDENTIAL REPORTS

Meeting Date: 28 March 2025

4. CONFIDENTIAL REPORTS

4.1.1. ARIC - Provision of Internal Audit Services - (158054, 121470, 95496, 79351)

Directorate: Corporate Services

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee receive and note the report regarding Council's decision to exercise the second and final option of a one year extension of the current contract with Centium Pty Ltd for the provision of Internal Audit services to Council, commencing on 1 July 2025.

DISCUSSION:

- The Director, Corporate Services advised that the original tender was a three-year contract with an additional one-year extension option, which has been exercised by Council. A second one-year extension is now proposed, commencing on 1 July 2025.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Michael Quirk and seconded by Mrs Rhonda Wheatley.

That the Audit, Risk and Improvement Committee receive and note the report regarding Council's decision to exercise the second and final option of a one year extension of the current contract with Centium Pty Ltd for the provision of Internal Audit services to Council, commencing on 1 July 2025.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

AUDIT, RISK AND IMPROVEMENT COMMITTEE

5. GENERAL BUSINESS

Meeting Date: 28 March 2025

5. GENERAL BUSINESS

A. In Camera Sessions

Mr Michael Quirk had an In-Camera Session with the Audit, Risk and Improvement Committee Members, the Internal Audit Coordinator and the External Auditor.

The meeting terminated at 1:15pm.

Submitted to and confirmed at the Audit, Risk and Improvement Committee on 27 June 2025.

.....
Chair

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025



**Audit, Risk and Improvement
Committee
Meeting**

**End of
Minutes**

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ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 10 June 2025

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12. NOTICES OF MOTION

12.1.1. NM1 - Disaster and Emergency Committee

Directorate: Infrastructure Services

Submitted by: Councillor Lyons-Buckett

NOTICE OF MOTION

That Council:

1. Convene a meeting of the Disaster and Emergency Management Committee as soon as practicable;
2. Staff brief the Committee on the current status of Council resources allocated to initiatives focussed on aspects of Emergency Management, including dedicated officers, support for community-lead resilience etc.;
3. Organise for the Committee to be updated on what measures dedicated to the 'preparation' phase of emergency management are currently being planned, undertaken, or completed, - such as evacuation routes; increased or updated facilities or equipment for services or community organisations; and
4. Request the Mayor present to the Committee, any findings from the Floodplain Management Conference relevant to these matters.

FINANCIAL IMPACT

There are no financial implications applicable to this report.

NOTE BY MANAGEMENT

There are no policy implications arising from the motions as drafted.

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
12. NOTICES OF MOTION
Meeting Date: 10 June 2025

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ORDINARY MEETING
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Meeting Date: 10 June 2025

12.1.2. NM2 – Greater Flexibility for Landowners Building Dual Occupancies

Directorate: City Planning

Submitted by: Councillor Nathan Zamprogno

NOTICE OF MOTION

That Council lodge a Planning Proposal to amend our LEP with the following intent:

‘That in every zone where Attached Dual Occupancies are currently permitted, that the word ‘Attached’ be deleted’

BACKGROUND

Council currently only permits attached dual occupancies in a variety of residential zones.

Attached in this sense refers to two dwellings on the same block of land and under one title. They must share a physical connection such as a common wall (duplex), walkway or breeze way.

The intent of this motion is to grant landowners more flexibility to site dual occupancies on their land sooner than the much-delayed LEP may eventually permit.

Justifications for this change include:

- Recognition of the time that has elapsed since we commenced work on a new LEP (seven years and counting).
- A belief that there are many smaller beneficial amendments to the LEP that could be executed with much less fuss than our current ‘omnibus’ approach and which represent opportunities for reform we are currently foregoing.
- That the historical approach to our LEP years ago used to be a process of iterative, continual refinement; Smaller Planning Proposals used to be advanced for amending the LEP all the time, especially when there were policy signals from the State Government that we were merely getting on board with a change they approve of and that State authorities would wave it through. I believe this is the case with this proposal.
- Attached dual occupancies are not currently supported on flood prone, it would therefore follow that detached dual occupancies would, and should not be support on flood prone land.
- Detached Dual Occupancies are significantly more cost effective to build. There are no alterations required to the existing building as opposed to an attached dual occupancy that requires significant alteration to the roof and supporting structures.
- Detached dual occupancies are significantly more cost effective to build because 1 hour fire rated walls are not required. Fire rated walls are required when two dwellings on the same site are located less than 1.8 metres from one another.
- Detached dual occupancies are family friendly – they allow seniors to continue to live within reach of family, caring for children while parents are working, conferring dignity and independence. They reduce the burden on the aged-care system.

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- Detached dual occupancies allow young families to enter the housing market while continuing to live in communities they have ties to.
- Detached dual occupancies create additional income for families, farmers etc.
- Detached dual occupancies will assist in providing much need supply and affordability, putting downward pressure on housing prices due to the increase in supply.
- Detached dual occupancies will be a significant source of income for the Council in the form of 7.11 Contributions, garbage charges and road levies, and that the impacts we consider when we talk about Dual-Occ – traffic, population, contributions, demand on Council services, are invariant regardless of whether the Dual-Occ is attached or detached.
- Detached dual occupancies will give more flexibility in relation to site constraints such as bushfire, biodiversity, flora & fauna, effluent disposal, solar access etc.
- That this change brings us into line with other LGA's; I will cite examples in the Chamber.
- That this is in accord with the larger changes we are endeavouring to put into the new LEP, and that when the LEP finally does arrive, the change proposed here will be subsumed in a way that does not give rise to conflict.

