



Hawkesbury City Council

ordinary  
meeting  
business  
paper

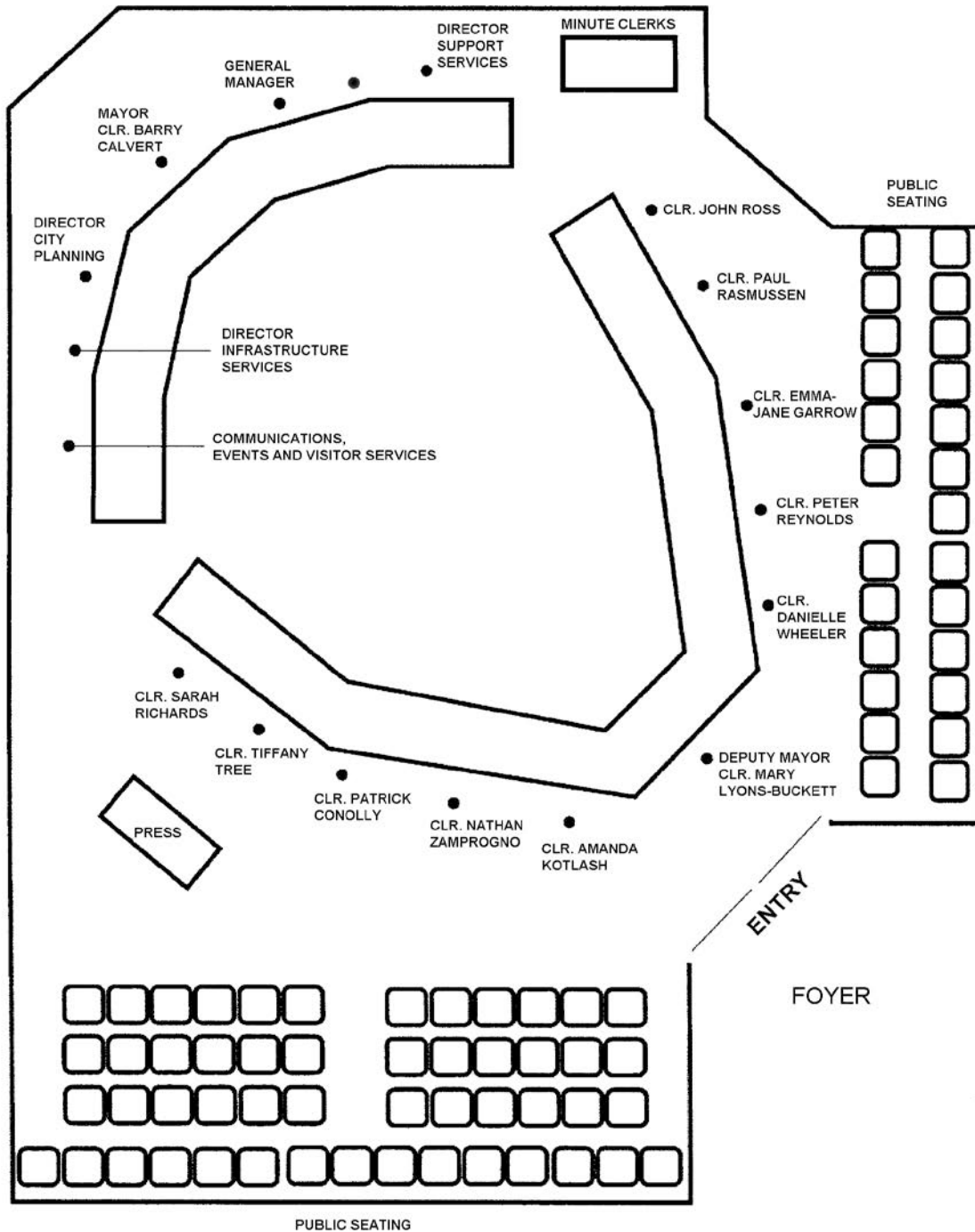
date of meeting: 10 December 2019  
location: council chambers  
time: 6:30 p.m.



# mission statement

***Hawkesbury City Council  
leading and working  
with our community  
to create a healthy  
and resilient future.***

# Hawkesbury City Council





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**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 10 December 2019**

**PROCEDURAL MATTERS**

**Welcome**

The Mayor, Councillor Barry Calvert will acknowledge the Indigenous Heritage.

The General Manager will address the Council meeting, mentioning:

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

**Attendance**

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

**Apologies and Leave of Absence**

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

**Declaration of Interest**

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

**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.

**ORDINARY MEETING**

**Procedural Matters**

**Meeting Date:** 10 December 2019



ordinary

section 1

confirmation of minutes

**ORDINARY MEETING**

**SECTION 1 - Confirmation of Minutes**

**Meeting Date:** 10 December 2019

**SECTION 1 - Confirmation of Minutes**



# Hawkesbury City Council

## ordinary meeting minutes

date of meeting: 26 November 2019

location: council chambers

time: 6:30 p.m.



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## ORDINARY MEETING

Minutes: 26 November 2019

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 26 November 2019, commencing at 6:35pm.

### Welcome

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

### ATTENDANCE

**PRESENT:** Councillor Barry Calvert, Mayor, Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Patrick Conolly, Amanda Kotlash, Paul Rasmussen, Peter Reynolds, Sarah Richards, John Ross, Tiffany Tree, Danielle Wheeler and Nathan Zamprogno.

**ALSO PRESENT:** General Manager - Peter Conroy, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Manager Communications, Events and Visitor Services - Suzanne Stuart, Acting Manager Corporate Services and Governance – Linda Hewitt and Administrative Support Coordinator - Tracey Easterbrook.

### APOLOGIES AND LEAVE OF ABSENCE

An apology for absence was received from Councillor Garrow.

### 266 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett and seconded by Councillor Rasmussen that the apology be accepted and that leave of absence from the meeting be granted.

Councillor Ross arrived at the meeting at 6:38pm.

### DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

**ORDINARY MEETING**

**Minutes:** 26 November 2019

**SECTION 1 - Confirmation of Minutes**

**267 RESOLUTION:**

RESOLVED on the motion of Councillor Zamprogno and seconded by Councillor Kotlash that the Minutes of the Ordinary meeting held on the Tuesday, 12 November 2019, be confirmed.



## ORDINARY MEETING

Minutes: 26 November 2019

### SECTION 3 – Reports for Determination

#### GENERAL MANAGER

**Item: 214**                      **GM - 2019/2020 Event Sponsorship Round 2 - (79351)**

**Directorate:**                General Manager

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#### **MOTION:**

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

#### ***Refer to RESOLUTION***

#### **268 RESOLUTION:**

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

That Council:

1. Under the 2019/2020 Event Sponsorship Program, agree to support the organisations and individuals listed at the level recommended in Attachment 1 of this report.

a)	St. Albans RFS Pioneer Trail Run	\$3,587
b)	St Albans String Workshop	\$3,300
c)	Christmas in the Park	\$1,000
d)	Carols in The Park and Family Fun Time	\$2,800
2. Approve the execution of Council's standard Sponsorship Agreement for the applications as identified in Attachment 1 of this report.
3. Continue to review and refine the Events Sponsorship Program to incorporate the ongoing findings from the implementation of the Events Strategy.

**For the Motion:**                Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**        Nil.

**Absent:**                        Councillor Garrow.

## ORDINARY MEETING

Minutes: 26 November 2019

### CITY PLANNING

**Item: 215** CP - Western Sydney Health Alliance - Western Sydney City Deal - (95498, 124414, 140984)

**Previous Item:** 058 - Ordinary (27 February 2018)  
205 - Ordinary (28 August 2018)

**Directorate:** City Planning

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#### **MOTION:**

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

***Refer to RESOLUTION***

#### **269 RESOLUTION:**

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

That Council enter into a Memorandum of Understanding, attached as Attachment 1 to this report, noting that:

1. It is designed to focus planning and delivery in relation to;
  - a) Getting people active
  - b) Liveability, connecting and strengthening communities
  - c) Accessing health and wellbeing services
  - d) Promoting healthy food access and choices
2. It is between the eight Councils of the Western Parkland city, two State Government Local Health Districts and two Commonwealth Government Primary Health Networks.

**For the Motion:** Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Tree, Wheeler and Zamprogno.

**Against the Motion:** Councillor Ross.

**Absent:** Councillor Garrow.

## ORDINARY MEETING

Minutes: 26 November 2019

**Item: 216**                      **CP - Western Parkland Councils Governance Arrangements - (95498, 124414, 140984)**

**Previous Item:**            058, Ordinary (27 February 2018)  
                                 205, Ordinary (28 August 2018)

**Directorate:**              City Planning

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### **MOTION:**

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

***Refer to RESOLUTION***

### **270 RESOLUTION:**

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

That:

1. The information contained in the report on long-term governance arrangements for the Western Parkland Councils be received.
2. Council formally enter into an alliance with the Western Parkland Councils in accordance with the draft Deed of Agreement and Section 355 of the Local Government Act 1993.
3. Council contribute \$20,000 for the 2019/2020 financial year and then \$40,000 annually towards resourcing the Western Parkland Councils as outlined in the report.
4. Council nominate the Deputy Mayor to be appointed as an alternate representative on the Western Parkland Councils' Mayoral Forum should the Mayor be unavailable.

**For the Motion:**            Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**      Nil.

**Absent:**                      Councillor Garrow.

## ORDINARY MEETING

Minutes: 26 November 2019

**Item: 217** CP - Outcome of Public Exhibition of Draft Community Engagement Framework 2019 and Draft Community Participation Plan 2019 - (95498, 124414)

**Previous Item:** 178, Ordinary (24 September 2019)

**Directorate:** City Planning

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### MOTION:

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

*Refer to RESOLUTION*

### 271 RESOLUTION:

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

That:

1. Council adopt the Draft Community Engagement Framework and Draft Community Participation Plan attached as Attachments 1 and 2 to this report.
2. The adopted Community Engagement Framework and Community Participation Plan be made available to the public by placing on Council's website.
3. The Community Participation Plan be reviewed when the Development Control Plan review is completed.

**For the Motion:** Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Tree, Wheeler and Zamprogno.

**Against the Motion:** Councillor Ross.

**Absent:** Councillor Garrow.

## ORDINARY MEETING

Minutes: 26 November 2019

**Item: 218**                      **CP - Annual Report 2018/2019 Incorporating Audited Financial Statements - (95498, 124414, 79351)**

**Previous Item:**            205, Ordinary (12 November 2019)  
                                 270, Ordinary (13 November 2019)

**Directorate:**              City Planning

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### **MOTION:**

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

***Refer to RESOLUTION***

### **272 RESOLUTION:**

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

That:

1. Council's Annual Report 2018/2019 and accompanying audited Financial Statements be received and noted, and a copy forwarded to the Office of Local Government by 30 November 2019.
2. The Annual Report 2018/2019 and accompanying audited Financial Statements be made available on Council's website by 30 November 2019.

**For the Motion:**            Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Tree, Wheeler and Zamprogno.

**Against the Motion:**      Councillor Ross.

**Absent:**                      Councillor Garrow.

## ORDINARY MEETING

Minutes: 26 November 2019

### SUPPORT SERVICES

**Item: 219**                    **SS - Monthly Investments Report - October 2019**

**Previous Item:**            150, Ordinary (26 June 2018)

**Directorate:**              Support Services

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**MOTION:**

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

*Refer to RESOLUTION*

**273 RESOLUTION:**

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

That the Monthly Investments Report for October 2019 be received and noted.

**For the Motion:**            Councillors Calvert, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**      Nil.

**Absent:**                      Councillors Lyons-Buckett and Garrow.

**Item: 220**                    **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

**Directorate:**              Support Services

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**MOTION:**

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

*Refer to RESOLUTION*

**274 RESOLUTION:**

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

That the Clause 4.21(a) Pecuniary Interest Return be received and noted.

**For the Motion:**            Councillors Calvert, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**      Nil.

**Absent:**                      Councillors Lyons-Buckett and Garrow.

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## ORDINARY MEETING

Minutes: 26 November 2019

**Item: 221**                      **SS - September 2019 Quarterly Budget Review Statement - (95496)**

**Previous Item:**              098, Extraordinary (12 June 2019)

**Directorate:**                Support Services

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### **MOTION:**

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

***Refer to RESOLUTION***

### **275 RESOLUTION:**

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

That:

1. The information contained in the report be received.
2. The Quarterly Budget Review Statement – September 2019 be adopted.

**For the Motion:**              Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Tree, Wheeler and Zamprogno.

**Against the Motion:**        Councillor Ross.

**Absent:**                        Councillor Garrow.

## ORDINARY MEETING

Minutes: 26 November 2019

**Item: 222**                      **SS - Code of Conduct Complaints Statistics Report - 1 September 2018 to 31 August 2019 - (95496)**

**Previous Item:**              037, Ordinary (12 March 2019)

**Directorate:**                Support Services

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### **MOTION:**

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

***Refer to RESOLUTION***

### **276 RESOLUTION:**

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

That the report under Clause 11.1 of the Council's Procedures for the Administration of the Code of Conduct - December 2018, in respect of the Code of Conduct complaints statistics for the period from 1 September 2018 to 31 August 2019, be noted.

**For the Motion:**              Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**        Nil.

**Absent:**                        Councillor Garrow.



**ORDINARY MEETING**

**Minutes:** 26 November 2019

**SECTION 4 – Reports of Committees**

**Item: 223**                      **ROC - Local Traffic Committee - 11 November 2019 - (80245, 95495)**

**Directorate:**                Infrastructure Services

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**MOTION:**

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

*Refer to RESOLUTION*

**277 RESOLUTION:**

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

That the Minutes of the Local Traffic Committee meeting held on 11 November 2019 be received and noted.

**For the Motion:**                Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:**            Nil.

**Absent:**                            Councillor Garrow.

## ORDINARY MEETING

Minutes: 26 November 2019

**Item: 224**                      **ROC - Hawkesbury Access and Inclusion Advisory Committee Minutes - 24 October 2019 (124569. 96328)**

**Directorate:**                Support Services

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### **MOTION:**

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

### ***Refer to RESOLUTION***

### **278 RESOLUTION:**

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

That:

1. The Minutes of the Hawkesbury Access and Inclusion Advisory Committee Meeting held on the 24 October 2019 be received and noted.
2. In relation to Item 2 of the Minutes regarding the mosaic art installation, Council endorse the recommendation of the Hawkesbury Access and Inclusion Advisory Committee, namely that;
  - a) The Committee endorse the proposal received to install a mosaic art piece on the external wall of the Deerubbin Centre
  - b) Council provide an in principle agreement to the mosaic art piece being installed on the external wall of Deerubbin Centre
  - c) Once project funding is secured, a further report be prepared for the consideration of Council that provides further details of mosaic design to seek Council approval prior to the commencement of the project.

**For the Motion:**                Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Tree, Wheeler and Zamprogno.

**Against the Motion:**        Councillor Ross.

**Absent:**                        Councillor Garrow.

## ORDINARY MEETING

Minutes: 26 November 2019

### SECTION 5 – Notices of Motion

**Item: 225**                      **NM1 - Disaster Welfare Assistance Point - (125612, 79351)**

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#### **MOTION:**

A Motion was moved by Lyons-Buckett, seconded by Councillor Rasmussen.

That Council:

1. Staff obtain information and a possible commitment to funding for implementation of support activities during emergency situations from the Office of Emergency Management or any other relevant agency.
2. Investigate the possibility of designating an existing Council facility to be utilised in times of emergency as a Disaster Welfare Assistance Point (DWAP) in consultation with the NSW Office of Emergency Management (OEM), and report back to Council.
3. Consider establishing an Emergency Management Advisory Committee within Council to deal with the non-operational issues of emergency management and resilience building.
4. Commit to the inclusion in Council's resilience plan which is currently being developed, guidelines for defining Council's role in non-operational functions during times of emergency, and steps for implementation of such functions in conjunction with State authorities.

**For the Motion:**                      Councillors Lyons-Buckett, Rasmussen, Reynolds, Ross and Wheeler.

**Against the Motion:**                Councillors Calvert, Conolly, Kotlash, Richards, Tree and Zamprogno.

**Absent:**                                  Councillor Garrow.

The Motion was lost.

**ORDINARY MEETING**

**Minutes: 26 November 2019**

**Item: 226**

**NM2 - Passing of Joseph Hilton Blair - (138879, 79351)**

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**MOTION:**

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

*Refer to RESOLUTION*

**279 RESOLUTION:**

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

That Council:

1. Acknowledge and pay respect to Rotarian Joseph Hilton Blair, resident of Kurrajong and committed volunteer to the Hawkesbury; and
2. Amend the Code of Meeting Practice to permanently place a 'Condolences' section on the agenda of every Council meeting for discussion earlier in the meeting, so that Councillors can make special mention of individuals who have passed away and who have made a significant contribution to the Hawkesbury community.

**For the Motion:** Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Rasmussen, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

**Against the Motion:** Nil.

**Absent:** Councillor Garrow.

The meeting terminated at 9:25pm.

Submitted to and confirmed at the Ordinary meeting held on 10 December 2019.

.....  
Mayor



ordinary

section 2

mayoral minutes

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 10 December 2019

**SECTION 2 – 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.

ordinary

section

3

reports  
for determination



**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 10 December 2019

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 10 December 2019**

**SECTION 3 – Reports for Determination**

**PLANNING DECISIONS**

**Item: 227**                      **CP - Update on General Amendments to Hawkesbury Local Environment Plan 2012 Planning Proposal - (95498, 124414)**

**Previous Item:**            41, Ordinary (31 March 2015)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to update Council on the progress associated with the General Amendments (Housekeeping LEP) to the Hawkesbury Local Environmental Plan 2012 Planning Proposal, and to seek Council's direction in terms of a number of matters associated with the Planning Proposal.

**EXECUTIVE SUMMARY:**

The proposed amendment is generally procedural as it relates to matters such as updating general wording and referencing; amending the LEP due to provisions of State planning policies; adding certain land uses as permissible development; changes to minimum lot size provisions; site specific rezonings and land reclassifications; and correcting some minor drafting and mapping errors. There are a number of public agency and policy related matters that require consideration, particularly in light of the new Sydney Region Plan and Western City District Plan.

It is recommended that Council resolve to continue processing the Planning Proposal, but with a number of elements separated from the bulk of amendment in order to provide an opportunity to further discussions with the Greater Sydney Commission, Department of Planning, Industry and Environment and other relevant state agencies.

**RECOMMENDATION SUMMARY:**

That based on public agency consultation, and the release of the Sydney Region Plan and Western City District Plan since the commencement of the General Amendments Planning Proposal, that Council continue to process the planning proposal with a number of identified elements separated from the bulk of amendments in order to further discussions with the Greater Sydney Commission, Department Planning, Industry and Environment and other relevant state agencies.

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**REPORT:**

**Context and Background**

LEP 2012 was gazetted on 21 September 2012 and at the same time repealed Hawkesbury Local Environmental Plan 1989 (LEP 1989). The primary objective in preparing LEP 2012 was to convert the provisions of LEP 1989 into the Department of Planning and Environment's standardised local environmental plan (known as the "standard instrument") without making substantial or significant changes to underlying land use permissibility's or minimum lot size provisions.

However, since the gazettal of LEP 2012 a number of matters had arisen, including the permissibility of certain land uses; policy for minimum lot sizes within the township of Wilberforce; the interpretation and

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 10 December 2019**

application of clauses; and minor drafting and mapping errors. In addition, Council had received a number of requests to make amendments to the LEP.

### **Proposed Amendments to LEP 2012**

The proposed amendments to LEP 2012 are briefly described below, however Attachment 1 provides full details of the current proposed amendments.

#### **1. Written Instrument Amendments**

These amendments primarily relate to the interpretation and application of some clauses. The proposed changes primarily relate to minor wording corrections and changes to development criteria, particularly in respect to exempt development requirements and standard dictionary terminology. In a small number of cases, the intent of clauses previously in LEP 1989 and converted into new wording under the standard instrument approach have become open to alternative interpretation. The intent is to clarify the intended interpretation of those clauses.

#### **2. Mapping Amendments**

These amendments include changes to the mapping relating to heritage items, land reserved for acquisition, minimum lot sizes and land zoning. The following headings summarise the proposed changes:

##### Heritage Map

The heritage map sheets are required to be updated to refer to the correct heritage item numbers and properties that contain a heritage item. Most of the proposed changes relate to updating the identification numbers of current State listed items.

##### Land Reservation Acquisition Map

The Land Reservation Acquisition Map is required to be amended to be consistent with the current Land Zoning Map in respect to a number of properties adjacent to Bridge Street, Windsor. This amendment ensures that the current maps are consistent with the previous LEP 1989. It should be noted that this amendment is not related to the proposed Windsor Bridge Replacement Project.

##### Lot Size Map

Changes include correcting minor errors in the legend of map 008C and changing the minimum allotment size map to comply with the requirements of Council's *Wilberforce Subdivision Policy* - adopted 31 July 2012.

##### Rezoning Amendment

It is proposed that Lot 1 DP 1041524, 46 Bourke Street, Richmond (known as "Pound Paddock") be rezoned from RE2 Private Recreation to RE1 Public Recreation in order to allow for uses more in line with public purposes such as public administration buildings.

#### **3. Adoption of additional Land Uses**

Since the gazettal of LEP 2012, Council had received a number of submissions relating to certain definitions in the Department of Planning and Environment's governing standard instrument that were not previously considered by Council.

In particular, interest had been raised with respect to the permissibility of new definitions that were not previously included in LEP 1989, such as *function centres* and *eco-tourist facilities* and in addition Council resolved at the Ordinary meeting of 9 December 2014 to permit *secondary dwellings* and *dual occupancies (detached)* within all rural zones and E3 and E4 environmental zones. The *secondary dwellings* and *dual*

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*occupancies (detached)* component of the Planning Proposal was subsequently removed from the proposal based on the Gateway Determination issued by the NSW State Government.

#### **4. Site Specific Reclassification**

Council had received a request to reclassify two parcels of Council owned land being Lots 2 and 3 in DP582878. The request had been made by the owners of the Tutti Fruitti Café at 1917 Bells Line of Road, Kurrajong Heights in order to use this land for vehicular access and car parking.

This request also relates to a current development application (DA0660/08) which Council is unable to determine, as Council is prevented from issuing owner's consent for the proposed use of the land for carparking given that it is classified as "community" land and the applicant proposes to use it for private use.

Reclassifying the land would give Council the opportunity to consider the use of the land for vehicular access and parking proposed. The development application would then be separately considered.

#### **Other proposed future Planning Instrument amendments**

The abovementioned amendments may result in the requirement to amend the DCP to complement the changed provisions or to clarify any new provisions.

#### **Detailed History, including previous Council decisions**

Council at its Ordinary Meeting on 31 March 2015 resolved to forward the General Amendments (Housekeeping LEP) Planning Proposal to the Department of Planning and Environment.

The Gateway Determination issued by the Department of Planning and Environment required various changes to the Planning Proposal including removal of various elements. The subsequently amended Planning Proposal was provided to public agencies for comment.

There are a number of public agency comments, and NSW State Government policy related matters that require consideration, particularly in light of the new Sydney Region Plan and Western City District Plan.

#### **Policy considerations**

The table provided as Attachment 2 highlights where each individual matter that is part of the current Planning Proposal is at in terms of public agency comments and policy positions as expressed through the Sydney Region Plan and Western City District Plan.

Of particular note is the issue of flooding in the Hawkesbury Nepean Valley which is of particular concern for Infrastructure NSW and the SES. The Western City District Plan highlights the level of concern from the NSW State Government in respect of flood risks within the Hawkesbury Nepean Valley, and in particular regional flood evacuation. Page 137 of the Western City District Plan details the NSW State Governments current position with respect to Flooding within the Hawkesbury Nepean Valley. That section of the Western City District Plan is reproduced below:

### Flooding in the Hawkesbury-Nepean Valley

The size and topography of the Hawkesbury-Nepean Valley means it has the greatest flood exposure in NSW. Unlike most other river catchments in Australia, the Hawkesbury-Nepean Valley floodplain has significantly higher depths during flood events created by several narrow gorges in the Valley that constrict the flow of floodwater downstream. There is a complex interaction between the main flow of the river and the multiple rivers and creeks that contribute to the catchment, creating what is known as a 'bathtub effect'. Evacuation of people in extreme events is made complicated by the size of the area affected and the need to evacuate certain areas early before they become isolated by rising flood waters.

Some communities are built on 'flood islands' that can also become isolated during floods, and key evacuation routes can face congestion or inundation during higher floods. This may be further exacerbated through incremental or large scale development in effected areas, especially in Richmond, Windsor and Bligh Park. This creates challenges for urban development and emergency management planning in the catchment.

*Resilient Valley, Resilient Communities – Hawkesbury-Nepean Valley Flood Risk Management Strategy 2017* aims to reduce the potential risk to life, the economy and communities. This strategy highlights the importance of strategic and integrated land use and road planning and adequate local roads for evacuation.

Given the scale of the severity and regional-scale of the risk, more stringent consideration is warranted for areas affected by the probable maximum flood (PMF) as well as the 1:100 year flood. The NSW Department of Planning and Environment is leading work to develop a planning framework to address flood risk in the Hawkesbury-Nepean Valley. This will include an examination of the cumulative impact of development within the Hawkesbury-Nepean Valley on flood risk. While this work is underway, the following planning principles will be applied to both local strategic planning and development decisions:

- avoiding intensification and new urban development on land below the current 1 in 100 chance per year flood event (1 per cent annual exceedance probability flood event)
- applying flood related development controls on land between the 1 in 100 chance per year flood level and the PMF level

- providing for less intensive development or avoiding certain urban uses in areas of higher risk and allowing more intensive development in areas of lower flood risk, subject to an assessment of the cumulative impact of urban growth on regional evacuation road capacity and operational complexity of emergency management
- balancing desired development outcomes in strategic centres with appropriate flood risk management outcomes
- avoiding alterations to flood storage capacity of the floodplain and flood behaviour through filling and excavation ('cut and fill') or other earthworks
- applying more flood-compatible building techniques and subdivision design for greater resilience to flooding.

Penrith Lakes is a former quarry site being rehabilitated into lakes, wetlands and parklands, located mostly within the Metropolitan Rural Area. As Penrith Lakes is in the Hawkesbury-Nepean Valley floodplain, planning for any future development will need to carefully consider the significant risk to people and property from flooding during extreme events. Investigations undertaken by the Hawkesbury-Nepean Flood Risk Management Taskforce identified that there is no ability for major residential development to occur at Penrith Lakes. This is due to the characteristics of the site as well as the limited ability of existing or future infrastructure to create the necessary road evacuation capacity to service the new developments and maintain evacuation routes for places such as Richmond and Londonderry.

