



# ORDINARY MEETING

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Date of meeting: 9 July 2024  
Location: Council Chambers  
Time: 6:30 PM

**BUSINESS PAPER**



**ORDINARY MEETING**

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## ORDINARY MEETING

### 1. WELCOME

Meeting Date: 9 July 2024

### 1. WELCOME

**a) Acknowledgement of Indigenous Heritage**

The Mayor, Councillor Sarah McMahon 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

On 11 January 2022 in accordance with Section 233A of the Local Government Act 1993, Councillors took an oath or made an affirmation of office to undertake the duties of the office of Councillor in the best interests of the people of the Hawkesbury City Council Local Government Area and the Hawkesbury City Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in Councillors under the Local Government Act 1993 or any other Act to the best of their ability and judgment.

Council's Code of Conduct requires Councillors to disclose and appropriately manage conflicts of interest

**ORDINARY MEETING**

**1. WELCOME**

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**ORDINARY MEETING**

**5. CONFIRMATION OF MINUTES**

**Meeting Date:** 9 July 2024

**5. CONFIRMATION OF MINUTES**



# ORDINARY MEETING

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Date of meeting: 11 June 2024  
Location: Council Chambers  
Time: 6:30 PM

MINUTES



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## ORDINARY MEETING

Minutes: 11 June 2024

### 1. WELCOME

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 11 June 2024, commencing at 6:30pm.

**a) Acknowledgement of Indigenous Heritage**

The Mayor, Councillor Sarah McMahon acknowledged the Indigenous Heritage.

**b) General Manager's Matters for Mention**

The General Manager addressed 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

There were no official visitors to Council.

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**Minutes:** 11 June 2024

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

**Attendance**

**PRESENT:** Councillor Sarah McMahon, Mayor and Councillors Patrick Conolly, Shane Djuric, Amanda Kotlash, Mary Lyons-Buckett, Jill Reardon, Les Sheather, Paul Veigel, Danielle Wheeler and Nathan Zamprogno.

**ALSO PRESENT:** General Manager – Elizabeth Richardson, Director City Planning – Meagan Ang, Director Corporate Services - Laurie Mifsud, Director Infrastructure Services - Will Barton, Chief Financial Officer – Vanessa Browning, Manager Governance and Risk - Patricia Krzeminski, Manager Communications and Events - Suzanne Stuart, Corporate Planning & Performance Strategist – Miles Carter, Manager Strategic Planning – Andrew Kearns, Administrative Support Coordinator - Melissa Ryan.

An apology was received from Councillor Barry Calvert, Deputy Mayor.

Councillor Eddie Dogramaci was absent from the Council Meeting.

**102 RESOLUTION:**

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Reardon that the apology tendered by Councillor Barry Calvert, Deputy Mayor be accepted.

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**Minutes:** 11 June 2024

**4. DECLARATIONS OF INTERESTS**

Councillor McMahon declared an interest in Item 15.3.1.

Councillor Wheeler declared an interest in Item 15.3.1.

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**Minutes:** 11 June 2024

**5. CONFIRMATION OF MINUTES**

**103 RESOLUTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Councillor Veigel that the minutes of the Ordinary Meeting held on 28 May 2024, be confirmed with an amendment to resolution number 101 to record Councillor Wheeler as excluded from the Item due to experiencing technical issues.

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**Minutes:** 11 June 2024

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

The following item was subject to public address:

- Item 10.2.2. GM - 2024/2025 Operational Plan and Resourcing Strategy - (79351, 96332, 159586)

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**7. CONDOLENCES**

Nil reports.

**8. MAYORAL MINUTES**

Nil reports.

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**Minutes:** 11 June 2024

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

**MOTION:**

MOVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**104 RESOLUTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

That the following items are dealt with by exception:

- Item 10.4.1.
- Item 10.4.2.
- Item 10.4.3.
- Item 10.4.4.

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

**ORDINARY MEETING**

**Minutes: 11 June 2024**

**10. REPORTS FOR DETERMINATION**

**10.1. PLANNING DECISIONS**

**10.1.1. CP - Planning Proposal - LEP001/24 - Belmont Park Estate 1, 35, 61 and 63 Grose River Road, Grose Wold - (144940, 96329)**

**Directorate:** City Planning

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**MOTION:**

MOVED on the motion of Councillor Zamprogno, seconded by Councillor Reardon.

***Refer to RESOLUTION***

**105 RESOLUTION:**

RESOLVED on the motion of Councillor Zamprogno, seconded by Councillor Reardon.

That as Planning Proposal LEP001/24 – Belmont Park Estate, Grose Wold has been withdrawn, Council not consider this matter.

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

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**10.1.2. CP - Planning Proposal LEP002/23 - Reclassification of 1905 and 1913 Bells Line of Road, Kurrajong Heights - Post Exhibition and Hearing Report (124414)**

**Previous Item:** 4.1.3, Ordinary (14 February 2023)

**Directorate:** City Planning

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Mr Peter Lonergan submitted a written submission that was tabled during the meeting, for the recommendation in the business paper.

**MOTION:**

MOVED on the motion of Councillor Conolly, seconded by Councillor Kotlash.

***Refer to RESOLUTION***

**106 RESOLUTION:**

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Kotlash.

That Council:

1. Note the outcome of public agency consultation, public exhibition and the public hearing associated with Planning Proposal LEP002/23, Reclassification of 1905 and 1913 Bells Line of Road, Kurrajong Heights.
2. Support the making of the Local Environmental Plan (LEP002/23) to reclassify 1905 and 1913 Bells Line of Road, Kurrajong Heights (Lot 2 and 3 DP 582878) from Community Land to Operational Land.
3. Note that the Planning Proposal LEP002/23 and supporting information will be forwarded to the Department of Planning, Housing and Infrastructure for a final determination.

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

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**Minutes:** 11 June 2024

**10.2. GENERAL MANAGER**

**10.2.1. GM - Draft Communication and Engagement Strategy - (79351)**

**Directorate:** General Manager

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**MOTION:**

MOVED on the motion of Councillor Sheather, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**107 RESOLUTION:**

RESOLVED on the motion of Councillor Sheather, seconded by Councillor Reardon.

That:

1. Council endorse the Draft Communication and Engagement Strategy 2024-2028 attached as Attachment 1 to this report, for the purpose of public exhibition for a period of 28 days.
2. At the expiration of the public notification period outlined in Part 1 above, the following action be taken:
  - a) Should any submissions be received regarding the Draft Communication and Engagement Strategy 2024-2028, a further report be submitted to Council, or
  - b) Should no submissions be received, Council adopt the Draft Communication and Engagement Strategy 2024-2028 attached as Attachment 1 to this report.

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

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**Minutes: 11 June 2024**

**10.2.2. GM - 2024/2025 Operational Plan and Resourcing Strategy - (79351, 96332, 159586)**

**Previous Item:** 4.2.2, Ordinary (9 April 2024)

**Directorate:** General Manager

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Ms Matilda Julian addressed Council, speaking against the recommendation in the business paper.

A MOTION was moved by Councillor Conolly, seconded by Councillor Reardon.

That:

1. The report regarding the exhibited Draft 2024/2025 Operational Plan and Resourcing Strategy be noted.
2. The 2024/2025 Operational Plan, including the fees and charges, attached as Attachment 2, be adopted, incorporating the amendments as outlined in the report including the rates in the dollar for 2024/2025 to incorporate valuation changes up to the final Rating Resolution.
3. The 2024-2034 Long Term Financial Plan, attached as Attachment 3 be adopted.
4. The 2024-2034 Asset Management Strategy with included Asset Management Policy, attached as Attachment 4 be adopted.
5. The 2024-2028 Workforce Management Strategy, attached as Attachment 5 be adopted.
6. 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
  - h) Management Charges are made as shown in Table 7 in this report.
  - i) 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.
7. 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.

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8. The persons and/or organisations that made submissions in response to the exhibition of Council's Draft 2024/2025 Operational Plan, Draft 2024-2034 Long Term Financial Plan and 2024-2034 Asset Management Strategy be advised of Council's decision in this regard and the relevant comments in the report.

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AN AMENDMENT was moved by Councillor Wheeler, seconded by Councillor Lyons-Buckett.

That:

1. The report regarding the exhibited Draft 2024/2025 Operational Plan and Resourcing Strategy be noted, with the addition of \$100,000 for the next phase of development of a Koala Plan of Management and \$50,000 for the implementation of Council's Urban Greening strategy, with this funding to come from the lower than projected Emergency Services Levy.
2. The 2024/2025 Operational Plan, including the fees and charges, attached as Attachment 2, be adopted, incorporating the amendments as outlined in the report including the rates in the dollar for 2024/2025 to incorporate valuation changes up to the final Rating Resolution.
3. The 2024-2034 Long Term Financial Plan, attached as Attachment 3 be adopted.
4. The 2024-2034 Asset Management Strategy with included Asset Management Policy, attached as Attachment 4 be adopted.
5. The 2024-2028 Workforce Management Strategy, attached as Attachment 5 be adopted.
6. 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.
  - h) Management Charges are made as shown in Table 7 in this report.
  - i) 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.
7. Council adopt an interest rate of 9% on overdue rates and charges, in accordance with Section 566(3) of the Local Government Act 1993.
8. The persons and/or organisations that made submissions in response to the exhibition of Council's Draft 2024/2025 Operational Plan, Draft 2024-2034 Long Term Financial Plan and 2024-2034 Asset Management Strategy be advised of Council's decision in this regard and the relevant comments in the report.

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**For the Amendment:** Councillors Djuric, Lyons-Buckett, Wheeler and Zamprogno.

**Against the Amendment:** Councillors McMahon, Conolly, Kotlash, Reardon, Sheather and Veigel.

**Absent:** Councillors Calvert and Dogramaci.

The Amendment was lost.

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**MOTION:**

MOVED on the motion of Councillor Conolly, seconded by Councillor Reardon.

***Refer to RESOLUTION***

**108 RESOLUTION:**

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Reardon.

That:

1. The report regarding the exhibited Draft 2024/2025 Operational Plan and Resourcing Strategy be noted.
2. The 2024/2025 Operational Plan, including the fees and charges, attached as Attachment 2, be adopted, incorporating the amendments as outlined in the report including the rates in the dollar for 2024/2025 to incorporate valuation changes up to the final Rating Resolution.
3. The 2024-2034 Long Term Financial Plan, attached as Attachment 3 be adopted.
4. The 2024-2034 Asset Management Strategy with included Asset Management Policy, attached as Attachment 4 be adopted.
5. The 2024-2028 Workforce Management Strategy, attached as Attachment 5 be adopted.
6. 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
  - h) Management Charges are made as shown in Table 7 in this report.
  - i) 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.
7. 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.
8. The persons and/or organisations that made submissions in response to the exhibition of Council's Draft 2024/2025 Operational Plan, Draft 2024-2034 Long Term Financial Plan and

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2024-2034 Asset Management Strategy be advised of Council's decision in this regard and the relevant comments in the report.

9. The September 2024 Quarterly Budget Review consider a proposal to include the development of a Koala Plan of Management and Council's Urban Greening Strategy.

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Reardon, Sheather, Veigel and Zamprogno.

**Against the Motion:** Councillors Lyons-Buckett and Wheeler

**Absent:** Councillors Calvert and Dogramaci.

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**10.3. CITY PLANNING**

**10.3.1. CP - Draft Economic Development Strategy - (95498, 147666)**

**Directorate:** City Planning

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**MOTION:**

A MOTION was moved by Councillor Lyons-Buckett, seconded by Councillor Veigel.

That Council:

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

AN AMENDMENT was moved by Councillor Conolly, seconded by Councillor Veigel.

That Council defer consideration of the Draft Economic Development Strategy to enable Councillors to provide feedback.

**For the Amendment:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Amendment:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

The Amendment was carried.

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**MOTION:**

MOVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Veigel.

***Refer to RESOLUTION***

**109 RESOLUTION:**

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Veigel.

That Council defer consideration of the Draft Economic Development Strategy to enable Councillors to provide feedback.

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

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**10.4. CORPORATE SERVICES**

**10.4.1. CS - Disclosure of Interests in Written Return - (95496)**

**Directorate:** Corporate Services

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**MOTION:**

MOVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**110 RESOLUTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

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

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

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**10.4.2. CS - 2024/2025 Remuneration for Mayor and Councillors (95496, 79353, 105109)**

**Previous Item:** 4.4.3, Ordinary (20 June 2023)

**Directorate:** Corporate Services

---

**MOTION:**

MOVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**111 RESOLUTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

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.

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

**ORDINARY MEETING**

**Minutes:** 11 June 2024

**10.4.3. CS - Investment Report - April 2024 - (95496, 96332)**

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

**Directorate:** Corporate Services

---

**MOTION:**

MOVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**112 RESOLUTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

That the Monthly Investment Report for April 2024 be received and noted.

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

**ORDINARY MEETING**

**Minutes:** 11 June 2024

**10.4.4. CS - Proposed Road Closure Part of 111 and 112 Horans Lane, Grose Vale - (95496,159585)**

**Previous Item:** 4.4.2, Ordinary (13 February 2024)

**Directorate:** Corporate Services

---

**MOTION:**

MOVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

*Refer to RESOLUTION*

**113 RESOLUTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

That:

1. Council approve the road closure as shown in Attachment 1 to this report, being part of the closed portion of the road reserve located within 111 and 112 Horans Lane, Grose Vale.
2. Authority be given for the Road Closure Plan, and any documentation in association with the matter to be executed under the Seal of Council.
3. Following title creation of Lots 21 and 22 in Deposited Plan 1015916, Council classify the parcels of land as 'Operational' under Section 31(2A) of the Local Government Act, 1993.
4. Council negotiate with the owners of 111 and 112 Horans Lane, Grose Vale for the sale of the land that will be known as Lots 21 and 22 in Deposited Plan 1015916. Once agreements are reached to sell the land, the matter be reported back to Council.

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

**ORDINARY MEETING**

**Minutes: 11 June 2024**

**10.5. INFRASTRUCTURE SERVICES**

Nil reports.

**ORDINARY MEETING**

**Minutes:** 11 June 2024

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

Nil reports.

**ORDINARY MEETING**

**Minutes:** 11 June 2024

**12. NOTICES OF MOTION**

Nil reports.

**13. QUESTIONS WITH NOTICE**

Nil questions.

**ORDINARY MEETING**

**Minutes: 11 June 2024**

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

**14.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting  
– 28 May 2024**

---

Comments were provided to the Councillor Questions Taken on Notice at the Council Meeting on 28 May 2024.

**15. CONFIDENTIAL REPORTS**

**114 RESOLUTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Reardon.

That the Council meeting be closed to deal with confidential matters and in accordance with Section 10A of the Local Government Act, 1993, members of the Press and the public be excluded from the Council Chambers during consideration of the following items:

**15.3.1. CS - Acquisition - 6 McKinnons Road, Wilberforce - (95496, 159585)**

---

**REASON FOR CONFIDENTIALITY**

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

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

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

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**15.3.2. CS - Appointments to the Hawkesbury Local Planning Panel - (96333)**

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**REASON FOR CONFIDENTIALITY**

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

*Specifically, the matter is to be dealt with pursuant to Section 10A(2)(a) of the Act as it relates to personnel matters concerning particular individuals (other than councillors).*

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

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**ORDINARY MEETING**

**Minutes:** 11 June 2024

**15.4.1. IS - Divestment of Windsor Sewerage Scheme - (95495)**

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**REASON FOR CONFIDENTIALITY**

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

*Specifically, the matter is to be dealt with pursuant to Section 10A(2)(g) of the Act as it relates to in part, legal advice and it is considered that the release of the information, if disclosed, would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege 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.*

---

**115 RESOLUTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Reardon that open meeting be resumed.

**ORDINARY MEETING**

**Minutes: 11 June 2024**

**15.1. GENERAL MANAGER**

Nil reports.

**15.2. CITY PLANNING**

Nil reports.

**15.3. CORPORATE SERVICES**

**15.3.1. CS - Acquisition - 6 McKinnons Road, Wilberforce - (95496, 159585)**

**Previous Item:** 4.5.2, Ordinary (13 February 2024)

**Directorate:** Corporate Services

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Councillor McMahon declared a less than significant non-pecuniary interest as she is a member of the Hawkesbury Communications Brigade at the Rural Fire Service. Councillor McMahon remained in the Chamber and participated in discussion and voting on the matter.

Councillor Wheeler declared a less than significant non-pecuniary interest as she is a member of the Hawkesbury Communications Brigade at the Rural Fire Service. Councillor Wheeler remained in the Chamber and participated in discussion and voting on the matter.

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**MOTION:**

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Veigel.

***Refer to RESOLUTION***

**116 RESOLUTION:**

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Veigel.

That:

1. Council acquire the property known as 6 McKinnons Road, Wilberforce (Lot 3 in DP 598774) for the amount detailed in the report, as agreed to between the parties, subject to satisfactory environmental studies or reports being received by Council.
2. Council's General Manager be granted delegated authority to determine if the environmental studies or reports referred to in Part 1 are satisfactory.
3. Should the General Manager determine that the environmental studies or reports received, as referred to in Part 1, are unsatisfactory, the matter be reported back to Council.
4. Following acquisition of the property, Council classify the property at 6 McKinnons Road, Wilberforce (Lot 3 in DP 598774) as 'Operational' under Section 31(2A) of the Local Government Act, 1993.
5. Council's General Manager be authorised to execute any documentation in association with this matter to include any contract for sale under the Seal of Council.
6. Details of the resolution be conveyed to the affected landowner together with the advice that Council is not, and will not, be bound by the terms of the resolution until such time as appropriate documentation to put such a resolution into effect has been agreed to and executed by all parties.

**ORDINARY MEETING**

**Minutes:** 11 June 2024

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

**ORDINARY MEETING**

**Minutes:** 11 June 2024

**15.3.2. CS - Appointments to the Hawkesbury Local Planning Panel - (96333)**

**Directorate:** Corporate Services

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**MOTION:**

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Conolly, seconded by Councillor Veigel.

***Refer to RESOLUTION***

**117 RESOLUTION:**

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Conolly, seconded by Councillor Veigel.

That Council:

1. In accordance with the approval contained in correspondence from the Department of Planning, Housing and Infrastructure on 27 May 2024, appoint Anthony Hudson as Chair of the Hawkesbury Local Planning Panel from 1 July 2024 until 30 June 2027 and appoint Mary-Lynne Taylor and Grant Christmas as alternate Chairs from 1 July 2024 until 30 June 2027.
2. Select the following expert representatives for appointment to the pool of expert members of the Hawkesbury Local Planning Panel for the period 1 July 2024 until 30 June 2027.
  - Paul Berkemeier
  - Graham Brown
  - Garry Chapman
  - Stephen Davies
  - Marcia Doheny
  - Christopher Hallam
  - James Harrison
  - Glennys James
  - David Johnson
  - Elizabeth Kinkade
  - Paul McFarland
  - Philip North
  - Heather Warton
  - Sue Weatherley
  - Greg Woodhams.
3. Advise the Department of Planning, Housing and Infrastructure of the appointments to the Hawkesbury Local Planning Panel.
4. Select the following community representatives, subject to satisfactory probity checks, to the pool of community members of the Hawkesbury Local Planning Panel for the period 1 July 2024 until 30 June 2027:
  - Katrina Hiltbrunner
  - Preeti Karan
  - Wayne Mitchell
  - Laura Scriven.

**ORDINARY MEETING**

**Minutes:** 11 June 2024

5. Delegate authority to the General Manager to finalise the appointment of the recommended community members in accordance with the requirements of the Local Planning Panel Fact Sheet "Panel member selection guide for councils".

**For the Motion:** Councillors McMahon, Conolly, Kotlash, Reardon and Veigel.

**Against the Motion:** Councillors Djuric, Lyons-Buckett, Sheather, Wheeler and Zamprogno.

**Absent:** Councillors Calvert and Dogramaci.

The Motion was CARRIED on the casting vote of the Mayor, Councillor McMahon.

**15.4. INFRASTRUCTURE SERVICES**

**15.4.1. IS - Divestment of Windsor Sewerage Scheme - (95495)**

**Directorate:** Infrastructure Services

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**MOTION:**

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Conolly.

*Refer to RESOLUTION*

**118 RESOLUTION:**

The General Manager advised that whilst in closed session, the Council RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Conolly.

That Council:

1. Note the report on the divestment of the Windsor Sewerage Scheme.
2. Enter into direct negotiations with Sydney Water for the divestiture of the Windsor Sewerage Scheme.
3. Receive a further report on the result of negotiations, with a view to considering a final decision on divestment of the Windsor Sewerage Scheme.

**For the Motion:** Councillors McMahon, Conolly, Djuric, Kotlash, Lyons-Buckett, Reardon, Sheather, Veigel, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Calvert and Dogramaci.

**ORDINARY MEETING**

**Minutes:** 11 June 2024

Meeting terminated at 8:55pm.

Submitted to and confirmed at the Ordinary meeting on 9 July 2024.

.....  
Mayor

**ORDINARY MEETING**  
**5. CONFIRMATION OF MINUTES**  
**Meeting Date: 9 July 2024**

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**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

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

**7. CONDOLENCES**

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

**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.

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

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

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**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 9 July 2024

**10. REPORTS FOR DETERMINATION**

**10.1. PLANNING DECISIONS**

Nil reports.