FINANCIAL IMPACT

Should Council resolve to prepare a Planning Proposal for this LEP Amendment, the approach to preparing the Planning Proposal will have either direct or indirect financial implications.

Should an external consultant be engaged to prepare the Planning Proposal, then there will be direct financial implications, with expenditure that is not provided for in the Adopted 2024/2025 Operational Plan.

Should the Planning Proposal be prepared by Council staff there will be indirect financial implications. Expenditure in the form of resources will be incurred in association with these matters.

NOTE BY MANAGEMENT

Councils in the Hawkesbury Nepean Valley have been waiting since May 2017 for the NSW Government to complete the Regional Strategic Land Use Framework (or variation of) that was highlighted within the Resilient Valley, Resilient Communities Policy document released at that time. In the absence of such a Framework, it is proving difficult to progress with any Planning Proposals that involve changes to local planning provisions on land below the Probable Maximum Flood Level, one of the issues being encountered with respect to the current LEP Review Planning Proposal which includes the removal from 'Attached' from all Dual Occupancies.

As such, whilst a separate Planning Proposal that is solely focused on Dual Occupancies may have merit with regards to its potential to enable a more timely processing of this element, the same types of issues that are currently being encountered, being that the potential impacts of increasing housing numbers on evacuation capacity, and addressing the Ministerial Directions (Section 9.1 Flooding in particular) would still need to be overcome.

ATTACHMENTS

There are no supporting documents for this report.

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ORDINARY MEETING
13. QUESTIONS WITH NOTICE
Meeting Date: 10 June 2025

13. QUESTIONS WITH NOTICE

Nil Reports.

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ORDINARY MEETING**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING****Meeting Date:** 10 June 2025**14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING****14.1.1. Responses to Questions with Notice from Previous Meeting - 6 May 2025**

The following questions were raised from Councillors regarding matters on the Council Meeting Business Paper of 6 May 2025. These questions were taken on notice and the responses are provided below:

| # | Councillor | Question | Response |
|---|----------------------|---|---|
| 1 | Councillor Ryan | <p>When will the Councillors be advised of the outcomes of Item 11.1.1 ROC – Floodplain Committee 19 March 2025:</p> <p>part 3 (b) – Seek legal advice in respect to Council's indemnity if it does not adopt the recommendations in relation to the planning options in the Hawkesbury Floodplain Risk Management Study and Plan 2025</p> | <p>Receipt of legal advice is still pending but is expected to be received to include within the Business Papers for the 1 July 2025 Council Meeting.</p> |
| 2 | Councillor Dogramaci | <ul style="list-style-type: none">• Is there standard signage posted publicly at sites being monitored for illegal dumping• Is there a legal requirement to notify public of the presence of cameras installed, including distance from site of cameras (if any)• What is the wording needed to be on these signs so Council can take regulatory action | <ul style="list-style-type: none">• Now that Council has joined RID Online, the standard signage provided by the EPA will begin to be rolled out at appropriate locations across the LGA. Prior to joining the program, Council did not have a standardised approach to illegal dumping signage — existing signs around the LGA were installed on an ad hoc basis. With the implementation of RID Online signage, there will now be a consistent and visible deterrent in place across the region.• No, there is no legal requirement to notify the public of camera surveillance when cameras are installed on Council-owned land for the purpose of monitoring illegal dumping. These are considered covert surveillance devices used to support regulatory action. However, signage such as "under surveillance" signs may be installed near known dumping hotspots to act as a visible deterrent, even where covert cameras are present.• There is no specific wording required on signage for Council to take regulatory action, particularly where covert cameras are used lawfully on public land. However, deterrent signage provided through the RID Online program (example attached) has been developed by the EPA for this purpose and may support broader enforcement efforts. |

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14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

Meeting Date: 10 June 2025

ATTACHMENTS

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
15. CONFIDENTIAL REPORTS
Meeting Date: 10 June 2025

15. CONFIDENTIAL REPORTS

15.1. GENERAL MANAGER

Nil Reports

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15.2. CITY PLANNING

Nil Reports

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15.3. CORPORATE SERVICES

Nil Reports

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15.4. INFRASTRUCTURE SERVICES

Attachment 1 to Item 10.5.2. - Term Sheet – HCC Wastewater Scheme

REASON FOR CONFIDENTIALITY

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) of the Act as it relates to confidential, divestment of Windsor Sewerage Scheme and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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

Attachment 2 to Item 10.5.2. – Interim Vendor Assistance Findings

REASON FOR CONFIDENTIALITY

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) of the Act as it relates to confidential, divestment of Windsor Sewerage Scheme and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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



Ordinary Meeting

End of Business Paper

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