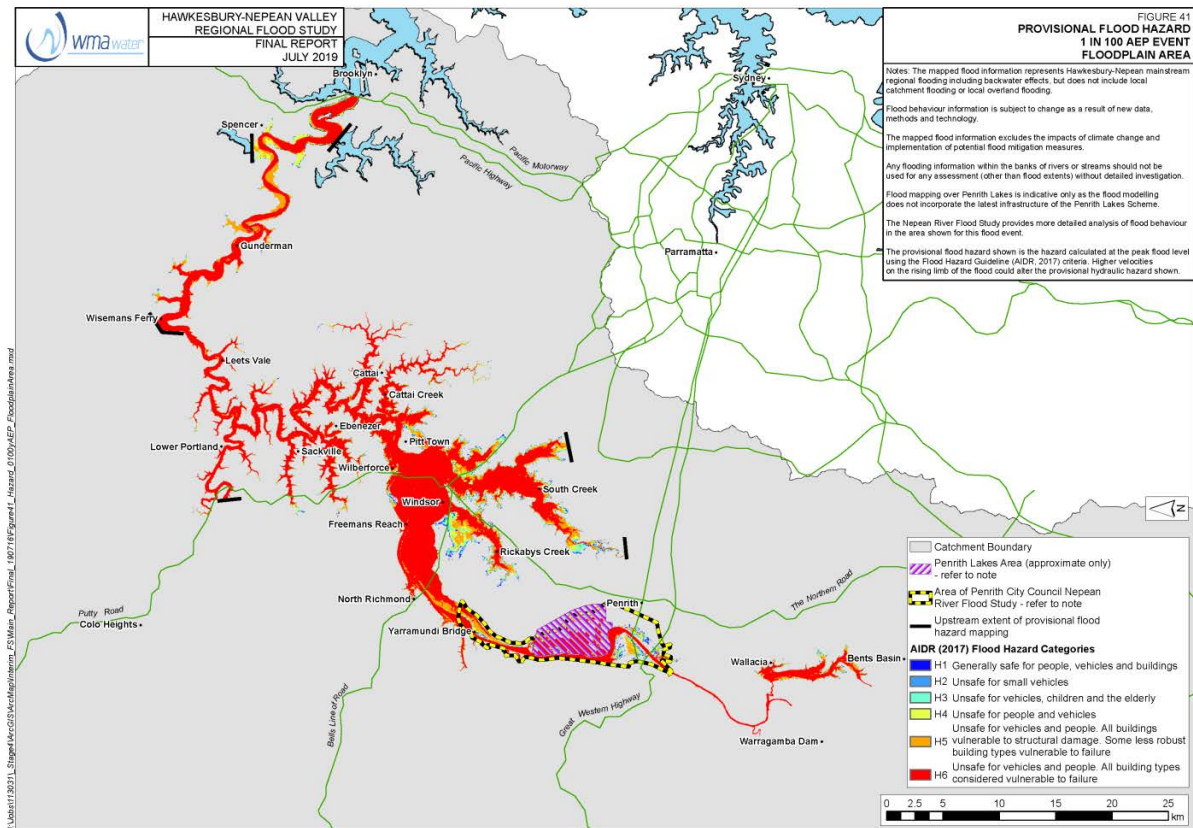
Some alternate forms of development may be considered, if they avoid increasing risks to people and property, including evacuation impacts. The amendment to State Environmental Planning Policy (Penrith Lakes Scheme) 1989 allows certain urban uses such as tourism, employment and limited residential development in areas subject to operational plans that build flood resilience and avoid the creation of communities that require evacuation.

Flooding constraints also affect other areas across the District, many of which are undergoing significant growth and redevelopment. This includes the Penrith City Centre, where drainage works are underway to manage flooding. Strategic planning for growth in flood-prone areas must consider flood resilience to ensure buildings and communities can withstand flood events and quickly recover.

Figure 1 – Extract From Western City District Plan – Flooding in the Hawkesbury Nepean Valley

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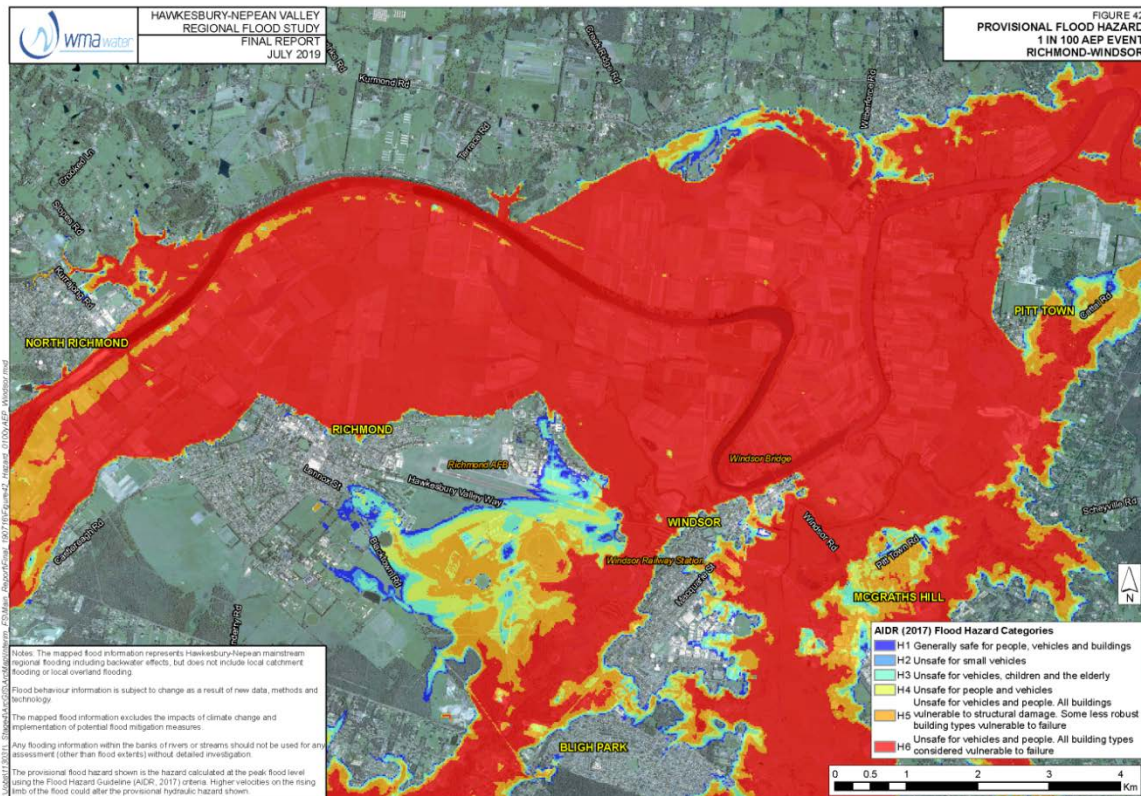
It should also be noted that the much anticipated Hawkesbury Nepean Regional Flood Study prepared by Infrastructure NSW has recently been released in July 2019. That Study represents the most up to date information in regard to flooding within the Hawkesbury Nepean Valley, and includes Hazard Mapping based on the criteria of the Australian Institute of Disaster Resilience 2017 Handbook. Extracts of that Hazard Mapping for a 1:100 Flood have been included below:



**Figure 2 – Flood Hazard (1:100) From Hawkesbury Nepean Regional Flood Study**



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**Figure 3 – Flood Hazard (1:100) Richmond and Windsor From Hawkesbury Nepean Regional Flood Study**

The clear message from the Western City District Plan is to avoid land uses in areas of higher flood risk, which as highlighted by the Hawkesbury Nepean Regional Flood Study above, for the Hawkesbury represents an extensive area. The issue with respect to flooding poses key considerations for a number of uses that are currently contained within the Housekeeping LEP that will involve an intensification of certain land uses in areas of high risk.

At the present time the Housekeeping LEP Amendment provides for permissibility of certain land uses in Rural and Environmental Zones across the Hawkesbury LGA, which includes significant areas of land that are subject to the highest rate of Category Hazard. In terms of the current Housekeeping LEP Amendment these include:

- Extension of number of days for Temporary Use
- Function Centres in Rural and Environmental Living Zones
- Eco Tourist Facilities in Rural, Residential and Environmental Zones

It should be noted that there are also significant areas of the Hawkesbury LGA that are not within a high hazard area in terms of flooding, although may or may not be impacted upon as a consequence of flooding. The Department of Planning, Industry and Environment do not support LEP Amendments that create unnecessary site specific planning provisions ie. for certain parts of the LGA the permissibility changes even though located within the same zone. As such the current position is essentially all or nothing in terms of those matters with respect to flooding.

*Sydney Region Plan and Western City District Plan – Metropolitan Rural Area Policy Context*

The release of the Sydney Region Plan and Western City District Plan introduced the Metropolitan Rural Area as a key policy framework for consideration. The Sydney Region Plan – A Metropolis of Three Cities (released in March 2018), has 10 directions with each having its relative objectives and indicators, including:

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- Direction: A City in its Landscape Objective 29: Environmental, social and economic values in rural areas are protected and enhanced.

The Western City District Plan implements the Sydney Region Plan, and includes Planning Priority W17 – Better Managing Rural Areas. Within the Western City District Plan the Metropolitan Rural Area's characteristics include:

- Farms
- Rural towns and villages
- Rural residential developments
- Heritage, scenic and cultural landscapes
- Mineral resources
- Recreation and tourism locations
- Includes large areas of natural hazards
- Strategic centres of Windsor, Richmond and Katoomba

The Sydney Region Plan outlines that land uses in the Metropolitan Rural Area are influenced by:

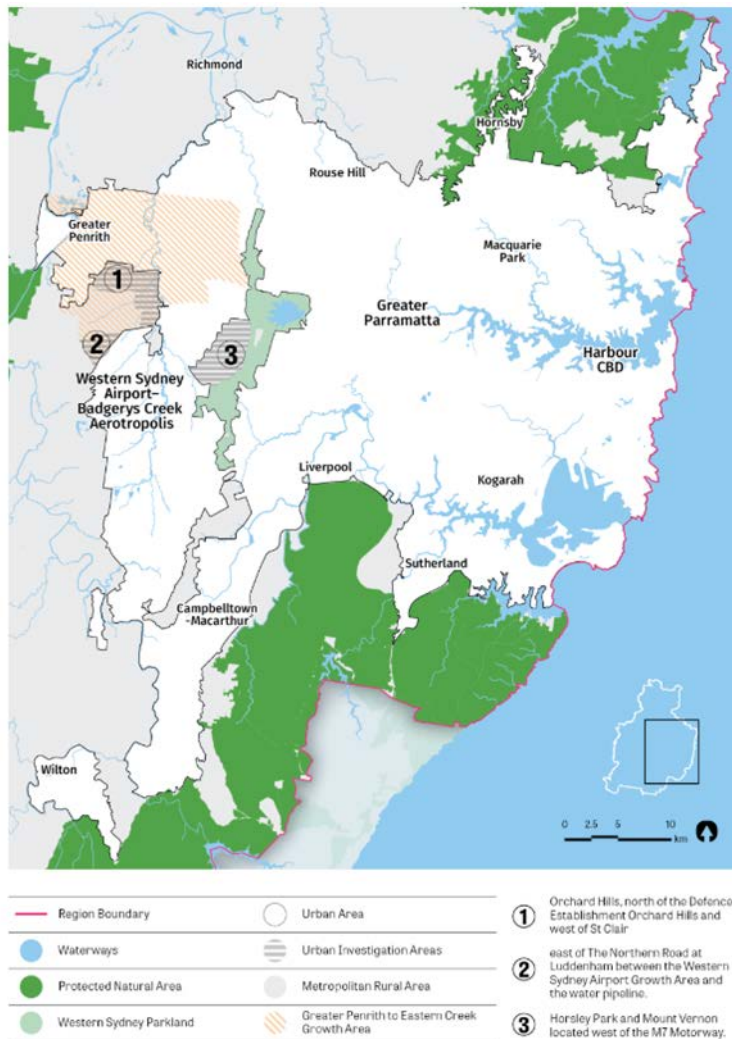
- Increasing demand for biodiversity offset sites
- Local demand to live and work in the area
- Opportunities to conserve and enhance cultural heritage
- Opportunities for tourism and recreation linked to the Western Sydney Airport
- Opportunities for agriculture

The Sydney Region Plan highlights that "Urban Development is not consistent with the values of the Metropolitan Rural Area. Restricting urban development in the Metropolitan Rural Area will help manage its environment, social and economic values, help to reduce land speculation, and increase biodiversity." The Plan also encourages Place-based planning.

The whole of the Hawkesbury LGA is classified as a Metropolitan Rural Area with the exception of the Vineyard Precinct as shown in Figure 4 below.



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**Figure 4 – Metropolitan Rural Area**

Council's experience to date in terms of the Metropolitan Rural Area is that there has been no clear direction provided by the Greater Sydney Commission or Department of Planning, Industry and Environment.

This lack of clear direction has been particularly highlighted through Planning Proposal LEP001/17 – 27 and 41 Park Road, Mulgrave (rezoning from rural to industrial) which was supported by Council & the Hawkesbury Local Planning Panel given the site specific and strategic merits of the proposal.

That Planning Proposal was submitted to the Department of Planning and Environment in November 2018, and to date Council and the applicant are still awaiting a Gateway Determination in excess of 12 months later. The Department of Planning, Industry and Environment have advised that the Greater Sydney Commission has concerns in regard to the planning proposal, given the subject site is located within the Metropolitan Rural Area. As demonstrated by this particular planning proposal and in numerous meetings and discussions with the Greater Sydney Commission and Department of Planning, Industry and Environment there is:

- No clear policy position or directives of Metropolitan Rural Area from the Greater Sydney Commission or the Department of Planning, Industry and Environment.
- Inability to provide clear directions on land use planning matters to developers and landowners.
- Inability to provide increased local job opportunities through rezoning of suitable land.
- Issues of longer term housing target and 20 year employment target of 16,500 additional jobs.

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Given the Metropolitan Rural Area policy context issue particularly relates to land in rural or environmental zones, the elements of the current Housekeeping LEP Amendment that are impacted by this matter include:

- Function Centres in Rural and Environmental Living Zones
- Eco Tourist Facilities in Rural, Residential and Environmental Zones

As previously highlighted, the table in Attachment 2 details the different elements of the current Housekeeping LEP Amendment, and the Discussion section of this report includes details of possible options for Council and a recommendation.

### **Consultation**

Depending on Council's consideration of this matter, public exhibition of the Planning Proposal is still required to occur.

### **Conformance to the Hawkesbury Community Strategic Plan 2017-2036**

The proposal is consistent with the following Focus Areas, Directions and Strategies within the Community Strategic Plan.

#### Our Leadership

- 1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.
  - 1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.
  - 1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.
  - 1.3.3 Decisions relating to determining priorities will be made in the long term interests of the community.

#### Our Community

- 2.2 Participation in recreational and lifestyle activities is increased - Encourage and enable our community to participate in a healthy lifestyle
  - 2.2.2 Encourage active participation in a range of sporting and recreational pursuits.
- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future
  - 2.3.1 Encourage and facilitate community partnerships.
  - 2.3.4 Develop opportunities for active involvement of residents in the management of parks and public spaces in the Hawkesbury.
- 2.4 Community wellbeing and local services - Build on a sense of community and wellbeing
  - 2.4.2 Provide flexible services that can adapt to changing community needs and service demands.

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Our Assets

- 4.3 Places and Spaces - Provide the right places and spaces to serve our community
- 4.3.1 Provide a variety of quality passive recreation spaces including river foreshores, parks, bushland reserves and civic spaces to enhance our community's health and lifestyle.
  - 4.3.2 Provide a variety of quality active recreation spaces including playgrounds, sporting fields, pool, stadium and multipurpose centres to enhance our community's health and lifestyle.
  - 4.3.3 Provide a variety of quality shared spaces including meeting spaces accommodating public art, cultural and environmental amenity to enhance our community's health and lifestyle.
  - 4.3.4 Manage commercial spaces available for business and investment across the Hawkesbury's local centres.

Our Future

- 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement
- 5.1.1 Council's planning is integrated and long term.
  - 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
  - 5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.
  - 5.1.4 Encourage increased community participation in planning and policy development.
  - 5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
- 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.

**Discussion**

As detailed in Attachment 1 there are approximately 50 individual elements within the current Housekeeping LEP Amendment, some of which have various sub elements.

The table contained in Attachment 2 highlights relevant feedback from public agencies. It further shows consideration of policy positions of the NSW State Government as expressed in the Sydney Region Plan and Western City District Plan, and the issues associated with the Housekeeping LEP Amendment.

Of the 50 items within the Housekeeping LEP Amendment the following four issues remain:

- Extension of number of days of Temporary Use
- Bed and Breakfast – amend the permissibility and provide additional controls
- Function Centres in Rural and Environmental Living Zones
- Eco Tourist Facilities in Rural, Residential and Environmental Zones

Of these the issues raised by RFS in terms of Bed and Breakfast Accommodation can be fairly readily resolved by amending the permissibility and including additional controls.

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However, with the remaining items it is considered that Council has the following three options:

1. Continue with Planning Proposal as is – risk that all matters cannot proceed
2. Hold off on amendments until LEP Amendment stemming from Local Strategic Planning Statement process. Note that given the Hawkesbury LGA was not identified by the NSW Government as a fast track Council and was provided with no funding (\$2.5 million provided to other LGA's) – Requirement to complete this process by June 2021
3. Separate the matters that are identified as an issue and proceed with the bulk of amendments immediately, and continue with efforts to resolve the remaining separated issues.

Based on consideration of the matter it is recommended that Council proceed on the basis of Option 3 above.

**Financial Implications**

There are no financial implications associated with this report, other than staff resources applicable to preparing this report.

**Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to sustainably manage community assets in accordance with the scheduled program of works in the Long-Term Financial Plan.

**Conclusion**

The amendments outlined in this report have been recommended in order to ensure that LEP 2012 is an accurate and up to date document that can be used to appropriately govern and guide development within the Hawkesbury.

Based on consideration of the matter it is recommended that Council proceed with Option 3 as detailed in the report which involves continuing to process the Planning Proposal, but with the identified matters separated in order to provide an opportunity to further discussions with the Greater Sydney Commission, Department Planning, Industry and Environment and other relevant state agencies.

**Planning Decision**

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

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**RECOMMENDATION:**

That:

1. Council amend the General Amendments (Housekeeping LEP) to reflect the release of the Sydney Region Plan and Western City District Plan.
2. Council amend the General Amendments (Housekeeping LEP) to address the public agency comments received from RFS with respect to Bed and Breakfast Accommodation, namely:
  - a) Insert additional controls for Bed and Breakfast Accommodation to ensure consistency with relevant SEPP controls
  - b) Insert a new clause into the LEP Amendment specifying requirements for this type of development.
3. Based on public agency consultation and consideration of the policy position of the NSW State Government through the Sydney Region Plan and Western City District Plan, Council separate the following elements from the General Amendment (Housekeeping LEP):
  - a) Extension of number of days of Temporary Use
  - b) Function Centres in Rural and Environmental Living Zones
  - c) Eco Tourist Facilities in Rural, Residential and Environmental Zones
4. And continue to process the remaining elements of the planning proposal, whilst working to resolve the separated elements through discussion with the Greater Sydney Commission, Department of Planning and Environment and other relevant state agencies.

**ATTACHMENTS:**

- AT - 1** Current Planning Proposal to Amend the Hawkesbury Local Environmental Plan 2012 - *(Distributed under separate cover)*.
- AT - 2** Summary of Issues and Recommendations with respect to the current Planning Proposal to Amend the Hawkesbury Local Environmental Plan 2012 - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**

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**Item: 228**                      **CP - Proposed Exhibition of Draft Section 64 Contribution Plan - Stormwater Infrastructure for Pitt Town - Cattai Catchment Area - (95498, 124414)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to advise Council that a draft Section 64 Contribution Plan has been prepared and that, if adopted, would enable Council to collect development contributions for the provision of stormwater infrastructure and acquisition of land within Contribution Area 4 - the Cattai Precinct of Pitt Town.

**EXECUTIVE SUMMARY:**

On 10 July 2008 certain land at Pitt Town was rezoned by the NSW State Government under Part 3A of the *Environmental Planning and Assessment Act 1979*. The rezoning created the potential for the subject land to be developed into 943 residential and large lot residential allotments.

To enable the transportation and treatment of stormwater from the land to be developed it is necessary that stormwater infrastructure be provided and land acquired by Council. It is proposed that the cost of such acquisition and works be recovered by way of development contributions levied via conditions of development consents for the subdivision of land. Accordingly, a draft Section 64 contribution plan has been prepared and is attached to this report.

It is recommended that the draft contribution plan be publically exhibited in accordance with Council's Community Participation Plan. Following that exhibition period the matter will be reported back to Council for finalisation should any submissions be received.

**RECOMMENDATION SUMMARY:**

The report recommends that the draft Section 64 Contribution Plan - Stormwater Infrastructure for Pitt Town - Contribution Area 4 be publically exhibited and reported back to Council to consider any submissions, if they are received.

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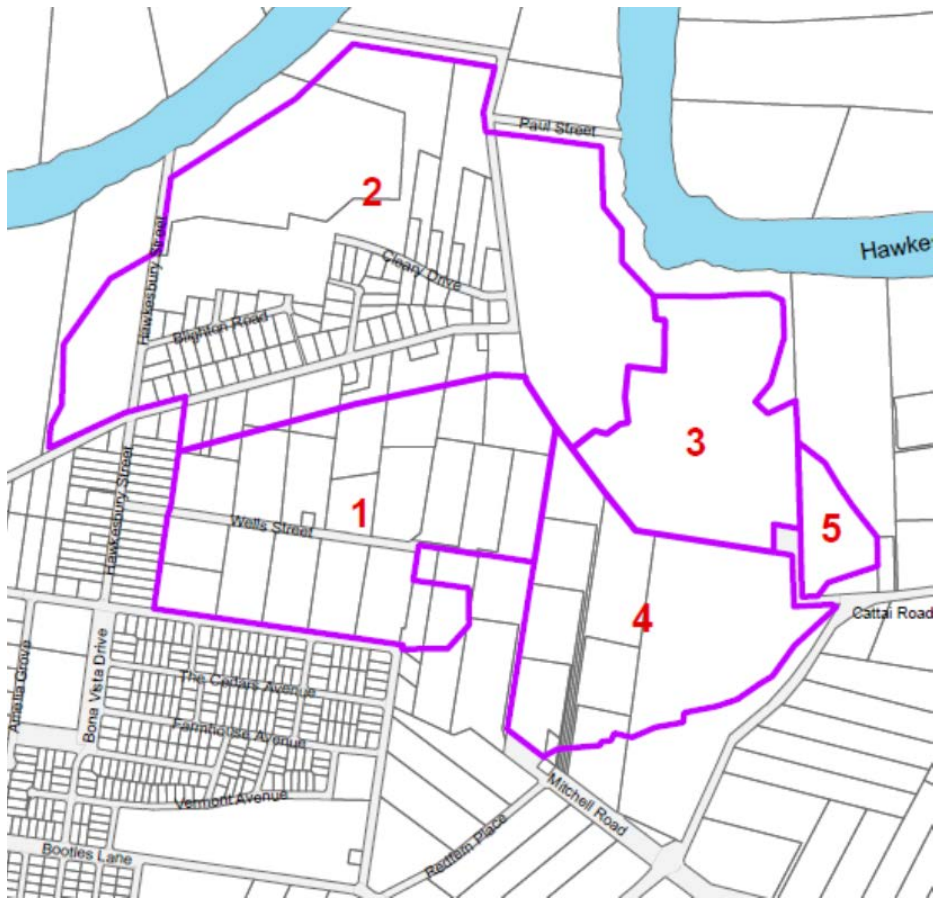
**REPORT:**

**Context and Background**

At Council's Ordinary Meeting on 8 December 2015, a Mayoral Minute was included on the agenda in respect of implementation of the Pitt Town Stormwater Management Strategy. The Mayoral Minute highlighted that approaches from a number of landowners concerning the implementation of the Strategy had been made. At that Ordinary Meeting it was resolved that a report be prepared to provide an update on issues regarding the implementation of the Strategy, including the status of any potential land acquisitions for that purpose. That process led to the preparation of Section 64 Contribution Plans for the purposes of stormwater management that give effect to the Pitt Town Stormwater Management Strategy.

To date, a total of two Section 64 Contribution Plans have been prepared and adopted by Council within Pitt Town. The existing plans cover Contribution Areas 1 and 2 as shown in Figure 1. The proposed Section 64 Contributions Plan being considered as part of this report is for Contributions Area 4 – Cattai Precinct, also shown in Figure 1.

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**Figure 1: Pitt Town – Stormwater Contribution Areas**

If adopted the Plan would provide a greater degree of certainty for all relevant landowners in terms of the provision of stormwater infrastructure and the associated acquisition of land within this catchment in Pitt Town.

**Detailed History, including previous Council decisions**

On 10 July 2008 certain land at Pitt Town was rezoned by the NSW State Government under Part 3A of the *Environmental Planning and Assessment Act 1979*. The rezoning created the potential for the subject land to be developed into 943 residential and large lot residential allotments.

To enable the transportation and treatment of stormwater from the land to be developed it is necessary that stormwater infrastructure be provided and land acquired by Council. It is proposed that the cost of such acquisition and works be recovered by way of development contributions levied via conditions of development consents for the subdivision of land. Accordingly, a draft Section 64 contribution plan has been prepared and is attached to this report.

Part of the Contribution Area 4 catchment has recently been developed including the basin, and the Draft Contribution Plan has been prepared based on that situation.

**Policy considerations**

This is a proposed Contributions Plan to enable the transportation and treatment of stormwater from the land to be developed. It is necessary that stormwater infrastructure be provided and land acquired by Council. It is proposed that the cost of such acquisition and works be recovered by way of development contributions levied via conditions of development consents for the subdivision of land. Accordingly, a draft Section 64 contribution plan has been prepared and is attached to this report.

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### Consultation

It is recommended that the draft contribution plan be publically exhibited in accordance with Council's Community Participation Plan.

### Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategies within the CSP.