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 9 July 2024**

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

**Meeting Date:** 9 July 2024

**10.2. GENERAL MANAGER**

**10.2.1. GM - By-Election for Council Representative on the Hawkesbury River County Council - (79351, 95496, 12212)**

**Previous Item:** 004, Ordinary (11 January 2022)

**Directorate:** General Manager

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**PURPOSE OF THE REPORT**

The purpose of this report is to outline the procedures for a by-election to fill a vacancy in office of the Hawkesbury River County Council, following the resignation of Councillor Amanda Kotlash as a representative for Hawkesbury City Council, for the remainder of the January 2022 to September 2024 Council Term.

**EXECUTIVE SUMMARY**

Council, at its meeting of 11 January 2022, appointed Councillor Amanda Kotlash and Councillor Danielle Wheeler as Council's representatives on the Hawkesbury River County Council for the January 2022 to September 2024 Council Term.

On 13 June 2024, Councillor Amanda Kotlash tendered her resignation from her role as Council representative of the Hawkesbury River County Council, effective immediately.

In accordance with Schedule 9 of the Local Government (General) Regulation 2021 (the Regulation), Council is to hold a by-election within two months after the occurrence of a vacancy in office of a county council.

**RECOMMENDATION**

That:

1. Council hold a by-election for a Council representative on the Hawkesbury River County Council for the remainder of the January 2022 to September 2024 Council Term.
  2. The result of the by-election be provided to the General Manager and the Secretary of the Hawkesbury River County Council.
- 

**BACKGROUND**

Schedule 9 of the Local Government (General) Regulation 2021 (the Regulation), as specified by Clause 396 of the Regulation, Section 390(3) of the Local Government Act 1993 (the Act), applies to the process of an by-election of members of county councils.

Section 390 of the Act states:

*"390 Who comprise the governing body?"*

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 9 July 2024

- (1) A county council must have a governing body elected by its constituent councils.*
- (2) Provisions concerning the membership of a county council's governing body are to be prescribed by the proclamation establishing the county council.*
- (3) A member of a county council is to be elected from among the councillors of the constituent councils in accordance with the regulations.*
- (4) The governing body of a county council is responsible for managing the affairs of the county council."*

The election procedures are covered in Schedule 9 of the Regulation:

*"Schedule 9 Election of members of county councils*

*Part 1 General*

*1 When elections to be held*

- (1) The first ordinary election of members of a county council is to be held within 2 months of its establishment.*
- (2) Subsequent ordinary elections are to be held within 2 months after each ordinary election of councillors under Part 4 of Chapter 10 of the Act.*
- (3) A by-election to fill an office vacated by a member is to be held within 2 months after the occurrence of the vacancy.*
- (4) No such by-election is to be held if the vacancy occurs after an ordinary election of councillors under Chapter 10 of the Act and before an ordinary election of members of a county council.*

*2 Notification of vacancy*

- (1) The general manager of a county council must give notice of the occurrence of a vacancy in the office of a member of the county council to the Secretary and to the general managers of the councils of the areas part or all of which constitute the county council electorate in which the vacancy has occurred.*
- (2) The general manager is to do that within 7 days of the occurrence of the vacancy.*

*Part 2 Single area electorate*

*3 Application of Part*

*This Part applies to the election of one or more members of a county council by the councillors of one constituent council, where the electorate comprises the whole or part of the area of that council only.*

*4 Returning officer*

*The general manager of the constituent council (or a person appointed by the general manager) is the returning officer.*

*5 Nomination*

**ORDINARY MEETING**

**10. REPORTS FOR DETERMINATION**

**Meeting Date:** 9 July 2024

*(1) A councillor of the constituent council may be nominated for election as a member of the county council.*

*(2) The nomination -*

*(a) may be made without notice by any councillor of the council, and*

*(b) is to be in writing delivered or sent to the returning officer, and*

*(c) is not valid unless the nominee has indicated consent to the nomination in writing.*

*(3) The returning officer is to announce the names of the nominees at the council meeting.*

**6 Election**

*(1) If the number of candidates nominated is not more than the number of vacancies to be filled, those candidates are to be declared elected.*

*(2) If there are more candidates nominated than the number to be elected, an election is to be determined by preferential ballot. The ballot is to be conducted by preparation, marking and counting of ballot-papers in the presence of the council.*

**7 Ballot-papers and voting**

*(1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the figures 1, 2 and so on against the various names so as to indicate the order of their preference for at least the number of candidates elected.*

*(2) The formality of a ballot-paper under this Part is to be determined in accordance with section 345 of this Regulation as if it were a ballot-paper referred to in that section.*

*(3) An informal ballot-paper is to be rejected at the scrutiny of votes.*

**8 Count**

*The votes are to be counted in accordance with Schedule 4 of this Regulation.*

**9 Result**

*The result of the election (including the names of the candidates elected as members) is -*

*(a) To be declared to the councillors by the returning officer at the council meeting where the election is held, and*

*(b) To be delivered or sent to the general manager of the county council and the Secretary."*

**DISCUSSION**

In accordance with Clause 1(3) of Schedule 9 of the Regulation, the by-election of members for the Hawkesbury River County Council must take place within two months of after an occurrence of a vacancy in office.

The term that Council's representatives will serve as members on the Hawkesbury River County Council will be from July 2024 to September 2024.

Appropriate nomination forms have been distributed to Councillors under separate cover.

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

**Meeting Date:** 9 July 2024

Councillor representatives on the Hawkesbury River County Council receive fees in addition to fees paid by Hawkesbury City Council to each Councillor and the Mayor. The minimum and maximum fees for Councillor representatives on the Hawkesbury River County Council are set and reviewed annually by the Local Government Remuneration Tribunal.

**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.

Protected Environment and Valued History

- 2.2 Value, protect and enhance our natural land-based environment with an emphasis on using local resources and key partnerships.
- 2.5 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.
- 4.4 Build strong relationships and shared responsibilities.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**ATTACHMENTS**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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

**Meeting Date:** 9 July 2024

**10.2.2. GM - 2024 Local Government NSW Annual Conference Motions – (79351, 79633)**

**Directorate:** General Manager

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**PURPOSE OF THE REPORT**

The purpose of this report is to consider whether Council will submit motions to the 2024 Local Government NSW Annual Conference.

**EXECUTIVE SUMMARY**

The 2024 Local Government NSW Annual Conference (the Conference) is to be held from 17 to 19 November 2024.

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

Local Government NSW has called for Councils to submit motions for the Conference. Local Government NSW has requested Councils to submit any motions by Friday, 15 August 2024.

Due to the relevance of the Conference to Council's business, Council may wish to submit motions for consideration at the Conference.

A further Council report will be presented to Council in October 2024 to consider representation and attendance at the Conference on behalf of Hawkesbury City Council, following the Local Government Elections to be held in September 2024.

**RECOMMENDATION**

That:

1. The report be received and noted.
  2. Councillors submit proposed motions to the Office of the General Manager by Friday, 26 July 2024.
  3. A further Council report be submitted to the 13 August 2024 Council Meeting to consider the proposed motions for submission to the 2024 Local Government NSW Annual Conference.
- 

**BACKGROUND**

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

The 2024 Local Government NSW Annual Conference will be held in Tamworth from 17 to 19 November 2024.

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

**Meeting Date:** 9 July 2024

Consideration concerning representation and attendance at the Conference as well as nomination of Voting Delegates will be reported to Council in October 2024 for consideration, following the Local Government Elections to be held in September 2024.

**Motions**

Local Government NSW has called for motions to be considered at the Conference. Local Government NSW have requested that Councils submit any motions by Friday, 15 August 2024.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria:

**Criteria for Motions**

To be included in the Business Paper, motions must:

1. Be consistent with the objects of the LGNSW Rules (Rule 4)
2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW
3. Seek to establish or change policy positions of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process).
4. Be Strategic
5. Be concise, clearly worded and unambiguous
6. Not be focussed on just a small specific part of NSW
7. Not encourage violation of prevailing laws
8. Not seek to advantage one or several members at the expense of other members

**Motions of a similar objective:**

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

**Motions reflecting existing LGNSW policy:**

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

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state Government, federal Government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous. A copy of the LGNSW 2024 Annual Conference Motion Submission Guide is attached as Attachment 1 to this report.

In 2023 Council submitted a motion *"That Local Government NSW calls on the NSW Government to investigate the issue of escalating costs of local government elections and determine methods to reduce costs or limit the financial burden for councils."*

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

**Meeting Date:** 9 July 2024

**DISCUSSION**

**Conference Motions**

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

It is proposed that motions conforming with the abovementioned criteria, together with related general rationale, be submitted by Friday, 26 July 2024 to enable motions to be considered at the Ordinary Council Meeting on Tuesday, 13 August 2024.

**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.
- 4.2 Encourage an informed community.
- 4.3 Build strong financial sustainability for now and future generations.
- 4.4 Build strong relationships and shared responsibilities.

**FINANCIAL IMPACT**

There are no financial implications applicable to this report.

**ATTACHMENTS**

**AT - 1** LGNSW 2024 Annual Conference Motion Submission Guide - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**10. REPORTS FOR DETERMINATION**  
**Meeting Date: 9 July 2024**

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

**Meeting Date:** 9 July 2024

**10.3. CITY PLANNING**

**10.3.1. CP - 2023/2024 Community Sponsorship Program - Round 3 - (95498, 96328)**

**Previous Item:** 4.3.3, Ordinary (14 May 2024)

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to advise Council of applications received for financial assistance under Round 3 of the 2023/2024 Community Sponsorship Program. The applications received under Round 3 of the Program have been scored against the assessment criteria in the Community Sponsorship Strategy.

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

**EXECUTIVE SUMMARY**

Council received 16 applications for sponsorship under Round 3 of the 2023/2024 Community Sponsorship Program.

The applications received under Round 3 of the Program have been assessed in accordance with the assessment criteria in the Community Sponsorship Strategy. This report provides details of each application and the assessment of each application against the criteria within the Community Sponsorship Strategy. It is recommended that 10 of the 16 applications received for sponsorship meet the funding criteria and therefore are recommended for funding under Round 3 of the 2023/2024 Community Sponsorship Program.

**RECOMMENDATION**

That Council:

1. Approve payments for Section 356 Financial Assistance to the individuals and organisations listed in this report and at the level of funding recommended in this report.
  2. Approve the execution of Council's standard Sponsorship Agreement for those applications where the approved level of funding is over \$500.
  3. Advise the six applicants, Animal Welfare League of NSW – Hawkesbury, Sister2Sister Foundation Ltd, Greater West for Christ Chaplaincy, Grose View Parents and Citizens Association, Lower MacDonald Rural Fire Service and Mountains for Wildlife, that their applications were not successful as listed in this report.
-

## ORDINARY MEETING

### 10. REPORTS FOR DETERMINATION

Meeting Date: 9 July 2024

#### BACKGROUND

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

- a) Participation: funding to enable the participation of residents who have been selected to represent their community in regional, national or international sporting and cultural events (\$150 per individual or \$750 for a team of five or more).
- b) Access: funding to subsidise half (50%) of the cost of hiring a Council or community facility (to a maximum Council contribution of \$750).
- c) Building a Connected, Healthy, Inclusive and Resilient Hawkesbury: funding to the cost of an activity or project which will assist the community to come together to plan and deliver activities that support a connected, healthy, and resilient Hawkesbury (up to \$3,000).

In accordance with the schedule for funding rounds within the 2023/2024 Community Sponsorship Program, Round 3 of the Program closed on 31 May 2024. The Community Sponsorship Program was promoted:

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

#### DISCUSSION

##### Assessment of Round 3 - 2023/2024 Applications

In total 16 applications are presented for Council's consideration under Round 3 of the 2023/2024 Community Sponsorship Program. Of these applications, five relate to financial assistance under the Participation Category, 11 relate to financial assistance under the Building a Connected, Healthy, Inclusive and Resilient Hawkesbury Category and there were no applications relating to financial assistance under the Access to Facilities Category.

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

##### Participation Category

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

The applicants under the Participation Category are under 18 and therefore the names of these applicants are provided as a Confidential attachment, attached as Attachment 2 to this report.

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<b>Applicant</b>	<b>Proposal</b>	<b>Recommended Amount</b>
1	National Interschool Equestrian Competition	\$150
2	National Interschool Equestrian Competition	\$150
3	NSW Rugby Union Junior U13 State Championships	\$150
4	NSW Rugby Union Junior U13 State Championships	\$150
5	NSW Rugby Union Junior U13 State Championships	\$150

Access Category

There were no applications received under this Category.

Building a Connected, Healthy, Inclusive and Resilient Hawkesbury Category

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

<b>Applicant</b>	<b>Proposal</b>	<b>Score on Matrix</b>	<b>Recommended Amount</b>
Macdonald Valley Sports and Recreation Association Incorporated	Funding for the reinstatement of the annual fishing competition and campfire. The event is a community run event and it is the only weekend that camping is permissible on the St Albans Common. The goal of the fishing competition is to decrease the number of introduced carp from the MacDonald Valley waterways.	32	\$1119.10
Animal Welfare League of NSW - Hawkesbury	Funding for continued subsidised desexing and vaccination program, plus free microchipping, for disadvantaged/vulnerable or people suffering financial hardship in the Hawkesbury Council area.	18	Not recommended for sponsorship. Applicant did not score above the minimum threshold for funding.
Sydney Region Endurance Riding Club	Funding to go towards a two-day endurance ride at Mountain Lagoon in the Hawkesbury. An eco ride base and camp site will be established at Mountain Lagoon for riders and their horses. The event attracts riders and supporters from across NSW and interstate and feeds into the Shahzada ride in St Albans. It was postponed earlier in the year due to wet weather.	31	\$1119.10
Hope 4 U	Funding for the Hawkesbury Wellness and Suicide prevention event. The event focuses on raising awareness about suicide prevention, providing support and fostering a sense of community. The event will feature workshops and seminars led by mental health professionals to educate the community about the signs and symptoms of mental health issues and suicide risk factors.	35	\$1119.10

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<b>Applicant</b>	<b>Proposal</b>	<b>Score on Matrix</b>	<b>Recommended Amount</b>
Sister2Sister Foundation Ltd	Funding towards a camp at Yarramundi that provides a safe environment for structured mentoring and physco-educational workshops and activities to vulnerable or disadvantaged teenage girls experiencing socio-economic disadvantage.	N/A	Not recommended for Sponsorship. Partial allocation of Council funding to this application would not guarantee project delivery.
The Bilpin District Hall Incorporated	Funding for four workshops in the Bilpin Hall - Woodwork, painting, drumming and flower art. Volunteer coordinator will engage with local partners to open the workshops to all ages. The workshops will be open to all ages to use different skills to build mental and physical wellbeing in a safe and social environment.	38	\$1119.10
Richmond Community Services Incorporated	Funding for a Women's Connection Group. The Group will create a safe, supportive, empowering space for women in our community to come together, share experiences, build meaningful relationships, access information and increase skills.	30	\$1119.10
Greater West for Christ Chaplaincy	Funding for an event that brings together all the local chaplains for a meet and greet event. Bringing chaplains together will give chaplains extra resources and an understanding of who is doing what in supporting local community, enabling better overall pastoral care opportunities.	20	Not recommended for sponsorship. Applicant did not score above the minimum threshold for funding.
Grose View Parents and Citizens Association	Funding for the Grose View Spring Fair. The Grose View Spring Fair brings together the school and wider community to raise funds to improve the offerings of the school. We aim to fundraise to update and build our sporting equipment and provide maintenance on our fixed equipment.	N/A	Not recommended for sponsorship. Partial allocation of Council funding to this application would not guarantee project delivery.
Lower MacDonal Rural Fire Service	Funding for the addition of an electric opening capacity to two of the shed doors at Lower MacDonal RFS station. The new shed doors will make Lower MacDonal RFS safer, for the RFS volunteers, and the wider community members for community events held at the station.	28	Not recommended for sponsorship. Applicant did not score above the minimum threshold for funding.
Mountains for Wildlife	Funding for the organisation. Mountains for Wildlife is committed to assisting the recovery of wildlife and wildlife habitat post bushfires, through habitat rehabilitation on local private land, community engagement and education and organising and facilitating citizens for science projects in the Hawkesbury area.	N/A	Not recommended for sponsorship. There was insufficient information in the application form on funding requirements.

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

Animal Welfare League of NSW - Hawkesbury was assessed as not recommended for sponsorship. Animal Welfare League of NSW – Hawkesbury application proposed that the program costs \$35,000, with the amount of \$3,000 requested from Council. Partial allocation of Council funding to this application would not guarantee project delivery. The application also did not receive a score of 30 or more in the assessment criteria matrix, therefore, the application was deemed ineligible.

Sister2Sister Foundation Ltd was assessed as not recommended for sponsorship. The Sister2Sister Foundation application proposed program costs of \$48,000, with the amount of \$3,000 requested from Council. Partial allocation of Council funding to this application would not guarantee project delivery. Therefore, the application was deemed ineligible.

Greater West for Christ Chaplaincy, and the Lower MacDonald Rural Fire Service were both assessed as not eligible for sponsorship due to not receiving a score of 30 or more in the assessment criteria matrix.

Grose View Parents and Citizens Association was assessed as not recommended for sponsorship. The Grose View Parents and Citizens Association application proposed income of \$43,750, with the amount requested from Council totalling \$750. Partial allocation of Council funding to this application would not guarantee project delivery. Furthermore, this sponsorship program is not intended as a fundraising source for applicants. Therefore, the application was deemed ineligible.

Mountains for Wildlife was assessed as not recommended for sponsorship due to insufficient information in the application form on funding requirements.

Council staff will work with applicants that were unsuccessful in Round 3 of the 2023/2024 Community Sponsorship Program to provide assistance that may support future grant opportunities, including grants writing training and referral to alternate grant programs where available.

<b>Category</b>	<b>Amount</b>
<b>Participation</b>	\$750.00
<b>Access to Facilities</b>	\$0.00
<b>Building a Connected, Healthy, Inclusive and Resilient Hawkesbury</b>	\$5,595.50
<b>TOTAL RECOMMENDED UNDER ROUND 3</b>	<b>\$6,345.50</b>

**Policy considerations**

The primary reference document relevant to Council's decision in relation to Round 3 of the 2023/2024 Community Sponsorship Program is the Community Sponsorship Strategy, considered by Council at its Ordinary meeting 30 April 2019 and adopted following the public exhibition period. The process to assess applications and the recommendations contained in this report are consistent with the adopted Community Sponsorship Strategy.

**COMMUNITY ENGAGEMENT**

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

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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

- 1.2 Encourage and enable our community to participate in a healthy lifestyle.
- 1.3 Increase the range of local partnerships and plan for the future.
- 1.6 Build on a sense of community and wellbeing.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the Adopted 2023/2024 Operational Plan, funds of which will be carried forward into the 2024/2025 year when the donations will be made.

The 2023/2024 Operational Plan made provision for a budget of \$42,149. Council resolved to fund Round 1 of the Community Sponsorship Program 2023/2024 applications to the total of \$12,394. Council resolved to fund Round 2 of the Community Sponsorship Program 2023/2024 applications to the total of \$23,409.50.

A budget of \$6,345.50 is available to eligible applicants in Round 3 of the Program in 2023/2024. The total financial assistance requested in applications that have been assessed as eligible for funding total \$15,500. The report recommends partial allocation to the applicants, as noted in the table above, rather than the \$3,000, to ensure that there is funding available for all of the successful applicants in Round 3.

Should Council resolve to fund the Round 3 of the Community Sponsorship Program 2023/2024 applications as recommended in this report, to the total of \$6,345.50, this will complete the funding available for the Community Sponsorship Program in the three rounds of 2023/2024.

**ATTACHMENTS**

**AT - 1** Analysis of Applications – Round 3 – 2023/2024 Community Sponsorship Program -  
(Distributed under separate cover).

**AT - 2** Confidential – Applicant names for the Participation Category.

**oooO END OF REPORT Oooo**

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

**Meeting Date:** 9 July 2024

**10.3.2. CP – Hawkesbury Active Transport Plan – (95498)**

**Previous Item:** Ordinary (12 March 2024)

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the outcome of the public exhibition of the Draft Hawkesbury Active Transport Plan. The Draft Hawkesbury Active Transport Plan was previously considered by Council at its Ordinary Meeting on 12 March 2024, where Council resolved to place the Draft Plan on public exhibition for a period of 28 days.

This report provides details of the submissions received and the response by Council Officer's to the submissions. The report recommends that Council adopt the Hawkesbury Active Transport Plan, provided as Attachment 1 to this report.

**EXECUTIVE SUMMARY**

At its Ordinary Meeting on 12 March 2024, Council considered the Draft Hawkesbury Active Transport Plan.

At this meeting Council resolved:-

*"That:*

1. *The Draft Hawkesbury Active Transport Plan be placed on public exhibition for a period of 28 days.*
2. *At the expiration of the public exhibition period, the following action be taken:*
  - a) *Should any submission be received regarding the Draft Hawkesbury Active Transport Plan, a further report be submitted to Council, or:*
  - b) *Shous no submission be received, Council adopt the Draft Hawkesbury Active Transport Plan.*

The draft Plan was placed on public exhibition from 20 March 2024 to 16 April 2024. During this time seven submissions were received.

This report recommends that Council adopt the Hawkesbury Active Transport Plan and that further consultation be undertaken with key stakeholder groups when the detailed design for works within the Plan is being undertaken.

**RECOMMENDATION**

That Council adopt the Hawkesbury Active Transport Plan, attached as Attachment 1 to this report.

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**ORDINARY MEETING**  
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**BACKGROUND**

Council received grant funding from Transport for NSW within its Get NSW Active 2022/2023 Program for the development of an Active Transport Plan.