#### Our Assets

4.2 Utilities - Facilitate the delivery of infrastructure through relevant agencies and Council's own works

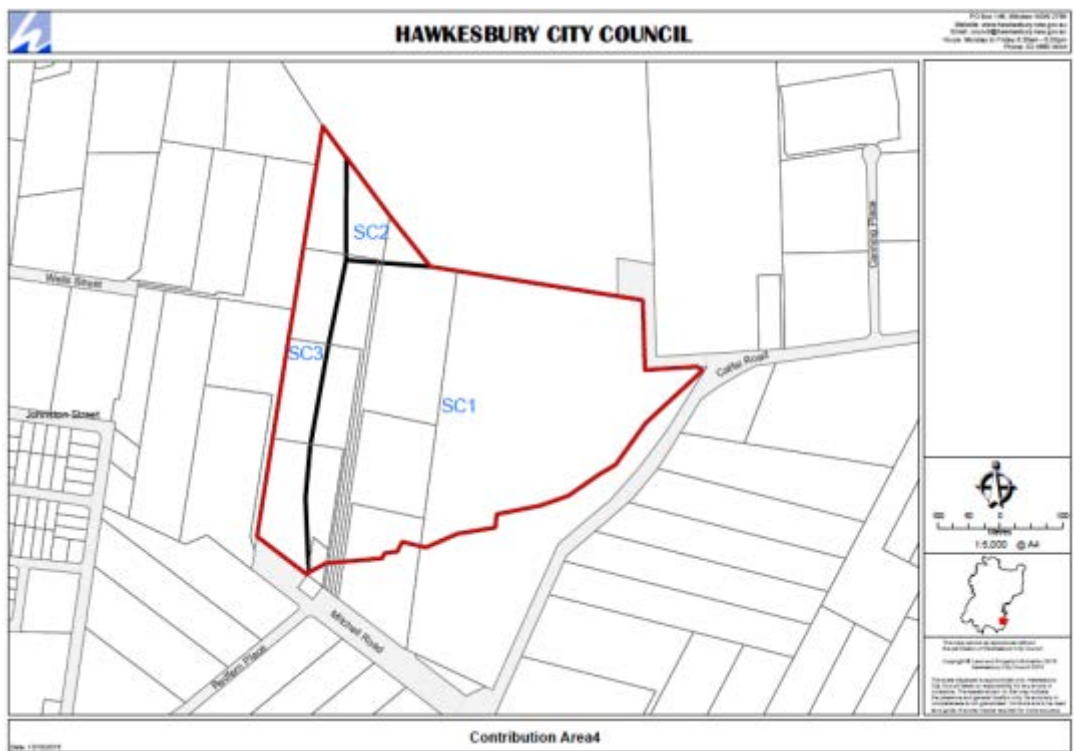
4.2.1 Our community's current and future utility infrastructure needs (water, sewer, waste, stormwater, gas, electricity and telecommunications) are identified and delivered.

4.2.2 New development and infrastructure provision is aligned and meets community needs.

### Discussion

#### Land and development to which the proposed contributions apply

The draft Section 64 Contribution Plan applies to the subdivision of land for large lot residential purposes within sub-catchment 4 (collectively known as Contribution Area 4) as shown in Figure 2.



**Figure 2: Contribution Area 4 (Cattai) Catchment Area**

#### Proposed Stormwater Infrastructure and Acquisition of Land

It is proposed that contributions be levied from the entire Cattai Catchment Area for the provision of assorted stormwater infrastructure on Public Reserve identified as Proposed Lot 121 in DA0255/14 (approved 10 December 2015).



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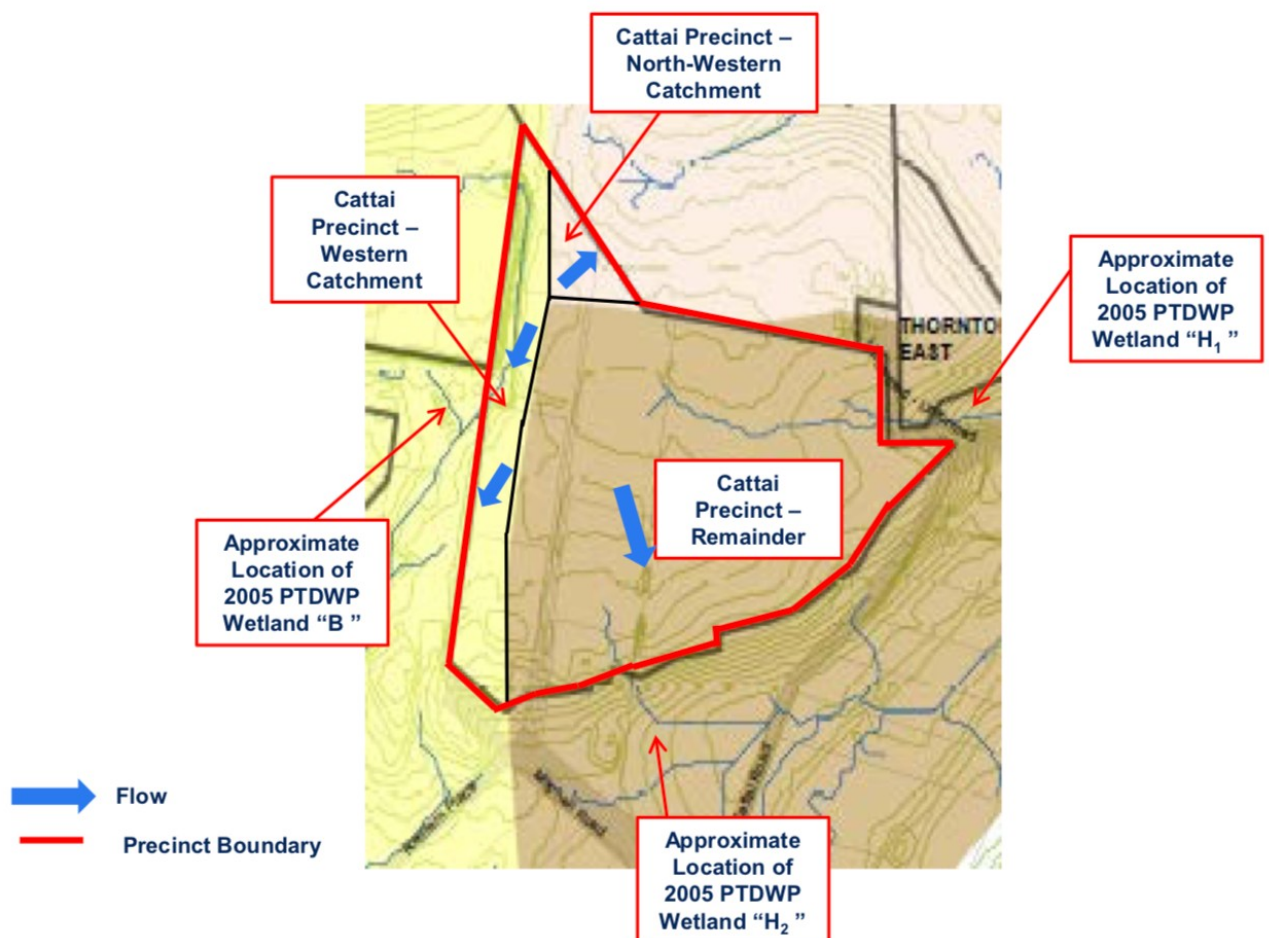
The Cattai Catchment Area is divided into three separate sub-catchments as shown in Figure 3 below. The sub-catchments are identified as:

1. Western Catchment (4.3 hectares)
2. North-Western Catchment (0.9 hectares)
3. Remainder (22.8 hectares)

The treatment trains for the western and north-western catchments have not been investigated due to their relatively small catchment size. No direct treatment is proposed for the runoff from the western and north-western sub-catchments within the Cattai catchment area. However, allowance has been made for a greater treatment to be provided by the remainder of the catchment to counterbalance this lack of direct treatment in those sub catchments.

The proposed treatment train for the Catchment Area 4 has been positioned on the southern side of the catchment area, adjacent to and external to the southern boundary, as shown in Figure 3.

The ground surface elevation at the proposed location of the treatment train is at RL 15.48m approximately. The catchment area boundary is approximately at the 100-year ARI level (RL 17.14m) and although the proposed location is lower than this level it is not anticipated to be frequently inundated by flood water.



**Figure 3: Catchment Area 4 - Sub-catchments and Indicative location of proposed stormwater infrastructure**

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The draft Section 64 contribution plan identifies stormwater infrastructure to be provided and land to be acquired.

In summary these consist of:

- assorted stormwater infrastructure on part of 2 Eden Circuit (Lot 121 DP1204334), Pitt Town
- the upsizing of the pipe network within the catchment
- the acquisition of approximately 3Ha of 2 Eden Circuit (Lot 121 DP1204334), Pitt Town.

**Proposed Contribution**

As detailed in the Draft Contribution Plan, contributions are proposed to be levied by Council on the subdivision of land within Contribution Area 4 in order to recoup the incurred costs and fund the estimated costs for the following items:

- preliminary investigations and plans
- provision of stormwater infrastructure
- acquisition of land

The items included as incurred and estimated costs in the Draft Contribution Plan include:

- Pitt Town Development Water Management Plan (PTDWP), November 2005 prepared by Connell Wagner Pty Ltd (incurred cost)
- Land valuations prepared by K.D. Wood Valuations (Aust.) Pty. Ltd, October 2015 (incurred cost)
- Stormwater infrastructure – gross pollutant trap, inlet pond, wetland, swale, outlet weir and outlet channel, all weather maintenance access track, wetland perimeter maintenance track, planting within wetland, seeding and stabilisation of exposed surfaces (estimated cost)
- Stormwater infrastructure - upsizing of the pipe network within the Catchment
- Acquisition of land (to be determined)

As detailed in the Draft Contribution Plan, where relevant, the estimated costs include the following allowances.

<b>Stormwater Infrastructure (excluding the estimated cost of upsizing the pipe network within and adjacent to sub-catchment 2A)</b>	
Detailed survey and design	1.5% cost of infrastructure
Project supervision/management	10% cost of infrastructure
Administration/overheads	10% cost of infrastructure
Contingency	30% cost of infrastructure
<b>Land Acquisition</b>	
Detailed survey, further valuation, project management	1.5% cost of acquisition
Contingency	30% cost of acquisition
<b>Borrowings for stormwater infrastructure and land acquisition</b>	
Assumed borrowing rate of 6% per annum, repaid monthly over a 10 year period	

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The contribution formula for these items is:

$$\text{Contribution rate } (\$/\text{m}^2) = C/A$$

Where:

- C is the proportional incurred and estimated cost (based on the area of each sub-catchment) of preliminary investigations and plans, provision of stormwater infrastructure, and acquisition of land
- A is the area of land within each sub-catchment

The contribution rate is to be applied to all land that is proposed to be subdivided and drains into the catchment, inclusive of any proposed road reserves, easements and temporary stormwater works.

### **Financial Implications**

The costs associated with the preparation of the draft contribution plan are covered in Council's existing budget.

### **Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to sustainably manage community assets in accordance with the scheduled program of works in the Long-Term Financial Plan.

### **Conclusion**

To enable the transportation and treatment of stormwater from the land to be developed it is necessary that stormwater infrastructure be provided and land acquired by Council. It is proposed that the cost of such acquisition and works be recovered by way of development contributions levied via conditions of development consents for the subdivision of land. Accordingly, a draft Section 64 contribution plan has been prepared and is attached to this report.

It is recommended that the draft contribution plan be publically exhibited in accordance with Council's Community Participation Plan. Following that exhibition period, should any submissions be received, the matter will be reported back to Council for finalisation.

### **Planning Decision**

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

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**RECOMMENDATION:**

That:

1. The draft Section 64 Contribution Plan - Stormwater Infrastructure for Pitt Town - Contribution Area 4 attached as Attachment 1 to the report, be publically exhibited in accordance with Council's Community Participation Plan.
2. Following the exhibition of the Draft Section 64 Contribution Plan - Stormwater Infrastructure for Pitt Town - Contribution Area 4, a further report be prepared for Council's consideration of any submissions. In the event that no public submissions are received, the Draft Section 64 Contribution Plan - Stormwater Infrastructure for Pitt Town - Contribution Area 4 will take effect at the expiration of the exhibition period.

**ATTACHMENTS:**

- AT - 1** Draft Section 64 Contribution Plan - Stormwater Infrastructure for Pitt Town - Contribution Area 4  
(*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

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**Item: 229**                      **CP - Redbank Voluntary Planning Agreement Child Care Milestones - (79351, 112157)**

**Previous Item:**            294, Ordinary (11 December 2018)  
                                 124, Ordinary (29 May 2018)  
                                 118, Ordinary (27 June 2017)  
                                 99, Ordinary (24 June 2014 - *deferred* 1 July 2014)  
                                 54, Ordinary (25 March 2014)  
                                 223, Ordinary (12 November 2013)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to amend the Redbank Voluntary Planning Agreement so as to better integrate previous changes to milestones made by Council in relation to the proposed Child Care Centre within the Redbank development.

**EXECUTIVE SUMMARY:**

The Voluntary Planning Agreement executed in relation to the Redbank development at North Richmond includes provisions that relate to a proposed Child Care Centre within the Redbank development. The relevant Milestones were previously amended by Council at its meeting on 27 June 2017. The Voluntary Planning Agreement currently includes the following Milestones:

- A. Refer Schedule 2, Item 1.6b, Page 4 of 9: In accordance with the provisions of Clause 9 of the Agreement, subject to the conditions of the Development Approval, The Developer will identify in both a DA and CC a portion of land which will then be established with bulk earthworks, utilities extension/connection points and perimeter landscape to enable the full construction of a Child Care Centre.

The current milestone by which time this must take place is prior to the issue of a Subdivision Certificate including the 601<sup>st</sup> Urban lot, as amended by Council at its meeting on 27 June 2017. Previously the Milestone was the 301<sup>st</sup> Urban lot, however it was changed to align with the staging of the subdivision of the land and ensure that the Child Care allotment was appropriate located within the development.

- B. Refer Schedule 2, Item 4.2, Page 9 of 9: Developer to assist and ensure a third party, being an approved child care operator, can construct and establish a Child Care Centre within the Redbank development, on the land established with Item 1.6b.

The current milestone by which time this must take place is prior to the issue of a Subdivision Certificate for the creation of the 601<sup>st</sup> Urban lot, identical to point "A" above.

It has now become apparent that other Milestones, in relation to the establishment of a proposed Child Care Centre within the Redbank development; should have been amended on 27 June 2017 to better reflect the traditional sequence of approving, constructing and operating a Child Care Centre.

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**RECOMMENDATION SUMMARY:**

The report recommends that the milestones in the Voluntary Planning Agreement relating to the sequence of events for providing a Child Care Centre within the Redbank development, be amended.

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**REPORT:**

**Context and Background**

A Voluntary Planning Agreement is a legally binding agreement, voluntarily entered into between a Planning Authority and Developer:

*"under which the developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of them, to be used for or applied towards a public purpose. "*

All parties in such an agreement have obligations to act in good faith in relation to the operation of this legal agreement.

In the case of the Redbank Voluntary Planning Agreement, both the Council and Roads and Maritime Services are the Planning Authorities and the "Developer" is a number of separate entities, as defined in the Voluntary Planning Agreement, and is trading as the North Richmond Joint Venture.

The Voluntary Planning Agreement between the Developer, Council and the Roads and Maritime Services was originally proposed as part of the planning proposal (rezoning) for the land to be developed for residential purposes. As required by the Gateway determination, the draft Voluntary Planning Agreement was placed on public exhibition at the same time, and formed part of, the package of documents exhibited with the planning proposal.

Following public exhibition, the Voluntary Planning Agreement was:

- Adopted by Council at the Ordinary meeting of 1 July 2014
- Executed by the Developer, Council and the Roads and Maritime Services on 20 August 2014
- Registered on Title on 3 November 2014.

The Redbank Voluntary Planning Agreement deals with a range of issues and requires works, provision of infrastructure or monetary contributions to be paid at defined milestones. The milestones are set at allotment releases, i.e., provision of works, infrastructure or monetary contribution prior to the release of a defined number of allotments in the development.

Specific elements of the Redbank Voluntary Planning Agreement relate to the establishment of a Child Care Centre within the Redbank development. The current Voluntary Planning Agreement needs to be amended so as to better integrate previous changes to the Voluntary Planning Agreement milestones made by Council at its meeting on 27 June 2017.

**Child Care Centre**

In relation to the proposed Child Care Centre within the Redbank development, the Voluntary Planning Agreement as previously amended by Council, currently includes the following amended Milestones:

- A. Refer Schedule 2, Item 1.6b, Page 4 of 9: In accordance with the provisions of Clause 9 of the Agreement, subject to the conditions of the Development Approval, The Developer will identify in both a DA and CC a portion of land which will then be established with bulk earthworks, utilities extension/connection points and perimeter landscape to enable the full construction of a Child Care Centre.

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The current milestone by which time this must take place is prior to the issue of a Subdivision Certificate including the 601<sup>st</sup> Urban lot, as amended by Council at its meeting on 27 June 2017. Previously the Milestone was the 301<sup>st</sup> Urban lot, however it was changed to align with the staging of the subdivision of the land and ensure that the Child Care allotment was appropriately located within the development.

- B. Refer Schedule 2, Item 4.2, Page 9 of 9: Developer to assist and ensure a third party, being an approved child care operator, can construct and establish a Child Care Centre within the Redbank development, on the land established with Item 1.6b.

The current milestone by which time this must take place is prior to the issue of a Subdivision Certificate for the creation of the 601<sup>st</sup> Urban lot, identical to point "A" above.

It has now become apparent that the second Milestone - in relation to the *to assisting and ensuring a third party, being an approved child care operator, can construct and establish a child care centre within the Redbank development*; should have been amended on 27 June 2017. Such a change would have reflected the traditional sequence of approving, constructing and operating a Child Care Centre. At the moment the second milestone is out of sequence and needs to be changed from 601<sup>st</sup> Lot to 901<sup>st</sup> Lot (Refer Table Below).

	Reference	Activity	Current Milestone	Proposed Amended Milestone
A.	Refer Schedule 2, Item 1.6b, Page 4 of 9, Milestone 1	Identify in both a DA and CC a portion of land to enable the full construction of a Child Care Centre.	601 <sup>st</sup> Urban Lot - Amended 27/6/17	No change - Milestone not reached
B.	Refer Schedule 2, Item 4.2, Page 9 of 9, Milestone 2	Assist and ensure a third party, being an approved child care operator, can construct and establish a Child Care Centre within the Redbank development	601 <sup>st</sup> Urban Lot	<b>901<sup>st</sup> Urban Lot</b>

### Consultation

The issues raised in this report do not concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy.

The matter of amending the milestones is a matter that is contemplated in the Voluntary Planning Agreement, the wording of the Voluntary Planning Agreement provides the parties with the discretion to amend the Voluntary Planning Agreement milestones.

The first milestone in respect of the proposed Child Care Centre was changed on 27 June 2017 to ensure that the Child Care allotment was appropriately located within the development. The proposed Child Care Centre lot is now adjacent to the proposed Neighbourhood Centre. DA 334/18 approving the Neighbourhood Centre was issued in October 2019.

### Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategies within the CSP.

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Our Future

- 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement

5.1.1 Council's planning is integrated and long term.

5.1.2 Council's decision making on all matters is transparent, accessible and accountable.

**Financial Implications**

There are no additional financial implications from the recommendation from this report. The recommendation of this report will not result in a reduction of infrastructure provision but is proposing some additional time to provide that infrastructure.

**Planning Decision**

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

**Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

**RECOMMENDATION:**

That Council:

1. Note the traditional sequence of events for approving, constructing and operating a Child Care Centre
2. Agree to amend the relevant Voluntary Planning Agreement Milestones, in relation to the proposed Child Care Centre, as follows:

	Reference	Activity	Current Milestone	Proposed Amended Milestone
A.	Refer Schedule 2, Item 1.6b, Page 4 of 9, Milestone 1	Identify in both a DA and CC a portion of land to enable the full construction of a Child Care Centre.	601 <sup>st</sup> Urban Lot - Amended 27/6/17	No change - Milestone not reached
B.	Refer Schedule 2, Item 4.2, Page 9 of 9, Milestone 2	Assist and ensure a third party, being an approved child care operator, can construct and establish a Child Care Centre within the Redbank development	601 <sup>st</sup> Urban Lot	<b>901<sup>st</sup> Urban Lot</b>



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3. Seek the agreement of the Developer and RMS as parties to the Redbank Voluntary Planning Agreement, to the amendment of the second milestone in relation to the proposed Child Care Centre.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**Item: 230**                      **CP - Redbank Voluntary Planning Agreement and Grose River Crossing - (95498, 79351)**

**Previous Item:**            294, Ordinary (11 December 2018)  
                                 124, Ordinary (29 May 2018)  
                                 118, Ordinary (27 June 2017)  
                                 99, Ordinary (24 June 2014 - *deferred* 1 July 2014)  
                                 54, Ordinary (25 March 2014)  
                                 223, Ordinary (12 November 2013)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The Redbank Voluntary Planning Agreement includes a range of provisions in relation to the establishment of a new vehicular crossing over the Grose River at Yarramundi. The purpose of this report is to:

- Outline the details of meetings, negotiations and consultations that have taken place since June 2017 to investigate options for enhancing the alignment of the proposed Grose River Crossing.
- Recommend a way forward in relation to satisfying this element of the Redbank Voluntary Planning Agreement.

**EXECUTIVE SUMMARY:**

In March 2012 Council received a planning proposal to rezone 108 Grose Vale Road, North Richmond for predominantly residential purposes. The planning proposal included specialist reports and an offer to enter into a Voluntary Planning Agreement. The matter was reported to Council in May 2012. Council resolved to support the rezoning and forward it to the Minister for Planning and Infrastructure for a “gateway” determination. In addition, in the event that the Department of Planning and Infrastructure determined to allow planning proposal to proceed, Council also resolved to commence Voluntary Planning Agreement negotiations with the applicant.

In July 2012 the Department of Planning & Infrastructure issued its Gateway determination endorsing the progression of the planning proposal. The documentation was amended in accordance with the conditions of the Gateway determination and placed on public exhibition. The exhibition material included a draft Voluntary Planning Agreement that amongst other things made provision for road works and a bridge crossing of Grose River at Yarramundi.

The planning proposal was considered by Council at its meeting in November 2013 at which time Council resolved to support the Planning Proposal. The Voluntary Planning Agreement was subsequently adopted by Council in July 2014.

In June 2017, Council considered a confidential report in relation to the Redbank Voluntary Planning Agreement and Delivery of the Bridge over the Grose River. In response Council resolved in part to:

- Amend milestones in relation to the proposed bridge
- Acknowledge that consultants have been engaged to review traffic studies in respect of the link road over the Grose River
- Acknowledge that the location of the current proposed link road is subject to flooding
- Acknowledge that Council is working with the RMS to investigate options for the construction of a link across the Grose River.

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Over subsequent months Council staff investigated the current VPA proposed crossing at Navua Reserve in the context of the State Governments Resilient Valleys Resilient Communities Flood Risk Management Strategy and worked with SMEC to undertake the Hawkesbury City Traffic Study. Ultimately these actions lead to community meetings on 5 December 2018 and 11 April 2019, regarding the Grose River Bridge Crossing.

The community meetings and associated community feedback - via Hawkesbury Have Your Say, culminated in Council and Roads and Maritime representatives presenting a revised route across the Grose River, that:

- Refined the currently proposed alignment between Ashtons Rd to Springwood Rd.
- Had been developed in the context of material presented at the December 2018 community meeting and
  - Subsequent feedback
  - Complying with the VPA
  - Assisting with traffic movements
  - Being above the 1:100 Flood Level.

It is now proposed that Council endorse – in principle, the revised route based on the understanding that the parties will enter into a Memorandum of Understanding:

- Limiting Redbank's financial contribution to the cost of original "Navua" alignment (Grose River Road from Grose Valley Road to Springwood Road, via Navua Reserve) less expenditure (surveys, studies, plans, applications etc.) to date
- Confirming that Roads and Maritime Services will both acquire and fund the acquisition of land required for the revised crossing/alignment
- Confirming that Roads and Maritime Services will commence acquisition after July 2020
- Outlining the way forward in terms of legal documentation, future studies, approvals and timelines etc.

#### RECOMMENDATION SUMMARY:

The report recommends that Council endorse – in principle, the revised route based on the understanding that the parties will enter into a Memorandum of Understanding:

- Clarifying each parties roles and responsibilities
- Outlining the way forward in terms of amending legal documentation, future studies, approvals and timelines etc.

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#### REPORT:

##### Context and Background

In March 2012 Council received a planning proposal prepared by JBA Planning on behalf of the North Richmond Joint Venture for the rezoning of Lot 27 DP 1042890, 108 Grose Vale Road, North Richmond for predominantly residential purposes.

The planning proposal included associated specialist reports and an offer to enter into a Voluntary Planning Agreement. A Voluntary Planning Agreement is a legally binding agreement, under which the developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of them, to be used for or applied towards a public purpose.

The resulting Gateway determination issued by the Department of Planning & Infrastructure's made specific observations in relation to:

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- Issues of access and other infrastructure that need to be resolved
- The proponents undertaking to meet necessary infrastructure costs
- The need to ensure that adequate infrastructure details are placed on public exhibition as part of the planning proposal consultation process.

The planning proposal was ultimately supported by Council and the Voluntary Planning Agreement was adopted by Council at its meeting in July 2014. The Voluntary Planning Agreement makes provision for:

- Intersection and road works
- Bridge crossing of Grose River at Yarramundi
- Public transport facilities
- Community facilities
- Works as identified by the Conservation Management Plan
- Improvements to Peel Park
- Open space and recreation.

The purpose of this report is to provide Council with the relevant background information so that it can determine its position in relation to the refinement of the proposed Grose River Crossing and in doing so satisfy the associated provisions of the Redbank Voluntary Planning Agreement.

#### Detailed History, including previous Council decisions

##### Original Planning Proposal and Voluntary Planning Agreement

In March 2012 Council received a planning proposal prepared by JBA Planning on behalf of the North Richmond Joint Venture for the rezoning of Lot 27 DP 1042890, 108 Grose Vale Road, North Richmond for predominantly residential purposes.