Council engaged Stantec Australia Limited to undertake the following project deliverables:

1. Data and Infrastructure Review – Background Report: This included a review of Council's existing plans, strategies and documents, and a review of infrastructure throughout the Hawkesbury local government area.
2. Stakeholder Engagement: This included technical stakeholder engagement (both internal and external) and a range of community engagement initiatives.
3. Route Evaluation Matrix and Infrastructure Prioritisation: This included preparation of a draft route evaluation matrix with indicative costings to identify projects which will have the biggest impact on mobility and movement across the local government area.

The draft Plan was reported to Council's Ordinary Meeting on 12 March 2024. Following the meeting the draft Plan was placed on public exhibition from 20 March 2024 to 16 April 2024.

**DISCUSSION**

Submissions

A total of seven submissions were received in response to the public exhibition of the Plan.

Four submissions from the general public have been summarised in Table 1 below, together with commentary from Council Officers.

Three detailed submissions, with responses from Council Officers, are provided as attachments to this report as follows:

- Attachment 2 – CAMWEST
- Attachment 3 –Bicycle NSW
- Attachment 4 –Nepean Blue Mountains Local Health District

**ORDINARY MEETING**  
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**Table 1 - General Public Submissions**

<b>Key Issue</b>	<b>Comment</b>
<b>Submission 1</b>	
<p>More active spaces for older youth teens on the North Richmond / Kurrajong side of the river. A pump track and mountain bike park would be great at Bowen Mountain and the pump track should be installed in at North Richmond.</p>	<p>This submission has been referred to Council's Building and Open Spaces Team for consideration in their future planning of Bowen Mountain and North Richmond open space areas.</p> <p>The Peel Park Masterplan incorporates a pump track into the overall design and an initial concept design for it has been completed. There is presently no funding available to progress this further, however should there be the opportunity to apply for grant funding, it would be Council's intention to pursue such an opportunity. The suggestion for establishing a pump track and/or mountain bike park at Bowen Mountain will be considered in any future planning for this area.</p> <p>No change to the Draft Hawkesbury Active Transport Plan is required.</p>
<b>Submission 2</b>	
<p>To whom it may concern, I am pleased to see an increased focus on active transport in the Hawkesbury Local Government Area with direct linkages to state and regional plans. Whilst I understand the focus of this Plan is projects within the scope of Hawkesbury City Council's operations, it would be fantastic to see a proactive approach to suring up linkages beyond councils control including with surrounding LGAs - perhaps by way of points for advocacy to state government to fund inter-LGA/regional routes? For example, whilst Castlereagh Road's on-road cycling paths are fantastic within the Hawkesbury LGA, but crossing into Penrith they are less appropriate and feel unsafe. However, if upgraded these linkages could provide fantastic commuter and tourism opportunities for residents in both LGAs. Differentiating between council operations and things that council will advocate for (cycling, bus routes etc) could also be a great way to communicate to the community regarding the difference between local and state responsibilities/ownership.</p>	<p>This submission is consistent with Council's current objectives to improve connections between Hawkesbury and neighbouring LGAs, and those linking to State maintained assets including shared paths and on-road cycling facilities.</p> <p>Council and Transport for NSW work together to identify and submit funding applications for projects across local, regional and State assets.</p> <p>Adoption of the Hawkesbury Active Transport Plan will further support these applications as it provides a strategic approach to active transport options.</p> <p>No change to the Draft Hawkesbury Active Transport Plan is required.</p>

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**Submission 3**

Your plan for Route 8 to Wilberforce correctly identifies Buttsworth Creek bridge as a major impediment due to the shoulders cutting out. This has been the case for many years. Time for TfNSW to fund a bridge widening or separate bike bridges either side. Also, more protection or greater separation for cyclists using the shoulders along the route. Would go a long way to encouraging cycling to Wilberforce and further to the NE where some excellent recreational cycling out to Sackville and Ebenezer. Think Bicycle Tourism and associated benefits.

This submission is consistent with concerns raised by Councillors when considering the Draft Hawkesbury Active Transport Plan at its meeting on 12 March 2024. Transport for NSW has been advised of these concerns.

Adoption of the Plan will assist Council when submitting funding applications for active transport infrastructure such as the route raised in this submission, including the safety of users, links to other recreational locations and associated benefits.

No change to the Draft Hawkesbury Active Transport Plan is required.

**Submission 4**

As you can see from my suburb, i'm not a local, but I do have some close friends in Glossodia, and I care about their opportunities to walk and ride more. Suggest that there needs to be broad ambitions about what type of journeys you want to target, given the distance between centres. Some targets may be useful given the low uptake in the area. Maybe aiming for doubling walking within 800m of key destinations, and doubling cycling within 1500m of key destinations or centres. Start building these networks, so local people can do local journeys. This may be present in this plan, but honestly it just feels like a list of tactical interventions. Understand there may be budgetary constraints given the lack of density. When doing shared paths (and ideally separated walking and riding infrastructure), please ensure they are prioritised at intersections via raised threshold treatments to show that this is the behaviour you want to see first. When building the infrastructure, make the goal to have a 5 year old kid be able to safely travel independently without risk of death. that is when the job is done. Strongly support increased infrastructure for people to walk and ride in the area. Good luck.

This submission suggests the use of activity targets which can be considered for inclusion when preparing Council funding applications to support the increase of active transport infrastructure including walking, cycling and multi modal movement and transport opportunities.

Prioritisation of pedestrians and active transport users will be considered in line with the current recommendations in place when the routes are implemented.

No change to the Draft Hawkesbury Active Transport Plan is required.

*Finalisation of the Plan*

The prioritised list of capital works projects identified in the Draft Plan have been prepared with regard to local opportunities and constraints, and in accordance with the methodology for route priority as provided by Transport for NSW.

Having an Active Transport Plan in place will both inform the allocation of Council's capital works budget and will also enable Council to attract external funding from Transport for NSW through its 'Get NSW Active' Program to deliver identified projects.

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It is acknowledged that the Hawkesbury Active Transport Plan is a high-level plan. When detailed design is being undertaken, either through the preparation of Council's capital works program, or the development of an application to Transport for NSW 'Get NSW Active' Program, further engagement with both technical and key stakeholder groups will be undertaken to ensure that the infrastructure that is delivered meets both Transport for NSW design requirements and user group's needs.

### **COMMUNITY ENGAGEMENT**

Significant community engagement was undertaken to develop the Draft Hawkesbury Active Transport Plan.

Public exhibition of the Draft Plan was promoted through:-

- Council's online engagement platform Your Hawkesbury Your Say
- In print-version at Council's administration building between 9am and 4pm Monday to Friday at Council's Administration Office
- Online via Council Notices
- Via a media release issued on 20 March 2024
- Facebook posts on 22 March, 28 March and 12 April 2024.

Seven submissions were received during the exhibition period.

The submissions and comments from Council Officers are provided in Table 1 above and in Attachments 2 to 5 to this report.

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

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

#### Great Place to Live

- 1.1 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.
- 1.4 Facilitate the delivery of infrastructure through relevant agencies for Council's own works.
- 1.5 Provide the right places and spaces to serve our community.
- 1.6 Build on a sense of community and wellbeing.

### **FINANCIAL IMPACT**

The matters raised in this report have no financial implications. The delivery of works identified within the Active Transport Plan will be considered in accordance with the development of Council's Operational Plans.

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**ATTACHMENTS**

**AT – 1** Hawkesbury Active Transport Plan – *(Distributed under separate cover)*

**AT – 2** Submission and Officer response - CAMWEST - *(Distributed under separate cover)*

**AT – 3** Submission and Officer response – Bicycle NSW – *(Distributed under separate cover)*

**AT – 4** Submission and Officer response - Nepean Blue Mountains Local Health District *(Distributed under separate cover)*

**oooO END OF REPORT Oooo**

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**10.4. CORPORATE SERVICES**

**10.4.1. CS - Investment Report - May 2024 - (95496, 96332)**

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

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

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

**EXECUTIVE SUMMARY**

This report indicates that Council held \$92.8 million in investments as at 31 May 2024 and outlines that all investments were made in accordance with the Local Government Act, 1993, the Local Government (General) Regulation, 2021 and Council's Investment Policy.

**RECOMMENDATION**

That the Monthly Investment Report for May 2024 be received and noted.

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**BACKGROUND**

Council held \$92.8 million in investments as at 31 May 2024. 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 \$92.8 million in investments as at 31 May 2024.

**Table 1: Summary of Council's Investment Portfolio as at 31 May 2024**

<b>Product Type</b>	<b>Face Value</b>	<b>% of Total</b>
Term Deposits - Fixed Rate	\$72,000,000	78%
Floating Rate Notes	\$3,850,000	4%
NSW TCorp Long Term Growth Fund	\$1,069,809	1%
At Call Deposits	\$15,877,680	17%
<b>Grand Total</b>	<b>\$92,797,489</b>	<b>100%</b>

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

Long Term Credit Rating	Face Value	% of Total
AA	\$55,877,680	60%
A	\$35,850,000	39%
NSW TCorp Long Term Growth Fund	\$1,069,809	1%
<b>Grand Total</b>	<b>\$92,797,489</b>	<b>100%</b>

**Table 3 – Fixed Term Deposits**

Financial Institution	Long Term Rating	Maturity Date	Interest Rate	Face Value
Bendigo Adelaide	A-	11-Dec-24	5.07%	\$1,000,000
		5-Feb-25	5.10%	\$2,000,000
Bank of Queensland	BBB+	05-Jun-24	5.20%	\$3,000,000
		16-Oct-24	5.15%	\$2,000,000
		6-Nov-24	5.10%	\$2,000,000
		20-Nov-24	5.15%	\$2,000,000
		30-Mar-28	4.80%	\$1,000,000
National Australia Bank	AA-	3-Jul-24	5.10%	\$3,000,000
		7-Aug-24	5.10%	\$2,000,000
		19-Aug-24	0.75%	\$3,000,000
		19-Aug-24	5.14%	\$4,000,000
		10-Sep-24	0.80%	\$1,000,000
		10-Sep-24	5.20%	\$1,000,000
		10-Sep-24	5.20%	\$2,000,000
		19-Nov-24	0.75%	\$1,000,000
		11-Dec-24	5.05%	\$4,000,000
		8-Jan-25	5.05%	\$4,000,000
		15-Jan-25	0.80%	\$500,000
		5-Mar-25	1.05%	\$1,500,000
		3-Nov-25	0.95%	\$500,000
		19-Nov-25	0.90%	\$500,000
		13-Jan-26	1.00%	\$500,000
4-Mar-26	1.30%	\$1,500,000		
Suncorp	A+	24-Jul-24	5.15%	\$2,000,000
		7-Aug-24	5.45%	\$1,000,000
		14-Aug-24	5.15%	\$1,000,000
		23-Oct-24	5.06%	\$2,000,000
		06-Nov-24	5.18%	\$1,000,000
		11-Nov-24	5.22%	\$1,000,000
		15-Jan-25	5.18%	\$1,500,000

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Financial Institution	Long Term Rating	Maturity Date	Interest Rate	Face Value
		24-Jan-25	5.18%	\$2,000,000
		24-Jan-25	5.22%	\$2,000,000
		05-Feb-25	5.20%	\$2,500,000
		20-Feb-25	5.26%	\$3,000,000
Westpac	AA-	8-Nov-24	5.06%	\$2,000,000
		8-Jan-25	5.07%	\$1,000,000
		20-Feb-25	4.97%	\$2,000,000
		10-Apr-25	5.07%	\$4,000,000
		2-Apr-25	5.17%	\$1,000,000
			<b>Grand Total</b>	<b>\$72,000,000</b>

**Table 4: Floating Rate Notes**

Institution	Maturity	Yield	Face Value
Macquarie Bank	14-Sep-26	5.20%	\$800,000
Suncorp	13-Mar-29	5.33%	\$500,000
Bank of Queensland	30-Apr-29	5.69%	\$2,050,000
Bendigo Adelaide	14-May-27	5.37%	\$500,000
		<b>Grand Total</b>	<b>\$3,850,000</b>

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

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

**Table 5: ESG Investments**

Institution	Maturity	Rate	Face Value
Bendigo Adelaide	11-Dec-24	5.07%	\$1,000,000
	5-Feb-25	5.10%	\$2,000,000
	14-May-27	5.37%	\$500,000
Suncorp	24-Jul-24	5.15%	\$2,000,000
	7-Aug-24	5.45%	\$1,000,000
	14-Aug-24	5.15%	\$1,000,000
	23-Oct-24	5.06%	\$2,000,000
	6-Nov-24	5.18%	\$1,000,000
	11-Nov-24	5.22%	\$1,000,000
	15-Jan-25	5.18%	\$1,500,000
	24-Jan-25	5.18%	\$2,000,000
	24-Jan-25	5.22%	\$2,000,000
	5-Feb-25	5.20%	\$2,500,000

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**10. REPORTS FOR DETERMINATION**

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Institution	Maturity	Rate	Face Value
	20-Feb-25	5.26%	\$3,000,000
	13-Mar-29	5.33%	\$500,000
Westpac	8-Jan-25	5.07%	\$1,000,000
	10-Apr-25	5.07%	\$4,000,000
		<b>Grand Total</b>	<b>\$28,000,000</b>

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

Product Type	Face Value	% of Total
<b>Non Fossil Fuel Lending ADIs</b>	<b>\$23,000,000</b>	<b>25%</b>
- Bendigo Adelaide	\$3,500,000	
- Suncorp Bank	\$19,500,000	
<b>Socially Responsible Investment</b>	<b>\$5,000,000</b>	<b>5%</b>
- Westpac (Green TD)	\$5,000,000	
<b>Fossil Fuel Lending ADIs</b>	<b>\$63,727,680</b>	<b>69%</b>
- Bank of Queensland	\$12,050,000	
- Commonwealth Bank	\$15,877,680	
- Macquarie Bank	\$800,000	
- National Australia Bank	\$30,000,000	
- Westpac	\$5,000,000	
<b>Other</b>	<b>\$1,069,809</b>	<b>1%</b>
- NSW TCorp Long Term Growth Fund	\$1,069,809	
<b>Grand Total</b>	<b>\$92,797,489</b>	<b>100%</b>

### 3. Compliance to Investment Policy

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

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

Long-Term Credit Rating	% of Portfolio	Policy Maximum	Compliant with Policy
AA	60%	100%	Yes
A	39%	60%	Yes
NSW TCorp Funds	1%	20%	Yes

**Table 8: Term to Maturity**

Term to Maturity	% of Portfolio	Policy Range	Compliant with Policy
Between 0 and 1 years	92%	40% - 100%	Yes
Between 1 and 5 years	8%	0% - 60%	Yes

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#### 4. Portfolio Return

Council's investment portfolio (excluding At Call Deposits and NSW TCorp Managed Funds) provided a weighted average return (running yield) as shown in Table 9 below.

**Table 9: Portfolio Return**

<b>30 April 2024</b>	<b>Monthly Return (Annualised)</b>	<b>Financial Year to Date (Annualised)</b>
Hawkesbury City Council – Investment Portfolio	4.53%	4.44%
Benchmark – Bloomberg Ausbond Bank Bill Index	4.50%	4.36%
<b>Performance Relative to Benchmark</b>	<b>0.03%</b>	<b>0.08%</b>

#### Relevant Legislation

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

#### Investment Certification

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

#### DISCUSSION

Council's investments and returns achieved are driven and impacted by economic and market conditions. Council's Investment Advisor, Prudential Investment Services Corp has reviewed Council's investments as at 31 May 2024 and has advised of the following:

*"Council's investment portfolio returned 4.53%pa for the month on a marked-to-market basis versus the bank bill index benchmark's 4.50%pa return. Over the past 12 months, the investment portfolio has returned 4.43% versus the bank bill index benchmark's 4.32%.*

*The NSW TCorpIM Long Term Growth Fund (1.32% actual) recorded a solid gain for the month, holding onto much of the share market rebound from the start of the month before the inflation-wary retreat at the end of the month.*

*Without marked-to-market influences, Council's investment portfolio yielded 4.59%pa for the month. This is based on the actual interest rates being received on existing investments and excludes the underlying changes to the market value of the FRN and growth fund.*

*During May, Council had \$13m in maturities across five term deposits with original terms ranging from 2 to 6 months yielding an average rate of 5.10%pa. Council invested the \$11m among six Suncorp Bank (non-fossil fuel) term deposits with terms between 6 to 9 months paying an average of 5.21%. Council also took advantage of a newly issued senior ranked floating rate note for its long term portfolio. Council invested \$500k in a 3yr Bendigo & Adelaide Bank FRN paying quarterly interest of 3mo BBSW +1.00%pa whose first quarterly rate set is 5.37%pa.*

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*Council has a \$3m Bank of Queensland term deposit due to mature in June. Looking forward the following is recommended for consideration over the coming month:*

- *Depending on future expenditure requirements, fixed rate TDs remain recommended for terms up to 12 months and floating rate notes, whose interest rate is reset quarterly based on the prevailing 3mo BBSW rate plus a credit margin, for holdings that can be invested beyond 12 months.*
- *There is currently a wide divergence of TD rates across the 6-12 month range. The competitive banks' rates are in the 5.15% to 5.25% range, regardless of the banks' credit rating category, while most other banks' rates are below the 5% level. So, being very selective is important. Rates still drop off sharply, across all institutions, beyond 12 months.*
- *NAB and Westpac (and Westpac Green) remain competitive even against many lower rated banks. However, Suncorp's rates are again among the market leaders across the 4-12 month range, providing good returns with a highly rated non-fossil fuel bank.*
- *Council has been proactive in investing in new FRNs from highly rated Australian owned banks, helping to establish a good foundation for a sound and well diversified long dated portfolio. New FRN issues suitable for Council will continue to be monitored and recommended when appropriate.*

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

**Table 10: Restriction of Funds**

<b>Restriction Type</b>	<b>May 2024</b>	<b>%</b>	<b>April 2024</b>	<b>%</b>	<b>Monthly Change</b>
External Restrictions - S7.11 and S7.12 Developer Contributions	\$29,104,712	31.36%	\$29,759,270	33.48%	(\$654,558)
External Restrictions - Western Parkland City Liveability Program	\$269,830	0.29%	\$311,865	0.38%	(\$42,035)
External Restrictions - Bushfire and Flood Grants	\$8,379,775	9.03%	\$8,793,878	8.54%	(\$414,103)
External Restrictions - West Invest Program	\$10,049,294	10.83%	\$10,348,980	13.03%	(\$299,686)
External Restrictions - Other (e.g. domestic waste, sewerage, loans)	\$13,744,946	14.81%	\$11,088,688	7.03%	\$2,656,258
Internal Restrictions (e.g. election, workers compensation, Employee Leave Entitlements)	\$27,548,289	29.69%	\$30,384,859	34.65%	(\$2,836,570)
Unrestricted	\$3,700,643	3.99%	\$3,620,348	2.89%	\$80,295
<b>Total</b>	<b>\$92,797,489</b>		<b>\$94,307,888</b>		<b>(\$1,510,399)</b>

As there are timing differences between the accounting for income and expenditure in line with the Operational Plan, and the corresponding impact on Council's cash funds, a sufficient level of funds is required to be kept at all times to ensure Council's commitments are met in a timely manner. Council's cash management processes are based on maintaining enough cash levels to enable commitments

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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 utilised for any purpose other than that specified. Externally restricted funds include funds relating to Section 7.11 and Section 7.12 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

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

**COMMUNITY ENGAGEMENT**

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

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

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

Reliable Council

4.3 Build strong financial sustainability for now and future generations.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The income applicable is provided for in the Adopted 2023/2024 Operational Plan.

**ATTACHMENTS**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**10.4.2. CS - Internal Audit Charter (158054, 121470, 95496, 79351)**

**Directorate:** Corporate Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to seek Council's approval for the proposed Internal Audit Charter as provided as Attachment 1 to this report.

**EXECUTIVE SUMMARY**

In March 2011, Council adopted an Internal Audit Charter that reflected the Office of Local Government Guidelines issued in September 2010.

On 1 December 2023, the Office of Local Government released the Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines) requiring Councils to update their Internal Audit Charter to reflect the current Guidelines.

A proposed Internal Audit Charter (the Charter), based on the Model Internal Audit Charter contained within the Guidelines, was presented to the Audit, Risk and Improvement Committee (the ARIC) at its meeting of 28 June 2024 and the ARIC provided their endorsement to the Charter.

The Internal Audit Charter is now presented to Council for consideration.

**RECOMMENDATION**

That Council adopt the Internal Audit Charter attached as Attachment 1 to this report.

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**BACKGROUND**

Council's existing Internal Audit Charter is in accordance with the Office of Local Government Guidelines issued in September 2010.