The planning proposal included associated specialist reports and an offer to enter into a Voluntary Planning Agreement. A Voluntary Planning Agreement is a legally binding agreement, voluntarily entered into between a Planning Authority and Developer:

*"under which the developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of them, to be used for or applied towards a public purpose."*

The planning proposal and associated documents were reported to the Council meeting on 8 May 2012 ([Use link to Item 59](#)). In response Council resolved: -

*"That:*

1. *A Planning Proposal be prepared for the rezoning of Lot 27 DP 1042890, 108 Grose Vale Road, North Richmond as shown in plan titled Gateway Planning Proposal - Infrastructure and Staging North Richmond Joint Venture Concept Plan Redbank Proposed Draft LEP Zonings, prepared by J. Wyndham Prince, referenced 8607/SK44 and subject to the proposed B2 zone being changed to a B1 Neighbourhood Centre zone.*
2. *The Planning Proposal be supported by JBA Planning's Planning Proposal titled Redbank at North Richmond, dated March 2012 and associated reports and assessments.*
3. *The Planning Proposal be forwarded to the Minister for Planning and Infrastructure for a "gateway" determination.*
4. *The Minister for Planning and Infrastructure be requested to consider a community consultation period of not less than 60 days.*
5. *The matter be reported back to Council to consider submissions following public exhibition.*

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6. *If the Department of Planning and Infrastructure determines that the planning proposal is to proceed, Council commence Voluntary Planning Agreement negotiations with the North Richmond Joint Venture and any other relevant party.*
7. *The North Richmond Joint Venture in preparing a Transport Management & Accessibility Plan for the proposed development is to include at least one other alternative to the proposed access route and Yarramundi Bridge crossing for consideration by Council, relevant public authorities and the community.*
8. *In the event of the Planning Proposal proceeding, the North Richmond Joint Venture is to develop a draft Masterplan and draft site specific DCP for the site, at their own expense, in conjunction with Council staff for final checking, amendment if required, and adoption by Council prior to finalisation of the rezoning.*
9. *Council commence the process to prepare a specific plan of management for Navua Reserve and a review of the plan of management for Yarramundi Reserve that proposes to retain the Crown Road reserves so they are available for any future proposed crossing of the Grose River. Should the current proposal proceed any other required changes to the plans of management should be proposed for consideration at the same time."*

On 27 July 2012 the then Department of Planning & Infrastructure's issued its Gateway determination endorsing the progression of the planning proposal, subject to 9 Conditions – **Refer Attachment 1.**

The Gateway determination also made specific reference to the following points:

*"there are issues of access and other infrastructure to be resolved"*

*"the proponent has undertaken to meet necessary infrastructure costs"*

*"adequate infrastructure details are placed on public exhibition as part of the planning proposal"*

The planning proposal was amended in accordance with the conditions of the Gateway determination whereby the following additional information was prepared:

- North Richmond 'Redbank' Transport Management and Accessibility Plan, AECOM, 20 March 2013.
- Conservation Management Plan, Urbis, 25 March 2013.
- North Richmond 'Redbank' Transport Management and Accessibility Plan Traffic Review, prepared by GTA Consultants on behalf of the Department of Planning and Infrastructure, 8 April 2013.
- A draft Voluntary Planning Agreement prepared by the applicant - following negotiations with Council and the Roads and Maritime Services, to operate in lieu of a Section 94 or Section 94A developer contributions. The draft Voluntary Planning Agreement offer made provision for:
  - Intersection and road works
  - Bridge crossing of Grose River at Yarramundi
  - Public transport facilities
  - Community facilities
  - Works as identified by the Conservation Management Plan
  - Improvements to Peel Park
  - Open space and recreation.

In the case of the Redbank Voluntary Planning Agreement, as both the Council and the Roads and Maritime Services are Planning Authorities, they were both parties to the agreement.

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As required by the Gateway determination, the draft Voluntary Planning Agreement was placed on public exhibition at the same time, and formed part of, the package of documents exhibited with the planning proposal.

The planning proposal was considered by Council at its meeting on 12 November 2013 at which time Council resolved to support the Planning Proposal and forward it to the Department of Planning and Infrastructure to make the plan ([Use link to Item 223](#)).

The Voluntary Planning Agreement was subsequently adopted by Council at its meeting of 24 June 2014 adjourned to 1 July 2014 ([Use link to Item 99](#)) and signed by the Developer, Roads and Maritime Services and Council on 20 August 2014 ([Use link to Voluntary Planning Agreement](#))

Confidential Report

On 27 June 2017, Council considered a confidential report in relation to the Redbank Voluntary Planning Agreement and Delivery of Bridge over the Grose River. The report was confidential in accordance with the provisions of Part 1 of Chapter 4 of the Local Government Act 1993, in particular Sections 10A(2)(d) and 10A2(g) which read as follows:

- 10A(2)(d) *the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest*
- 10A(2)(g) *the information concerns contractual arrangements and the information is regarded as advice concerning litigation, or advice that 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.*

At the conclusion of its deliberations in relation to this report, Council resolved to:

1. Advise the Developer that Council does not agree with their request, dated 20 February 2017, to pay the Monetary Contribution for the "New Proposed Bridge (Multispan)" under the provisions of Clause 7.2(e)(i)(B) of the Redbank Voluntary Planning Agreement.
2. Note that there have been no monetary contributions made by the Developer for the bridge works to date. If the Redbank Voluntary Planning Agreement Monetary Contribution payment provisions for the Bridge Works are pursued they would be made as the development proceeds. The total funds would not be payable for approximately five or more years and that, under the provisions of the Voluntary Planning Agreement, the RMS would receive 95% of those funds with Council receiving 5% of that contribution.
3. Agree to amend the Milestone in Schedule 2, Table 1, Item 1.2 (approval Milestone for New Proposed Bridge (Multispan)) of the Redbank Voluntary Planning Agreement to the following:
  - Milestone 2: amend from 341<sup>st</sup> Urban Lot to 701<sup>st</sup> Urban Lot.
4. Agree to amend the Milestone in Schedule 2, Table 1, Item 1.3 (operational milestone for the New Proposed Bridge (Multispan)) of the Redbank Voluntary Planning Agreement to the following:
  - Amend the 'Timing' in Column 3 for the practical completion of the works from 641<sup>st</sup> Urban Lot to 1001<sup>st</sup> Urban Lot.
5. Agree to amend Schedule 2, Table 1, Column 2, Item 1.6b (Milestone for the provision of an allotment for a Child Care Centre) of the Redbank Voluntary Planning Agreement by replacing 301<sup>st</sup> Urban Lot to 601<sup>st</sup> Urban Lot.

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6. Seek the agreement of the Developer and the RMS as parties to the Redbank Voluntary Planning Agreement to the amendment of the milestone changes outlined above.
7. Confirm the Council Position on the Bridge and the Redbank Voluntary Planning Agreement as listed in this report, with additional words to point 3 on Page 22 of the report as discussed at the meeting, as the current position of Council, and that the information be publically released.

Pursuant to point 7 of the above Council resolution, Council's public position was as follows:

- i. *Council has engaged independent consultants to review traffic studies in respect of the link road over the Grose River.*
- ii. *The location of the current proposed link road is subject to flooding.*
- iii. *Council is working with the RMS to investigate options for the construction of a link across the Grose River.*
- iv. *The parties to the Redbank Voluntary Planning Agreement are not in dispute.*
- v. *The application submitted to Council by the Developer for the bridge works in the Redbank Voluntary Planning Agreement was submitted to Council in August 2016 and is currently being assessed against the relevant environmental and planning legislation.*
- vi. *The work to amend the current Plans of Management for the Navua and Yarramundi Reserves is underway. Any draft amendment will be reported to Council prior to public exhibition.*
- vii. *Council and the RMS, as parties to the Redbank Voluntary Planning Agreement, have not agreed to the Developer making a monetary contribution in lieu of constructing the bridge works.*
- viii. *No monetary contributions for the bridge works have been made to date. Under the provisions of the Redbank Voluntary Planning Agreement any monetary contributions are progressive and not made in a lump sum. The full contribution, should that option be pursued, would not be made or available for at least five or more years.*
- ix. *If the monetary contribution was accepted by Council and the RMS the provisions of the Redbank Voluntary Planning Agreement require approximately 95% of those funds to be made to the RMS for unspecified works with only 5% being available to Council for local roads.*
- x. *Any monetary contribution cannot be utilised on other works or used by the RMS or Council to construct a bridge.*

Over subsequent months, in accordance with Council's public position, Council staff:

- a) Worked with SMEC to undertake the Hawkesbury City Traffic Study, the results of which have confirmed the value of the proposed Grose River crossing
- b) Investigated the current VPA proposed crossing at Navua Reserve in the context of the State Governments Resilient Valleys Resilient Communities – Hawkesbury Nepean Valley Flood Risk Management Strategy released in May 2017 ([Refer link to Strategy](#)).
- c) Continued to work with Roads and Maritime Services and the developer to investigate options for the construction of a link across the Grose River.
- d) Paused the assessment of the applications submitted by the developer pending the outcome of the actions outlined in paragraphs "a" – "c" above.

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- e) Paused the development of the Plans of Management for the Navua and Yarramundi Reserves pending the outcome of the actions outlined in paragraphs “a” – “c” above.

The above activities culminated in community meetings on 5 December 2018 and 11 April 2019, regarding the Grose River Bridge Crossing ([Refer link to Community Meetings](#)).

Community Meeting 1 – 5 December 2018

The initial community meeting was held at the North Richmond Community Centre and was attended by representatives of Roads and Maritime Services and Council. The details of the matters covered at the community meeting held on 5 December 2018 can be summarised as follows:

Introduction

- Tonight is for Information only
- For existing residents, new residents and prospective residents
- No decisions tonight - the beginning of a process
- Will continue in 2019
- Alerting them to Councils web page – Have Your Say

Voluntary Planning Agreements

- What are they
- Redbank Voluntary Planning Agreement
- Developer Contributions
- Delivery of works
- Upgrades of local road network – roads and intersections
- Grose River Bridge
- Community facilities
- Recreation and open space
- Maintenance works
- Transfer of land
- Funding contributions
- Registration of agreement on land
- Review of agreement
- Dispute resolution
- Schedules and Annexures
- Developer Contribution Tables and Milestones

Current alignment of Grose River Crossing

- Grose Vale Road
- Grose River Road
- Navua Reserve
- Springwood Road

Traffic Studies

- AECOM –North Richmond “Redbank” Transport Management and Accessibility Plan (TMAP) 20 March 2013
- GTA consultants -North Richmond “Redbank” Transport Management and Accessibility Plan (TMAP) Traffic Review 8 April 2013
- SMEC –Hawkesbury City Council Traffic Study Stage, 12 June 2018

Flooding

- Flood map - 1:100 level at Yarramundi : 18.3m
- Existing road levels



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- Current proposed Navua bridge crossing : 9.82m – 13.4m (below the 1:10 chance of flood)
- Flood charts
- Flood levels - Springwood Road, Yarramundi Bridge, North Richmond Bridge

Next Steps – where to from here

- Council and Roads and Maritime Services to consider:
  - The material presented tonight
  - The VPA
  - Traffic
  - Flooding
  - Questions and Feedback from tonight
- Develop option/s that respond to material, questions and feedback
- Present findings, options and recommendations to a further community meeting in 2019

Hawkesbury “Have Your Say”

A total of 332 people visited the Hawkesbury “Have Your Say” web site – **Refer Attachment 2** for details of the feedback provided.

Community Meeting 2 – 11 April 2019

The second community meeting was held at the North Richmond Primary School and was again attended by representatives of Roads and Maritime Services and Council. The details of the matters covered at the community meeting held on 11 April 2019 can be summarised as follows:

Welcome

- Introductions
- Previous presentation
- This evenings presentation

Grose River Crossing and North Richmond Crossing

- Two different locations
- Two different projects
- Two different objectives

Proposed Alternative Route – **Refer Attachment 3**

- Ashtons Road to Springwood Road
- Affecting 3 properties
- RMS acquisition authority

Complements Current Alignment

- As contained in Voluntary Panning Agreement
- Intersection of Grose Vale Rd and Grose River Rd – No Change
- Upgrade of Grose River Rd to Ashtons Rd – No Change
- Ashtons Rd to Springwood Rd – Alternative Route

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Proposed Alternative Route

- Developed in the context of:
  - Material presented in December 2018
    - It complies with the VPA
    - It assists traffic movements
    - It is above the 1:100 Flood Level
  - Questions and Feedback from December 2018
    - It limits weight to 5 tonne + local school buses
    - 60kph speed limit

Where to from here

- Present proposal to Council for “In Principle” support
- Develop detailed documentation
  - Detailed Design and Quantity Surveyor Report
  - Draft Amended Voluntary Planning Agreement
  - Complete Relevant studies:
    - Traffic
    - Environmental
    - Flooding etc.
- Submit application and formally notify the local community, seeking community feedback
- Determine application and Draft Amended Voluntary Planning Agreement
- If alternative alignment over Grose River is approved:
  - Execute Amended Voluntary Planning Agreement
  - Amend plans to reflect outcomes of approval process
  - Prepare construction drawings
  - Put Project out to tender – based on final construction drawings
  - Select contractors
  - Construct project
  - Open new crossing

**Current Position**

Subsequent to the April 2019 Community Meeting, and as a result of changes to State Government procedures in relation to land acquisition, Roads and Maritime Services have appointed a liaison officer to work with the 3 affected land owners.

Over this period of time, Roads and Maritime Services have also confirmed that they will now both acquire and fund the acquisition of the land required for the construction of the revised bridge location, upstream of Navua Reserve.

Notwithstanding the above, Roads and Maritime Services are not in a position to progress the matter any further until an agreement is in place outlining:

- The way forward
- The roles and responsibilities of the parties to the agreement.

To this end, representatives of the Developer, Roads and Maritime Services and Council have continued to meet and/or discuss the project since the April 2019 Community meeting. As a result of those discussions the following points have been confirmed as the basis for progressing the project:

- Council will consider the matter and adopt a position in relation to the proposed “Alternative Route”
- In the event that Council resolves to provide “In Principle” support for the proposed “Alternative Route”:

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- The Developer, Roads and Maritime Services and Council will enter into a Memorandum of Understanding to confirm way forward, the key features of such a document to include:
  - Limiting Redbank's financial contribution to the cost of original "Navua" alignment (Grose River Road from Grose Vally Road to Springwood Road, via Navua Reserve) less expenditure (surveys, studies, plans, applications etc) to date
  - Finalising a new design, new costings, approval process, supporting documentation and revised timetable
  - Confirmation that Roads and Maritime Services will both acquire and fund the acquisition of land required for the revised crossing/alignment
  - Confirmation that Roads and Maritime Services will commence acquisition after July 2020
- The Developer, Roads and Maritime Services and Council will:
  - Develop detailed documentation including plans, studies, and a Draft Amended Voluntary Planning Agreement.
  - Submit application and formally notify the local community, seeking community feedback
  - Arrange for the "Independent" assessment and determination of the application and Draft Amended Voluntary Planning Agreement.

Finally, in the event that Council supports for the proposed "Alternative Route", staff will have to continue to work with Roads and Maritime Services and other relevant State Agencies to establish a process for ensuring that the balance of the route between Grose Vale Road and Springwood is above the 1:100 flood level.

#### Policy considerations

The details outlined in this report are consistent with Council's currently stated public position in relation to the proposed Grose River Crossing and Redbank Voluntary Planning Agreement, as outlined earlier in the report.

#### Consultation

The issues raised in this report do not constitute matters that would be a trigger for Community Engagement at this point in time.

However, based on Council's final decision in relation to this matter, there may be a requirement for further formal consultation with residents and other stakeholders. The details of any additional consultation can be assessed once the outcome of this particular matter has been determined by Council.

#### Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The proposal is consistent with the following Focus Area, Direction and Strategies within the CSP.

#### Our Future

- 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement
  - 5.1.1 Council's planning is integrated and long term.
  - 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.

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### **Discussion**

The Redbank Voluntary Planning Agreement requires a crossing of the Grose River or a financial contribution in lieu of the physical crossing.

The currently proposed crossing runs through Navua Reserve and in doing so impacts on existing public open space. Furthermore, the level of the current crossing is substantially lower than the level of a 1:100 flood event.

Working within the context of Council's currently stated public position in relation to the proposed Grose River Crossing and Redbank Voluntary Planning Agreement, Council staff have been working with the Developer and Roads and Maritime Service to explore a more appropriately located crossing over the Grose River.

As a result of this work, staff are now in a position to present to Council a revised alignment that:

- Is in accordance with the intentions of the original Redbank VPA.
- Based on the Hawkesbury City Traffic Study, will add value to the local transport network.
- Avoids the loss or alienation of public open space.
- That will be acquired and funded by Roads and Maritime Services.
- Provides a crossing of the Grose River that is above the 1:100 flood level.

In respect of the latter point, Council staff will have to continue to work with Roads and Maritime Services and other relevant State Agencies to establish a process for ensuring that the balance of the route between Grose Vale Road and Springwood is above the 1:100 flood level.

Notwithstanding the above, the revised alignment will necessitate the compulsory acquisition of land (in part or whole) from three affected land owners. In this regard Roads and Maritime Services have put arrangements in place to work with the relevant parties.

### **Financial Implications**

Depending upon Council's final decision in relation to this matter, there may be financial implications associated with matters such as the

- Drafting of any Memorandum of Understanding
- Approval processes required in relation to any alternative route
- Drafting of an amended Voluntary Planning Agreement.

The details of any financial implications can be further investigated once the outcome of this particular matter has been determined by Council.

### **Planning Decision**

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

### **Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. At this point in time the proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

### **Conclusion**

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The Redbank Voluntary Planning Agreement requires a crossing of the Grose River or a financial contribution in lieu of the physical crossing.

The currently proposed crossing runs through Navua Reserve and in doing so compromises existing public open space. Furthermore, the level of the current crossing is substantially lower than the level of a 1:100 flood event.

Council staff have therefore been working with the Developer and Roads and Maritime Service to explore a more appropriate crossing over the Grose River. To this end Council staff have:

- Worked with SMEC to undertake the Hawkesbury City Traffic Study, the results of which have confirmed the value of the proposed Grose River crossing.
- Investigated the current VPA proposed crossing at Navua Reserve in the context of the State Governments Resilient Valleys Resilient Communities Flood Risk Management Strategy.

As a result of this work, an alternative route has been identified that:

- Is in accordance with the intentions of the original Redbank VPA
- Avoids the loss of public open space
- Provides a crossing of the Grose River that is above the 1:100 flood level.

In respect of the latter point, Council staff will have to continue to work with Roads and Maritime Services and other relevant State Agencies to establish a process for ensuring that the balance of the route between Grose Vale Road and Springwood is above the 1:100 flood level.

**RECOMMENDATION:**

That:

1. The report be received and noted.
2. Council confirm its “In Principle” support for the proposed “Alternative Route” based on:
  - a) The fact that it does not involve any loss of public open space
  - b) The contribution it will make towards providing an alternative flood route for local residents
  - c) The offer of Roads and Maritime Services to acquire and fund land required for the alternative route.
3. Council staff work with the Developer and Roads and Maritime Services to draft a Memorandum of Understanding to confirm way forward, the key features of such a document to include:
  - a) Limiting Redbank’s financial contribution to the cost of original “Navua” alignment (Grose River Road from Grose Vally Road to Springwood Road, via Navua Reserve) less expenditure (surveys, studies, plans, applications etc) to date
  - b) Finalising a new design, new costings, approval process, supporting documentation and revised timetable
  - c) Confirmation that Roads and Maritime Services will both acquire and fund the acquisition of land required for the revised crossing/alignment
  - d) Confirmation that Roads and Maritime Services will commence acquisition after July 2020.
4. Council staff initiate discussion with Roads and Maritime Services and other relevant State Agencies to establish a process for ensuring that the balance of the route between Grose Vale Road and Springwood is above the 1:100 flood level.

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5. Council staff advise the community of the points outlined in points 1-4 above and confirm that subject to the execution of the Memorandum of Understanding Council will be working with the Developer and Roads and Maritime Services to:
  - a) Develop detailed documentation including plans, studies, and a Draft Amended Voluntary Planning Agreement
  - b) Submit a relevant application and formally notify the local community, seeking community feedback
  - c) Arrange for the “Independent” assessment and determination of the application and Draft Amended Voluntary Planning Agreement.

**ATTACHMENTS:**

**AT - 1** 2012 07 27 Gateway Determination.

**AT – 2** Feedback – Hawkesbury Have Your Say.

**AT – 3** Proposed Alternative Route.

**AT - 1 2012 07 27 Gateway Determination**

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**Planning &  
Infrastructure**

Hawkesbury City Council

- 1 AUG 2012

Contact: Cho Cho Myint  
Phone: (02) 9850 1560  
Email: ChoCho.Myint@planning.nsw.gov.au  
Postal: GPO Box 39, Sydney NSW 2001  
Our ref: PP\_2012\_HAWKE\_002\_00 (12/08555-1)  
Your ref:

Mr Peter Jackson  
General Manager  
Hawkesbury City Council  
PO Box 146  
WINDSOR NSW 2756

Dear Mr Jackson,

**Planning Proposal to amend the Hawkesbury Local Environmental Plan 1989**

I am writing in response to your Council's letter requesting a Gateway Determination under section 56 of the Environmental Planning and Assessment Act 1979 ("EP&A Act") in respect of the planning proposal to rezone 180 ha land at 108 Grose Vale Road, North Richmond (Lot 27 DP1042890) from Consolidated Land Holdings Zone under Hawkesbury Local Environmental Plan 1989 (HLEP 1989) to a range of urban zones under the draft Hawkesbury LEP 2012.

As delegate of the Minister for Planning and Infrastructure, I have now determined that the planning proposal should proceed subject to the conditions in the attached Gateway Determination.

I have also agreed that the planning proposal's inconsistencies with S117 Direction 1.2 Rural Zones, 4.3 Flood Prone Land, 6.2 Reserving Land for Public Purposes and 7.1 Implementation of the Metropolitan Plan for Sydney 2036 are of minor significance. No further approval is required in relation to these Directions.

While the subject land is identified as part of the North Richmond future investigation area in Council's Hawkesbury Residential Land Strategy, I note that there are issues of access and other infrastructure to be resolved. I also note that the proponent has undertaken to meet necessary infrastructure costs. Council will therefore need to consider what negotiations are needed to be undertaken with state agencies and the proponent to ensure adequate infrastructure details are placed on public exhibition as part of the planning proposal.

The amending Local Environmental Plan (LEP) is to be finalised within 24 months of the week following the date of the Gateway Determination. Council should aim to commence the exhibition of the Planning Proposal within four (4) weeks from the week following this determination. Council's request for the Department to draft and finalise the LEP should be made six (6) weeks prior to the projected publication date.

The State Government is committed to reducing the time taken to complete LEPs by tailoring the steps in the process to the complexity of the proposal, and by providing clear and publicly available justification for each plan at an early stage. In order to meet these commitments, the Minister may take action under s54(2)(d) of the EP&A Act if the time frames outlined in this determination are not met.



SCANNED

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Should you have any queries in regard to this matter, please contact Cho Cho Myint of the Regional Office of the Department on 02 9860 1560.

Yours sincerely,

  
**Sam Haddad**  
Director-General  
27/7/2012



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**Planning &  
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**Gateway Determination**

*Planning Proposal (Department Ref: PP\_2012\_HAWKE\_002\_00): to rezone land at 108 Grose Vale Road, North Richmond (Lot 27 DP1042890) from Consolidated Land Holdings Zone under Hawkesbury Local Environmental Plan 1989 (HLEP 1989) to a range of urban uses under the draft Hawkesbury LEP 2012*

I, the Director General, Department of Planning and Infrastructure as delegate of the Minister for Planning and Infrastructure, have determined under section 56(2) of the EP&A Act that an amendment to the Hawkesbury Local Environmental Plan 1989 to rezone land at 108 Grose Vale Road, North Richmond (Lot 27 DP1042890) from Consolidated Land Holdings Zone under Hawkesbury Local Environmental Plan 1989 (HLEP 1989) to a range of urban uses under the draft Hawkesbury LEP 2012 should proceed subject to the following conditions:

1. Council is to finalise the TMAP and approve of an approach to access and funding arrangements. This agreement is to form part of a negotiated draft voluntary planning agreement with the proponent and other relevant agencies ensuring that any development of the land occurs at no cost to government. The draft voluntary planning agreement is to be exhibited with the planning proposal.
2. Council is to finalise a Conservation Management Plan and obtain endorsement of the Plan from the Heritage Council.
3. Council is to provide a response to S117 Direction 4.1 Acid Sulphate Soils and include this response within the public exhibition material.
4. Following completion of the work required by the above conditions and prior to the commencement of community consultation, Council is to revise the planning proposal, where necessary and provide a copy of the proposal and relevant information to the Department's Regional Office.
5. Community consultation is required under sections 56(2)(c) and 57 of the Environmental Planning and Assessment Act 1979 ("EP&A Act") as follows:
  - (a) the planning proposal must be made publicly available for **28 days**; and
  - (b) the relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 4.5 of *A Guide to Preparing LEPs (Department of Planning 2009)*.
6. Consultation is required with the following public authorities under section 56(2)(d) of the EP&A Act:
  - Transport for NSW – Roads and Maritime Services
  - Sydney Water
  - Office of Environment and Heritage
  - NSW Aboriginal Land Council
  - Hawkesbury – Nepean Catchment Management Authority

Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material. Each public authority is to be given at least 21 days to comment on the proposal, or to indicate that they will require additional time to comment on the proposal. Public authorities may request additional information or additional matters to be addressed in the planning proposal.

HAWKESBURY PP\_2012\_HAWKE\_002\_00 (12/08555-1)

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7. Further to Condition 6 above, Council is to consult with the Commissioner of the NSW Rural Fire Service, prior to the commencement of community consultation and take into account any comments made as per the requirements of S117 Direction 4.4 Planning for Bushfire Protection. Council is to amend the planning proposal, if necessary, and forward a copy of the revised planning proposal to the Department.
8. A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
9. The timeframe for completing the LEP is to be **24 months** from the week following the date of the Gateway determination.

Dated 27<sup>th</sup> day of July, 2012.

**Sam Haddad**  
**Director-General**  
**Delegate of the Minister for Planning and**  
**Infrastructure**

HAWKESBURY PP\_2012\_HAWKE\_002\_00 (12/08555-1)

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**AT – 2    Feedback – Hawkesbury Have Your Say**

**Feedback - Grose River Bridge Crossing**

**Community Meeting - December 2018**

Additional escape route in flood and fire emergency scenarios is an option that needs to be investigated.

Not that much information at this stage.

Why are we still talking about a bridge crossing the Grose River. I firmly believe the bridge must cross the Nepean/Hawkesbury directly. Which is the size of the vehicles that would be permitted on this new bridge. We were promised no trucks would be allowed.

There is greater need for another bridge at North Richmond. Increased traffic flow would make Grose River Rd and Grose Wold Rd even more unsafe.

I would like to understand how the new bridge intersection will work. Is Springwood Road traffic prioritised over traffic heading to Redbank. No traffic lights or right of way. I would really like to see how the traffic heading from Springwood Road toward Castlereagh Road will be affected.

The meeting was very helpful in providing information and feedback. Accept developers DA and put it on exhibition for four weeks and get on with building the bridge - stop talking about 18.5 metre high bridge.

We desperately need this bridge, please commit to building it.

I support the proposal to move the "Redbank" Grose River bridge up stream and onto higher ground.

I have serious concerns regarding the proposed Grose River Bridge. The local roads are not built to take thousands of traffic movements per day. Kurrajong end of Grose Vale Road, in particular, is not built to cope with more traffic than it already has.

Move the crossing further upstream to protect Navua Reserve and serve as emergency flood access.

Leave the Beautiful Grose River and its habitats alone altogether. Putting a bridge over the Grose River solves nothing in terms of a flood and could cause traffic issues for the local school at Grose Wold. If we were to have a 1 in 100 year flood and it will come, it seems far more practical to get people across the Hawkesbury to Richmond/Penrith rather than giving us another route up the mountains.

Great idea, I hope this goes ahead.

An alternate route to get west of the river is needed sooner rather than later.

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SMEC Traffic Study has underestimated traffic generation of Redbank development. Grose River bridge will open up minor road network. Ameliorative measures need to be developed and tested in the modelling.

I think this is a great idea. I'm for a third river crossing?

We wholeheartedly support the bridge to be put in from Springwood Road to Grose River Road.

I believe it will be pointless to have a bridge crossing where it has been proposed.

Many families are regular users of Navua Reserve, all year. It would be devastating if you built a bridge across the beautiful spot - all other options should be considered.

I like the new proposal more than the last one.

Grose Wold Road will become a "rat run" from Bilpin and beyond to Penrith and vice versa. The road is being destroyed by buses on this route along with heavy vehicles. Grose Wold Public School is a dangerous area during peak school times. The T intersection at Grose Wold and Grose River Road will become a bottle neck. Should there be an accident in the Grose Wold area there will be nowhere for traffic to divert. There has already been a fatality at the Grose Wold Bush Fire station with a driver running straight over the edge of the embankment. There are now line markings all along Grose Wold Road - when large vehicles are travelling along the road most times vehicles travelling the opposite direction have to slow down. Due to the bends, crests and blind spots along Grose Wold Road it will become dangerous for some residents to pull out of their driveways.

The meeting was against the crossing of the Grose River! Is Council, the RMS listening. If this proceeds they are not listening. Crossing of the Grose River is not solution to the traffic congestion that has grid locked Richmond, North Richmond and Windsor. Therefore it would be a waste of more money. A holistic approach is required.

I am in support of the bridge crossing in Grose Wold and agree that to build it above the 1:100 flood level makes sense.

Please consider the need for this bridge in the context of the "third crossing". It will create pressure on local roads, threaten our environment and tourism appeal and, as a one lane each way bridge, be completely inadequate as a flood evacuation route.

Whilst it is commended that this bridge is to be flood free, it should really address the most pressing issue for Hawkesbury residents and that is of traffic congestion.

Just make the bridge two lanes each way, not one lane, that would be a joke and a waste of money and time.

I am against the proposal of moving the site of the bridge. In addition the local roads are incapable of handling the vehicular traffic of any such bridge.

Build the bridge as planned and let there be an alternate route.

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Will attract a huge amount of the existing North Richmond traffic, diverting away from the existing crossing. This means a very high risk that Kurrajong and Grose Vale will be turned into a heavily trafficked rat run. We can expect some heavy vehicles through Kurrajong Village.

Why are we looking at the 1 in a 100 year flood zone now and not when the development was approved.

There should be a 1:100 flood crossing to Springwood Rd at the very least so go up stream on Grose River to achieve this. Don't destroy Navua Reserve with a bridge thru it.

This bridge, as it is going to impinge on one of the most beautiful parts of the Hawkesbury, must at least be a viable option in case of flooding and maximum access by the greatest number of people. If the bridge must go ahead, then make it a good one.

Build an additional crossing but make it useful in times of flood. 4 lanes, 2 each way, and emergency services this side of the bridge is essential.

I believe that this bridge should be located above the 1 in a 100 years flood level.

Totally support the proposal to explore options for a new bridge across the Grose River with the criteria: above the 1 in 100 flood level. Thank you council for the initiative in attempting to forward plan.

Option 1 of the Transport Management and Accessibility Plan (TMAP) should be implemented.

Navua Reserve is a perfect place for families to relax, swim and socialise and putting a bridge solely for Redbank residents is huge wastes of time and money.

There is a need for a second river crossing - to make this crossing at the beautiful Grose River Navua would be a travesty.

A Grose River crossing is not the answer to the traffic congestion west of the river.

Would be great to see a resolution sooner than later.

North Richmond Bridge needs to be upgraded. The Navua Reserve is the best place for the new bridge over the Grose River because I don't want it through my backyard or my neighbours backyard.

I do not agree with a bridge being put through Navua Reserve in any way shape or form.

A bridge crossing is required above the 1 in 100 years.

The new bridge should be constructed on the 1951 gazetted highway. Ensure the bridge and associated roads meet the following essential selection criteria: does not impact on Natural bushland fauna/flora. Affected landowners to be compensated.

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Happy with alternate route and that it would be a flood free exit in times of need.

Building this bridge would provide the community with a much needed relief from the traffic congestion during peak times.

I urge council to lobby the State Government to commit to the recommendations in the Hyder report. Once a commitment is made Redbank developer can make the monetary contribution in lieu of building a bridge.

The development of this bridge will alleviate a lot of the congestion which residents of North Richmond suffer.

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AT – 3 Proposed Alternative Route

**ALTERNATIVE ROUTE - ASHTONS RD TO SPRINGWOOD RD**



oooO END OF REPORT Oooo

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**GENERAL MANAGER**

**Item: 231**                      **GM - Nominations for the Local Government Representatives for the Local Land Services Board - (79351, 137929)**

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is for Council to consider the nomination of a Council representative to the Local Land Services Board.

**EXECUTIVE SUMMARY:**

Local Land Services has contacted Council seeking a nomination for representation to the Local Land Services Board. Candidates need to demonstrate a strong understanding of corporate governance, a commitment to high ethical standards and teamwork, and well developed communication, negotiation, advocacy and influencing skills. A total of 29 representatives will be appointed for a period of up to four years, for a mix of two and four year terms. Within the Greater Sydney region there are only two positions available, being for one board member and one chair position.

**RECOMMENDATION SUMMARY:**

The report recommends that Council nominate a candidate for appointment to the Local Lands Services Board.

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**REPORT:**

**Context and Background**

The Local Lands Board is a NSW Government Agency that assist farmers, landholders and the community with agricultural production, biosecurity and natural resource management. This includes:

- Improved agricultural productivity
- Control declared pests
- Maintain market confidence in 'clean and green' agricultural products
- Manage and improve natural resources.

Local Land Services has written to Council by email dated 21 November 2019, advising that they are seeking nominations from candidates with the following skills:

- Leadership , strategic planning and management
- Community participation
- Regional service delivery
- Working with industry, government and other partners
- Audit, financial control, reporting and risk management
- Primary industries or providing services to support the sector
- Contemporary biosecurity programs in animal and plant health, pest and weed management
- Emergency management especially biosecurity and natural disaster emergencies
- Natural resource management and biodiversity conservation
- Working with Aboriginal groups and communities and/or local government.



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Opportunities to serve on a Local Land Services Board in one of 11 regions arise in 2020 when the term of current board members and chairs comes to an end in March and April next year. In the Greater Sydney region one board member and one chair position is available. Members of the Board will be appointed by the Minister for Agriculture. Candidates are required to lodge their application by 5pm on Friday, 13 December 2019. Council does not currently have a member sitting on this Board.

In line with Local Land Services Board succession planning, chair appointments are available for up to four years and board members a mix of two and four years. The staggered approach allows for local boards with a rolling membership, that ensures valuable skills and knowledge are retained within the organisation over time.

Members receive remuneration to cover all meetings of the Board and other official business relating to the Board. Other official business includes official visits, training and conferences, meeting with the Minister or other public officials. Daily sitting fees are as follows:

	<b>Chairperson</b>	<b>Member</b>
Full day	\$350	\$220
Half day	\$175	\$110

Further information regarding the Local Land Services Board can be found in the [Local Boards Recruitment Package](#).

### **Consultation**

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 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategies within the CSP.

#### Our Leadership

- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
  - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.
  - 1.4.2 Achieve higher strategic capacity through strategic alliances and partnerships.

### **Discussion**

This matter is referred to Council for its consideration as to whether it wishes to submit a nomination for a board position.

### **Financial Implications**

There are no financial implications applicable to this report.

### **Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

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**Conclusion**

Candidates are required to lodge their application by 5pm on Friday, 13 December 2019 in association with the requirements sought in the [Local Boards Recruitment Package](#).

**RECOMMENDATION:**

That the nomination of a representative to the Local Land Services Board be considered.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Ooo**

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**CITY PLANNING**

**Item: 232**                      **CP- Draft Hawkesbury Local Strategic Planning Statement (LSPS) 2040 - Post Exhibition Report - (95498, 124414)**

**Previous Item:**            170, Ordinary (24 September 2019)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to inform Council of the outcome of public exhibition of the Draft Hawkesbury Local Strategic Planning Statement 2040 (Local Strategic Planning Statement).

**EXECUTIVE SUMMARY:**

The Local Strategic Planning Statement was exhibited for a period of 44 days. During the public exhibition of the Local Strategic Planning Statement a total of 42 submissions were received. Officers had the opportunity to engage with the community through various means.

The Local Strategic Planning Statement is a 20 year land use vision for Council which includes special local characteristics, shared community values and actions to manage growth and change. The Local Strategic Planning Statement also provides a line-of-sight between the State, District and Local Level (Community Strategic Plan 2017-2036) Planning Frameworks.

The Local Strategic Planning Statement provides consistent strategic reasoning that can be used when:

- Explaining land use requirements to the community;
- Justifying the decision of a development application;
- Providing expert evidence in the Land and Environment Court; and when
- Council wants to review its strategic direction.

Council's consideration of the 42 submissions and adoption of the recommendations contained within this report will ensure that the Local Strategic Planning Statement progresses through the next stages including:

- Implementing amendments applicable to reflect the community's aspirations and aligns with the NSW Planning Frameworks through submissions received during the exhibition period;
- Progressing the draft to the next step of the Greater Sydney Commission and Department of Planning, Industry and Environment preliminary review (includes feedback from agencies where available);
- Forwarding the draft to the Greater Sydney Commission technical health check
- Ensuring the draft is considered by the Greater Sydney Commission Assurance Panel;
- Obtaining the Assurance panel letter of support;
- Enabling the making of the Local Strategic Planning Statement; and
- Advising the Department of Planning Industry & Environment to publish the Local Strategic Planning Statement.

It should be noted though that the amended Draft Local Strategic Planning Statement will be presented to Council for consideration ahead of Council submitting the Local Strategic Planning Statement to the Greater Sydney Commission for their final Assurance process.

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**RECOMMENDATION SUMMARY:**

The report recommends that Council:

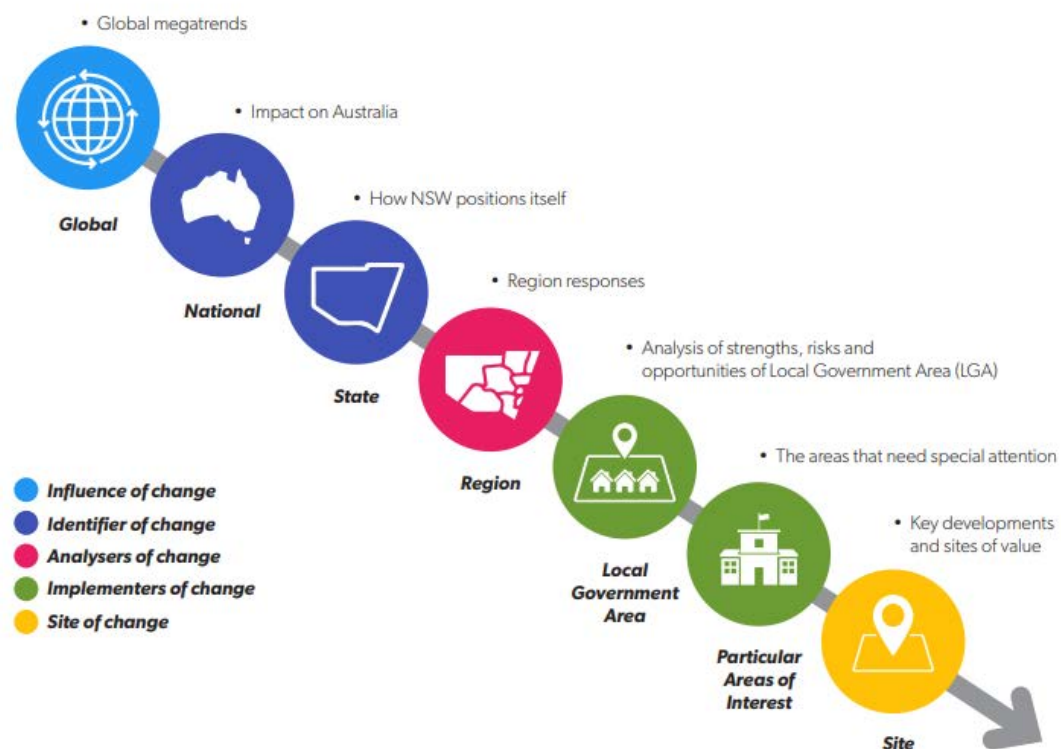
Receive the report on the outcome of the exhibition of the Local Strategic Planning Statement and endorse the proposed Actions to amend the Local Strategic Planning Statement.

**REPORT:**

**Background**

The *Environmental Planning and Assessment (EP&A) Act 1979* is the principle planning and development assessment legislation in New South Wales. The *EP&A Act* was amended in November 2017, and come into effect in March 2018, following the release of the Sydney Region Plan - A Metropolis of Three Cities and Five District Plans, including the Western City District Plan in which the Hawkesbury Local Government Area is located.

The amendment of *the EP&A Act* shifted the emphasis of planning from a regulatory focus to provide a logical progression from national, state and regional issues to local planning issues whereby planning is able to achieve a shared outcome that better reflects the context and nature of the local community. This leads to a more connected, functional and cohesive planning at all level. Figure 1 below illustrates the line-of-sight from global to local site level planning.



**Figure 1: Strategic Planning Framework – Line of sight**

**Hawkesbury Local Strategic Planning Statement 2040**

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When completed, the Hawkesbury Local Strategic Planning Statement is made in accordance with section 3.9 of the EP&A Act 1979, which requires the statement to identify:

- The basis for strategic planning in the area, having regard to economic, social and environmental matters,
- The planning priorities for the area that are consistent with any strategic plan applying to the area and (subject to any such strategic plan) any applicable community strategic plan under section 402 of the *Local Government Act, 1993*,
- The actions required for achieving those planning priorities,
- The basis on which the council is to monitor and report on the implementation of those actions.

The aim of the Local Strategic Planning Statement is to provide alignment between Regional, District Plans and Local Plans to give effect to the District Plans. The Local Strategic Planning Statement sets out a 20 year vision for land use in the Hawkesbury LGA, the special characteristics which contribute to identity, share community values to be maintained and enhanced, and how growth and change will be managed into the future.

The Local Strategic Planning Statement is a pivotal tool for managing local strategic planning in the Hawkesbury LGA based on the vision and values as expressed in the Hawkesbury Community Strategic Plan 2017-2036.

The Local Strategic Planning Statement contains 4 themes and includes 10 Directions of the Sydney Region Plan – 'A Metropolis of Three Cities'. The Local Strategic Planning Statement includes 15 Planning Priorities and a number of associated actions to implement the planning priorities. Figure 2 below illustrates the 15 Planning Priorities under these 4 themes.



Figure 2: Hawkesbury Draft Local Strategic Planning Statement – Planning Priorities

The Local Strategic Planning Statement is an evolving document which can be amended at any time. However, a major review and update of the document is required every seven years in accordance with section 3.9 of the EP&A Act.

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It should also be noted that Council is currently undertaking a series of background studies, including Rural Lands Study, Employment Lands Study and Local Housing Strategy that provide more detail of recommended changes to relevant planning instruments. It is expected that these draft background studies will be reported to Council in early 2020 ahead of public exhibition of the studies.

**Timeline of the Draft Local Strategic Planning Statement Making**

The preparation of the Local Strategic Planning Statement included a number of milestones and moving forward will require a series of further processes before the Local Strategic Planning Statement is finalised. Table 1 illustrates a timeline of milestones achieved in order to prepare the Local Strategic Planning Statement.

**Table 1: Timeline of the Local Strategic Planning Statement**

<b>Date</b>	<b>Milestone</b>	<b>Comments</b>
March 2018	Release of Sydney Region Plan – A Metropolis of Three Cities Release of Five District Plans – including Western City District Plan	The EP&A Act amendment came into effect subsequent to the release of the planning frameworks.
7 June 2018	Technical Working Group 1 LEP Roadmap - provide an outline of the aims and objectives of the program to update the LEP and give effect to the District Plans.	Attended by Council's Strategic Planning Staff
5 July 2018	Technical Working Group 2 Local Strategic Planning Statement -to outline the aims and objectives of the LSPS -provide an opportunity for councils to work together to undertake joint gap analysis, identify opportunities for joint studies, and discuss common project plan issues.	Attended by Council's Strategic Planning Staff
20 July 2018	Rural lands Technical Working Group -provide resources, support and guidance for Councils to undertake their LEP Health Check, focusing on rural lands planning priority and actions in the district plan. -support councils in understanding how the planning priorities and actions related to rural land in the district plan can be delivered through the LSPS and LEP. -to participate in discussions on place-based planning for rural lands.	Attended by Council's Strategic Planning Staff
26 July 2018	Technical Working Group 3 Sustainability -provide resources, support and guidance for councils to undertake their LEP Health Check, focusing on Sustainability Planning Priorities and Actions in the District Plans. This will feed into the wider program to review and update LEPs to align with the District Plans.	Attended by Council's Strategic Planning Staff
2 August 2018	Technical Working Group 4 Housing and Liveability -provide resources, support and guidance for Councils to undertake their LEP Health Check	Attended by Council's Strategic Planning Staff

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Date	Milestone	Comments
	focussing on liveability planning priorities and actions in the District Plan.	
14 August 2018	Technical Working Group 5 Productivity -provide resources, support and guidance for Councils to undertake their LEP Health Check focussing on productivity planning priorities and actions in the District Plan.	Attended by Council's Strategic Planning Staff
6 September 2018	Technical Working Group 6 Infrastructure and Collaboration -provide resources, support and guidance for Councils to undertake their LEP Health Check focussing on Infrastructure and Collaboration planning priorities and actions in the District Plan.	Attended by Council's Strategic Planning Staff
2 October 2018	LEP Road Map Councillor Briefing	Conducted by Strategic Planning Staff
30 October 2018	Report to Council – LEP Health Check LEP Health Check and Report submitted to Greater Sydney Commission for their review.	Council resolved to progress with the LSPS work.
21 December 2018	Greater Sydney Commission letter received to proceed to LSPS making.	
19 March 2019	LSPS Councillor Briefing	
30 and 31 March 2019	LSPS Councillor Workshops	
9 April 2019	Greater Sydney Commission Assurance	Presented by Strategic Planning staff
3 September 2019	LSPS Councillor Briefing	
24 September 2019	Draft LSPS Report to Council	
1 October to 13 November 2019	Draft LSPS Public Exhibition	
30 October 2019	Draft LSPS Community Information Session	Presented by Strategic Planning staff
31 October 2019	Draft LSPS Community Stall (Riverview Mall Windsor and Richmond Mall Richmond)	Presented by Strategic Planning staff
7 November 2019	Draft LSPS Community Information Session	Presented by Strategic Planning staff
22 November 2019	Draft LSPS Preliminary Review – Assurance program with GSC and DPIE	Attended by Strategic Planning staff
19 December 2019	Draft LSPS Post Exhibition Report to Council	
December 2019	Technical Health Check with GSC	
10 December 2019	Council consideration of outcome of public exhibition of Draft LSPS	
February 2020	Council to consider amended Draft LSPS	
February 2020	GSC - LSPS Assurance process	
March 2020	Work commences to update Hawkesbury LEP 2012	
June 2021	Final submission of Hawkesbury LEP 2012 update to the GSC and DPIE	



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**Policy considerations**

The amendment to the *Environmental Planning & Assessment Act 1979* came into effect in March 2018, which embedded a statutory requirement for Councils to review and amend their LEPs to implement the vision of the Sydney Region Plan.

The Sydney Region Plan and District Plans inform the preparation and endorsement of the local strategic planning statement and the preparation and assessment of planning proposals.

Given Hawkesbury City Council is not on the accelerated Council's preparation and did not receive \$2.5M funding, Council has until June 2021 to complete the LEP review.

This involves:

- Reviewing the strategic planning frameworks and LEP against the relevant District Plan objectives and actions - completed in December 2018;
- Identifying the gaps that the current LEP has against the Western City District Plan – completed in December 2018;
- Undertaking new and reviewing existing planning strategies and frameworks to support to bridge the gap - three planning strategies, including Rural Lands Study, Employment Lands Study and Local Housing Strategy have been commissioned, and are nearing completion and will be presented to Council in early 2020 for consideration;
- Preparing a local strategic planning statement which will guide the update of the LEP and Development Control Plan - Draft Local Strategic Planning Statement reported to Council on 24 September 2019 and exhibited from 1 October to 13 November 2019.

The Hawkesbury Local Environmental Plan 2012 will be updated to align with the Local Strategic Planning Statement. This process aligns and strengthens the line of sight in the strategic planning framework at Regional, District and Local levels.

Once the Local Strategic Planning Statement is finalised and adopted by Council it will become a land use planning document that will provide consistent strategic reasoning in:

- Explain land use requirements to the community;
- Justifying the decision of a development application;
- Providing expert evidence in the Land and Environment Court; and
- Assisting Council to review its strategic direction.

**Public Consultation**

The Draft Local Strategic Planning Statement was publicly exhibited from **Tuesday, 1 October to Wednesday, 13 November 2019** for a period of 44 days in accordance with Council's Draft Community Participation Plan 2019.

The public exhibition was advertised in newspaper publications, hard copies of the exhibition material was placed at Council's Administration Centre, letters including the exhibition materials were sent out to relevant stakeholders and agencies, and the exhibition was also placed on Council's Website and on 'Your Hawkesbury Your Say' online engagement site.

Council's Strategic Planning Officers have also engaged with the community through information sessions and additionally at pop-up stalls in various shopping centres. These sessions were held to raise awareness and highlight the importance and direction of the Local Strategic Planning Statement to the local community.



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To assist disseminate information regarding the Local Strategic Planning Statement, the following items were provided during the Information Sessions and pop-up stalls:

- Hawkesbury Local Strategic Planning Statement 2040 banner;
- Hawkesbury Local Strategic Planning Statement 2040 post cards;
- Hawkesbury Local Strategic Planning Statement 2040 fact sheets; and
- Hawkesbury Local Strategic Planning Statement 2040 hard copies for viewing.

Details of the community engagement sessions are contained in Table 2 below.

**Table 2: Community Engagement Sessions**

Date	Session	Time and Venue
<b>30 October 2019</b>	Community information Session	2.30pm to 3.30pm Tebbutt Room Deerubbin Centre
<b>31 October 2019</b>	LSPS Pop-Up stalls	Riverview Mall- Windsor 10.00am to 12.00noon  Richmond Mall- Richmond 2.00pm to 4.00pm
<b>7 November 2019</b>	Community Information Session	1.30pm to 2.30pm Hawkesbury City Council Large Committee Meeting Room
<b>15 November 2019</b>	LSPS Pop-Up stalls	Hawkesbury Chamber of Commerce Expo – Richmond Club 7.00pm to 8.30pm

During the public exhibition period, Council received a number of enquiries regarding the Local Strategic Planning Statement through various means. Attachment 1 provides a summary of all submissions a response from Officers and the recommended Action, while Attachment 2 includes copies of each submission. All enquirers were encouraged to lodge a written submission.

To date a total of **42 submissions** have been received. The submissions were generally supportive of the Local Strategic Planning Statement, and a number of these submissions have provided extensive and well considered input. Whilst Attachments 1 and 2 provide further details of the submissions, the general issues raised include:

- Issues of housing affordability, social and affordable housing in the Hawkesbury;
- Recognition and quantification of local housing needs;
- Need for a Region-wide Affordable Housing Strategy;
- Need for a diversity of housing including student housing and seniors housing;
- Council to promote water sensitive urban design principles in all development and asset management works;
- Inclusion of cultural objectives – arts and culture, festivals, live music and public art and address any deficit;
- Stronger and collaborated relationship with the local Aboriginal community;
- Increase Cultural diversity within the Hawkesbury;
- Include public arts in public domain plans and cash in on joint-use and tourism opportunities;
- Importance of partnership between Council and Hawkesbury Harvest;
- Importance of the role of agriculture to accentuate the rural identity of Hawkesbury;
- Metropolitan Rural Area – Hawkesbury is Sydney's rural recreational space;
- Challenges of managing rural residential and its effects on the current and future agricultural industries/activities;
- Smart cities- enhance and secure a living and productive landscape;
- Encourage out of season activities such as temporary events, pop-up dining etc.;
- Management of environment to reduce bushfire hazards;

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- Lack of varied accommodation in the Hawkesbury to attract tourists;
- Hawkesbury lacks tourist attractions to entice visitors to stay overnight;
- Hawkesbury lacks a tourism market and message;
- Lever on the opportunities of the Western Sydney Airport;
- Role of Bilpin located near Wollemi World Heritage National Park and Blue Mountains, has demand for tourism – demand for eco-style accommodation in the area;
- New tourist focussed businesses are investing in Bilpin along the Bells Line of Road;
- Strengthen transport and education infrastructure to increase levels of access;
- Utilise planning as an integral role in determining the health and wellbeing outcomes of people;
- Consider Aboriginal lands for appropriate development to promote business and economic opportunities;
- Provision of tree canopies along pathways to provide shade and protection from UV light to help prevent skin cancer;
- Partnership with RAAF, Western Sydney University and Equine industry to create the agglomerated Clarendon Precinct;
- Community sport, active recreation, and social infrastructure are essential to building well connected and healthy communities. Importance of retail expansion and new generation mix use developments;
- Cluster of residential developments where possible to allow for a critical mass of population to enable viable retail developments;
- Proposed rezoning of individual, or groups of properties in various locations;
- Manage and reduce urban hazards by managing exposure to air, and noise pollution through using complementary planning approaches; and
- Management of contaminated land and waste and resource recovery outcomes.

All submitters have been acknowledged for their submissions, and as previously highlighted the evaluation of the submissions is included as Attachment 1 and copies included as Attachment 2.

**Conformance to the Hawkesbury Community Strategic Plan 2017-2036**

The report is consistent with the following Focus Areas, Directions and Strategies within the CSP.

**Our Leadership**

- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities
  - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.
  - 1.4.2 Achieve higher strategic capacity through strategic alliances and partnerships.
- 1.5 Regulation and Compliance
  - 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning policies, procedures and service standards as required under all regulatory frameworks.
  - 1.5.2 Best practise sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

**Our Assets**

- 4.2 Utilities - Facilitate the delivery of infrastructure through relevant agencies and Council's own works
  - 4.2.1 Our community's current and future utility infrastructure needs (water, sewer, waste, stormwater, gas, electricity and telecommunications) are identified and delivered.
  - 4.2.2 New development and infrastructure provision is aligned and meets community needs.