On 1 December 2023, the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 was adopted. Section 216O Internal Audit Charter states:

*(1) A Council must adopt an Internal Audit Charter setting out how the Council will exercise its Internal Audit Function.*

*(2) The adoption must occur by resolution of the Council.*

*(3) The Council must consider a Model Internal Audit Charter approved by the Departmental Chief Executive before adopting an Internal Audit Charter.*

*(4) An Internal Audit Charter must be consistent with the Act and this regulation.*

*(5) The Council must exercise its Internal Audit Functions in accordance with the adopted Internal Audit Charter.*

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**DISCUSSION**

In December 2023, the Office of Local Government released the Guidelines for Risk Management and Internal Audit for Local Government in NSW (the Guidelines). The requirements of the Guidelines state:

*It is important that Council's Internal Audit Function has clear guidance on how it should support the Audit, Risk and Improvement Committee and Council, and that the Audit, Risk and Improvement Committee and Council has input into how the Internal Audit Function will operate.*

*This will ensure there is clarity in the relations between the Audit, Risk and Improvement Committee, the Council and the Internal Audit Function and that the performance of the Internal Audit Function can be assessed.*

*The Local Government Regulation (Section 216O) requires each Council to adopt an Internal Audit Charter to guide how Internal Audit will be undertaken by the Council that is informed by the approved Model Internal Audit Charter contained within the Guidelines for Risk Management and Internal Audit for Local Government in NSW.*

*The Internal Audit Charter is to be developed by the Audit, Risk and Improvement Committee in consultation with the General Manager and the Internal Audit Coordinator and approved by resolution by the Governing Body of Council.*

*Councils may include additional provisions in their Internal Audit Charter so long as they are not inconsistent with the approved Model Internal Audit Charter.*

*The Audit, Risk and Improvement Committee is to review Council's Internal Audit Charter annually in consultation with the General Manager and the Internal Audit Coordinator.*

Since the release of the Guidelines, the Office of Local Government has advised that the Model Internal Audit Charter issued is not consistent with the requirements of the International Professional Practices Framework and a revised Model Internal Audit Charter will be issued within the next 12 months. It is proposed that Council's Internal Audit Charter be reviewed against any new Model Internal Audit Charter released by the Office of Local Government at that time.

In consultation with the Audit, Risk and Improvement Committee Independent Chairperson, General Manager, Chief Audit Executive/Internal Audit Coordinator, Manager Governance and Risk and Council's Internal Audit Service Provider, Centium, a proposed Internal Audit Charter has been developed based on the Model Internal Audit Charter and adapted with advice from Centium, to align as closely as possible with the requirements of the International Professional Practices Framework. A copy of the Internal Audit Charter is attached as Attachment 1 to this report.

The Internal Audit Charter provides guidance on how the internal audit function will be undertaken by the Council. It defines the roles and responsibilities for internal audit, including the role of the Internal Audit Coordinator. It is noted that the General Manager, in accordance with the Guidelines, has delegated the role of Internal Audit Coordinator to Council's Director Corporate Services.

The General Manager has administrative responsibility for internal audit, and is to advise the governing body of the resources required for the effective functioning of the internal audit function. A review of Council's Internal Audit Function will be prioritised during the first quarter of 2024/2025.

The Audit, Risk and Improvement Committee at its meeting on 28 June 2024 considered a report regarding a new Internal Audit Charter and resolved to endorse the Internal Audit Charter 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

- 4.1 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.

**ATTACHMENTS**

**AT - 1** Internal Audit Charter - (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

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**10.5. INFRASTRUCTURE SERVICES**

Nil reports.

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**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

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

**11.1.1. ROC - Floodplain Management Committee - 17 April 2024 and 15 May 2024 - (161821, 124414, 95498)**

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Floodplain Management Committee meetings held on 17 April 2024 and 15 May 2024.

**EXECUTIVE SUMMARY**

The Floodplain Management Committee considered three items at its meeting on 17 April 2024, and three items and a General Business item at its meeting on 15 May 2024.

One item - Item 3.1.3. contained within the minutes of the Floodplain Management Committee Meeting held on 17 April 2024 has policy or financial implications to Council. Therefore it requires specific consideration by Council, the details of which are discussed in the report below.

One item - Item 3.1.3. contained within the minutes of the Floodplain Risk Management Committee Meeting held on 15 May 2024 has policy or financial implications to Council. Therefore it requires specific consideration by Council, the details of which are discussed in the report below.

In relation to all other items and General Business, as they have no policy or financial implications for Council, they are presented for information only

**RECOMMENDATION**

That in relation to the Minutes of the Floodplain Management Committee Meetings held on the 17 April 2024 and 15 May 2024:

1. Council receive and note the Floodplain Management Committee Minutes in respect to items:
  - a) 3.1.1. and 3.1.2. (17 April 2024)
  - b) 3.1.1., 3.1.2. and General Business (15 May 2024).
2. Council note that the Committee Recommendations in respect of Item 3.1.3. (17 April 2024) will be considered by Council when the draft Amended Hawkesbury Floodplain Risk Management Study and Plan 2025 is formally presented to Council, namely:
  1. *An approach of considering different flood planning levels in relation to development types, in particular including consideration of:*
    - a) *A flood planning level for residential development of 1 in 200 plus 0.5m freeboard*
    - b) *A flood planning level for commercial and industrial development of 1 in 100 plus 0.5m freeboard.*

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2. *Consideration of an approach to assessing development proposals for additions and alterations to existing lawful development.*
3. *An invitation be extended to a representative from the Insurance Council to address a future Floodplain Management Committee Meeting.*
4. *Recommend that a review of Volume 3 Hawkesbury Floodplain Risk Management Study and Plan 2012 be undertaken in relation to development controls proposed through local environmental plan amendments and formulation of a development control plan.*

3. Council endorse the Committee Recommendation in respect of Item 3.1.3. (15 May 20224), namely:

*That the Floodplain Management Committee note that grant funding under the NSW Government's Floodplain Management Program 2024-2025 is being sought to undertake a floodplain risk management study and plan for Redbank Creek.*

---

**DISCUSSION**

The Committee considered staff reports on a range of matters as shown in the minutes and detailed below.

***Floodplain Management Committee Meeting 17 April 2024***

The Minutes of the Floodplain Management Committee meeting held on 17 April 2024 are attached as Attachment 1 to this report.

The Floodplain Management Committee met on 17 April 2024 and discussed the following Items:

- Item 3.1.1. - Floodplain Risk Management Project Updates (received update)
- Item 3.1.2. - Macdonald River – Extent of Flood Modelling (noted increase in extent of flood modelling based on input from the Committee)
- Item 3.1.3. - Review of Hawkesbury Floodplain Risk Management Study & Plan – Identification of Flood Planning Level/s.

In respect of Item 3.1.3. - Review of Hawkesbury Floodplain Risk Management Study & Plan – Identification of Flood Planning Level/s following consideration, the Floodplain Management Committee resolved:

*That the Floodplain Management Committee recommends:*

1. *An approach of considering different flood planning levels in relation to development types, in particular including consideration of:*
  - a) *A flood planning level for residential development of 1 in 200 plus 0.5m freeboard*
  - b) *A flood planning level for commercial and industrial development of 1 in 100 plus 0.5m freeboard.*
2. *Consideration of an approach to assessing development proposals for additions and alterations to existing lawful development.*

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3. *An invitation be extended to a representative from the Insurance Council to address a future Floodplain Management Committee Meeting.*
4. *Recommend that a review of Volume 3 Hawkesbury Floodplain Risk Management Study and Plan 2012 be undertaken in relation to development controls proposed through local environmental plan amendments and formulation of a development control plan.*

The recommendations of the Floodplain Management Committee in relation to Item 3.1.3. of the Meeting held on 17 April 2024 are matters that will be considered by Council when the draft Amended Hawkesbury Floodplain Risk Management Study and Plan 2025 is formally presented to Council in July 2024.

It is proposed that the draft amended Hawkesbury Floodplain Risk Management Study and Plan 2025 be placed on public exhibition in September 2024 to ensure Council has time to consider actions within the draft Plan and provide commentary before the draft Plan is publicly exhibited.

#### ***Floodplain Management Committee Meeting 15 May 2024***

The Minutes of the Floodplain Management Committee meeting held on 15 May 2024 are attached as Attachment 2 to this report.

The Floodplain Management Committee met on 15 May 2024 and discussed the following Items:

- Item 3.1.1. - Insurance Council of Australia (received presentation along with Q&A Session)
- Item 3.1.2. - Floodplain Risk Management Project Updates (received update)
- Item 3.1.3. - NSW Government's Floodplain Management Grants Program

In respect of Item 3.1.3. - NSW Government's Floodplain Management Grants Program following consideration, the Floodplain Management Committee resolved:

*That the Floodplain Management Committee note that grant funding under the NSW Government's Floodplain Management Program 2024-2025 is being sought to undertake a floodplain risk management study and plan for Redbank Creek.*

In this respect, it is noted that based on input from Committee members, that grant funding under the NSW Government's Floodplain Management Program 2024/2025 is being sought to undertake a floodplain risk management study and plan for Redbank Creek. If successful, there will be financial implications for Council in terms of Council's contribution to the project.

#### **ATTACHMENTS**

**AT - 1** Minutes of the Floodplain Management Committee – 17 April 2024.

**AT - 2** Minutes of the Floodplain Management Committee – 15 May 2024.

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**Attachment 1 - Minutes of the Floodplain Management Committee – 17 April 2024**

**FLOODPLAIN MANAGEMENT COMMITTEE**  
**Minutes: 17 April 2024**

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**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes: 17 April 2024**

**1. AGENDA**

**Welcome**

Minutes of the Meeting of the Floodplain Sub-Committee held in the Large Committee Room, Windsor, on 17 April 2024, commencing at 3:00pm.

**ATTENDANCE**

**Present:** Councillor Les Sheather, Hawkesbury City Council – (Chairperson)  
 Mr Christopher Bell, Community Representative  
 Mr Andrew North, Community Representative – (Audio-Visual Link)  
 Mr Wayne Mitchell, Community Representative  
 Mr Lawrence Rose, Community Representative  
 Mr Lewis Adey, Macdonald Valley Association – (Audio-Visual Link)  
 Mr Troy Myers, Community Representative  
 Mr Harry Panagopoulos, Department of Climate Change, Energy, the Environment and Water  
 Ms Fiona Coe, Department of Climate Change, Energy, the Environment and Water – (Audio-Visual Link)  
 Dr Stephen Yeo, NSW Reconstruction Authority – (Audio-Visual Link)  
 Mr Kevin Jones, State Emergency Services (Audio-Visual Link)

**Apologies:** Mr Murray West, Community Representative  
 Councillor Jill Reardon

**In Attendance:** Councillor Shane Djuric  
 Councillor Mary Lyons-Buckett – (Audio-Visual Link)  
 Councillor Danielle Wheeler – (Audio-Visual Link)  
 Councillor Nathan Zamprogno – (Audio-Visual Link)  
 Mr Andrew Kearns, Hawkesbury City Council  
 Ms Colleen Haron, Hawkesbury City Council  
 Mr Phillip Bow, Hawkesbury City Council – (Audio-Visual Link)

Member	21/02/2024	20/03/2024	17/04/2024
Mr Andrew North	✓	✓	✓
Mr Christopher Bell	✓	X	✓
Mr Wayne Mitchell	A	✓	✓
Mr Lewis Adey	✓	X	✓
Mr Harry Panagopoulos/Ms Fiona Coe	✓	✓	✓
Mr Kevin Jones	X	✓	✓
Mr Stephen Yeo	✓	✓	✓
Councillor Amanda Kotlash	✓	✓	✓
Councillor Les Sheather	✓	✓	✓
Mr Lawrence Rose	✓	✓	✓
Mr Murray West	A	✓	A
Mr Troy Myers	✓	✓	✓

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

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**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 17 April 2024

**Apologies**

Apologies from Councillor Jill Reardon and Mr Murray West were noted.

RESOLVED on the motion of Mr Wayne Mitchell, seconded by Mr Lawrence Rose.

**Declaration of Interests**

There were no Declarations of Interests made.

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**FLOODPLAIN MANAGEMENT COMMITTEE**

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**2. CONFIRMATION OF MINUTES**

The Committee resolved on the Motion of Mr Lawrence Rose, seconded by Mr Wayne Mitchell, that the Minutes from the previous meeting held on Wednesday, 20 March 2024 be confirmed.

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**3. REPORTS FOR DETERMINATION**

**3.1.1. FPC - Floodplain Risk Management Project Updates - (161821, 124414, 95498)**

**Previous Item:** 3.1.3, Floodplain Management Sub-Committee (20 March 2024)

**Directorate:** City Planning

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**OFFICER'S RECOMMENDATION:**

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

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Christopher Bell and seconded by Mr Troy Myers.

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

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

**Meeting Date:** 9 July 2024

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 17 April 2024

**3.1.2. FPC – Macdonald River – Extent of Flood Modelling - (161821, 124414, 95498)**

**Previous Item:** 3.1.2, Floodplain Management Sub-Committee (21 February 2024)

**Directorate:** City Planning

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**OFFICER'S RECOMMENDATION:**

That the Floodplain Management Committee note the extent of flood modelling of the Macdonald River has been extended approximately 9km upstream of the Macdonald River Flood Study 2004.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Troy Myers and seconded by Mr Christopher Bell.

That the Floodplain Management Committee note the extent of flood modelling of the Macdonald River has been extended approximately 9km upstream of the Macdonald River Flood Study 2004.

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

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**3.1.3. FPC – Review of Hawkesbury Floodplain Risk Management Study & Plan – Identification of Flood Planning Level/s - (161821, 124414, 95498)**

**Previous Item:** 3.1.2, Floodplain Management Sub-Committee (20 March 2024)

**Directorate:** City Planning

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**OFFICER'S RECOMMENDATION:**

That the Floodplain Management Committee recommend an approach of considering different flood planning levels in relation to development types, in particular including consideration of:

1. A flood planning level for residential development of 1 in 200 plus 0.5m freeboard
2. A flood planning level for commercial and industrial development of 1 in 100 plus 0.5m freeboard.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Troy Myers and seconded by Mr Wayne Mitchell.

That the Floodplain Management Committee recommends:

1. An approach of considering different flood planning levels in relation to development types, in particular including consideration of:
  - a) A flood planning level for residential development of 1 in 200 plus 0.5m freeboard
  - b) A flood planning level for commercial and industrial development of 1 in 100 plus 0.5m freeboard.
2. Consideration of an approach to assessing development proposals for additions and alterations to existing lawful development.
3. An invitation be extended to a representative from the Insurance Council to address a future Floodplain Management Committee Meeting.
4. Recommend that a review of Volume 3 Hawkesbury Floodplain Risk Management Study and Plan 2012 be undertaken in relation to development controls proposed through local environmental plan amendments and formulation of a development control plan.

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**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 17 April 2024

**4. GENERAL BUSINESS**

There was no general business discussed.

The next Floodplain Management Committee meeting is proposed to be held on Wednesday, 15 May 2024 at 3:00pm.

The meeting terminated at 5:20pm.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**Attachment 2 - Minutes of the Floodplain Management Committee – 15 May 2024**

**FLOODPLAIN MANAGEMENT COMMITTEE**  
**Minutes: 15 May 2024**

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#### FLOODPLAIN MANAGEMENT COMMITTEE

Minutes: 15 May 2024

#### 1. AGENDA

##### Welcome

Minutes of the Meeting of the Floodplain Sub-Committee held in the Large Committee Room, Windsor, on 15 May 2024, commencing at 3:00pm.

##### ATTENDANCE

**Present:** Councillor Les Sheather, Hawkesbury City Council – (Chairperson)  
Mr Christopher Bell, Community Representative  
Mr Lawrence Rose, Community Representative  
Mr Troy Myers, Community Representative - (Audio-Visual Link)  
Mr Harry Panagopoulos, Department of Climate Change, Energy, the Environment and Water - (Audio-Visual Link)  
Ms Fiona Coe, Department of Climate Change, Energy, the Environment and Water – (Audio-Visual Link)  
Ms Carolyn Littlefair, NSW Reconstruction Authority – (Audio-Visual Link)  
Mr Kevin Jones, State Emergency Services (Audio-Visual Link)

**Apologies:** Councillor Paul Viegal  
Mr Wayne Mitchell, Community Representative  
Mr Murray West, Community Representative

**In Attendance:** Councillor Mary Lyons-Buckett – (Audio-Visual Link)  
Councillor Danielle Wheeler – (Audio-Visual Link)  
Ms Kylie Macfarlane, Insurance Council of Australia  
Mr Andrew Kearns, Hawkesbury City Council  
Ms Colleen Haron, Hawkesbury City Council

Member	20/03/2024	17/04/2024	15/05/2024
Mr Andrew North	✓	✓	X
Mr Christopher Bell	X	✓	✓
Mr Wayne Mitchell	✓	✓	A
Mr Lewis Adey	X	✓	X
Mr Harry Panagopoulos/Ms Fiona Coe	✓	✓	✓
Mr Kevin Jones	✓	✓	✓
Mr Stephen Yeo	✓	✓	✓
Councillor Les Sheather	✓	✓	✓
Mr Lawrence Rose	✓	✓	✓
Mr Murray West	✓	A	A
Mr Troy Myers	✓	✓	✓

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

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 15 May 2024

**Apologies**

Apologies from Councillor Paul Viegel, Mr Wayne Mitchell and Mr Murray West were noted.

RESOLVED on the motion of Mr Christopher Bell, seconded by Mr Lawrence Rose.

**Declaration of Interests**

There were no Declarations of Interests made.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**FLOODPLAIN MANAGEMENT COMMITTEE**

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**2. CONFIRMATION OF MINUTES**

The Committee resolved on the Motion of Mr Lawrence Rose, seconded by Mr Christopher Bell, that the Minutes from the previous meeting held on Wednesday, 17 April 2024 be confirmed.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### FLOODPLAIN MANAGEMENT COMMITTEE

Minutes: 15 May 2024

#### 3. REPORTS FOR DETERMINATION

3.1.1. FPC – Insurance Council of Australia - (161821, 124414, 95498)

**Previous Item:** 3.1.3, Floodplain Management Sub-Committee (17 April 2024)

**Directorate:** City Planning

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#### OFFICER'S RECOMMENDATION:

That the Floodplain Management Committee receive the Insurance Council of Australia's presentation on insurance for flood prone land.

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Troy Myers and seconded by Mr Christopher Bell.

That the Floodplain Management Committee receive the Insurance Council of Australia's presentation on insurance for flood prone land.

#### Summary of Points Raised as part of Insurance Council of Australia's Presentation:

##### How the insurance industry determines whether or whether not to provide flood insurance

- It is up to each Insurer as to whether they provide flood cover or the level of cover
- A number of insurers provide an opt out option for flood cover (2 or 3)

##### What flood insurance covers

- Flood or storm, with legislated definition of floods
- Places people back into the position they were before experienced the loss (like for like)
- Generally not betterment although 1 insurer does offer for raising of houses and relocation of services
- Insurance is a 12 month contract. Customers should shop around to understand different levels of cover. Insurance cover and insurance providers should be re-evaluated each year.

##### What flood information is used to determine risks

- Based on their own proprietary models involving different risk assessments, which is why they each have different costs
- Each insurer has their own risk models
- Flood mapping essential and needs to be funded and continual
- National Flood Information Database (NFID)
- Available flood maps from councils
- Actuarial teams – range of other sources – satellite images, hydrological, historical data
- AEP (annual exceedance probability) reflects price
- Insurers have no access to floor level data. Flood level data and AEP is important in determining risk and reflects price.
- Price of insurance related to inflation, price of re-insurance, global perils, extreme weather, risk appetite, supply chain and labour costs
- Assess down to house, street or postcode based on available data

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**Minutes:** 15 May 2024

- Existing stock risk assessed and priced on a consistent basis
- Changes to planning provisions do not change risk to existing stock.

**Any measures/circumstances where insurance premiums could be reduced**

- Need to change the underlying risk
- Large scale infrastructure is the only thing that fundamentally changes the risk
- People can contest and provide further information
- Household mitigation is in its infancy and not at a level of sophistication
- Government backed schemes worked well in Queensland and Northern Rivers which insurers take into account.

**General Comments**

- Building Resilience Council – disaster app – Bushfire Resilience App
- Some councils refuse to provide mapping – if so, insurers use other sources
- Some insurers have more up to date mapping than councils
- Changing planning provisions doesn't change risk for existing stock
- 2022 events caused all insurers to re-assess risks.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 15 May 2024

**3.1.2. FPC – Floodplain Risk Management Project Updates - (161821, 124414, 95498)**

**Previous Item:** 3.1.1, Floodplain Management Sub-Committee (17 April 2024)

**Directorate:** City Planning

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**OFFICER'S RECOMMENDATION:**

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

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Lawrence Rose and seconded by Mr Christopher Bell.

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

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 15 May 2024

**3.1.3. FPC – NSW Government’s Floodplain Management Grants Program - (161821, 124414, 95498)**

**Directorate:** City Planning

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**OFFICER'S RECOMMENDATION:**

That the Floodplain Management Committee note that grant funding under the NSW Government’s Floodplain Management Program 2024-2025 is being sought to undertake a floodplain risk management study and plan for Redbank Creek.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Troy Myers and seconded by Mr Christopher Bell.

That the Floodplain Management Committee note that grant funding under the NSW Government’s Floodplain Management Program 2024-2025 is being sought to undertake a floodplain risk management study and plan for Redbank Creek.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**FLOODPLAIN MANAGEMENT COMMITTEE**

**Minutes:** 15 May 2024

**4. GENERAL BUSINESS**

**A. Further discussions with the Insurance Council of Australia**

It was noted that Kylie Macfarlane, Fiona Coe, Carolyn Littlefair and Colleen Haron will have further discussions in terms of considerations for insurance.

The next Floodplain Management Committee meeting is proposed to be held on Wednesday, 19 June 2024 at 3:00pm.

The meeting terminated at 4:45pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**11.1.2. ROC - Heritage Committee - 2 May 2024 - (80242)**

**Directorate:** City Planning

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Heritage Committee, held on 2 May 2024.

**EXECUTIVE SUMMARY**

Nine items - Item numbers 3.1.1, 3.1.2 General Business (A, B, C, D, E, F, G), contained within the minutes of the Heritage Committee have policy or financial implications to Council. They therefore require specific consideration by Council, the details of which are discussed in the report below.

It should be noted that the various matters raised in General Business represents multiple unscheduled work tasks that will have an impact on the delivery of scheduled heritage related work tasks. Diversion of the resources available to Council's heritage function will represent both direct and indirect financial impacts, in addition to impacts on timing of the delivery of current projects.

In relation to general Business H - Allambie Cottages, Kurrajong Heights, as this has no policy or financial implications for Council, it is presented for information only.

**RECOMMENDATION**

That in relation to the Minutes of the Heritage Committee Meeting held on the 2 May 2024:

1. Council receive and note the Heritage Committee in respect to item General Business H - Allambie Cottages, Kurrajong Heights.
2. Council note the Committee Recommendations in respect of Item 3.1.1 - Draft Hawkesbury Timber Slab Barns and Outbuildings Update Study and that these matters will be considered by Council when the draft Hawkesbury Timber Slab Barns and Outbuildings Update Study is formally presented to Council, namely:

*That the Heritage Committee recommends:*

1. *Subject to the amendments identified in this report, the Heritage Committee endorse the Draft Hawkesbury Timber Slab Barns & Outbuildings Update Study and recommends that Council publicly exhibit the draft Study.*
  2. *Council proceed with the proposed nominations for State Heritage listing.*
  3. *Following formal adoption of the study, that Council consider having a launch at an appropriate location and using the study for educational purposes.*
3. Council endorse the Committee Recommendations in respect of Item 3.1.2, namely:

*That the Heritage Committee:*

1. *Receive and note the update on the outcomes of the 2023/2024 Local Heritage Assistance Fund.*

**ORDINARY MEETING**

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2. *Recommends that Council:*

- a) *Deliver the 2024/2025 Local Heritage Assistance Fund based upon a theme of supporting the preservation and/or maintenance of timber slab barns and outbuildings.*
- b) *Amend the funding arrangements for the 2024/2025 Local Heritage Assistance Fund as proposed in this report.*
- c) *Contact Heritage NSW, the Minister for Heritage, the Hon. Penny Sharpe and Parliamentary Secretary for Heritage, Trish Doyle informing them of Council's significant slab barn study and increased Heritage Assistance Funding and asking them to match that funding.*
- d) *Use the 2024/2025 Local Heritage Assistance Fund predominately for slab barns.*
- e) *Consider committing a large proportion of the funding to vulnerable proposed State listed items.*
- f) *Note the need to hold further discussion about how to address skills and materials for restoration of barns as per the recommendations made in the slab barn study.*
- g) *Consider that the Local Heritage Assistance Fund may need to be made available to properties identified in the slab barn study that are recommended for Heritage listing.*

4. Council endorse the Committee Recommendations in respect of Item General Business A Liveability Project Update, namely:

*A series of questions were taken on notice with respect to the Liveability Project including:*

1	<i>Heritage Committee sought further information about the detail of the compacted granular substrate and its ability to allow the percolation of water.</i>
2	<i>The method of interface between the paving and sandstone kerbing and how this is being treated?</i>
3	<i>When and how is the drainage testing undertaken?</i>
4	<i>Is the substrate in a certain area?</i>
5	<i>Who is overseeing the quality of this work?</i>

5. Council note and investigate the Committee Recommendations in respect of Item General Business B - Tebbutts Barn, namely:

*That Council:*

- 1. *Has a moral obligation and community response to conserve the building known as Tebbutts Barn and that the current method of storage of historic fabric is leading to further deterioration and there should be emergency conservation works undertaken including the reinstatement of fabric from the structure to its original state.*
- 2. *Utilise this as a test case/workshop for the best practice in conserving slab barns.*

6. Council note and investigate the Committee Recommendations in respect of Item General Business C - Robertson's House Windsor – 394 George Street, Windsor, namely:

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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*Council to consider recommending the building for listing on the State Heritage Register, recognising the quality of the sandstone carving and aesthetic significance, including related heritage works of stonemasons O'Kelly and Robertson in the local cemeteries, state listed site in Manly and the importance of the masonry.*

7. Council endorse the Committee Recommendation in respect of Item General Business D - Windsor Bridge Artefacts Working Group, namely:

*The term of the Windsor Bridge Artefacts Working Group be extended until the end of the Council term.*

8. Council note and investigate the Committee Recommendations in respect of Item General Business E - Damage to the Kerb and Gutter on Tebbutt Street, namely:

*That Council:*

- 1. Note that the kerb and the gutter are made of sandstone and the committee request that this be reinstated.*
- 2. Put in place policies and procedures for the protection of sandstone kerb and guttering within the Hawkesbury Local Government Area to identify, guide and protect maintenance and repairs.*

9. Council note and investigate the Committee Recommendations in respect of Item General Business F - Slab Barns and Materials, namely:

*That:*

- 1. Council look at some sort of repository for materials associated with historic slab barns. Council needs a store house for materials for reuse or a list of what is available and where it is kept.*
- 2. The Heritage Committee further discuss the need for a repository or a connection point between owners and users of heritage materials.*

10. Council note and investigate the Committee Recommendation in respect of Item General Business G - Toll House, namely:

*The Heritage Committee requests that Council's Heritage Officer inspect the Toll House and report back to the Committee to discuss what needs to be undertaken to meet requirements and future uses. For further discussion.*

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## DISCUSSION

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following items require specific consideration by Council.

### 3.1.1 - Draft Hawkesbury Timber Slab Barns and Outbuildings Update Study

Following consideration of this matter, the Committee resolved:

*That The Heritage Committee recommends:*

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

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1. *Subject to the amendments identified in this report, the Heritage Committee endorse the Draft Hawkesbury Timber Slab Barns & Outbuildings Update Study and recommends that Council publicly exhibit the draft Study.*
2. *Council proceed with the proposed nominations for State Heritage listing.*
3. *Following formal adoption of the study, that Council consider having a launch at an appropriate location and using the study for educational purposes.*

Through discussion with the Heritage Listings Working Group, and Council Officers review of the draft Study, a number of required amendments were identified, including:

- Minor grammar and typographical amendments
- Clarification and checking of historical facts and information for some items
- Amendments to Flooding of the Hawkesbury section to clarify the numbers and extent of floods since European settlement (Page 17)
- Amendment to Conservation Incentives Section to provide more appropriate uses as examples of adaptive reuses (Page 85)
- Removal of references to shelter in place in the Flood Planning Section (Page 89)
- Amend references to Farm Stay Accommodation to be consistent with the NSW Government Standard
- Instrument definition and local environmental plan provisions (page 86)
- Amend references to the Hawkesbury Waste Management Facility in the Access to Materials Section (Page 91).

Based on these identified amendments, it is recommended that Council note that the draft Hawkesbury Timber Slab Barns and Outbuildings Update Study will be reported separately to Council, and will include consideration of the recommendations of the Heritage Committee at that stage.

**3.1.2 - Outcomes of Local Heritage Assistance Fund 2023/2024 – Minor Maintenance / Conservation Works to Heritage Listed Properties**

Following consideration of this matter, the Committee resolved:

*That the Heritage Committee:*

1. *Receive and note the update on the outcomes of the 2023/2024 Local Heritage Assistance Fund.*
2. *Recommends that Council:*
  - a) *Deliver the 2024/2025 Local Heritage Assistance Fund based upon a theme of supporting the preservation and/or maintenance of timber slab barns and outbuildings.*
  - b) *Amend the funding arrangements for the 2024/2025 Local Heritage Assistance Fund as proposed in this report.*

**ORDINARY MEETING**

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- c) *Contact Heritage NSW, the Minister for Heritage, the Hon. Penny Sharpe and Parliamentary Secretary for Heritage, Trish Doyle informing them of Council's significant slab barn study and increased Heritage Assistance Funding and asking them to match that funding.*
- d) *Use the 2024/2025 Local Heritage Assistance Fund predominately for slab barns.*
- e) *Consider committing a large proportion of the funding to vulnerable proposed State listed items.*
- f) *Note the need to hold further discussion about how to address skills and materials for restoration of barns as per the recommendations made in the slab barn study.*
- g) *Consider that the Local Heritage Assistance Fund may need to be made available to properties identified in the slab barn study that are recommended for Heritage listing.*

Particularly given Council's progress with the draft Hawkesbury Timber Slab Barns and Outbuildings Update Study, focusing the 2024/2025 Local Heritage Assistance Fund on properties with slab barns is considered to have significant merit, and as such it is recommended to adopt the recommendation of the Heritage Committee in this respect.

**General Business**

There were a significant number of matters raised in General Business, and it should be noted that these matters represent multiple unscheduled work tasks that will impact on the delivery of scheduled work related to heritage matters. Diversion of the resources available to Council's heritage function will represent both direct and indirect financial impacts, in addition to impacts on timing of the delivery of current projects. The existing heritage program in addition to statutory work tasks (Development Assessment, Land and Environment Court Appeal matters, Minor Works and Exemptions and Heritage NSW requirements) includes the following strategic projects:

- Administration of Local Heritage Assistance Fund
- Hawkesbury Timber Slab Barns and Outbuildings Update Study
- Hawkesbury Heritage Study - Listings Update and Potential Heritage Listings Project

**A. Liveability Project Update**

A series of questions were taken on notice with respect to the Liveability Project including:

#	Question
1	Heritage Committee sought further information about the detail of the compacted granular substrate and its ability to allow the percolation of water.
2	The method of interface between the paving and sandstone kerbing and how this is being treated?
3	When and how is the drainage testing undertaken?
4	Is the substrate in a certain area?
5	Who is overseeing the quality of this work?

Responses to these questions are able to be provided.

ORDINARY MEETING

11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

**B. Tebbutts Barn**

The Heritage Committee recommended:

*That Council:*

1. *Has a moral obligation and community response to conserve the building known as Tebbutts Barn and that the current method of storage of historic fabric is leading to further deterioration and there should be emergency conservation works undertaken including the reinstatement of fabric from the structure to its original state.*
2. *Utilise this as a test case/workshop for the best practice in conserving slab barns.*

In respect of the building known as Tebbutts Barn, further investigation will be required, and as such it is recommended that Council note and investigate rather than endorse the Heritage Committee recommendation.

**C. Robertson's House Windsor – 394 George Street, Windsor.**

The Heritage Committee recommended:

*Council to consider recommending the building for listing on the State Heritage Register, recognising the quality of the sandstone carving and aesthetic significance, including related heritage works of stonemasons O'Kelly and Robertson in the local cemeteries, state listed site in Manly and the importance of the masonry.*

In respect of this site, further investigation will be required, and as such it is recommended that Council note and investigate rather than endorse the Heritage Committee recommendation.

**D. Windsor Bridge Artefacts Working Group**

The Heritage Committee recommended:

1. *The term of the Windsor Bridge Artefacts Working Group be extended until the end of the Council term.*

The Windsor Bridge Artefacts Working Group has continued to meet, with further time required to progress with recommendations.

**E. Damage to the Kerb and Gutter on Tebbutt Street**

The Heritage Committee recommended:

*That Council:*

1. *Note that the kerb and the gutter are made of sandstone and the committee request that this be reinstated.*
2. *Put in place policies and procedures for the protection of sandstone kerb and guttering within the Hawkesbury Local Government Area to identify, guide and protect maintenance and repairs.*

In respect of this matter, further investigation will be required, and as such it is recommended that Council note and investigate rather than endorse the Heritage Committee recommendation.

**F. Slab Barns and Materials**

**ORDINARY MEETING**

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

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The Heritage Committee recommended:

*That:*

1. *Council look at some sort of repository for materials associated with historic slab barns. Council needs a store house for materials for reuse or a list of what is available and where it is kept.*
2. *The Heritage Committee further discuss the need for a repository or a connection point between owners and users of heritage materials.*

In respect of this matter, further investigation will be required, and as such it is recommended that Council note and investigate rather than endorse the Heritage Committee recommendation.

**G. Toll House**

The Heritage Committee recommended:

1. *The Heritage Committee requests that Council's Heritage Officer inspect the Toll House and report back to the Committee to discuss what needs to be undertaken to meet requirements and future uses. For further discussion.*

In respect of this site, further investigation will be required, and as such it is recommended that Council note and investigate rather than endorse the Heritage Committee recommendation.

**H. Allambie Cottages, Kurrajong Heights**

A brief update was requested and provided relating to the Development Application lodged on behalf of Transport for NSW to demolish the Allambie Cottages in Kurrajong Heights. This Development Application is currently being considered by the Sydney West Planning Panel.

**ATTACHMENTS**

**AT - 1** Minutes of the Heritage Committee - 2 May 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**Attachment 1 - Minutes of the Heritage Committee - 2 May 2024**

**HERITAGE COMMITTEE**  
**Meeting Date: 2 May 2024**

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### HERITAGE COMMITTEE

Meeting Date: 2 May 2024

##### 1. AGENDA

Minutes of the Meeting of the Heritage Committee held in the Council Chambers, Windsor, on 2 May 2024 commencing at 5:02pm.

##### ATTENDANCE

**Present:** Councillor Danielle Wheeler Hawkesbury City Council - (Chairperson)  
Councillor Shane Djuric, Hawkesbury City Council  
Councillor Mary Lyons-Buckett, Hawkesbury City Council  
Councillor Jill Reardon, Hawkesbury City Council  
Mr Graham Edds, Community Representative – (Deputy Chairperson)  
Ms Jan Barkley-Jack, Community Representative  
Ms Cheryl Ballantyne, Community Representative  
Ms Michelle Nichols, Community Representative  
Ms Deborah Hallam, Community Representative  
Mr Michael Edwards, Community Representative  
Dr Gaye Wilson, Community Representative (Audio-visual)

**Apologies:** Ms Cindy Laws, Community Representative

**In Attendance:** Mr Andrew Kearns, Hawkesbury City Council  
Mr Christopher Reeves, Hawkesbury City Council  
Ms Melissa Ryan, Hawkesbury City Council  
Ms Jessica Vaughan, Hawkesbury City Council

Member	1/02/2024	02/05/2024
Councillor Danielle Wheeler	✓	✓
Councillor Shane Djuric	✓	✓
Councillor Mary Lyons-Buckett	✓	✓
Councillor Jill Reardon	✓	✓
Ms Jan Barkley-Jack	✓	✓
Ms Cheryl Ballantyne	✓	✓
Dr Gaye Wilson	A	✓
Ms Deborah Hallam	A	✓
Ms Michelle Nichols	✓	✓
Mr John Moxon	A	X
Ms Erin Wilkins	✓	X
Ms Cindy Laws	A	A
Mr Michael Edwards	A	✓
Mr Graham Edds	✓	✓

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

##### APOLOGIES

Apologies from Cindy Laws were noted.

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

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**HERITAGE COMMITTEE**

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**DECLARATION OF INTERESTS**

Councillor Danielle Wheeler declared an interest in Item 3.1.1.

Mr Graham Edds declared an interest in Item 3.1.1

Mr Michael Edwards declared an interest in Item 3.1.2.

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

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**HERITAGE COMMITTEE**

**Meeting Date:** 2 May 2024

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the Motion of Jan Barkley-Jack seconded by Michelle Nichols, that the Minutes from the previous meeting held on Thursday, 1 February 2024 be confirmed.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**HERITAGE COMMITTEE**

**Meeting Date:** 2 May 2024

**3. REPORTS FOR DETERMINATION**

**3.1.1. Draft Hawkesbury Timber Slab Barns & Outbuildings Update Study**

**Previous Item:** 3.1.4, HC (2 November 2023)

**Directorate:** City Planning

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Councillor Danielle Wheeler declared a pecuniary interest being that her home is an item in the study. Councillor Danielle Wheeler left the Chamber and did not take part in the discussion or voting on the matter. Councillor Mary Lyons-Buckett took over as Chair.

Mr Graham Edds declared a less than significant non pecuniary interest being a member of the consultancy team undertaking the study.

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**OFFICER'S RECOMMENDATION:**

That, subject to the amendments identified in this report, the Heritage Committee endorse the draft Hawkesbury Timber Slab Barns & Outbuildings Update Study and recommends that Council publicly exhibit the draft Study.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Jill Reardon and seconded by Councillor Shane Djuric.

That The Heritage Committee recommends:

1. Subject to the amendments identified in this report, the Heritage Committee endorse the Draft Hawkesbury Timber Slab Barns & Outbuildings Update Study and recommends that Council publicly exhibit the draft Study.
2. Council proceed with the proposed nominations for State Heritage listing.
3. Following formal adoption of the study, that Council consider having a launch at an appropriate location and using the study for educational purposes.

**ORDINARY MEETING**

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

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**Meeting Date:** 2 May 2024

**3.1.2. Outcomes of Local Heritage Assistance Fund 2023/2024 - Minor Maintenance/Conservation Works to Heritage Listed Properties**

**Directorate:** City Planning

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Mr Michael Edwards declared a less than significant non pecuniary interest being that he is an applicant identified as a successful recipient for funding.

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**OFFICER'S RECOMMENDATION:**

That the Heritage Committee:

1. Receive and note the update on the outcomes of the 2023/2024 Local Heritage Assistance Fund.
2. Recommends that Council:
  - a) Delivers the 2024/2025 Local Heritage Assistance Fund based upon a theme of supporting the preservation and/or maintenance of timber slab barns and outbuildings.
  - b) Amend the funding arrangements for the 2024/2025 Local Heritage Assistance Fund as proposed in this report.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Jill Reardon and seconded by Dr Gaye Wilson.

That the Heritage Committee:

1. Receive and note the update on the outcomes of the 2023/2024 Local Heritage Assistance Fund.
2. Recommends that Council:
  - a) Deliver the 2024/2025 Local Heritage Assistance Fund based upon a theme of supporting the preservation and/or maintenance of timber slab barns and outbuildings.
  - b) Amend the funding arrangements for the 2024/2025 Local Heritage Assistance Fund as proposed in this report.
  - c) Contact Heritage NSW, the Minister for Heritage, the Hon. Penny Sharpe and Parliamentary Secretary for Heritage, Trish Doyle informing them of Council's significant slab barn study and increased Heritage Assistance Funding and asking them to match that funding.
  - d) Use the 2024/2025 Local Heritage Assistance Fund predominately for slab barns.
  - e) Consider committing a large proportion of the funding to vulnerable proposed State listed items.
  - f) Note the need to hold further discussion about how to address skills and materials for restoration of barns as per the recommendations made in the slab barn study.
  - g) Consider that the Local Heritage Assistance Fund may need to be made available to properties identified in the slab barn study that are recommended for Heritage listing.

**ORDINARY MEETING**

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**Meeting Date:** 9 July 2024

**HERITAGE COMMITTEE**

**Meeting Date:** 2 May 2024

**4. GENERAL BUSINESS**

**A. Liveability Project Update**

An update was provided to Heritage Committee Members with respect to the Liveability Project.

Councillor Wheeler noted the Memorandum sent to Committee Members regarding the Liveability Project Update – Windsor Town Centre Stage 1. (Attachment 1)

A series of questions were taken on notice with respect to the Liveability Project including:

#	Question	Response
1	Heritage Committee sought further information about the detail of the compacted granular substrate and its ability to allow the percolation of water.	
2	The method of interface between the paving and sandstone kerbing and how this is being treated?	
3	When and how is the drainage testing undertaken?	
4	Is the substrate in a certain area?	
5	Who is overseeing the quality of this work?	

**B. Tebbutts Barn**

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Dr Gaye Wilson and seconded by Councillor Jill Reardon.

That Council:

1. Has a moral obligation and community response to conserve the building known as Tebbutts Barn and that the current method of storage of historic fabric is leading to further deterioration and there should be emergency conservation works undertaken including the reinstatement of fabric from the structure to its original state.
2. Utilise this as a test case/workshop for the best practice in conserving slab barns.

**C. Robertson’s House Windsor – 394 George Street, Windsor.**

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Graham Edds and seconded by Councillor Jill Reardon.

Council to consider recommending the building for listing on the State Heritage Register, recognising the quality of the sandstone carving and aesthetic significance, including related heritage works of stonemasons O’Kelly and Robertson in the local cemeteries, state listed site in Manly and the importance of the masonry.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**HERITAGE COMMITTEE**

**Meeting Date:** 2 May 2024

**D. Windsor Bridge Artefacts Working Group**

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Ms Jan Barkley-Jack and seconded by Mr Michael Edwards.

1. The term of the Windsor Bridge Artefacts Working Group be extended until the end of the Council term.

**E. Damage to the Kerb and Gutter on Tebbutt St**

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Michael Edwards and seconded by Councillor Shane Djuric.

That Council:

1. Note that the kerb and the gutter are made of sandstone and the committee request that this be reinstated.
2. Put in place policies and procedures for the protection of sandstone kerb and guttering within the Hawkesbury Local Government Area to identify, guide and protect maintenance and repairs.

**F. Slab Barns and Materials**

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Michael Edwards and seconded by Ms Cheryl Ballantyne.

That:

1. Council look at some sort of repository for materials associated with historic slab barns. Council needs a store house for materials for reuse or a list of what is available and where it is kept.
2. The Heritage Committee further discuss the need for a repository or a connection point between owners and users of heritage materials.

**G. Toll House**

1. The Heritage Committee requests that Council's Heritage Officer inspect the Toll House and report back to the Committee to discuss what needs to be undertaken to meet requirements and future uses. For further discussion.