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#### 4.3 Places and Spaces - Provide the right places and spaces to serve our community

- 4.3.1 Provide a variety of quality passive recreation spaces including river foreshores, parks, bushland reserves and civic spaces to enhance our community's health and lifestyle.
- 4.3.2 Provide a variety of quality active recreation spaces including playgrounds, sporting fields, pool, stadium and multipurpose centres to enhance our community's health and lifestyle.
- 4.3.3 Provide a variety of quality shared spaces including meeting spaces accommodating public art, cultural and environmental amenity to enhance our community's health and lifestyle.
- 4.3.4 Manage commercial spaces available for business and investment across the Hawkesbury's local centres.
- 4.3.5 Provision by Council of the administrative and civic spaces on behalf of the community including the Council's Administrative Buildings, Local Libraries, Gallery, Museum and heritage buildings.

#### Our Future

#### 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement

- 5.1.1 Council's planning is integrated and long term.
- 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
- 5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.
- 5.1.4 Encourage increased community participation in planning and policy development.
- 5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.

#### 5.2 Management of Aboriginal and Non Aboriginal and the Built Environment - Value, protect and enhance our built environment as well as our relationship to Aboriginal and Non Aboriginal history

- 5.2.1 Our planning and actions will ensure that Aboriginal and Non Aboriginal heritage are integral to our City.
- 5.2.2 Encourage and implement progressive urban design, sensitive to environment and heritage issues.
- 5.2.3 Sympathetic adaptive and creative uses for heritage sites and buildings across the City will be encouraged and promoted.
- 5.2.4 As a community, we will identify ways to become better connected with our Aboriginal people, their history and culture.

#### 5.3 Shaping our Growth - Respond proactively to planning and the development of the right local infrastructure

- 5.3.1 Growth and change in the Hawkesbury will be identified, planned for and valued by the community.
- 5.3.2 The diverse housing needs of our community will be met through research, active partnerships and planned development.
- 5.3.3 Plan for a balance of agriculture, natural environment and housing that delivers viable rural production and maintains rural character.

#### 5.4 Celebrating our Rivers - Protect, enhance and celebrate our rivers

- 5.4.1 Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities.
- 5.4.2 Develop active partnerships and implement programs designed to improve the health of our rivers and river banks.
- 5.4.3 Encourage agricultural production, vegetation conservation, tourism, recreation and leisure uses within our floodplains

#### 5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community

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- 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
- 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
- 5.5.3 Assist our town and village centres to become vibrant local hubs
- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression
  - 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.
  - 5.6.2 Master-planning processes will be prepared in consultation with the community, key stakeholders and partners to establish the specific strategies for town and village centres.
- 5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest
  - 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.
  - 5.7.2 Develop Hawkesbury Tourism to enhance and strengthen opportunities within our tourism sector.
  - 5.7.3 Businesses are encouraged and up-skilled to adopt more ethical and sustainable practices.
- 5.8 Industry - Increase the range of local industry opportunities and provide effective support to continued growth
  - 5.8.1 Plan for a range of industries that build on the strengths of the Hawkesbury to stimulate investment and employment in the region.
  - 5.8.2 Increase the focus on jobs and innovation to build on our strengths and achieve a diverse industry base.
  - 5.8.3 Actively support the retention of the Richmond Royal Australian Airforce Base and enhanced aviation related industry, building on existing facilities.
  - 5.8.4 Work towards ensuring that all people in our community have access to safe, nutritious, affordable and sustainably produced food.
  - 5.8.5 Plan for the continuance and growth of agricultural industry uses within the Hawkesbury.

### Discussion

Since March 2018, following the amendment of the *Environmental Planning and Assessment Act 1979*, Council Officers have been working to implement the LEP Road Map Project to give effect to the Sydney Region Plan and the Western City District Plan in the Greater Sydney Region.

Following the LEP Health Check in October 2018 and receipt of the assurance from the Greater Sydney Commission to progress the Local Strategic Planning Statement work, Council has now prepared and completed exhibition of the Draft Local Strategic Planning Statement.

The Local Strategic Planning Statement is based on the 10 Directions and 4 themes identified through the Sydney Region Plan and the Western City District Plan. The four themes being:

- Infrastructure and Collaboration
- Liveability
- Productivity
- Sustainability

The Local Strategic Planning Statement within its capacity has broadly addressed all aspects of activities that affect the Hawkesbury LGA under these four themes. The Local Strategic Planning Statement demonstrates a line-of-sight which unifies planning priorities identified through State, Regional, District and Local Community Strategic frameworks.

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Planning Priorities and Actions within the Local Strategic Planning Statement will be locked in Council's Long Term Infrastructure Delivery Plans, Delivery Program and in the Operational Plan and in other plans and policies to ensure implementation of the Local Strategic Planning Statement. A copy of the exhibited Local Strategic Planning Statement is included as Attachment 3 for reference purposes.

**Financial Implications**

Six of the eight councils within the Western City District in addition to other Council's in Metropolitan Sydney were provided funding of \$2.5 M each to assist with their LEP review and update.

Hawkesbury City Council did not receive any funding from the Greater Sydney Commission or any other government agency to undertake work associated with the Local Strategic Planning Statement. As such, all work on the Local Strategic Planning Statement has been undertaken by Council's staff in-house with available resources.

The supporting strategic studies are also funded by Council, with no funding subsidy made or offered by any NSW Government agency.

**Fit For the Future Strategy Considerations**

The matter in this report is consistent with Council's 'Fit for the Future Strategy, considerations.

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to continue to provide and maintain service levels to meet established community expectations as budgeted for in the Long-Term Financial Plan.

**Conclusion**

The Local Strategic Planning Statement is a requirement under section 3.9 of the *EP&A Act 1979*. The Draft Local Strategic Planning Statement sets out a 20 year vision for land use in the Hawkesbury LGA, the special characteristics which contribute to identity, share a community values to be maintained and enhanced, and how growth and change will be managed into the future.

The Local Strategic Planning Statement is based on the vision and values of the Hawkesbury Community Strategic Plan 2017-2036, indicating how these visions and values give effect to the region or district plan, based on local characteristics and opportunities.

The Local Strategic Planning Statement was exhibited for a period of 44 days from 1 October to 13 November 2019.

Moving forward, the Draft Hawkesbury Local Strategic Planning Statement will be submitted to the Greater Sydney Commission and Department of Planning, Infrastructure and Environment for their health check process. The amended Draft Local Strategic Planning Statement will be presented to Council for consideration in February 2020 ahead of the final assurance process through the Greater Sydney Commission.

**RECOMMENDATION**

That Council:

1. Receive the report on the outcome of public exhibition of the Draft Hawkesbury Local Strategic Planning Statement 2040.
2. Endorse the proposed Actions to amend the Draft Hawkesbury Local Strategic Planning Statement as outlined in - Attachment 1 to this report.

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3. Thank submitters for their valuable input received through their submissions.

**ATTACHMENTS:**

- AT - 1** Summary of submissions received during public exhibition of the Draft Local Strategic Planning Statement (*Distributed under separate cover*).
- AT - 2** Submissions received during public exhibition of the Draft Hawkesbury Local Strategic Planning Statement 2040 (*Distributed under separate cover*).
- AT - 3** Exhibited Draft Hawkesbury Local Strategic Planning Statement 2040 (*Distributed under separate cover*).

**oooO END OF REPORT Ooo**

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**Item: 233**                      **CP - Draft Voluntary Planning Agreements Policy - (95498, 124414)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's endorsement to place the draft Voluntary Planning Agreements Policy on public exhibition for two months. The extended exhibition period will cater for the upcoming holiday period.

**EXECUTIVE SUMMARY:**

The purpose of the draft Voluntary Planning Agreements Policy is to provide a framework for Hawkesbury City Council to guide the preparation of Voluntary Planning Agreements (VPAs). The VPA policy has been prepared in accordance with Subdivision 2 of Division 7.1 of Part 7 of the *Environmental Planning and Assessment Act 1979* and the relevant sections of the Environmental Planning and Assessment Regulation 2000.

Following the public exhibition, a further report will be prepared for Council's consideration of any public submissions, or in the event that no public submissions are received, the draft Voluntary Planning Agreements Policy will take effect at the expiry of the exhibition period.

**RECOMMENDATION SUMMARY:**

It is recommended that Council approve the public exhibition of the draft Voluntary Planning Agreements Policy for a period of two months.

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**REPORT:**

**Context and Background**

A VPA may be used for a variety of reasons in order to achieve public benefits which are not ordinarily available through the planning and development system or are available in a restricted manner. Voluntary planning agreements:

- provide a means for allowing the local community to share in the financial benefit obtained by a developer due to a change in planning controls or a consent to a development application;
- provide a way for the local community to secure public benefits in addition to measures which are required to address the impact of development on private and public lands;
- allow for a flexible means for achieving good development outcomes and targeted public benefit;
- provide opportunities for the local community to participate in the quality and delivery of public benefits; and
- allow developers to have an input to the type, quality, timing and location of public benefits.

A VPA can assist in the following ways:

- by allowing greater flexibility in the provision of public infrastructure;
- by involving developers, builders, other stakeholders and public in the provision of public infrastructure and the charging of development contributions;
- it provides the flexibility required to respond to the particular public infrastructure needs of the proposed development and/or proposed change to an environmental planning instrument;

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- it can provide more immediate outcomes in the provision of public benefits;
- it is an alternative approach to the charging of development contributions and the many rigid requirements in charging section 7.11 contributions; and
- it is a mechanism for providing a win-win outcome in that the timely provision of public infrastructure can assist by providing a more attractive environment for development or for a change to an environmental planning instrument.

A VPA is defined in section 7.4 (1) of the EP&A Act as:

*A planning agreement is a voluntary agreement or other arrangement under this Division between a planning authority (or 2 or more planning authorities) and a person (the developer):*

- a) *who has sought a change to an environmental planning instrument (such as a planning proposal), or*
- b) *who has made, or proposes to make, a development application or application for a complying development certificate, or*
- c) *who has entered into an agreement with, or is otherwise associated with, a person to whom paragraph (a) or (b) applies,*

*under which the developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of them, to be used for or applied towards a public purpose.*

The key types of applications for which Council may, at its discretion, enter into a planning agreement are:

- a) a planning proposal; and
- b) a development application (or an application to modify a development consent).

#### **Policy considerations**

The VPA policy has been prepared in accordance with Subdivision 2 of Division 7.1 of Part 7 of the *Environmental Planning and Assessment Act 1979* and the relevant sections of the *Environmental Planning and Assessment Regulation 2000*.

#### **Consultation**

It is proposed that the draft policy be placed on exhibition for a period of two months to cater for the upcoming holiday period.

The draft policy will be notified available on Council's webpage and promoted through Council's Facebook page.

#### **Conformance to the Hawkesbury Community Strategic Plan 2017-2036**

The proposal is consistent with the following Focus Areas, Directions, Strategies within the Community Strategic Plan.

#### Our Leadership

- 1.2 Communication and engagement - Encourage an informed community and enable meaningful engagement.

- 1.2.1 Provide open and clear lines of communication with the community that use the most current forms of digital technology.

- 1.2.2 Council's communication will be enhanced to ensure community awareness and understanding of the role Council plays in everyday life in the Hawkesbury.



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Our Future

- 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement
- 5.1.1 Council's planning is integrated and long term.
  - 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
  - 5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.
  - 5.1.4 Encourage increased community participation in planning and policy development.
  - 5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.

**Discussion**

Voluntary Planning Agreements offer a highly flexible tool for the provision of public infrastructure. VPAs allow agreement for the provision of public infrastructure in a way that can meet the particular needs arising from a specific development proposal or change to an environmental planning instrument (including amending or repealing an environmental planning instrument) and the greater public interest.

Where a development proposal or change to an environmental planning instrument would require the provision of different (in terms of quantum, type, timing, etc.) public infrastructure than provided under Council's existing infrastructure works programs, then a VPA may be the most appropriate development contributions approach. A VPA may be appropriate in a wide range of development situations including Local, Regional and State Significant development.

The different infrastructure provided by way of VPA may be for example, land dedication, public car parking, vehicle or pedestrian access, affordable housing, conservation or enhancement of the natural environment or other public infrastructure required as a result of the development.

Council may consider entering into a VPA where there will be an opportunity or likely requirement for a development contribution;

- a) when a developer:
  - i. proposes to, or has made a request for a planning proposal seeking a change to Hawkesbury Local Environmental Plan 2012 to facilitate the carrying out of development or State Significant Development; or
  - ii. proposes to, or has made, a development application under Part 4 of the EP&A Act; or
  - iii. an application under s 4.55 of the EP&A Act to modify a development consent; or
  - iv. has entered into an agreement with, or is otherwise associated with, a person to whom (i), (ii) or (iii) applies; or
- b) in the circumstances of an offer by a developer as set out in section 7.7(3) of the Act, [s 7.7 (3) states in part: a consent authority can require a planning agreement to be entered into as a condition of a development consent, but only if it requires a planning agreement that is in the terms of an offer made by the developer in connection with:
  - i. the development application or application for a complying development certificate, or
  - ii. a change to an environmental planning instrument sought by the developer for the purposes of making the development application or application for a complying development certificate, or that is in the terms of a commitment made by the proponent in a statement of commitments made under Part 3A.

Notwithstanding the above, Council in its absolute discretion is not obliged to enter into a voluntary planning agreement with a developer.

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The Council's use of planning agreements will be governed by the following principles:

- (a) planning decisions may not be bought or sold through planning agreements,
- (b) development that is unacceptable on planning grounds will not be permitted because of planning benefits offered by developers that do not make the development acceptable in planning terms,
- (c) Council will not allow planning agreements to improperly fetter the exercise of its functions under the Act, Regulation or any other Act or law,
- (d) Council will not use planning agreements for any purpose other than a proper planning purpose,
- (e) Council will not allow the interests of individuals or interest groups to outweigh the public interest when considering a proposed planning agreement,
- (f) Council will not improperly rely on its statutory position in order to extract unreasonable public benefits from developers under planning agreements,
- (g) if the Council has a commercial interest in development the subject of a planning agreement, it will take appropriate steps to ensure that it avoids a conflict of interest between its role as a planning authority and its interest in the development,
- (h) when considering a planning proposal or development application, Council will not give undue weight to a planning agreement.

Once Council has resolved to approve the Draft Voluntary Planning Agreements Policy, any previous policies/ guidelines/ procedures are to be rescinded.

**Financial Implications**

There are no financial implications of this proposed draft Voluntary Planning Agreements Policy.

**Fit for The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future benchmarks.

**Conclusion**

This report is seeking Council's endorsement to place the draft Voluntary Planning Agreements Policy on public exhibition for two months. Following the public exhibition, a further report be prepared for Council's consideration of any public submissions, or in the event that no public submissions are received, the draft Voluntary Planning Agreements Policy will take effect at the expiry of the exhibition period.

**RECOMMENDATION:**

That Council approve the public exhibition of the draft Voluntary Planning Agreements Policy for a period of two months.

**ATTACHMENTS:**

**AT - 1** Draft Voluntary Planning Agreement Policy - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**

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**Item: 234**                      **CP - Draft On-Site Sewage Management Policy - (95498, 96330)**

Previous Item:                31, Ordinary (11 March 2003)

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's endorsement to place the draft On-Site Sewerage Management Policy on public exhibition for two months. The extended exhibition period will cater for the upcoming holiday period.

**EXECUTIVE SUMMARY:**

Within the Hawkesbury Local Government Area, there are approximately 9,850 On-site Sewage Management Systems. *The Local Government Act* is the key legislative instrument utilised for regulation of these systems. The effective and successful management of domestic, commercial and industrial wastewater systems within the un-sewered areas of Hawkesbury is a non-discretionary role of Council. All owners and operators of functioning On-site Sewage Management Systems are required to obtain an "Approval to Operate" for each system. Additionally, the installation, alteration or construction of a system of sewage management is an activity that requires the prior approval of Council.

The purpose of the On-Site Sewerage Management Policy is to guide the management of onsite sewage facilities, to protect and enhance public health and the environment and to assist Council in prioritising resources based on a risk assessment. Refer Attachment 1. The draft policy supports a systematic approach to sustainable land use planning, site assessment, system design and installation. The draft policy also ensures accountability by owners and operators for the correct operation and maintenance of on-site sewage management systems.

Once approved the draft policy will replace the Septic Safe Program - Sewerage Management Facilities - Procedures for on-site inspections, previously adopted 11 March 2003. The key difference between the two policies is that the draft policy includes a risk classification that provides a mechanism for determining inspection frequency and the potential health and environmental risks.

Following the public exhibition, a further report be prepared for Council's consideration of any public submissions, or in the event that no public submissions are received, the draft On-Site Sewerage Management Policy will take effect at the expiry of the exhibition period.

**RECOMMENDATION SUMMARY:**

It is recommended that Council place the On-Site Sewage Management Policy on public exhibition.

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**REPORT:**

**Context and Background**

The 9,850 Onsite Sewage Management Systems are regulated and inspected under the requirements of the *Local Government Act 1993 (NSW)* and the *Local Government (General) Regulation 2005 (NSW)*.

At its meeting on 11 March 2003, Council adopted the Septic Safe Program - Sewerage Management Facilities - Procedures for on-site inspections.

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**Detailed history, including previous Council decisions**

At the Council meeting held 11 March 2003 Council adopted the Septic Safe Program - Sewerage Management Facilities - Procedures for on-site inspections.

**Policy considerations**

This policy conforms to the requirements of the *Local Government Act 1993 (NSW)* and the *Local Government (General) Regulation 2005 (NSW)*.

**Consultation**

It is proposed that the draft policy be placed on exhibition for a period of two months to cater for the upcoming holiday period.

The draft policy will be notified available on Council's webpage and promoted through Council's Facebook page.

**Conformance to the Hawkesbury Community Strategic Plan 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategies within the CSP.

Our Environment

- 3.1 The natural environment is protected and enhanced - Value, protect and enhance our unique natural environment
  - 3.1.2 Act to protect and improve the natural environment including working with key agency partners.
  - 3.1.4 Use a range of compliance measures to protect the natural environment.

**Discussion**

The objectives of the Policy are aligned with the on-site sewage performance standards that are set out in the *Local Government (General) Regulation 2005* which provides that a system of sewage management must be operated in a manner that achieves the following performance standards:

- (a) The prevention of the spread of disease by micro-organisms
- (b) The prevention of the spread of foul odours
- (c) The prevention of contamination of water
- (d) The prevention of degradation of soil and vegetation
- (e) The discouragement of insects and vermin
- (f) Ensuring that persons do not come into contact with untreated sewage or effluent (whether treated or not) in their ordinary activities on the premises concerned
- (g) The minimisation of any adverse impacts on the amenity of the premises and surrounding lands
- (h) If appropriate, provision for the re-use of resources (including nutrients, organic matter and water)

The effective and successful management of domestic, commercial and industrial wastewater systems within the un-sewered areas of Hawkesbury is a non-discretionary role of Council. The aim of this inspection program is to ensure waterways are protected, the environment is preserved, and public health is maintained with all associated risks mitigated. Properties will be inspected with the individual septic systems assessed on performance standards. An electronic audit report is completed for each inspection, with an Approval to Operate or correspondence forwarded to the property owner for action following the inspection.

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**Financial Implications**

There are no financial implications arising from this report.

**Fit for The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future benchmarks.

**Conclusion**

The draft On-Site Sewerage Management Policy guides the management of onsite sewage facilities, to protect and enhance public health and the environment and to assist Council in prioritising resources. The policy supports a systematic approach to sustainable land use planning, site assessment, system design and installation and ensures accountability by owners and operators for the correct operation and maintenance of on-site sewage management systems.

This report is seeking Council's endorsement to place the draft On-Site Sewerage Management Policy on public exhibition for two months. Following the public exhibition, a further report be prepared for Council's consideration of any public submissions, or in the event that no public submissions are received, the draft On-Site Sewerage Management Policy will take effect at the expiry of the exhibition period.

**RECOMMENDATION:**

That:

1. Council receive and note the report.
2. Council place the Draft On-Site Sewerage Management Policy on public exhibition for two months.
3. Following the public exhibition of the draft On-Site Sewerage Management Policy, a further report be prepared for Council's consideration of any public submissions. In the event that no public submissions are received, the draft On-Site Sewerage Management Policy will take effect at the expiration of the exhibition period and replace the Septic Safe Program - Sewerage Management Facilities - Procedures for on-site inspections approved 11 March 2003.

**ATTACHMENTS:**

**AT - 1** Draft On-Site Sewerage Management Policy - *(Distributed under separate cover)*.

**oooO END OF REPORT Oooo**

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**SUPPORT SERVICES**

**Item: 235**                      **SS - A New Risk Management and Internal Audit Framework for Local Councils in NSW - Discussion Paper - (95496)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to provide an overview of the Discussion Paper released by the State Government in September 2019 regarding a New Risk Management and Internal Audit Framework for Local Councils in NSW. The report also provides comments, as endorsed by the Audit Committee that Council could consider to provide as a submission to the proposed framework. Attachment 1 to this report provides a summary of the proposed framework, Council's status in this regard, and comments to be considered by Council.

**EXECUTIVE SUMMARY:**

Amendments made to the Local Government Act in 2016 require each council to establish an Audit, Risk and Improvement Committee by March 2021. The Act also envisages the establishment of a risk management framework and internal audit function in each council to support the work of the Committee. In September 2019, the NSW Government released a Discussion Paper (Attachment 2) and an associated Snapshot Guide (Attachment 3) to propose how councils should establish and implement these functions. The Discussion Paper proposes nine core requirements that will need to be complied with:

- Appoint an independent Audit, Risk and Improvement Committee
- Establish a risk management framework consistent with the current Australian risk management standards
- Establish an internal audit function mandated by an Internal Audit Charter
- Appoint internal audit personnel and establish reporting lines
- Develop an agreed internal audit work program
- How to perform and report internal audits
- Undertake ongoing monitoring and reporting
- Establish a quality assurance and improvement program
- Councils can establish shared internal audit arrangements

The proposed risk management and internal audit framework:

- Is comprehensive and would be a positive initiative if implemented across councils in NSW, but will result in additional costs to councils
- Would bring consistency across all councils and consequently enhance the level of public confidence in the sector
- Would result in professionally based Committees with significant responsibilities regarding councils' governance

The Discussion Paper and proposed comments to be forwarded to the Office of Local Government were considered by the Audit Committee at the Audit Committee meeting on 4 December 2019.

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**RECOMMENDATION SUMMARY:**

That Council:

1. Receive and note the information provided within this report regarding the Discussion Paper on the New Risk Management and Internal Audit Framework for Local Councils in NSW.
2. Forward to the Office of Local Government, a submission on the Discussion Paper on the New Risk Management and Internal Audit Framework for Local Councils in NSW, based on the comments in Attachment 1 to this report.

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**REPORT:**

**Context and Background**

In 2016, The NSW Government made it a requirement under the Local Government Act 1993 (the Act) that each council has an Audit, Risk and Improvement Committee. This requirement is likely to take effect from March 2021. Councils are also required to proactively manage any risks they face under the new guiding principles of the Act.

In September 2019, the NSW Government has released a Discussion Paper to propose how councils should establish and implement these requirements. The Discussion Paper is attached as Attachment 2 to this report. The associated Snapshot Guide is attached as Attachment 3 to this report.

The Government is consulting on the proposed regulatory framework that will support the operation of these committees, and the establishment of a risk management framework and internal audit function in each council. Submissions are due by 31 December 2019.

There will be nine core requirements that councils will be required to comply with when establishing their Audit, Risk and Improvement Committees, risk management framework and internal audit function.

These requirements are based on international standards and the experience of Australian and NSW Government public sector agencies who have already implemented risk management and internal audit.

There are also components of the proposed framework that are designed to reflect the unique needs and structure of NSW councils. The framework will apply to councils, county councils and joint organisations.

The NSW Government's objective is to ensure that:

- Each council in NSW has an independent Audit, Risk and Improvement Committee that adds value to the council
- Each council in NSW has a robust risk management framework in place that accurately identifies and mitigates the risks facing the council and its operations
- Each council in NSW has an effective internal audit function that provides independent assurance that the council is functioning effectively and the internal controls the council has put into place to manage risk are working, and
- Councils comply with minimum standards for these mechanisms that are based on internationally accepted standards and good practice.

The proposed statutory framework will consist of the following three elements:

- Current provisions in the Local Government Act:
  - Section 428A of the Local Government Act (when proclaimed)
  - Section 428B
  - Guiding principles and roles and responsibilities

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- New Regulations in the Local Government (General) Regulation 2005 supporting the operation of Sections 428A and 428B
- New Guidelines comprised of nine Core Requirements

Councils have until March 2021 to establish an Audit, Risk and Improvement Committee. Councils will then have until December 2022 to establish their internal audit function and risk management framework. By 2024 it is expected that councils would have fully implemented a risk management framework and an internal audit function, and are operating in compliance with regulatory requirements. By 2026 the Committee's role would be expanded to include compliance, fraud control, financial management, governance, integrated planning and reporting, service reviews, performance measurement data and performance improvement in compliance with Section 428A of the Local Government Act.

The Discussion Paper and proposed comments to be forwarded to the Office of Local Government were considered by the Audit Committee at the Audit Committee meeting on 4 December 2019.

At that meeting the Committee resolved, in part, that:

2. *"The Audit Committee amend Parts 1a, 1c, 2a, 2b, 3b, 6c and the last comment within Attachment 1 to this report, as discussed at the meeting,*
3. *The Audit Committee endorse a submission being forwarded to the Office of Local Government, based on the comments in Attachment 1 to this report, and including the amendments outlined in Part (2) above, for Council's consideration."*

### **Conformance to the Hawkesbury Community Strategic Plan 2017-2036**

The proposal is consistent with the following Focus Area, Directions and Strategies within the CSP.

#### Our Leadership

- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
  - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.
- 1.6 Corporate Services - Support the operation of the organisation through the provision of effective and efficient corporate support services.
  - 1.6.2 Council's workforce, systems and processes will support high performance and optimal service delivery for our community.

#### **Discussion**

Council Officers have reviewed the proposed Core Requirements. In determining whether to make a submission regarding any proposed requirement, the following considerations were undertaken:

- Will the proposed framework achieve the outcomes sought?
- What challenges do we see for council when implementing the proposed framework?
- Does the proposed framework include all important elements of an effective internal audit and risk framework?
- Is there anything we don't like about the proposed framework?
- Can you suggest any improvements to the proposed framework?

Council Officers have reviewed the Discussion Paper and make the following overall comments:



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The proposed risk management and internal audit framework:

- Is comprehensive and would be a positive initiative if implemented across councils in NSW, but will result in additional costs to councils
- Would bring consistency across all councils and consequently enhance the level of public confidence in the sector
- Would result in professionally based Committees with significant responsibilities regarding councils' governance

Council is well placed in fully implementing the framework within the required timeframe, if not sooner as it has already implemented, to some extent, some aspects of the framework.

The Discussion Paper and comments that could be forwarded to the Office of Local Government were considered by the Audit Committee at the Audit Committee meeting on 4 December 2019. The Committee resolved to add further comments.

Attachment 1 to this report provides a comparison of the proposed Core requirements identified in the Discussion Paper and Council's current practices. It also identifies any applicable additional costs, and comments, including those added by the Audit Committee, that could be considered to be forwarded to the Office of Local Government.