**H. Allambie Cottages, Kurrajong Heights**

A brief update was requested and provided relating to the Development Application lodged on behalf of Transport for NSW to demolish the Allambie Cottages in Kurrajong Heights. This Development Application is currently being considered by the Sydney West Planning Panel.

The next Heritage Committee meeting is proposed to be held on Thursday, 1 August 2024 at 5pm.

The meeting terminated at 7:17pm

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

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**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**11.1.3. ROC - Disaster and Emergency Committee - 28 May 2024 - (151940)**

**Directorate:** Infrastructure Services

---

**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Disaster and Emergency Committee, held on 28 May 2024.

**EXECUTIVE SUMMARY**

The Disaster and Emergency Committee considered three items, contained within the Minutes of the Disaster and Emergency Committee.

The three items have no policy or financial implications for Council, they are presented for information only.

**RECOMMENDATION**

That Council adopt the recommendations contained in the Minutes of the Disaster and Emergency Committee meeting held on 28 May 2024.

---

**DISCUSSION**

The Minutes of the Disaster and Emergency Committee meeting held on 28 May 2024 are attached as Attachment 1 to this report.

The Disaster and Emergency Committee met on 28 May 2024 and discussed the following Items:

- Item 4.1.1. - April 2024 Flood Event
- Item 4.1.2. - Endeavour Energy - Electrical Infrastructure Resilience in the Hawkesbury
- Item 4.1.3. - Ambulance NSW - Servicing the Hawkesbury

**ATTACHMENTS**

**AT - 1** Minutes of the Disaster and Emergency Committee - 28 May 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**Attachment 1 - Minutes of the Disaster and Emergency Committee - 28 May 2024**

**DISASTER AND EMERGENCY COMMITTEE**  
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**Meeting Date: 28 May 2024**

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### DISASTER AND EMERGENCY COMMITTEE

##### 1. AGENDA

Meeting Date: 28 May 2024

##### 1. AGENDA

###### Welcome

Minutes of the Meeting of the Disaster and Emergency Committee held in the Council Chambers on 28 May 2024, commencing at 4:01pm.

###### ATTENDANCE

<b>Present:</b>	Councillor Sarah McMahon, Mayor Councillor Barry Calvert, Deputy Mayor Councillor Shane Djuric Councillor Mary Lyons-Buckett Councillor Jill Reardon Councillor Les Sheather Councillor Danielle Wheeler (audio-visual) Councillor Nathan Zamprogno
<b>Apologies:</b>	Councillor Patrick Conolly Councillor Amanda Kotlash Mr Kevin Jones, NSW State Emergency Service
<b>In Attendance:</b>	Mr Andrew Garner, Police NSW Mr Anthony Baerwinkel, Endeavour Energy Mr Ross Chivers, NSW Ambulance Ms Rebecca Tulk, NSW Ambulance Mr Ethan Parker, Rural Fire Service Mr Ian Stubbs, Fire and Rescue NSW Ms Elizabeth Richardson, General Manager Mr Laurie Mifsud, Director Corporate Services Mr Will Barton, Director Infrastructure Services Ms Jackie Carr, Executive Manager Infrastructure Operations Ms Suzanne Stuart, Manager Communications and Events Mr Phillip Bow, Resilience and Emergency Management Officer Ms Patricia Krzeminski, Manager Governance and Risk Ms Melissa Ryan, Administrative Support Coordinator Ms Imogen Williams, Administrative Support Officer

###### APOLOGIES AND LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK

Apologies were received from Councillors Patrick Conolly and Amanda Kotlash.

Councillor Eddie Dogramaci was absent from the Meeting.

A request to attend the meeting via audio-visual link was received from Councillor Danielle Wheeler.

###### RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Calvert that the apologies and request to attend the meeting via audio-visual link be accepted.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**DISASTER AND EMERGENCY COMMITTEE**

**1. AGENDA**

**Meeting Date:** 28 May 2024

**DECLARATIONS OF INTEREST**

Councillor McMahon declared a less than significant pecuniary interest as she is a member of the Rural Fire Service.

Councillor Wheeler declared a less than significant pecuniary interest as she and her son are members of the Rural Fire Service and volunteered during the last flood in April 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**DISASTER AND EMERGENCY COMMITTEE**

**2. Confirmation of Previous Minutes**

**Meeting Date:** 28 May 2024

**2. Confirmation of Previous Minutes**

The Committee resolved on the Motion of Councillor Reardon, seconded by Councillor Sheather, that the Minutes of the Disaster and Emergency Committee meeting held on 26 March 2024 be confirmed.

**For the Motion:** Councillors McMahon, Calvert, Djuric, Lyons-Buckett, Reardon, Sheather and Wheeler.

**Against the Motion:** Nil.

**Absent:** Councillors Conolly, Dogramaci, Kotlash, Veigel and Zamprogno.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**DISASTER AND EMERGENCY COMMITTEE**

**3. AGENCY UPDATE**

**Meeting Date:** 28 May 2024

**3. AGENCY UPDATE**

Mr Andrew Garner, Police NSW and Mr Ethan Parker, Rural Fire Service provided an agency update.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**DISASTER AND EMERGENCY COMMITTEE**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 28 May 2024

**4. REPORTS FOR DETERMINATION**

**4.1.1. DE - April 2024 Flood Event (151940)**

**Directorate:** Infrastructure Service

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**OFFICER'S RECOMMENDATION**

That the Committee receive and note the report regarding the April 2024 Flood Event.

**COMMITTEE RECOMMENDATION**

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Reardon.

That the Committee receive and note the report regarding the April 2024 Flood Event.

**For the Motion:** Councillors McMahon, Calvert, Djuric, Lyons-Buckett, Reardon, Sheather and Wheeler.

**Against the Motion:** Nil.

**Absent:** Councillors Conolly, Dogramaci, Kotlash, Veigel and Zamprogno.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**DISASTER AND EMERGENCY COMMITTEE**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 28 May 2024

**4.1.2. DE - Endeavour Energy - Electrical Infrastructure Resilience in the Hawkesbury - (151940)**

**Directorate:** Infrastructure Service

---

Mr Anthony Baerwinkel, Endeavour Energy presented on infrastructure resilience in the Hawkesbury.

**OFFICER'S RECOMMENDATION**

That the Disaster and Emergency Committee:

1. Receive the presentation from Endeavour Energy on infrastructure resilience in the Hawkesbury.
2. Identify any matters for further action or resolution by Council.

**COMMITTEE RECOMMENDATION**

RESOLVED on the motion of Councillor Sheather, seconded by Councillor Reardon.

That the Disaster and Emergency Committee:

1. Receive the presentation from Endeavour Energy on infrastructure resilience in the Hawkesbury.
2. Identify any matters for further action or resolution by Council.

**For the Motion:** Councillors McMahon, Calvert, Djuric, Lyons-Buckett, Reardon, Sheather, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Conolly, Dogramaci, Kotlash and Veigel.

*Councillor Nathan Zamprogno joined the meeting at 4:47pm.*

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**DISASTER AND EMERGENCY COMMITTEE**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 28 May 2024

**4.1.3. DE - Ambulance NSW - Servicing the Hawkesbury - (151940)**

**Previous Item:** 064, Ordinary (9 April 2019)

001, Infrastructure Committee (17 April 2019)

**Directorate:** Infrastructure Service

---

Ms Rebecca Tulk, NSW Ambulance presented on NSW Ambulance Service in the Hawkesbury.

**OFFICER'S RECOMMENDATION**

That the Committee:

1. Receive the presentation from Ambulance NSW on NSW Ambulance Service in the Hawkesbury.
2. Identify any matters for further action or resolution by Council.

**COMMITTEE RECOMMENDATION**

RESOLVED on the motion of Councillor Zamprogno, seconded by Councillor Reardon.

That:

1. The Committee receive the presentation from Ambulance NSW on NSW Ambulance Service in the Hawkesbury.
2. The response time data that was alluded to, be collated and presented to Council.
3. Council write to the relevant Minister and ask them to explain the process by which Ambulance Station locations are selected and whether Local Government is usually included in this process.

**For the Motion:** Councillors McMahon, Calvert, Djuric, Lyons-Buckett, Reardon, Sheather, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillors Conolly, Dogramaci, Kotlash and Veigel.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**DISASTER AND EMERGENCY COMMITTEE**  
**5. GENERAL BUSINESS**  
**Meeting Date: 28 May 2024**

**5. GENERAL BUSINESS**

There was no general business discussed.

Meeting terminated at 5:36pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**11.1.4. ROC - Local Traffic Committee - 13 May 2024 - (82045)**

**Directorate:** Infrastructure Services

---

**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 13 May 2024.

**EXECUTIVE SUMMARY**

The 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 13 May 2024.

---

**DISCUSSION**

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following items require specific consideration by Council.

Item 4.1.1. - Proposed Signposting and Line Marking for the Vineyard Precinct at 44 Menin Road, Oakville - DA0281/22 - (Hawkesbury)

Item 4.2.1. - Hawkesbury Fest 2024 Event - Governor Phillip Park, Windsor - (Hawkesbury)

**ATTACHMENTS**

**AT - 1** Minutes of the Local Traffic Committee held on 13 May 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**Attachment 1 - Minutes - Local Traffic Committee - 13 May 2024**

**LOCAL TRAFFIC COMMITTEE**  
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This is page 3 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**1. AGENDA**

**Meeting Date:** 13 May 2024

**1. AGENDA**

**Welcome**

Minutes of the Meeting of the Local Traffic Committee held Remotely on 13 May 2024, commencing at 3pm.

**ATTENDANCE**

- Present:** Ms Melissa Monroe, Transport for NSW (TfNSW)  
Ms Felicity Findlay (Office of Member for Hawkesbury)  
Inspector Daniel Clements, NSW Police Force
- Apologies:** Councillor Sarah McMahon, Mayor  
Mr Ben Cantor, Busways
- In Attendance:** Mr Christopher Amit, Hawkesbury City Council (Chair)  
Ms Cathy Mills, Hawkesbury City Council  
Mr Rob Wainhouse, Hawkesbury City Council

**Apologies**

RESOLVED on the motion of Ms Felicity Findlay, seconded by Ms Melissa Monroe, that the apologies be accepted.

**Declaration of Interest**

There were no Declarations of Interest made.

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This is page 4 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**2. CONFIRMATION OF MINUTES**

**Meeting Date:** 13 May 2024

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the motion of Ms Felicity Findlay, seconded by Mr Christopher Amit, that the minutes from the previous meeting held 8 April 2024 be confirmed.

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This is page 5 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**3. BUSINESS ARISING**

**Meeting Date:** 13 May 2024

**3. BUSINESS ARISING**

There was no business arising from the previous minutes.

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This is page 6 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**LOCAL TRAFFIC COMMITTEE**  
**4. REPORTS FOR DETERMINATION**  
**Meeting Date: 13 May 2024**

**4. REPORTS FOR DETERMINATION**

**4.1. GENERAL TRAFFIC**

- 4.1.1. LTC – Proposed Signposting and Line Marking for the Vineyard Precinct at 44 Menin Road, Oakville - DA0281/22 - (Hawkesbury) - (80245, 73621, 123265)**

**INTRODUCTION:**

Development Consent No. DA0281/22 has been granted to construct road and drainage works to create 91 Residential and 3 Residue Lots within the Vineyard Precinct. The proposed development is within No. 44 Menin Road, Oakville (Lot 2 DP 1180840). The site is bounded by Menin Road and Commercial Road and surrounding properties as outlined in Figures 1 and 2.

The development will provide for five new roads as part of an internal road network within the development site connecting to Menin Road, Commercial Road and adjoining neighbouring development sites.



**Figure 1: Site Locality within the Vineyard Precinct**

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

**Meeting Date: 9 July 2024**

**LOCAL TRAFFIC COMMITTEE**  
**4. REPORTS FOR DETERMINATION**

**Meeting Date: 13 May 2024**



**Figure 2: Site Extent and Road Layout**

**DISCUSSION:**

The proposed road network, as outlined in Figure 3, will connect to Menin Road, Commercial Road and adjoining neighbouring development sites. The proposed roads are listed below with their corresponding road widths between kerbs.

- Commercial Road - Collector Road 13m Carriageway (Partial Road Construction).
- Menin Road - variable Carriageway (Partial Road Re-Construction including turning lanes). Menin Road is a future Sub-arterial Road connection from Chapman Road and is subject to construction by TfNSW.
- Road 1 - Collector Road 13m Carriageway (Full Road Width Construction - Full Length).
- Road 2 - Local Road 9m Carriageway (Full Road Width Construction - Full Length)
- Road 3 - Local Road 9m Carriageway (Full Road Width Construction - Full Length)
- Road 4 - Local Road 9m Carriageway with a temporary turning head (cul-de-sac) radius of 12m (Full Road Width Construction - Partial Length).

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 13 May 2024

- Road 5 –:
  - a) Commercial Road to Ch 393.658. Local Road 4.5m Carriageway (Half Road Width Construction – Full Length). These works are connecting to the adjoining development site half road width construction at 283 Commercial Road DA0322/21 which is under construction and to be completed prior to these works commencing. 9m Carriageway when full road construction is complete.
  - b) Ch 393.658 to end at Ch 512.982. Local Road 9m Carriageway (Full Road Width Construction – Full Length). The end of the road (Ch 512.982) will connect to the temporary turning head from Road 5 of the adjoining development site at 283 Commercial Road DA0322/21. The works at the adjoining site are currently under construction and to be completed prior to these works commencing.



**Figure 3: Road Layout and Road Names**

All intersections as part of this development are either T-Junctions or Cross Junctions. Signposting and line marking locations are consistent across all intersections for this development in accordance with the conditions of consent.

The existing T-Junction of Menin Road and Stahls Road with the provision of Road 1 will be converted to a Cross Junction. Part of the intersection works will require Menin Road to be widened to accommodate right turning lanes within Menin Road to provide access into both Road 1 and Stahls Road. This will result in a Channelised Right Turn (CHR) treatment. The turning lanes have been designed in accordance with Austroads allowing for compliant turning lane widths, deceleration lane lengths and storage lengths. Road 1 and Stahls Road are to be each treated with a Giveway control and Holding line (TB/TB1). No Stopping zones are to be provided along all four intersection approaches. These details are outlined in Attachment 2.

Stahls Road at its approach to Menin Road is to be provided with 20metres of BB linemarking. Road 1 between Menin Road and Road 2 is to be treated with BB and E1 linemarking for its entire length taking into account adjustments to the linemarking at its intersection with Road 3 and Road 4. Road 1 at its approach to Menin Road will be treated with both BB and L1 linemarking allowing for a left turn lane into Menin Road.

This is page 9 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 13 May 2024

The internal intersections of the local roads with a 9m carriageway will be line marked with a double barrier centre line (BB) of 15m to each intersection approach, with the Junction having a Give Way control and Holding line (TB/TB1). The Give Way treatments are for:

- Road 2 at its intersection with Road 5.
- Road 3 at its intersection with Road 1 and Road 5.
- Road 4 at its intersection with Road 1.
- Road 5 at its intersection with Commercial Road.

The intersection of Road 1 and Road 2 will result in a temporary bend. Road 1 at its western end will connect to the adjoining development site, which is yet to be developed. The proposed bend due to its limiting radii, will be treated with double centre lines (BB), No Stopping zones and curve advisory signs to ensure vehicular movement is not restricted. Once the adjoining site is developed, Road 2 will form a T-Junction with Road 1 and treated with a Give Way control and Holding line (TB/TB1).

A temporary turning head (12m radius) is proposed at the end of Road 4 and is to remain operational until works on the adjoining site is undertaken, which will extend the road to the west of this site. Temporary end road chevron signage "D4-5" is to be located at the end of Road 4 to delineate to traffic no access beyond this point. The temporary turning head is to be sign posted with a No Parking zone.

The bend in Road 5, due to its limiting radii, will be treated with double centre lines (BB), No Stopping zones and curve advisory signs to ensure vehicular movement is not restricted. Road 5 at its eastern end will connect to the temporary turning head from Road 5 of the adjoining development site at 283 Commercial Road, DA0322/21, which is under construction and to be completed prior to these works commencing. Due to this connection, a temporary turning head is not required for this site.

All temporary zones will be reviewed when the works on adjoining sites are undertaken and actioned accordingly if they are to be adjusted or removed. Details of the proposed signage and line marking is outlined in the Plans prepared by Orion Consulting (23-0488-02-SWC-800-05 and 23-0488-02-SWC-801-07) – Attachments 1 and 2.

Swept/Turning path diagrams (Attachment 3 to 9) have been provided for the 8.8m design vehicle (Service Vehicle-MRV Truck) and the 12.5m check vehicle (SU-HRV Truck). The intersection of Road 1 and Menin Road with both roads being Collector Roads requires the 12.5m design vehicle (SU-HRV Truck) and the 19m check vehicle (AV - Articulated Vehicle). The swept paths for the check vehicles (12.5m HRV Truck and 19m AV Truck) has shown some encroachments over the BB line at the respective Junctions with the design vehicles (8.8m MRV Truck and 12.5m HRV Truck) clearing the BB line. The purpose of the check vehicle is to ensure that there are no physical barriers prohibiting the manoeuvre. On this basis, the manoeuvres are acceptable, taking into consideration the road dimensions, geometry, grades, and kerb returns are in accordance with the relevant standards.

The design plans have been prepared by Orion Consulting (Project Ref. 23-0488) and Certification provided by Land Development Certificates. The certification indicates compliance of the road design, and that all relevant standards and road widths can accommodate the proposed line marking treatments in accordance with the relevant standards.

The signage and line marking plans prepared by Orion Consulting (23-0488-02-SWC-800-05 and 23-0488-02-SWC-801-07) has been submitted to the Local Traffic Committee for concurrence and approval in accordance with the Development Consent conditions.

Summary:

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**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 13 May 2024

The Signage and Line marking plan prepared by Orion Consulting (23-0488-02-SWC-800-05 and 23-0488-02-SWC-801-07) associated with the Development Application DA0281/22 be implemented.

**RECOMMENDATION TO COMMITTEE:**

The Signage and Line marking plan prepared by Orion Consulting (23-0488-02-SWC-800-05 and 23-0488-02-SWC-801-07) associated with the Development Application DA0281/22 be implemented.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Ms Felicity Findlay, seconded by Ms Melissa Monroe.

Support for Recommendation: Unanimous support.

The Signage and Line marking plan prepared by Orion Consulting (23-0488-02-SWC-800-05 and 23-0488-02-SWC-801-07) associated with the Development Application DA0281/22 be implemented.

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This is page 11 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 13 May 2024

##### 4.2. SPECIAL EVENTS

**4.2.1. LTC - Hawkesbury Fest 2024 Event - Governor Phillip Park, Windsor - (Hawkesbury) - (80245, 79341)**

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#### INTRODUCTION:

An application has been received seeking approval (in traffic management terms) for Hawkesbury City Council to conduct the Hawkesbury Fest 2024 Event within Governor Phillip Park, Windsor, on Sunday, 4 August 2024.

The event organiser has advised:

- This is the fourth year this event is being held. Previous events from 2020 to 2022 were not held 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 will be conducted between 10am and 3pm. The set up and pack down times are between 6am 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 5,000 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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This is page 12 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 13 May 2024

- 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 04 August 2024.
- 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 04 August 2024.
- 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.

This is page 13 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 13 May 2024

- 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 and all detour routes signposted.

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

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No: 8829977):

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 2024, 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 3.4) and the Hawkesbury City Council special event information package.

This is page 14 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 13 May 2024

2. The Hawkesbury Fest 2024 event within Governor Phillip Park, Windsor, on Sunday, 04 August 2024 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures:
  - Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 9am and 4pm on Sunday 04 August 2024. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
  - Partial road closure permitted at the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 9am and 4pm on Sunday 04 August 2024, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

#### 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 04 August 2024 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;

This is page 15 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 13 May 2024

- 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 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);
- 4j. 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;
- 4k. 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;
- 4l. 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:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. 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);
- 4p. 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);
- 4q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4r. 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 16 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 13 May 2024

#### COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Felicity Findlay, seconded by Ms Melissa Monroe

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 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury Fest 2024 event within Governor Phillip Park, Windsor, on Sunday, 04 August 2024 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures:
  - Temporary turn restrictions at the intersection of Bridge Street (State Road) and Court Street between 9am and 4pm on Sunday 04 August 2024. All traffic movements in Court Street will be restricted to left in/left out at Bridge Street to manage event traffic, improve road safety and maintain traffic flow in Bridge Street/Windsor Road.
  - Partial road closure permitted at the access point into Governor Phillip Park at the intersection of George Street and Palmer Street, Windsor between 9am and 4pm on Sunday 04 August 2024, with access only provided for event vehicles and those vehicles towing a boat and wishing to access the boat ramp.

#### 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

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### LOCAL TRAFFIC COMMITTEE

##### 4. REPORTS FOR DETERMINATION

Meeting Date: 13 May 2024

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 04 August 2024 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 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);
- 4j. 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;
- 4k. 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;
- 4l. the event organiser is to submit the completed " Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

This is page 18 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 13 May 2024

**During the event:**

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. 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);
- 4p. 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);
- 4q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

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This is page 19 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**4. REPORTS FOR DETERMINATION**

**Meeting Date:** 13 May 2024

**4.3. FOR INFORMATION**

There were no reports for Information.

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This is page 20 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**LOCAL TRAFFIC COMMITTEE**  
**5. GENERAL BUSINESS**  
**Meeting Date: 13 May 2024**

**5. GENERAL BUSINESS**

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday 17 June 2024 at 3:00pm.

The meeting terminated at 3:15pm.