### **Conclusion**

It is considered that Council is generally in agreement with the Discussion Paper on the New Risk Management and Internal Audit Framework for Local Councils in NSW, however comments outlined in Attachment 1 to this report should be included in a submission to the Office of Local Government.

### **Financial Implications**

The proposal is not currently aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will require the allocation of additional financial and staffing resources which are currently not budgeted for in the Long-Term Financial Plan.

### **Fit For The Future Strategy Considerations**

The proposal is not currently aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will require the allocation of additional financial and staffing resources which are currently not budgeted for in the Long-Term Financial Plan.

### **RECOMMENDATION:**

That Council:

1. Receive and note the information provided within this report regarding the Discussion Paper on the New Risk Management and Internal Audit Framework for Local Councils in NSW.
2. Forward to the Office of Local Government, a submission on the Discussion Paper on the New Risk Management and Internal Audit Framework for Local Councils in NSW based on the comments in Attachment 1 to this report and summarised as follows:

The Office of Local Government is requested to:

- Note that it is debatable whether the proposed Audit, Risk and Improvement Committee should be involved in the remuneration of the Chief Audit Executive.

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- Release the Model Terms of Reference for the proposed Audit, Risk and Improvement Committee, for comment.
- Give consideration to Councillors being part of the Audit, Risk and Improvement Committee.
- Note that the proposed requirement for the independent Committee members to be prequalified via the applicable NSW Government's Prequalification Scheme may exclude current Committee members from being eligible. It is suggested that existing Committee members are also prequalified.
- Review the exclusion of individuals that have worked in *any* Council in the last three years. It is suggested only individuals that have worked in the specific council are excluded.
- Note that the application of the NSW Government remuneration scheme fees and charges would place significant cost pressures on councils.
- Mandate a term of four years aligned with Council term.
- Review the proposed requirement for the Audit, Risk and Improvement Committee to be assessed by an external party at least once each Council term.
- Release the proposed Model Charter for endorsement by the Audit, Risk and Improvement Committee and adoption by Council.
- Review the proposed timeframe of 10 working days applicable to remedial actions and responses to be submitted to the Audit committee, to be "the next available Audit Risk and Improvement Committee meeting".
- Clarify whether the submission of Minute of the Audit, Risk and Improvement Committee to Council addresses the requirement to advise Council of progress regarding the implementation of corrective actions.
- Review the Audit, Risk and Improvement Committee being able to approve, as opposed to endorse, plans and tools to be used by Internal Auditors
- Review the inconsistent use of terminology when referencing the applicable Australian Standards and/ or the International Professional Practices Framework.

**ATTACHMENTS:**

- AT - 1** Comparison of Core Requirements identified in the Discussion Paper and Council's current practices (*Distributed under separate cover*).
- AT - 2** A New Risk Management and Internal Audit Framework for Local councils in NSW – *Discussion Paper*, September 2019 (*Distributed under separate cover*).
- AT - 3** A New Risk Management and Internal Audit Framework for Local councils in NSW – *Snapshot Guide*, September 2019 (*Distributed under separate cover*).

**oooO END OF REPORT Oooo**

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**Item: 236**                      **SS - 2019/2020 Community Sponsorship Program - Round 1 - (95496, 96328)**

**Previous Item:**              068, Ordinary (30 April 2019)

**Directorate:**                Support Services

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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 1 of the 2019/2020 Community Sponsorship Program. The applications received under Round 1 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.

**EXECUTIVE SUMMARY:**

The report lists 18 applications received under Round 1 of the 2019/2020 Community Sponsorship Program and the proposed level of financial assistance for each of the applications.

The report notes that the Community Sponsorship Program has recently been reviewed. At its Ordinary Meeting on 30 April 2019, Council considered a Draft Community Sponsorship Strategy that had been prepared to revise sponsorship categories, establish assessment criteria and align the Community Sponsorship Program with key directions in the Community Strategic Plan. In response, Council resolved to place the Draft Strategy on public exhibition and to adopt the Draft Strategy should at the close of the exhibition period should no submissions be received. In accordance with this resolution as no submissions were received, the Draft Strategy was adopted by Council following the public exhibition period.

Round 1 of the 2019/2020 Program was promoted in accordance with the newly adopted Community Sponsorship Strategy with applicants receiving information relating to the categories and assessment criteria within the Strategy.

The 18 applications received under Round 1 have been assessed in accordance with the assessment criteria in the Strategy. It is recommended that 16 of the 18 applications that meet funding criteria, be funded under Round 1 of the 2019/2020 Community Sponsorship Program. Should Council be in agreement with the outcome of application assessment, Council Officers will advise the two unsuccessful applicants of their ineligible applications.

Funding of \$42,149 was allocated for the 2019/2020 Community Sponsorship Program:

It is recommended that a total amount of assistance of \$23,146 be provided under Round 1 of the 2019/2020 program leaving a balance of \$19,003 for allocation in further rounds.

**RECOMMENDATION SUMMARY:**

The report proposes that Council approve the payment of financial assistance to the organisations and individuals who have met the assessment criteria under Round 1 of the 2019/2020 Community Sponsorship Program and decline to fund two applications that did not meet assessment criteria as detailed in the report.

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**REPORT:**

**Context and Background**

At its meeting on 30 April 2019, Council considered a report regarding the outcome of a review undertaken on the Community Sponsorship Program. The report included a Draft Community Sponsorship Strategy that had been prepared in response to this review.

At this meeting, Council resolved, in part, as follows:-

*“That:*

- a) The Draft Community Sponsorship Strategy be placed on public exhibition for a period of not less than 28 days*
- b) At the expiry of the exhibition period the following action be taken*
  - Should any submissions be received, a further report be submitted to Council summarising the submissions together with a response to the matters raised in the submissions;*
  - Should no submissions be received, Council adopt the Draft Community Sponsorship Strategy.”*

In accordance with Council resolution, the Draft Community Sponsorship Strategy was placed on public exhibition following the meeting on 30 April 2019 and as no submissions were received, the Strategy was adopted by Council following the public exhibition period.

**Round 1 - 2019/2020 Community Sponsorship Program**

The Community Sponsorship Program provides the opportunity for community groups and individuals to seek financial assistance from Council. The Program sets aside a total of \$42,149, for allocation under provides for three categories of financial assistance:

- Participation: funding to enable the participation of residents who have been selected to represent their community in regional, national and international sporting competitions and cultural events (\$150 per individual or \$750 for a team of five or more).
- Access: funding to subsidise half (50%) of the cost of hiring a Council or community facility (to a maximum Council contribution of \$750).
- 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 Community Sponsorship Strategy, Round 1 of the 2019/2020 Community Sponsorship Program was opened in October 2019. The Community Sponsorship Program was promoted: -

- Online on Council website, Facebook page and Hawkesbury e News
- At network and interagency meetings including Hawkesbury Connect, Mental Health Forum and Hawkesbury Youth Interagency.

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**Assessment of Round 1 2019/2020 Applications**

In total 18 applications are presented for Council's consideration under Round 1 of the 2019/2020 Program. Attachment 1 to this report provides a detailed summary of the applications received, the amount requested and the proposed level of financial assistance.

The following three tables summarise the details provided in Attachment 1:

Participation: Four applications were received under this category. The Community Sponsorship Strategy 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, national or international sporting competitions and cultural events.

Applicant	Proposal	Recom. Amount
1. Aaron Mason-Clark	Representative Oztag – Senior Australian Championships, Coffs Harbour, 1 – 11 November 2019	\$150
2. William McGregor	Representative Baseball – Youth National Baseball Tournament, Reno, Nevada, USA, 21 – 27 June 2019	\$150
3. Mary Eberand	Representative Dance - 2020 Dance World Championships, Orlando, Florida, USA, 25-27 April 2020	\$150
4. Erik Clifton	Representative Netball – 2019 Indoor Netball Australia Junior Nationals, Toowoomba, QLD, 30 November -7 December 2019	\$150

Access: Three applications were received under this category. The Community Sponsorship Strategy provides for Council to subsidise half (50%) of the cost of hiring a Council or community facility, with a maximum Council contribution of \$750.

Applicant	Proposal	Recom. Amount
5. Kurmond Public School	Hire of Windsor Function Centre for the School's Annual Presentation Night, 9 December 2019	\$593
6. Windsor Public School	Hire of Windsor Function Centre for the School's Annual Presentation Night, 17 December 2019	\$593
7. ONE80TC	Hire of the Deerubbin Centre for weekly meetings for one year	\$750

Building a Connected, Healthy, Inclusive and Resilient Hawkesbury: 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 and resilient Hawkesbury (up to \$3,000).

A copy of the analysis of each application against the Assessment Criteria Matrix is provided in Attachment 2 to this report – it is noted that the maximum score possible under the Matrix is 52. As noted in the Community Sponsorship Strategy an applicant is deemed eligible for consideration by Council for sponsorship if the applicants received score of 30 or more.

Of the 11 applications received under this category, two applications were deemed ineligible according to the assessment of the application against the sponsorship criteria.

Applicant	Proposal	Recom. Amount
8. Macdonald Valley Association	The development of a community emergency plan for 10 localities across the Macdonald Valley.	\$3,000
9. Macdonald Valley Sport & Recreation Assoc Inc	Seeding funding to contract the services of qualified trainer to undertake weekly fitness classes to improve the mental and physical health of Macdonald Valley residents.	\$2,400

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<b>Applicant</b>	<b>Proposal</b>	<b>Recom. Amount</b>
10. Hawkesbury District Health Service	Purchase and distribution of 48 copies of "How to Manage Your Pain" to participants of a Chronic Pain small group workshop that will be run over a six week period.	\$1,320
11. Australian Resource Centre for PTSD Limited	The applicant proposes to encourage the use of vacant shop front windows in Windsor for a display of art works of angel wings for a six month period. Each shop front would pay a \$500 entry fee to the applicant. The public would be asked to vote on their favourite set of wings via an app.	\$0
12. Hawkesbury City Chamber of Commerce	The distribution of Christmas hampers containing groceries, gifts, toiletries and baskets to vulnerable members of the Hawkesbury community.	\$1,500
13. Hawkesbury Valley Studio Gallery	Funding to continue to pay rent of a shop in Windsor Mall from which are sold art works on a commercial basis.	\$0
14. Marine Rescue NSW – Hawkesbury Unit	The purchase four high intensity hand held LED search lights for use on Marine Rescue vessels servicing the Hawkesbury River	\$500
15. Kurrajong Village Gardeners Inc	The applicant is an incorporated body of volunteers who undertake the maintenance of gardens in and around the main street of Kurrajong Village. It is proposed that funding will be utilised for the purchase of gardening equipment and planters to continue these works.	\$3,000
16. Richmond Community Services Inc	YouBelongHUBS - a coalition of 10 local NGOs to deliver 10 community gatherings across the Hawkesbury to reduce loneliness and increase connection in the community.	\$3,000
17. Western Sydney Suicide Prevention and Support Network	Connections @ the Park - a community project in Richmond Park which brings together service providers and community members to support and improve the health and wellbeing of the community.	\$2,890
18. Hawkesbury's Helping Hands	Funding to provide the disadvantaged of the Hawkesbury with food and allied assistance during the Christmas period when similar services are closed.	\$3,000
<b>TOTAL</b>	Participation	\$600
	Access	\$1,936
	Resilience	\$20,610
	<b>TOTAL RECOMMENDED UNDER ROUND 1</b>	<b>\$23,146</b>

**Policy considerations**

The primary reference document relevant to Council's decision in relation to Round 1 of the 2019/2020 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.

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**Consultation**

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 2017-2036**

The proposal is consistent with the following Focus Area, Directions and Strategies within the CSP.

Our Community

2.3 Community partnerships continue to evolve

2.3.1 Encourage and facilitate community partnerships.

2.4 Community wellbeing and local services

2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.

**Financial Implications**

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2019/2020 Operational Plan.

Funding of \$42,149 was allocated for the 2019/2020 Community Sponsorship Program. There are sufficient funds to cover the total recommended amount of \$23,146 for Round 1 of the 2019/2020 Community Sponsorship Program, leaving a balance of \$33,353 for allocation in further rounds. Round 2 of the 2019/2020 Community Sponsorship Program will be opened in March 2020 in accordance with the Community Sponsorship Strategy.

**Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to continue to provide and maintain service levels to meet established community expectations as budgeted for in the Long-Term Financial Plan.

**Conclusion**

The approval of the applications received under Round 1 of the 2019/2020 Community Sponsorship Program 2019/2020 will enable Council to continue its commitment to providing financial assistance to volunteer groups, Community organisations and individuals for works and projects that benefit residents and deliver on community priorities identified in Council's adopted Plans.

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**RECOMMENDATION:**

That Council:

1. Approve payments for Section 356 Financial Assistance to the organisations and individuals listed and at the level recommended in the tables in this report.
2. Approve the execution of Council's standard Sponsorship Agreement for applications 8, 9, 10, 12, 15, 16, 17 and 18.
3. Respond to applications 11 and 13 with advice that the applications were not successful in accordance with the Community Sponsorship Program assessment criteria.

**ATTACHMENTS:**

**AT - 1** Summary of the Applications – Round 1 2019/2020 Community Sponsorship Program.

**AT – 2** Round 1 2019/2020 Application Assessment – Assessment Matrix.



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**AT - 1 Summary of the Applications – Round 1 2019/2020 Community Sponsorship Program**

#	Applicant	Purpose of funding sought	Score on the Assessment Criteria Matrix. Maximum score of 52	Requested amount	Recommended amount	Discussion
1	Macdonald Valley Association	Community Emergency Plan	33	\$6,160	\$3,000	The applicant wishes to source local and expert knowledge and infrastructure to develop a community emergency plan for 10 localities across the Macdonald Valley. <u>The expected outcomes align with Council's Community Strategy Plan to improve community safety.</u>
2	Macdonald Valley Sport & Recreation Assoc Inc	Weekly outdoor exercise & conditioning class	31	\$2,400	\$2,400	The applicant wishes to use seedling funding to contract the services of qualified trainer to undertake weekly fitness classes to improve the mental and physical health of Macdonald Valley residents. <u>The expected outcomes align with Council's Community Strategy Plan in building a connected, healthy, inclusive and resilient Hawkesbury.</u>
3	Hawkesbury District Health Service	Purchase of 48 copies of "How to Manage Your Pain".	38	\$1,320	\$1,320	The applicant wishes to distribute the book to participants of a Chronic Pain small group workshop which will be run over a six week period. <u>The expected outcomes align with Council's Community Strategy Plan in building a connected, healthy, inclusive and resilient Hawkesbury.</u>

#	Applicant	Purpose of funding sought	Score on the Assessment Criteria Matrix. Maximum score of 52	Requested amount	Recommended amount	Discussion
4.	Australian Resource Centre for PTSD Limited	Angel Wings of the Hawkesbury	20	\$3,000	\$0	The applicant proposes to encourage the use of vacant shop front windows in Windsor for a display of art works of angel wings for a six month period. Each shop front would pay a \$500-entry fee to the applicant. The public would be asked to vote on their favourite set of wings via an app. <u>This proposal does not satisfy the Eligibility Criteria as it scored below 30 and is not recommended for Community Sponsorship funding.</u>
5.	Hawkesbury City Chamber of Commerce	Christmas Hampers	40	\$1,500	\$1,500	The applicant proposes the distribution of Christmas hampers containing groceries, gifts, toiletries and baskets to vulnerable members of the Hawkesbury community. <u>The expected outcomes align with Council's Community Strategy Plan in building a connected, healthy, inclusive and resilient Hawkesbury.</u>
6.	Hawkesbury Valley Studio Gallery	Rent of a shop in Windsor	7	\$3,000	\$0	The applicant seeks funding to continue to pay rent of a shop in Windsor Mall from which is sold art works on a commercial basis. <u>This proposal does not satisfy the Eligibility Criteria as it scored below 30 and is not recommended for Community Sponsorship funding.</u>

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#	Applicant	Purpose of funding sought	Score on the Assessment Criteria Matrix. Maximum score of 52	Requested amount	Recommended amount	Discussion
7.	Marine Rescue NSW – Hawkesbury Unit	Purchase of high intensity LED search lights	32	\$500	\$500	The applicant proposes to purchase 4 high intensity hand held LED search lights for use on Marine Rescue vessels servicing the Hawkesbury River. <u>The expected outcomes align with Council's Community Strategy Plan to improve community safety.</u>
8.	Kurrajong Village Gardeners Inc	Gardening equipment and supplies	35	\$3,000	\$3,000	The applicant is an incorporated body of volunteers who undertake the maintenance of gardens in and around the main street of Kurrajong Village. It is proposed that funding will be utilised for the purchase of gardening equipment and planters to continue these works. <u>The expected outcomes align with Council's Community Strategy Plan in building a connected, healthy, inclusive and resilient Hawkesbury.</u>
9.	Richmond Community Services Inc	YouBelongHUBS	39	\$3,000	\$3,000	The applicant applies on behalf of a coalition of 10 local NGOs to deliver 10 community gatherings across the Hawkesbury to reduce loneliness and increase connection in the community. <u>The expected outcomes align with Council's Community Strategy Plan in building a connected, healthy, inclusive and resilient Hawkesbury.</u>

#	Applicant	Purpose of funding sought	Score on the Assessment Criteria Matrix. Maximum score of 52	Requested amount	Recommended amount	Discussion
10.	Western Sydney Suicide Prevention and Support Network	Connections @ the Park	45	\$2,890	\$2,890	The applicant seeks funding to continue "Connections @ the Park", a community project in Richmond park which brings together service providers and community members to support and improve the health and wellbeing of the community. <u>The expected outcomes align with Council's Community Strategy Plan in building a connected, healthy, inclusive and resilient Hawkesbury.</u>
11.	Hawkesbury's Helping Hands	Food provision during the Christmas period	33	\$3,000	\$3,000	The applicant seeks funding to provide the disadvantaged of the Hawkesbury with food and allied assistance during the Christmas period when similar services are closed. <u>The expected outcomes align with Council's Community Strategy Plan in building a connected, healthy, inclusive and resilient Hawkesbury.</u>

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**AT – 2 Round 1 2019/2020 Application Assessment – Assessment Matrix**

## Assessment Criteria Matrix

Applicant: Mcdonald Valley Assoc  
Sponsored Activity: Development of a Community Emergency Plan  
Funding Requested: \$6160-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="1"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="1"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="3"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="2"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="0"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="0"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="0"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="2"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="2"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021	No Yes	0 2	<input type="text" value="0"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="3"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="0"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="1"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="1"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="1"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="0"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	0
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	2
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	0
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	0
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2

Total Score 33

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## Assessment Criteria Matrix

Applicant: Mcdonald Valley Sport & Recreation Assoc  
 Sponsored Activity: Weekly Group Outdoor Exercise and Conditioning Class  
 Funding Requested: \$3000-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="1"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="0"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="2"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="2"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="2"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="0"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="0"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="2"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="2"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021.	No Yes	0 2	<input type="text" value="0"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="3"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="1"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="1"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="1"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="1"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="0"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	1
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	2
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	0
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	0
	Proven track record	No Yes	0 2	0
	Governance structures in place	No Yes	0 2	0
	Adequacy of proposed budget	No Yes	0 2	2

Total Score

31

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## Assessment Criteria Matrix

Applicant: Hawkesbury District Health Service  
 Sponsored Activity: Work Book for participants in a Chronic Pain Workshop  
 Funding Requested: \$1320-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="1"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="0"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="3"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="2"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="2"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="0"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="0"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="2"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="2"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021.	No Yes	0 2	<input type="text" value="2"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="2"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="1"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="0"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="1"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="1"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="0"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	1
	Makes our towns and villages vibrant local hubs	No Yes	0 1	0
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	2
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	1
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	2
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2

Total Score

38



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## Assessment Criteria Matrix

Applicant: Australian Resource Centre for P.T.S.P Limited  
Sponsored Activity: Angel Wings of the Hawkesbury  
Funding Requested: \$3000-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="1"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="0"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="3"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="0"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="0"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="0"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="0"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="0"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="0"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021.	No Yes	0 2	<input type="text" value="0"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="1"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="1"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="1"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="0"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="1"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="0"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	1
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	0
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	0
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	3
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	1
	Adequacy of budget proposal	No Yes	0 2	0
	Co-contribution identified (financial and in-kind)	No Yes	0 1	1
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	0

Total Score

20

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## Assessment Criteria Matrix

Applicant: Hawkesbury City Chamber of Commerce  
Sponsored Activity: Christmas Hampers for the disadvantaged  
Funding Requested: \$1500-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="1"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="1"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="3"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="2"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="2"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="0"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="0"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="2"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="2"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021.	No Yes	0 2	<input type="text" value="2"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="2"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="0"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="1"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="1"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="1"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="0"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	1
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	0
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	2
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	1
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2

Total Score

40

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## Assessment Criteria Matrix

Applicant: Hawkesbury Valley Studio Gallery  
 Sponsored Activity: Assistance for rent of a shop front in Windsor  
 Funding Requested: \$3000-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="0"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="0"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="0"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="0"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="0"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="0"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="0"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="0"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="0"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021.	No Yes	0 2	<input type="text" value="0"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="0"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="0"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="0"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="0"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="0"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="0"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	0
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	0
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	0
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	3
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	1
	Adequacy of budget proposal	No Yes	0 2	0
	Co-contribution identified (financial and in-kind)	No Yes	0 1	1
	Proven track record	No Yes	0 2	0
	Governance structures in place	No Yes	0 2	0
	Adequacy of proposed budget	No Yes	0 2	0

Total Score

7

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## Assessment Criteria Matrix

Applicant: Marine Rescue NSW - Hawkesbury Unit  
Sponsored Activity: Purchase of high intensity LED search lights  
Funding Requested: \$500-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="1"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="3"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="3"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="2"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="0"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="0"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="0"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="2"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="0"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021.	No Yes	0 2	<input type="text" value="0"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="2"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="0"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="1"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="1"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="0"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="0"/>

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**SECTION 3 – Reports for Determination**  
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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	0
	Makes our towns and villages vibrant local hubs	No Yes	0 1	0
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	0
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	2
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	2
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2

Total Score

32



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## Assessment Criteria Matrix

Applicant: Kurrajong Volunteer Gardeners  
 Sponsored Activity: Gardening Equipment  
 Funding Requested: \$3000-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="1"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="3"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="3"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="2"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="0"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="0"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="0"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="0"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="2"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021.	No Yes	0 2	<input type="text" value="0"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="2"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="1"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="1"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="0"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="1"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="1"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	0
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	0
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	3
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	1
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2

Total Score 35

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## Assessment Criteria Matrix

Applicant: Richmond Community Services Inc  
 Sponsored Activity: You Belong  
 Funding Requested: \$3000-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="1"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="3"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="3"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="2"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="2"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="0"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="0"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="2"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="2"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021.	No Yes	0 2	<input type="text" value="0"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="2"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="1"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="1"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="1"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="1"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="0"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	1
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	0
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	2
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	1
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2

Total Score

39

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## Assessment Criteria Matrix

Applicant: Western Sydney Suicide Prevention & Support Network  
 Sponsored Activity: Connections in the Park  
 Funding Requested: \$2890-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="1"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="3"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="3"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="2"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="2"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="2"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="2"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="2"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="2"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021.	No Yes	0 2	<input type="text" value="2"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="2"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="1"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="1"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="1"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="1"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="0"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	1
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	0
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	2
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	1
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	2
	Adequacy of proposed budget	No Yes	0 2	2

Total Score

45

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## Assessment Criteria Matrix

Applicant: Hawkesbury's Helping Hands  
Sponsored Activity: Food provision to disadvantaged over the Christmas period  
Funding Requested: \$3000-

OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
A connected community	Create or builds community partnerships	No Yes	0 1	<input type="text" value="1"/>
	Supports and expands active volunteering (volunteer involvement)	No Yes More than 10	0 1 3	<input type="text" value="3"/>
	Brings residents together	< 10 People 10 to 25 People > 25 People	0 2 3	<input type="text" value="3"/>
	Supports community leadership and builds community resilience	No Yes	0 2	<input type="text" value="2"/>
A healthy community	Responds to a priority health need (Wentworth Healthcare)	No Yes	0 2	<input type="text" value="2"/>
	Supports a recommendation in Hawkesbury Family and Domestic Violence Action Plan	No Yes	0 2	<input type="text" value="0"/>
	Supports recommendation identified by young people in Hawkesbury Youth Summit	No Yes	0 2	<input type="text" value="2"/>
An inclusive community	Improves outcomes for a disadvantaged or vulnerable group	No Yes	0 2	<input type="text" value="2"/>
	Includes provision for disability access and/or social inclusion strategies	No Yes	0 2	<input type="text" value="2"/>
	Supports key strategy or action in Hawkesbury Disability Inclusion Action Plan 2017-2021.	No Yes	0 2	<input type="text" value="2"/>
	Supports key action in Reconciliation Action Plan (currently under development)	No Yes	0 2	<input type="text" value="0"/>
Community Strategic Plan  (supports identified community outcomes)	Consistent with community strategic plan	Not consistent Somewhat consistent Consistent Highly consistent	0 1 2 3	<input type="text" value="1"/>
	Makes Hawkesbury a friendly place where people feel safe	No Yes	0 1	<input type="text" value="1"/>
	Encourages sporting and recreational pursuits and/or healthy, active ageing	No Yes	0 1	<input type="text" value="0"/>
	Encourages community partnerships, active volunteering and resident involvement	No Yes	0 1	<input type="text" value="1"/>
	Improves services and facilities for disadvantaged and vulnerable groups	No Yes	0 1	<input type="text" value="1"/>
	Supports all residents to participate in community, cultural and civic life	No Yes	0 1	<input type="text" value="0"/>
	Encourages sustainable choices and reduced ecological footprint	No Yes	0 1	<input type="text" value="0"/>

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OBJECTIVE	CRITERIA	SCORE OPTIONS	SCORE	APPLICANT SCORE
<b>Community Strategic Plan continued</b>	Provides affordable and accessible facilities to support community's health and lifestyle	No Yes	0 1	0
	Makes our towns and villages vibrant local hubs	No Yes	0 1	1
<b>Finance and Governance</b>	Activity grounded in authentic community consultation	No Yes	0 2	2
	Applicant has limited access to other sources of funding (not funded by state/federal agency)	No Yes	2 0	0
	Financial capacity as measured by annual revenues	< \$50,000 \$50,000 TO \$200,000	3 2 1	2
	Local community organisation (office or service outlet in Hawkesbury)	No Yes	0 2	2
	Adequacy of budget proposal	No Yes	0 2	2
	Co-contribution identified (financial and in-kind)	No Yes	0 1	1
	Proven track record	No Yes	0 2	2
	Governance structures in place	No Yes	0 2	0
	Adequacy of proposed budget	No Yes	0 2	2

Total Score

33

oooO END OF REPORT Ooo



**ORDINARY MEETING**  
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**Meeting Date: 10 December 2019**

**Item: 237**                      **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to table a Disclosure of Pecuniary Interests and Other Matters Return, which has been recently lodged by a Designated Person, as required by Clause 4.21(a) of Council's Code of Conduct.