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This is page 21 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 13 May 2024.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**11.1.5. ROC - Local Traffic Committee - 17 June 2024 - (82045)**

**Directorate:** Infrastructure Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 17 June 2024.

**EXECUTIVE SUMMARY**

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

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

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

**RECOMMENDATION**

That the Council adopt the recommendations contained in the minutes of the Hawkesbury City Council Local Traffic Committee meeting held on 17 June 2024.

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**DISCUSSION**

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following items require specific consideration by Council.

Item 4.1.1. - Proposed Signposting and Line marking for Development at 125 to 129 King Road Wilberforce - DA0323/21 - (Hawkesbury)

Item 4.1.2. - Proposed Signposting and Line Marking for the Vineyard Precinct at 283 Commercial Road, Oakville - DA0322/21 - (Hawkesbury)

Item 4.2.1. - All Holden Day - Holden Display Day 2024 - Hawkesbury Showground, Clarendon - (Hawkesbury)

**ATTACHMENTS**

**AT - 1** Minutes of the Local Traffic Committee held on 17 June 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**Attachment 1 - Minutes of the Local Traffic Committee held on 17 June 2024**

**LOCAL TRAFFIC COMMITTEE**  
**Meeting Date: 17 June 2024**

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This is page 3 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 17 June 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**LOCAL TRAFFIC COMMITTEE**  
**Meeting Date: 17 June 2024**

**1. AGENDA**

**Welcome**

Minutes of the Meeting of the Local Traffic Committee held Remotely on 17 June 2024, commencing at 3pm.

**ATTENDANCE**

**Present:** Councillor Sarah McMahon, Mayor  
Senior Constable Damien Mitchell, NSW Police Force  
Mr Ben Cantor, Busways

**Apologies:** Ms Felicity Findlay (Office of Member for Hawkesbury)  
Inspector Daniel Clements, NSW Police Force  
Mr Rob Wainhouse, Hawkesbury City Council

**In Attendance:** Mr Christopher Amit, Hawkesbury City Council (Chair)  
Ms Cathy Mills, Hawkesbury City Council  
Ms Kaysie Cordi, Hawkesbury City Council

**Apologies**

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Mr Christopher Amit, that the apologies be accepted.

**Declaration of Interests**

There were no Declarations of Interest made.

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This is page 4 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 17 June 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 17 June 2024

**2. CONFIRMATION OF MINUTES**

The Committee resolved on the motion of Mr Christopher Amit, seconded by Ms Cathy Mills, that the minutes of the previous meeting held 13 May 2024 be confirmed.

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This is page 5 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 17 June 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 17 June 2024

**3. BUSINESS ARISING**

There was no business arising from the previous minutes.

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This is page 6 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 17 June 2024.

**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**LOCAL TRAFFIC COMMITTEE**  
**Meeting Date: 17 June 2024**

**4. REPORTS FOR DETERMINATION**

**4.1. GENERAL TRAFFIC**

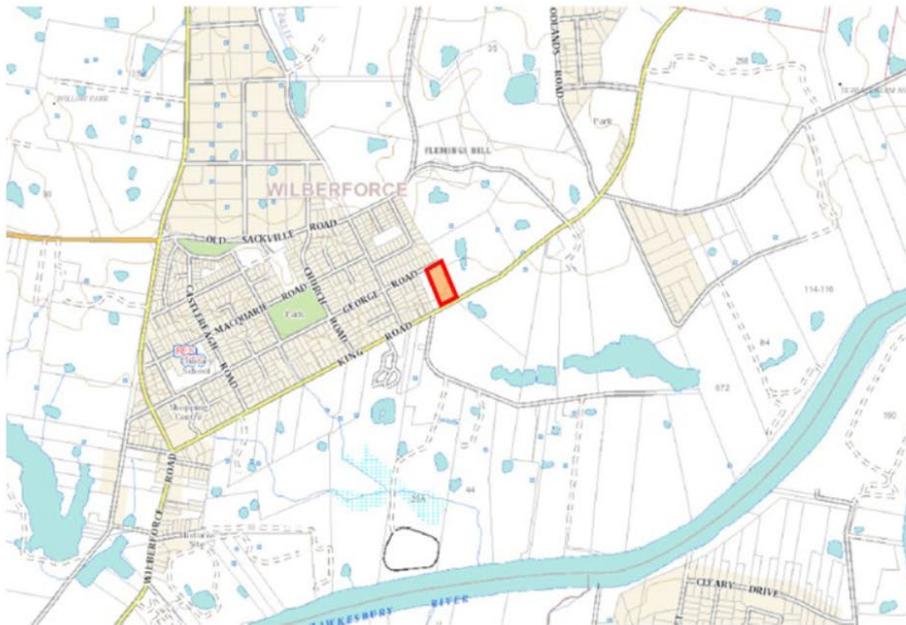
**4.1.1. LTC - Proposed Signposting and Line marking for Development at 125 to 129 King Road, Wilberforce - DA0323/21 - (Hawkesbury) - (80245, 73621, 123265)**

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**INTRODUCTION:**

The Land and Environment Court granted Development Consent to DA0323/21 (LEC No: 2022/309210) to construct road and drainage works to create 22 Residential lots at Nos. 125 to 129 King Road, Wilberforce (Lot 2 DP 302820 and Lots A and B DP 365490) as outlined in Figures 1 and 2.

The development will provide for one new road as part of an internal road network within the development site connecting to George Road and providing access to the 22 new Lots.



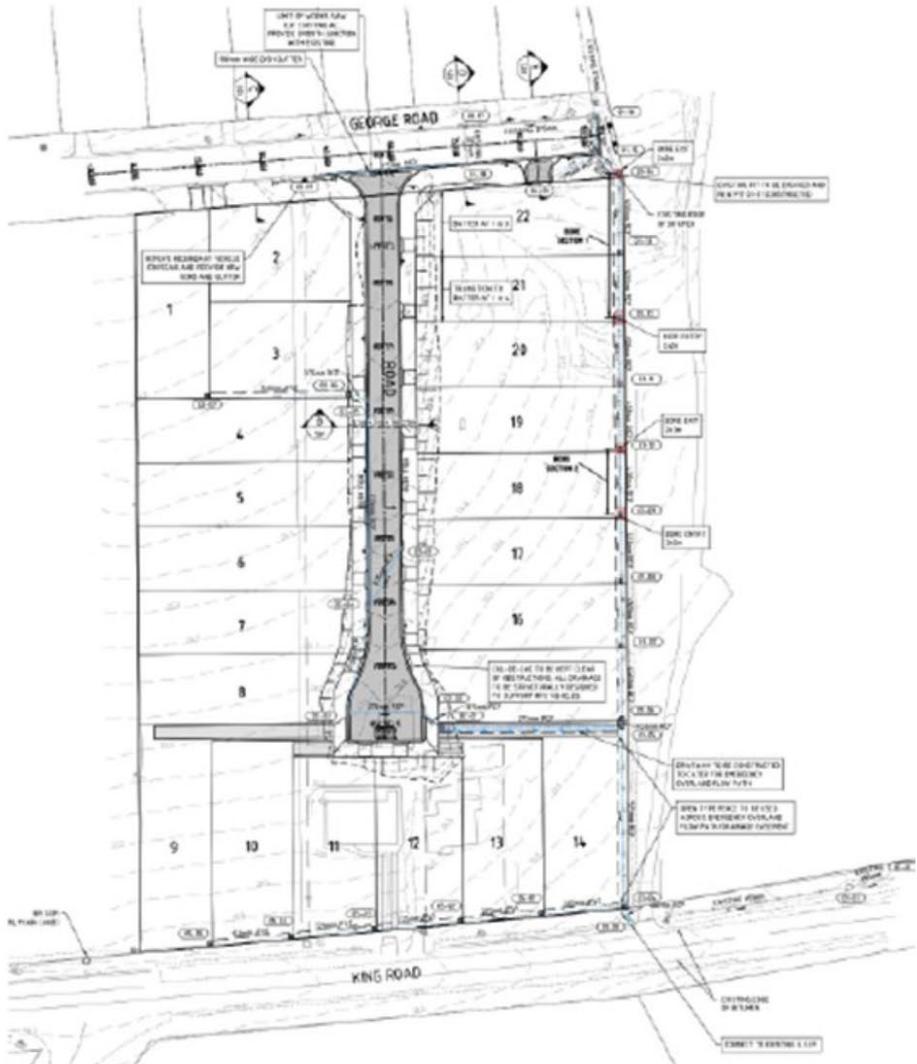
**Figure 1: Site Locality Plan**

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**ORDINARY MEETING**  
**11. RECEIPT OF MINUTES OF OTHER COMMITTEES**  
**Meeting Date: 9 July 2024**

**LOCAL TRAFFIC COMMITTEE**  
**Meeting Date: 17 June 2024**



**Figure 2: Road and Lot Layout**

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## ORDINARY MEETING

### 11. RECEIPT OF MINUTES OF OTHER COMMITTEES

Meeting Date: 9 July 2024

#### LOCAL TRAFFIC COMMITTEE

Meeting Date: 17 June 2024

##### DISCUSSION:

The proposed new road, as outlined in Figure 2, will connect to George. The proposed road is listed below with its corresponding road width between kerbs.

- Road 1 - Local Road 8m Carriageway with a turning head (cul-de-sac) radius of 8.75m (Full Road Width Construction - Full Length).

Road 1 will form a T-Junction intersection with George Road. The intersection will be line marked with a double barrier centre line (BB) of a minimum 15m to each intersection approach, with the T-Junction having a Give Way control and Holding line (TB/TB1).

Road 1 will be posted with No Parking zones along its western side from the George Road intersection back from the mandatory No Stopping zone at the intersection and around its culdesac.

No parking zones are proposed along George Road opposite the intersection to Road 1 and in the vicinity of the Turning Head to facilitate turning movements.

Swept/Turning path diagrams (Attachment 2) have been provided for the 8.8m design vehicle (Service Vehicle-MRV Truck) and the 12.5m check vehicle (SU-HRV Truck). The swept paths for the 12.5m HRV Truck has shown an encroachment over the BB line at the Intersection with the 8.8m MRV Truck clearing the BB line. The purpose of the check vehicle is to ensure that there are no physical barriers prohibiting the manoeuvre. On this basis, the manoeuvres are acceptable, taking into consideration the road dimensions, geometry, grades, and kerb returns are in accordance with the relevant standards. It should be pointed out that as this Development was the subject of The Land and Environment Court granting Development Consent, the requirement at the turning head was only for the Design Vehicle. The Check vehicle has been demonstrated at the Intersection of George Road and Road 1 to do a turnaround instead of the Turning Head in George Road.

The design plan has been prepared by North Western Surveys – (Project No.18438) and Certification provided by Hawkesbury City Council. The certification indicates compliance of the road design, and that all relevant standards and road widths can accommodate the proposed line marking treatments in accordance with the relevant standards.

The signage and line marking plan prepared by North Western Surveys – Project No.18438 – Plan No. 902 – Issue D, has been submitted to the Local Traffic Committee for concurrence and approval in accordance with the Development Consent conditions.

##### Summary:

The Signage and Line marking plan prepared by North Western Surveys – Project No.18438 – Plan No. 902 – Issue D, associated with the Development Application DA0323/21 be implemented.

##### **RECOMMENDATION TO COMMITTEE:**

The Signage and Line marking plan prepared by North Western Surveys – Project No.18438 – Plan No. 902 – Issue D, associated with the Development Application DA0323/21 be implemented.

##### **COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Mr Christopher Amit.

Support for Recommendation: Unanimous support.

The Signage and Line marking plan prepared by North Western Surveys – Project No.18438 – Plan No. 902 – Issue D, associated with the Development Application DA0323/21 be implemented.

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**Meeting Date: 9 July 2024**

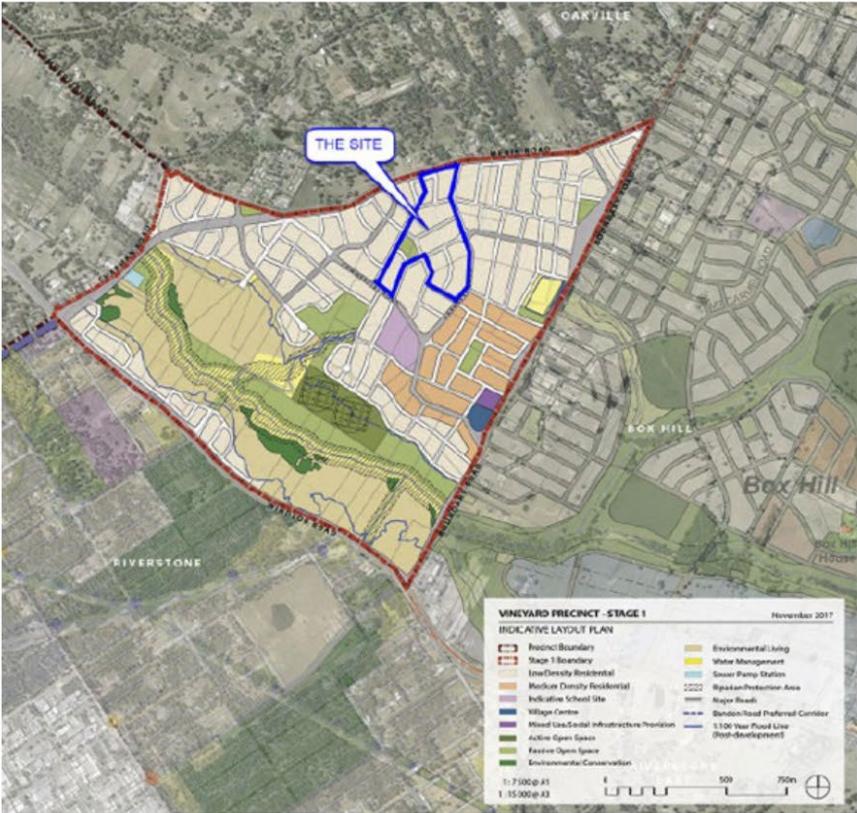
**LOCAL TRAFFIC COMMITTEE**  
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**4.1.2. LTC - Proposed Signposting and Line Marking for the Vineyard Precinct at 283 Commercial Road, Oakville - DA0322/21 - (Hawkesbury) - (80245, 73621, 123265)**

**INTRODUCTION:**

The Land and Environment Court granted Development Consent to DA0322/21 (LEC No: 2022/17005) to construct road and drainage works to create 171 Residential Lots within the Vineyard Precinct. The proposed development is within No. 283 Commercial Road (Lot 8 DP 578758) and Nos. 21,41,49,57 and 65 Harkness Road (Lot 1,2,3,4 and 5 DP 253872), Oakville. The site is bounded by Commercial Road, Harkness Road, Menin Road, and surrounding properties as outlined in Figures 1 and 2.

The development will provide for seven new roads as part of an internal road network within the development site as well as widening of existing roads and connection to Commercial Road, Harkness Road, Menin Road and adjoining neighbouring development sites.



**Figure 1: Site Locality within the Vineyard Precinct**

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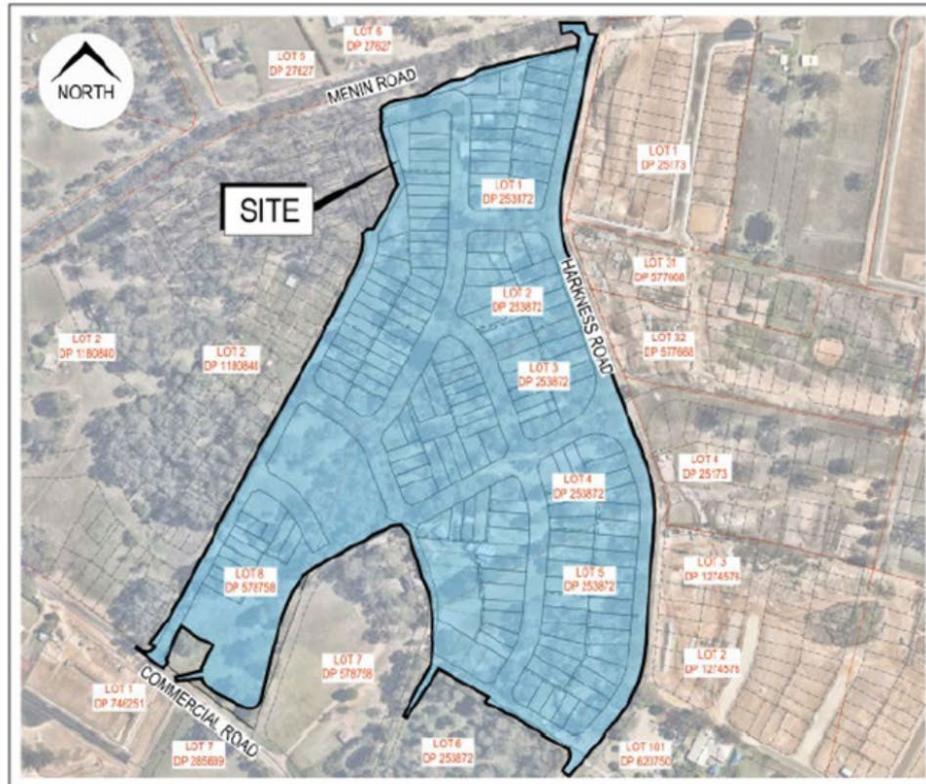
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**Figure 2: Site Extent and Road Layout**

#### DISCUSSION:

The proposed road network, as outlined in Figure 3, will connect to Commercial Road, Harkness Road, Menin Road and adjoining neighbouring development sites. The proposed roads are listed below with their corresponding road widths between kerbs.

- Commercial Road - Collector Road 13m Carriageway (Partial Road Construction).
- Harkness Road - Collector Road 6.5m Carriageway – between Road 01 and Road 06 (Half Road Width Construction – Full Length). 13m Carriageway when full road construction is completed.
- Harkness Road – Local Road 4.5m Carriageway - between Road 01 and Menin Road (Half Road Width Construction – Full Length). 9m Carriageway when full road construction is completed.
- Menin Road - variable Carriageway (Partial Road Construction at intersection with Harkness Road). Menin Road is a future Sub-arterial Road connection from Chapman Road to Boundary Road and is subject to construction by TfNSW.
- Road 01 - Local Road 9m Carriageway (Full Road Width Construction – Full Length).

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- Road 02 - Local Road 9m Carriageway (Full Road Width Construction – Full Length)
- Road 03 - Local Road 9m Carriageway (Full Road Width Construction – Full Length)
- Road 04 - Local Road 9m Carriageway with a temporary turning head (cul-de-sac) radius of 12m (Full Road Width Construction - Full Length).
- Road 05 -:
  - a) Commercial Road to Ch 393.657 (Includes the intersections with Roads 03 and 04). Local Road 5.5m Carriageway with a temporary turning head (cul-de-sac) radius of 12m at Ch 393.657 (Half Road Width Construction – Full Length). These works will connect to the adjoining development site half road width construction at 44 Menin Road DA0281/22 which is scheduled to commence after the completion of these works. 9m Carriageway when full road construction is complete.
  - b) Ch 582.587 to Road 03 at Ch 861.063 (Includes the intersections with Roads 02 and 07). Local Road 9m Carriageway with a temporary turning head (cul-de-sac) radius of 12m at Ch 582.587 (Full Road Width Construction – Full Length)
- Road 06 - Local Road 4.5m Carriageway connecting to the existing half road construction completed from the adjacent development at 305 Commercial Road DA0367/21. (Half Road Width Construction – Full Length). 9m Carriageway when full road construction is complete.
- Road 07 - Local Road 9m Carriageway (Full Road Width Construction – Full Length).



**Figure 3: Road Layout and Road Names**

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All intersections as part of this development are either T-Junctions or Cross Junctions. Signposting and line marking locations are consistent across all intersections for this development in accordance with the conditions of consent.

Harkness Road between Road 01 and Road 06 (Collector Road) where the 13m carriageway is constructed will be linemarked with double centre lines (BB) and edge lines (E1) with 3m parking lanes and 3.5m travelling lanes. Harkness Road between Road 01 and Menin Road (Local Road) where the 9m carriageway is constructed will be linemarked with double centre lines (BB) taking into account its intersection with Road 07.

The internal intersections of the local roads with a 9m carriageway will be line marked with a double barrier centre line (BB) of 15m to each intersection approach, with the Junction having a Give Way control and Holding line (TB/TB1). The Give Way treatments are for:

- Harness Road at its intersection with Menin Road.
- Road 01 at its intersection with Harkness Road.
- Road 02 at its intersection with Road 01 (both approaches), Road 05 and Road 06.
- Road 03 at its intersection with Road 05.
- Road 04 at its intersection with Road 05.
- Road 05 at its intersection with Road 03 and Commercial Road.
- Road 06 at its intersection with Harkness Road.
- Road 07 at its intersection with Road 05 and Harness Road.

Road 05 will operate as a half-road width (5.5m) with two-way traffic flow and will be signposted with temporary No Parking and No Stopping zones to ensure there is no obstruction to traffic flow. To facilitate turning at its intersections with Road 03, Road 04 and Commercial Road and separation of two-way traffic flow, a temporary broken centre line (S1) will be provided. Once Road 05 is built to its full width of 9metres, the centre line (S1) will be replaced with double barrier line (BB) at its respective intersections.

The intersection of Road 01 and Road 03 will result in a temporary bend. Road 01 at its western end and Road 03 at its southern end will connect to the adjoining development site, which is yet to be developed. The proposed bend due to its limiting radii, will be treated with temporary double centre lines (BB), No Stopping zones and curve advisory signs to ensure vehicular movement is not restricted. Once the adjoining site is developed, Road 01 and Road 03 will form a Cross-Junction with the new roads treated with a Give Way control and Holding line (TB/TB1) and priority of the intersection determined at that time.

Temporary turning heads (12m radius) are proposed at the end of Road 04 and the two ends of Road 05 and are to remain operational until works on the adjoining sites are undertaken. Road 04 will extend to a T-Junction to the adjoining development site, which is yet to be developed. The two ends of Road 05 will connect into a continuous road once the works are completed at 44 Menin Road. Temporary end road chevron signage "D4-5" is to be located at the end of Road 4 and the two ends of Road 05 to delineate to traffic no access beyond this point. The temporary turning heads are to be sign posted with No Parking zones.

The bend in Road 05, due to its limiting radii, will be treated with double centre lines (BB), No Stopping zones and curve advisory signs to ensure vehicular movement is not restricted.

All temporary zones will be reviewed when the works on adjoining sites are undertaken and actioned accordingly if they are to be adjusted or removed. Details of the proposed signage and line marking is This is page 13 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 17 June 2024.

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outlined in the Plans prepared by Orion Consulting (22-0231-02-SWC-800-F, 22-0231-02-SWC-801-F and 22-0231-02-SWC-802-F) – Attachments 1, 2 and 3.

Swept/Turning path diagrams (Attachment 4 to 8) have been provided for the 8.8m design vehicle (Service Vehicle-MRV Truck) and the 12.5m check vehicle (SU-HRV Truck). The swept paths for the check vehicles (12.5m HRV Truck) has shown some encroachments over the BB line at the respective Junctions with the design vehicles (8.8m MRV Truck) clearing the BB line with the exception of Road 05 at its intersection with Road Nos. 03 and 04 due to the 5.5m half road width of Road 05. With the adjoining development works commencing after the completion of these works, which will result in Road 05 being at full width prior to building works for dwellings, the temporary minor encroachment is acceptable. The purpose of the check vehicle is to ensure that there are no physical barriers prohibiting the manoeuvre. On this basis, the manoeuvres are acceptable, taking into consideration the road dimensions, geometry, grades, and kerb returns are in accordance with the relevant standards.

The design plans have been prepared by Orion Consulting (Project Ref. 22-0231) and Certification provided by Land Development Certificates. The certification indicates compliance of the road design, and that all relevant standards and road widths can accommodate the proposed line marking treatments in accordance with the relevant standards. Roads Act Approval for works on the existing road network has been provided by Hawkesbury City Council.

The signage and line marking plans prepared by Orion Consulting (22-0231-02-SWC-800-F, 22-0231-02-SWC-801-F and 22-0231-02-SWC-802-F) has been submitted to the Local Traffic Committee for concurrence and approval in accordance with the Development Consent conditions.

#### Summary:

The Signage and Line marking plans prepared by Orion Consulting (22-0231-02-SWC-800-F, 22-0231-02-SWC-801-F and 22-0231-02-SWC-802-F) associated with the Development Application DA0322/21 be implemented.

#### **RECOMMENDATION TO COMMITTEE:**

The Signage and Line marking plans prepared by Orion Consulting (22-0231-02-SWC-800-F, 22-0231-02-SWC-801-F and 22-0231-02-SWC-802-F) associated with the Development Application DA0322/21 be implemented.

#### **COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Sarah McMahon, seconded by Mr Christopher Amit.

Support for Recommendation: Unanimous support

The Signage and Line marking plans prepared by Orion Consulting (22-0231-02-SWC-800-F, 22-0231-02-SWC-801-F and 22-0231-02-SWC-802-F) associated with the Development Application DA0322/21 be implemented.

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#### 4.2. SPECIAL EVENTS

**4.2.1. LTC - All Holden Day - Holden Display Day 2024 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 114515)**

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#### **INTRODUCTION:**

An application has been received from All Holden Day Inc. seeking approval (in traffic management terms) to conduct the All Holden Day – Holden Display Day 2024 within the Hawkesbury Showground, Clarendon, on Sunday, 04 August 2024, which includes a 2 day Swap Meet to be held on Saturday, 03 August and Sunday, 04 August 2024.

The event organiser has advised:

- The event has been held for the past 32 years.
- The event is a display day for all original and modified Holden vehicles.
- The event includes a swap meet on Saturday, 03 August and Sunday, 04 August 2024.
- The event will be conducted between 6am and 5pm for both days.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is located within the Hawkesbury Showground only.
- The event is expected to attract approximately 800 entrant's vehicles (capped) and 12,000 visitors.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area and will be directed into the site via Gate 4, by accredited traffic controllers. Exit from the showground will be via Gate 1.
- There may be an increase to traffic flow on Hawkesbury Valley Way and Racecourse Road on the Sunday morning, with the majority of vehicles arriving between 6am and 8am. Traffic controllers will monitor queue lengths along Racecourse Road to ensure vehicles do not queue across the Railway level crossing.
- Traffic controllers will monitor the exit of vehicles from the showground. If there are issues with vehicles turning right into Hawkesbury Valley Way from Racecourse Road due to heavy traffic on Hawkesbury Valley Way that may result in vehicles queuing across the railway tracks, vehicles will be directed to run right out of Gate 1 onto Racecourse Road and travel towards Blacktown Road.
- Advance warning with VMS shall be installed at 5 locations which include Windsor Road, Hawkesbury Valley Way and Blacktown Road.

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

#### **DISCUSSION:**

Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site and intersects with Blacktown Road approximately 3.5 kilometres to the south.

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

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter the parking area from Gate 4. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the showground along Racecourse Road from the Blacktown Road intersection.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCPs) are to be submitted to Transport for NSW – TfNSW (formerly TMC) for authorisation due to the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road as well as the potential impact across the railway level crossing at Clarendon Station.

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

The event organiser has submitted the following items in relation to the event: Attachment 5 (ECM Document Set ID No: 8890316):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Transport for NSW – TfNSW),
4. Transport Management Plan – referred to in the application as Special Event Traffic Management Plan (TMP) and Traffic Control Plans (TCPs),
5. Event and Parking Layout for the Showground,
6. VMS Location plans for Blacktown Road, Hawkesbury Valley Way and Windsor Road.
7. Copy of the application to the NSW Police Force,
8. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, Richmond and Windsor Fire Brigade (Fire & Rescue NSW) and SES.

#### RECOMMENDATION TO COMMITTEE:

That:

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

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2. The All Holden Day – Holden Display Day 2024 event within the Hawkesbury Showground, Clarendon, on Sunday, 04 August 2024, which includes a 2 day Swap Meet to be held on Saturday, 03 August and Sunday, 04 August 2024 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

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

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- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Hawkesbury City Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to 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);
- 4j. the event organiser is to notify the details of the event to the NSW Rural Fire Service at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 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 or road related area, 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.

#### **COMMITTEE RECOMMENDATION:**

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RESOLVED on the motion of Councillor Sarah McMahon, seconded by Mr Christopher Amit.

Support for Recommendation: Unanimous support.

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <https://www.hawkesbury.nsw.gov.au/your-council/events/traffic-management-for-special-events>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Transport for NSW – TfNSW (formerly RTA/RMS) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The All Holden Day – Holden Display Day 2024 event within the Hawkesbury Showground, Clarendon, on Sunday, 04 August 2024, which includes a 2 day Swap Meet to be held on Saturday, 03 August and Sunday, 04 August 2024 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by Transport for NSW – TfNSW (formerly RTA/RMS).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

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

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- 4e. the event organiser is to obtain approval from Transport for NSW – TfNSW (formerly TMC) to undertake the proposed traffic movements into and out of Racecourse Road that will affect the movement of traffic along Hawkesbury Valley Way and Blacktown Road; a copy of the Transport for NSW – TfNSW (formerly TMC) approval to be submitted to Council;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Hawkesbury City Council and Transport for NSW – TfNSW (formerly RTA/RMS) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to 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);
- 4j. the event organiser is to notify the details of the event to the NSW Rural Fire Service at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 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 or road related area, 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,

This is page 20 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 17 June 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 17 June 2024

- 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.

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This is page 21 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 17 June 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 17 June 2024

**4.3. FOR INFORMATION**

There were no reports for Information.

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This is page 22 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 17 June 2024.

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

**LOCAL TRAFFIC COMMITTEE**

**Meeting Date:** 17 June 2024

**5. GENERAL BUSINESS**

There was no general business.

The next Local Traffic Committee meeting is proposed to be held on Monday 8 July 2024 at 3.00pm.

The meeting terminated at 3.10pm.

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This is page 23 of the Minutes of the LOCAL TRAFFIC COMMITTEE MEETING held Remotely on 17 June 2024.

**oooO END OF REPORT Oooo**

**12. NOTICES OF MOTION**

**12.1.1.           NM1 - Tree Planting, George Street, Windsor**

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**Submitted by:** Councillor Dogramaci

**NOTICE OF MOTION**

That the Council:

1. Stop and not to go ahead planting trees and possibly constructing flower beds on George Street starting from the Council chamber all the way to where the Windsor Mall, all along to the intersection of the FITZGERALD street.
2. That council officers, all involved should visit business owners to discuss small business owners' worries, business restriction reduced and/or restricted car parking spots that will cause inconvenience on elderly, incapacitated on wheel chairs, scooters using the pathways during the work.

**BACKGROUND**

I understand that this plan, this work was heard before my time possibly before many current Councillors' time and part of it was discussed recently however, it could not justify the inconvenience it will cause and detriment to the shop owners along that part of George Street.

My brief phone and some personal discussion with business owners revealed that NOT one single entity has been contacted and/or received a visit in person, email or any other means from Council! to discuss the details.

Accordingly, I feel that the Council should hold off this plan I am told to start next week and should consult business owners as well as those who regularly visit shops/businesses on this patch, and should be consulted before the next phase - to go ahead, change, adjust or to cancel.

**NOTE BY MANAGEMENT**

The planting of street trees from Windsor Train Station to Fitzgerald Street was considered at Council's Ordinary Meeting 18 April 2023. At this meeting Council resolved (in part) that:

*"Street trees to be planted where appropriate (road and footpath)."*

The contractor is required to have in place 'Traffic Guidance Schemes' which includes provisions for pedestrian movement for the safety of the public, Council's workers and contractors during construction. From time to time this may result in disruptions as is the case with any construction in the public domain.

Strategic Alignment

Council's Urban Greening Strategy identifies that the Hawkesbury has few to no areas with 30% tree cover for its level of Urban Density (NSW Government target). Council's Environmental Sustainability Strategy calls for Council to prioritise areas for tree planting and heat mitigation.

**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
**Meeting Date: 9 July 2024**

The planting of street trees throughout Windsor as part of the Liveability Project provides Council with an opportunity to deliver on these adopted actions and will increase tree canopy in an area where currently there is less than 10% tree canopy coverage.

Council obtained the trees that are being planted under a 'Greening the Cities' grant that was received from the NSW Government in 2021. Council has used these grant funds to pay for storage and maintenance of the trees since 2021, awaiting planting in town centres.

In accordance with Council's resolution of 18 April 2023, planting of the trees is included in the contract that has been awarded to deliver Stage 1 of the Windsor Liveability Project.

Contractually, Council has obligation to deliver the programmed tree planting in Stages 1, 1a and 2 of the Windsor Liveability Project.

#### Construction Considerations

The contractor is required to have in place 'Traffic Guidance Schemes' which includes provisions for pedestrian movement for the safety of the public, Council's workers and contractors during construction. From time to time this may result in disruptions as is the case with any construction in the public domain.

#### Communication and Engagement

The Liveability Project has been developed over a four-year period and engagement has been undertaken over this period of time.

More recently, Council staff hand delivered flyers on 6 June 2024 to businesses along and immediately adjacent to George Street Windsor.

Council hosted the following information pop-up / drop-in sessions for businesses:

12 June 2024 - Windsor Mall  
10am – 11am & 2.30pm – 3.30pm

13 June 2024 – Tebbutt Room  
6.30pm

Windsor residents and businesses were also informed of the project and its commencement via flyer delivered by Letter Box Drop from 17 June 2024.

The contractor for Stage 1 of the Project has informed directly impacted residents between Windsor Train Station and Hawkesbury Valley Way via a letter that provides details of works, road closures, working hours and traffic management arrangements.

The Liveability web page was made live on 7 June 2024 and links to the detailed Your Hawkesbury, Your Say page to which regular updates regarding the Project are posted.

Face to face meetings have been held with key stakeholders and business groups.

Community Consultation was open on YHYS from Monday, 17 June to Sunday, 30 June 2024 to allow businesses and residents time to review the plans for Stage 1a and Stage 2 and leave their feedback on the project. All of the feedback received will be collated and used to inform Council when the final plans for Stages 1A and 2 are reported back to Council later in 2024.

**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
**Meeting Date: 9 July 2024**

Financial Risk

Should there be a change to the planned tree planting in Stage 1 of the Liveability Project, Council would have to compensate the contractor as resources to plant the trees have already been allocated.

The costs that have been incurred to hold the trees whilst awaiting planting (approximately \$17,000 per month for ongoing maintenance and re-potting fees) would need to be reimbursed by Council to the contractor.

Council may then also be liable for payment of the trees if the Contractor may have lost opportunity to sell these trees to other customers.

None of these costs would be an eligible grant expense, therefore Council will be financially liable for all costs incurred.

Reputational Risk

The elimination of trees from the Liveability Project will breach the commitment made by Council when the Greening the Cities grant funding was awarded, and when the scope for the Liveability Project was approved.

The Liveability Project has been ongoing for over four years, with all works having been approved through the funding agency and Council, including Stage 1 of Liveability Windsor.

The contract to deliver Stage 1 Windsor is in place with materials ordered and works underway. To change the scope of the Project at this stage will call probity into question and may establish a precedent for Council's other current grant funded projects.

If Council does not proceed with planting of the trees from Windsor Train Station to Fitzgerald Street, Council will incur costs that are associated with any contract variation to the Liveability Project and lose sunk costs associated with the Greening the Cities grant.

There is also a high likelihood that funding agencies and contractors will have low confidence in Council's ability to deliver projects due to continued changes to the scope of the Liveability Project that have impacted delivery timeframes.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
**Meeting Date: 9 July 2024**

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**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
**Meeting Date: 9 July 2024**

**12.1.2. NM2 - Recognition and Thank you, Superintendent Karen Hodges AFSM, NSW Rural Fire Service**

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**Submitted by:** Councillor Wheeler

**NOTICE OF MOTION**

That Council:

1. Notes the outstanding contribution made by Superintendent Karen Hodges AFSM in her role as Fire Control Officer at the NSW Rural Fire Service - Hawkesbury District.
2. Thanks her for more than three decades of service to the Hawkesbury.
3. Wishes her well in her new appointment as Deputy Chief Officer, Rural Fire Service Queensland.

**BACKGROUND**

Prior to working at Hawkesbury Fire Control, Karen Hodges was employed in Council's typing pool. She went to Fire Control for "a couple of weeks" and never left. At that time, Fire Control was staffed by Council employees. In 2001, the State Government took over as the employer. Karen's rise was rapid, from administration to Deputy Fire Control Officer to Fire Control Officer. Many members have never known Hawkesbury RFS without Karen's leadership.

Superintendent Hodges has been a very well respected Incident Controller in charge of many Emergency Bush Fire Declarations, both in the Hawkesbury and across the State. The most recent was the unprecedented Gospers Mountain megafire, the largest known fire from a single ignition point which involved a five-month long campaign across six local government areas.

Superintendent Hodges' understanding of fire in the Hawkesbury, the abilities of each brigade and their firefighting capacities, and the need for practical application of the expectations of the public, the RFS and governments at all levels has meant she has been excellent at her role in commanding rural firefighting responses within the District.

The role of Fire Control Officers involves much more than fighting fires. The FCO administers an organisation that "manages" (without the authority of employment) over 1,800 volunteers, and an office of employed staff which has almost always been short staffed, with a very tight budget in an inadequate building. Superintendent Hodges has been able to achieve much for the District, brigades and members, despite the complexities of the task, and lack of support and resources.

Superintendent Hodges is respected by Hawkesbury District RFS members because of her care for the welfare of RFS volunteers, including her ability to care for and know of individual members and their situations. This has meant that she has always led with empathy.

Quotes from RFS members include:

*"Karen is really well loved. She can probably tell you the names of most of the firefighters in the District. You see it at awards nights: she charms the crowd and has a word or a joke for everyone."*

*"She's known for her personal touch. Not many FCOs would send flowers for births or to grieving relatives. It's that personal touch we'll miss most".*

**ORDINARY MEETING**  
**12. NOTICES OF MOTION**  
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*"Karen isn't just an FCO - she's a mentor and a friend"*

*"She is the most amazing account manager!"*

*"Her ability to cajole people into doing things for her is extraordinary!"*

*"She has been an amazing leader - constant and reassuring."*

*"She has done really well amongst the RFS men."*

*"A true leader not scared to make the tough calls."*

And from one Group Officer: *"The competent, dedicated volunteer fire fighting force that Hawkesbury is today is a testament to Karen's commitment, both during and after work hours, for the conduct of firefighting and the welfare of the District's crews."*

Superintendent Hodges will move to the newly formed Rural Fire Service Queensland in July 2024, taking up the position of Deputy Chief Officer, South Eastern Region.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**13. QUESTIONS WITH NOTICE**  
**Meeting Date: 9 July 2024**

**13. QUESTIONS WITH NOTICE**

Nil questions.

**ORDINARY MEETING**  
**13. QUESTIONS WITH NOTICE**  
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ORDINARY MEETING

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

Meeting Date: 9 July 2024

14. RESPONSES TO QUESTIONS WITH NOTICE FROM PREVIOUS MEETING

14.1.1. Responses to Councillor Questions Taken on Notice at the Council Meeting - 28 May 2024

The following question was raised from Councillors regarding matters on the Council Meeting Business Paper of 28 May 2024. This question was taken on notice and the response is provided below:

#	Councillor	Question	Response
1	Kotlash	Do we know which wetlands are natural and which ones aren't?	<p>Statutory mapping of Coastal wetlands come from the Resilience and Hazards SEPP. This mapping reflects coastal wetlands per chapter 2 Coastal Management of the SEPP.</p> <p>The definitions of this chapter comes from the Coastal Management Act 2016.</p> <p>The act provides the following for Coastal Wetlands (in Part)</p> <p><i>6 Coastal wetlands and littoral rainforests area</i></p> <p><i>(1) The coastal wetlands and littoral rainforests area means the land identified by a State environmental planning policy to be the coastal wetlands and littoral rainforests area for the purposes of this Act, being land which displays the hydrological and floristic characteristics of coastal wetlands or littoral rainforests and land adjoining those features.</i></p> <p>As such, there is no way to categorically state whether the statutory mapping of wetlands is of natural systems or not should the land display the hydrological and floristic characteristics of coastal wetlands.</p>

oooO END OF REPORT Oooo

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

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

Meeting Date: 9 July 2024

**14.1.2. Responses to Councillor Questions Taken on Notice at the Council Meeting - 11 June 2024**

The following questions were raised from Councillors regarding matters on the Council Meeting Business Paper of 11 June 2024. These questions were taken on notice and the responses are provided below:

#	Councillor	Question	Response
1	Kotlash	Breakdown of the specific funding that is allocated in the 2024/2025 budget in terms of planting.	There is no specific funding allocation dedicated to tree planting in the 2024/2025 budget. Tree planting (and the planting of other vegetation such as under story, turf and native grasses) are often included in a range of capital works projects, however "tree planting" is not accounted for as a separate line item in project budgets as it is variously included in landscaping items. As a result, it is not possible to provide the level of detail being sought.
2	Wheeler	Has the complaint received about one of the driveways that was reconstructed as part of the kerb and gutter works on Mitchell Drive and Ian Street, Glossodia been resolved?	Council had received one complaint in relation to the works. Council's Project Manager has so far made two attempts to contact the individual but has not yet received a response. The inspection that followed completion did not yield any further concerns or issues.
3	Wheeler	Is the section of road between Reserve Road and Gorricks Lane on the Works Plan?	The road rehabilitation of Kurmond Road between Reserve Road and Gorricks Lane is presently included in the five-year rolling program. This project will be prioritised along with other projects to determine in which year it will be funded.
4	Wheeler	What security arrangements do we have for Woodbury Reserve after it is handed back to Council?	Crime prevention through environmental design principles were incorporated into the Master planning process and have now cascaded into the detailed design stage of Woodbury Reserve, including both active and passive measures. Active measures are operational and it is not Council's practice to publish these. Passive measures include some lighting, maintenance of sight lines and greater levels of activation to increase passive surveillance and these have been incorporated where it is practicable and anticipated to be effective.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

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

**Meeting Date:** 9 July 2024

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**ORDINARY MEETING**  
**15. CONFIDENTIAL REPORTS**  
**Meeting Date: 9 July 2024**

**15. CONFIDENTIAL REPORTS**

**15.1. GENERAL MANAGER**

Nil reports.

**15.2. CITY PLANNING**

Attachment 2 to Item 10.3.1. - Applicant names for the Participation Category.

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**REASON FOR CONFIDENTIALITY**

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

*Specifically, the matter is to be dealt with pursuant to Section 10A(2)(a) of the Act as it relates to personnel matters concerning particular individuals (other than councillors).*

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

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**15.3. CORPORATE SERVICES**

Nil reports.

**15.4. INFRASTRUCTURE SERVICES**

Nil reports.



# 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.