**EXECUTIVE SUMMARY:**

Councillors and other members of Council staff identified as Designated Persons under Council's Code of Conduct are required to complete a Pecuniary Interest Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

A Return has recently been lodged with the General Manager, and is now tabled at the first Council meeting held after the required lodgement date.

**RECOMMENDATION SUMMARY:**

It is recommended that the information be received and noted.

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**REPORT:**

**Context and Background**

Councillors and other members of Council staff who hold a position involving the exercise of functions that, in their exercise, could give rise to a conflict between the person's duty as a member of staff and the person's private interest, are identified by Council as a "Designated Person", as defined by Clause 4.8 of Council's Code of Conduct (the Code).

Designated Persons are required by Clause 4.21(a) of the Code to complete a Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

The Return form must be lodged with the General Manager within three months of the Designated Person's date of commencement with Council, and must be tabled at the first Council meeting held after the required lodgement date.

**Policy considerations**

Section 440AAB of the Local Government Act, 1993, relates to the register of Pecuniary Interest Returns made by Councillors and Designated Persons, and the tabling of these Returns:

*"440AAB Register and tabling of returns*

- (1) *The general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct.*
- (2) *Returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by*

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*the code of lodgement, or if the code does not specify a day, as soon as practicable after the return is lodged."*

In accordance with Section 440AAB(1) of the Act and Clause 4.24 of the Code, a register of all Returns lodged by Councillors and Designated Persons, in accordance with Clause 4.21 of the Code, is currently kept by Council, as required by this part of the Act and the Code.

In accordance with Section 440AAB(2) of the Act and Clause 4.25 of the Code, all Returns lodged by Councillors and Designated Persons under Clause 4.21(a) of the Code, must be tabled at the first Council meeting held after the required lodgement date.

### **Consultation**

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 2017-2036**

The proposal is consistent with the following Focus Area, Direction and Strategy within the CSP.

#### Our Leadership

1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.

1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

### **Discussion**

With regard to Section 440AAB(2) of the Act and Clause 25 of the Code, the following Clause 4.21(a) Return has been lodged:

Position	Return Date	Date Lodged
Senior Subdivision and Development Engineer	5 September 2019	22 November 2019

The above Designated Person has lodged their Clause 4.21(a) Return prior to the due date (being three months after the Return Date), as required by the Act and the Code for the receipt of the Return.

The above details are now tabled in accordance with Section 440AAB(2) of the Act and Clause 4.25 of the Code, and the abovementioned Return is available for inspection, if requested.

### **Fit For The Future Strategy Considerations**

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's Adopted 2019/2020 Operational Plan, which will adversely impact on Council's financial sustainability.

### **Financial Implications**

There are no financial implications applicable to this report.

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**Conclusion**

A Designated Person has lodged their Clause 4.21(a) Return with the General Manager prior to the required due date.

The Return has now been tabled at a Council meeting as required by Section 440AAB(2) of the Act and Clause 4.25 of the Code, and is available for inspection if required.

**RECOMMENDATION:**

That the Clause 4.21(a) Pecuniary Interest Return be received and noted.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

ordinary

section 4

reports  
of committees

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

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**SECTION 4 – Reports of Committees**

**Item: 238**                      **ROC - Heritage Advisory Committee 31 October 2019 - (124414, 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 Advisory Committee, held on 31 October 2019.

**RECOMMENDATION SUMMARY:**

Items 1, 3, and 4 and items A, H & I in General Business contained within the attached Minutes of the Heritage Advisory Committee held on 31 October 2019, have policy or financial implications to Council, and as such require specific consideration by Council.

All other items raised in the Minutes of the Heritage Advisory Committee have no policy or financial implications for Council, and are presented for information only.

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**REPORT:**

The Heritage Advisory Committee met on 31 October 2019 and 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: 1 Passing of Professor Ian Jack, MA, PhD, FRHistS and FRAHS**

**Discussion:**

Committee members were provided the opportunity to express their condolences on the passing of Professor Ian Jack.

Committee members were also asked for their input regarding the challenging task of replacing Professor Ian Jack's position on the Committee. A suggestion was made to invite Jan Barkley Jack to join the committee.

Committee members also agreed to honour Professor Ian Jack by requesting that Council allocates money in the 2021 budget for the Hawkesbury Heritage Awards including an award named after Professor Ian Jack.

Following discussion and consideration of the matter, the Heritage Advisory Committee resolved:

*That the Heritage Advisory Committee:*

1.        *Recognises the extraordinary contribution that the late Professor Ian Jack made to researching, recording and preservation of the heritage of the Hawkesbury and Australia.*
2.        *Recommends that Council invite Jan Barkley Jack to replace Professor Ian Jack's position on the Heritage Advisory Committee.*

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3. *Requests Council consider the allocation of funding in the 2020/2021 budget for the Hawkesbury Heritage Awards including an award named after Professor Ian Jack.*

Officer's Comment

Recognition of the contribution that the late Professor Ian Jack made to researching, recording and preservation of the heritage of the Hawkesbury and Australia is considered to be entirely appropriate.

The appointment of Jan Barkley Jack to the Heritage Advisory Committee is also considered to be appropriate for a number of reasons, including the fact that along with Professor Ian Jack, Jan Barley Jack has undertaken much of the historical research that has proved to be so invaluable to the work of the Heritage Advisory Committee. Additionally, Jan Barkley Jack had originally applied for a role on the Committee when expressions of interest were originally sought.

The Heritage Awards Working Group of the Heritage Advisory Committee have prepared and presented a proposal for a Hawkesbury Heritage Awards. Council has previously resolved to consider the establishment of such an Awards Program through the 2020/2021 Operational Plan/Budget process. Should such an Awards Program be funded through the 2020/2021 Operational Plan/Budget process, the naming of an award after Professor Ian Jack will be considered as part of the process of establishing the Awards.

**Item: 3 Local Heritage Assistance Fund 2019/2020 Outcomes To Date**

**Discussion:**

Officers provided an update on the Local Heritage Assistance Fund 2019/2020, and advised committee members that Council had received a total of 28 applications, which is the highest number of applications ever received under the program. One of the successful applicants has now advised that they have withdrawn from the project.

Committee members discussed the possibility of replacing this property with another from the short listed applicants.

Discussion commenced regarding increasing the amount of funding available to applicants, in order to encourage more property owners to apply if a greater amount of financial assistance was being offered.

A suggestion was made to incrementally increase the amount of funding allocated to the Local Heritage Assistance Fund each year, in order to reduce the impact on Council's budgeting.

Following discussion and consideration of the matter, the Heritage Advisory Committee resolved:

*That:*

1. *The information contained within the report be received and noted.*
2. *The next item on the Local Heritage Assistance Fund short list, be funded due to 319 George Street, Windsor withdrawing from the project.*
3. *Council consider increasing their allocation to the Local Heritage Assistance Fund in the 2020/2021 financial year to \$30,000, and consider increasing this by a similar amount on an incremental basis each year.*

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Officer's Comment

The continuation of the Local Heritage Assistance Fund is consistent with Council's current Heritage Strategy and part funding of the program provided by the Office of Environment and Heritage.

Consideration of increasing the allocation of funding to the Local Heritage Advisory Committee can be considered as part of the 2020/2021 Operational Plan/Budget process.

**Item: 4 Heritage Near Me - Strategic Projects Grant Funding - Update on Approved Projects**

**Discussion:**

Officers provided an update on the projects that have received funding through the Office of Environment and Heritage - Heritage Near Me Program, including:

**Hawkesbury Community Heritage Study and Inventory Sheets**

Officers provided an overview of progress on the Hawkesbury Community Heritage Study and Inventory Sheets, and highlighted that documents have been received from consultants and are to be reviewed, including supplementary thematic history. These will be forwarded to the Heritage Study Working Group and then Committee members when progressed.

**Hawkesbury LGA – Privately Owned Heritage Remediation (Stage 1) Schedule of Remediation Works**

The Chairperson advised that a meeting was held in regard to funding with the Member for Hawkesbury, who was very receptive but at this stage nothing has eventuated since that meeting.

Officers stated that a request for quotations was sent out to recipients several months ago, and that 9 of 23 applicants had provided quotations that varied between \$6,500 and \$125,000.

Subsequent to the meeting, the Office of Environment and Heritage provided a directive to Council to distribute the funds equally between the 23 applicants and arrangements have been made in that respect.

**Community Conservation of the Historic Cemeteries of the Hawkesbury LGA**

Officers advised Committee members that comments are sought from the Committee on the Draft Conservation Management Plan and Draft Cemetery Handbooks, in order to collate and forward to the consultants for review and amendment where considered appropriate.

Following discussion and consideration of the matter, the Heritage Advisory Committee resolved:

*That:*

1. *The information be received and noted.*
2. *The Heritage Advisory Committee endorse the draft Conservation Management Plan – "Hawkesbury City Council Cemeteries" and relevant draft Cemetery Handbooks completed by GML, pending further input from Committee Members, and recommend that Council adopts these documents with amendments.*

Officer's Comment

Subsequent to the meeting, no further feedback was received from Committee Members, and as such it is recommended that a separate report be presented for Council's consideration of the Draft Conservation Management Plan – "Hawkesbury City Council Cemeteries" and relevant draft Cemetery Handbooks.



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**Section 5 – General Business**

**A. Address by Mr Alan Leek on Private Frederick Whirlpool VC**

Mr Leek, representing the Frederick Whirlpool VC Memorial Committee, attended the meeting and provided Committee members with a summary of Private Frederick Whirlpool's history, noting that he currently lies (unconfirmed) in an unmarked grave within the old boundaries of the Windsor Presbyterian Cemetery, South Windsor.

Mr Leek advised that he is the Chairperson of the Frederick Whirlpool VC Memorial Committee, and that this Committee is seeking input from the Hawkesbury Heritage Advisory Committee on the proposed plans to commemorate Private Whirlpool by the placement of a monument consistent with the existing monuments on the cemetery site.

Following the address by Mr Leek, discussion occurred regarding the size of the proposed monument, with Heritage Advisory Committee members raising concerns that it was considered to be ostentatious for Private Whirlpool, considering his private and humble lifestyle and personality traits. It was also considered that the proposed monument does not suit the characteristics of the cemetery.

Committee members agreed that Private Whirlpool should be recognised for his achievements, and discussed alternative styles of commemoration such as a plaque, bench or sign. It was noted that the commemoration design would need to be on a smaller scale to ensure minimal disruption to the cemetery.

Following discussion and consideration of the matter, the Heritage Advisory Committee resolved:

*That the Heritage Advisory Committee:*

1. *Do not recommend or support the monument in its current state as it is too grand for the site and inconsistent with the traits of the man being commemorated and recommend that the commemoration be in the form of a plaque placed in an appropriate place and that the commemoration is reflective of the sensitivities of the cemetery site, the characteristics of the cemetery and appropriately reflects the modesty and privacy of Private Whirlpool, displayed during his lifetime.*

Officer's Comment

The views of the Committee with respect to the matter are noted, and particularly with reference to the sensitivities of the cemetery site in South Windsor. Those sensitivities have been highlighted following the process undertaken by Council and reported in these minutes with respect to a Conservation Management Plan and Guidelines for Cemeteries owned and under the control of Council.

**H. Investigation of a Proposal to Require a Heritage Statement to be Submitted with a Development Application for Buildings at Least 50 years Old**

Officers provided an overview on this investigation.

Committee members requested that Council Officers are instructed to flag any development Applications received that involve a building over 50 years of age, to be referred to Council's Heritage Advisor for review.

It was suggested that if an item of potential significance is identified as a matter of concern or at risk of demolition, an interim heritage order should be placed on the item for 12 months in order to allow Council time to conduct a Heritage Assessment Report on the building.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

Following discussion and consideration of the matter, the Heritage Advisory Committee resolved:

*That:*

*The Heritage Advisory Committee request that Council Officers flag any potential Development Applications received that involve a building over 50 years of age to be referred to Council's Heritage Advisor to determine whether a Heritage Assessment Report is required.*

Officer's Comment

Discussion with relevant sections of Council has occurred with respect to this matter, and the practicalities involved. It is recommended that the impacts of such a requirement be explored further and reported back to the Heritage Advisory Committee.

**Additional General Business**

**I. Windsor Bridge Replacement Project – Request for Modification**

Committee members discussed the request for modification to the Windsor Bridge Replacement Project, listed as a Mayoral Minute at the Ordinary Meeting held 29 October 2019.

Due to the interference with Heritage listed Thompson Square, Committee members agreed to object to the proposed modification to existing approval:

- An adjustment to the intersection of Bridge and George Street and
- The widening of the Windsor Replacement Bridge to allow for merging of north bound traffic from two lanes into one lane between George Street and the actual bridge structure

Following discussion and consideration of the matter, the Heritage Advisory Committee resolved:

*That:*

1. *The Heritage Advisory Committee, in principle, object to the removal of any extra land from Thompson Square and recommend that Council makes a response to reject the application.*

Officers Comment

The recommendation of the Heritage Advisory Committee is considered to be consistent with the Thompson Square Conservation Management Plan that has been adopted by Council which contains a number of Policies to appropriately manage and conserve Thompson Square.

It should also be noted that following Council's resolution at its Ordinary Meeting on 29 October 2019 in respect of the request for modification to the approval of the Windsor Bridge Replacement Project, that a submission has been made to RMS. That submission highlights the lack of sufficient information contained within the application to modify the approval for Council to make an informed comment. As such, at this stage it is considered appropriate to recommend that Council note the advice of the Heritage Advisory Committee in respect of this matter and that Officers consider this advice when preparing a final submission.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**RECOMMENDATION:**

That:

1. The Minutes of the Heritage Advisory Committee held on 31 October 2019 be received and noted.
2. In relation to Item 1 of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely that:
  - a). Recommends that Council invite Jan Barkley Jack to replace Professor Ian Jack's position on the Heritage Advisory Committee.
  - b). Requests Council consider the allocation of funding in the 2020/2021 budget for the Hawkesbury Heritage Awards including an award named after Professor Ian Jack.
3. In relation to the item 3 of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely that:
  - a). The next item on the Local Heritage Assistance Fund short list, be funded due to 319 George Street, Windsor withdrawing from the project.
  - b). Council consider increasing their allocation to the Local Heritage Assistance Fund in the 2020/2021 financial year to \$30,000, and consider increasing this by a similar amount on an incremental basis each year.
4. In relation to the item 4 of the Minutes:
  - a) Council receive a separate report on the endorsement of the Draft Conservation Management Plan – "Hawkesbury City Council Cemeteries" and relevant draft Cemetery Handbooks completed by GML.
5. In relation to the item A. in General Business of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely that:
  - a) Council not recommend or support the monument in its current state as it is too grand for the site and inconsistent with the traits of the man being commemorated and recommend that the commemoration be in the form of a plaque placed in an appropriate place and that the commemoration is reflective of the sensitivities of the cemetery site, the characteristics of the cemetery and appropriately reflects the modesty and privacy of Private Whirlpool, displayed during his lifetime.
6. In relation to the item H. in General Business of the Minutes, that officers investigate the matter further and report back to the Heritage Advisory Committee with respect to the request that Council Officers flag any potential Development Applications received that involve a building over 50 years of age to be referred to Council's Heritage Advisor to determine whether a Heritage Assessment Report is required.
7. In relation to the Item I in Additional General Business of the Minutes, Council note the recommendation of the Heritage Advisory Committee, namely that:
  - a) The Heritage Advisory Committee in principle, object to the removal of any extra land from Thompson Square and recommend that Council makes a response to reject the application.

And that Officers consider the advice of the Heritage Advisory Committee in preparing a final submission.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date:** 10 December 2019

**ATTACHMENTS:**

**AT - 1** Minutes – Heritage Advisory Committee – 31 October 2019.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**AT - 1 Minutes – Heritage Advisory Committee – 31 October 2019**

Minutes of the Meeting of the Heritage Advisory Committee held in Council Committee Rooms, Windsor, on Thursday, 31 October 2019, commencing at 5:02pm.

**ATTENDANCE**

- Present:** Councillor Danielle Wheeler, Chairperson, Hawkesbury City Council  
Mr Graham Edds, Deputy Chairperson, Community Representative  
Councillor Nathan Zamprogno, Hawkesbury City Council  
Mr Michael Edwards, Community Representative  
Ms Janice Hart, Community Representative  
Ms Helen Mackay, Community Representative  
Ms Judy Newland, Community Representative  
Ms Michelle Nichols, Community Representative  
Mr Steve Rawling, Community Representative
- Apologies:** Councillor Peter Reynolds, Hawkesbury City Council  
Ms Abigail Ball, Community Representative  
Ms Venecia Wilson, Community Representative  
Mr Andrew Kearns, Hawkesbury City Council
- In Attendance:** Ms Linda Perrine, Hawkesbury City Council  
Ms Sunehla Bala, Hawkesbury City Council  
Mr Craig Johnson, Hawkesbury City Council  
Ms Megan Berrell, Hawkesbury City Council  
Mr Otto Cserhalmi, Heritage Advisor  
Mr Alan Leek, Chairperson of Private Frederick Whirlpool VC Committee  
Ms Sue Galt, Blacktown City Council

**RESOLVED** on the motion of Mr Edwards and seconded by Mr Edds that the apologies be accepted.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr Edwards and seconded by Mr Edds that the Minutes of the Heritage Advisory Committee held on the 1 August 2019, be confirmed.

Member	23/05/2019	13/06/2019	01/08/2019	31/10/2019
Councillor Danielle Wheeler, Chairperson	✓	✓	✓	✓
Mr Graham Edds, Deputy Chairperson	✓	✓	✓	✓
Councillor Peter Reynolds	✓	✓	✓	A
Councillor Nathan Zamprogno	✓	A	✓	✓
Ms Abigail Ball	✓	✓	✓	A
Mr Michael Edwards	✓	✓	✓	✓
Professor Ian Jack	✓	✓	✓	*
Ms Helen Mackay	✓	✓	✓	✓
Ms Judy Newland	✓	✓	✓	✓
Ms Michelle Nichols	✓	✓	✓	✓
Mr Steve Rawling AM	✓	✓	✓	✓
Ms Venecia Wilson	✓	✓	✓	A
Ms Janice Hart	A	✓	✓	✓
Ms Deborah Hallam	✓	A	✓	✓

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

\* Professor Ian Jack passed away on 4 September 2019, please refer to Item 1.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

*Councillor Wheeler left the meeting at 6:43pm and handed the Chair position to the Deputy Chairperson, Mr Edds.*

**SECTION 4 - Reports for Information**

**ITEM: 1                      Passing of Professor Ian Jack, MA, PhD, FRHistS and FRAHS - (80242, 95498)**

**Directorate:**              City Planning

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**DISCUSSION:**

- The Chairperson provided the opportunity for committee members to express their condolences on the passing of Professor Ian Jack.
  - It was noted that Professor Ian Jack had been a member of the Hawkesbury Heritage Advisory Committee for 27 years, and that at the last meeting he had stated “now we’re finally getting somewhere”.
  - Committee members stated that they were always grateful for the correct information Professor Ian Jack presented to the Committee, and his ability to encapsulate an issue and pull it back, in a pleasant way. Professor Ian Jack was referred to as always enthusiastic and always charming, during his whole life. Committee members all agreed that Professor Ian Jack was a well-respected historian and a true gentleman, and will be greatly missed.
  - The Chairperson asked committee members for input regarding the challenging task of replacing Professor Ian Jack’s position on the Committee, with a suggestion being made to invite Jan Barkley Jack to join the committee.
  - Committee members also agreed to honour Professor Ian Jack by requesting that Council allocates money in the 2021 budget for the Hawkesbury Heritage Awards including an award named after Professor Ian Jack.
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**OFFICER’S RECOMMENDATION:**

That the Heritage Advisory Committee recognises the extraordinary contribution that the late Professor Ian Jack made to researching, recording and preservation of the heritage of the Hawkesbury and Australia.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Mr Edds, seconded by Ms Mackay.

That the Heritage Advisory Committee:

1. Recognises the extraordinary contribution that the late Professor Ian Jack made to researching, recording and preservation of the heritage of the Hawkesbury and Australia.
2. Recommends that Council invite Jan Barkley Jack to replace Professor Ian Jack’s position on the Heritage Advisory Committee.
3. Requests Council allocate funding in the 2020/2021 budget for the Hawkesbury Heritage Awards including an award named after Professor Ian Jack.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**ITEM: 2                      Review of Council Committees - (79351)**

**Directorate:**              General Manager

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**DISCUSSION:**

**Review of Council Committees**

**Stage One – Engagement with committee members**

Council's Director City Planning attended the meeting and explained to committee members that Council will be reviewing the current committees and working groups to create an alignment with the Community Strategic Plan. A key part of this review is stage one - engaging with current committee and working group members to find out what is working and what could be improved in terms of the respective committees / working groups.

The Community Strategic Plan has five key directions being, Leadership, Environment, Assets, Community and Future

Council also need to ensure that there is a greater level of consistency between Committees which will be assisted through the development of a standard approach to systems and processes such as preparation of draft minutes which will be sent to the committee before reporting to Council.

Between now and the end of December all committees / working groups will have at least one meeting.

The committees and working groups being engaged in the process include:

- Waste Management
- Hawkesbury Access and Inclusion
- Heritage
- Tourism
- Infrastructure
- Human Services
- Civic and Citizenship
- Floodplain Risk Management
- Environmental Sustainability
- Reconciliation Action Plan, and
- Town Centres

**Stage two will involve:**

- Considering the feedback from stage one.
- Engaging with Councillors.
- Consider if there is a transition phase eg. Waste Management and Environmental Sustainability take the opportunity to meet together.
- Complete the review and finalise the new committee structure ready for implementation in 2020.

Committee members were advised that an electronic survey will be distributed for completion.

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**OFFICER'S RECOMMENDATION:**

That Heritage Advisory Committee members complete the electronic survey which will be distributed via email.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**ITEM: 3**                      **Local Heritage Assistance Fund 2019/2020 Outcomes To Date - (80242, 95498)**

**Previous Item:**        Item 5 – HAC May 2017  
                              Item 3 – HAC November 2017  
                              Item 2 – HAC May 2018  
                              Item 2 – HAC 23 May 2019

**Directorate:**            City Planning

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**DISCUSSION:**

*Mr Edds, Mr Edwards and Ms Nichols declared an interest with respect to this item.*

- Officers advised committee members that Council had received a total of 28 applications, which is the highest number of applications ever received under the program.
  - Officers provided an update on the Local Heritage Assistance Fund 2019/2020, advising that one property has withdrawn from the project.
  - Committee members discussed the possibility of replacing this property with another from the short listed applicants.
  - It was noted that this project has been very successful and that Council have been receiving an increased number of applications each year. Committee members were congratulated by the Heritage Advisor for the works conducted on this project and promotion within the community.
  - Committee members enquired whether the guidelines for the 2020/2021 Local Heritage Assistance Fund have been established, with Officers advising that this can be detailed at the next Heritage Advisory Committee meeting.
  - Discussion commenced regarding increasing the amount of funding available to applicants, in order to encourage more property owners to apply if a greater amount of financial assistance was being offered.
  - A suggestion was made to incrementally increase the amount of funding allocated to the Local Heritage Assistance Fund each year, in order to reduce the impact on Council's budgeting.
- 

**OFFICER'S RECOMMENDATION:**

That the information contained within the report be received and noted.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Mr Edds, seconded by Ms Hallam.

That:

1. The information contained within the report be received and noted.
2. The next item on the Local Heritage Assistance Fund short list, be funded due to 319 George Street, Windsor withdrawing from the project.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

3. Council consider increasing their allocation to the Local Heritage Assistance Fund in the 2020/2021 financial year to \$30,000, and consider increasing this by a similar amount on an incremental basis each year.

**ITEM: 4                      Heritage Near Me - Strategic Projects Grant Funding - Update on Approved Projects - (80242, 95498)**

**Previous Item:**        7 - HAC (23 February 2017)  
                              2 - HAC (2 August 2018)  
                              3 – HAC (7 March 2019)  
                              3 – HAC (13 June 2019)  
                              2 – HAC (1 August 2019)

**Directorate:**            City Planning

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**DISCUSSION:**

Officers provided an update on the projects that have received funding through the Office of Environment and Heritage - Heritage Near Me Program, including:

**Hawkesbury Community Heritage Study and Inventory Sheets**

- Officers provided an overview of progress on the Hawkesbury Community Heritage Study and Inventory Sheets, and highlighted that documents have been received from consultants and are to be reviewed, including supplementary thematic history. These will be forwarded to the Heritage Study Working Group and then Committee members when progressed.
- Officers stated that a further meeting with the Heritage Study Working Group will be organised to review progress.

**Hawkesbury LGA – Privately Owned Heritage Remediation (Stage 1) Schedule of Remediation Works**

*Mr Edds, Mr Edwards and Ms Nicholls declared an interest with respect to this item.*

- The Chairperson advised that a meeting was held in regard to funding with the Member for Hawkesbury, who was very receptive but at this stage nothing has eventuated since that meeting.
- Officers stated that a request for quotations was sent out to recipients several months ago, and that 9 of 23 applicants had provided quotations that varied between \$6,500 and \$125,000.
- Officers are eager to distribute the money for this project, but at this stage there has been no authorisation given to allocate the funds.
- It was noted that some property owners are having difficulty in obtaining quotes, due to builders and trades availabilities and workloads.
- Committee members requested that Officers advise recipients of a two week deadline to return the quotes, in order to proceed with the project.
- Subsequent to the meeting, the Office of Environment and Heritage provided a directive to Council to distribute the funds equally between the 23 applicants and arrangements have been made in that respect.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**Community Conservation of the Historic Cemeteries of the Hawkesbury LGA**

- Officers advised Committee members that comments are sought from the Committee on the Draft Conservation Management Plan and Draft Cemetery Handbooks, in order to collate and forward to the consultants for review and amendment where considered appropriate.
- Officers requested these comments be returned within two weeks, following an email sent to Committee members with copies of the relevant documents.

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**OFFICER’S RECOMMENDATION:**

That:

1. The information be received and noted.
2. The Heritage Advisory Committee endorse the draft Conservation Management Plan – “Hawkesbury City Council Cemeteries” and relevant draft Cemetery Handbooks completed by GML, and recommend that Council adopts these documents.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Ms Hart, seconded by Ms Clark.

That:

1. The information be received and noted.
2. The Heritage Advisory Committee endorse the draft Conservation Management Plan – “Hawkesbury City Council Cemeteries” and relevant draft Cemetery Handbooks completed by GML, pending further input from Committee Members, and recommend that Council adopts these documents with amendments.

**SECTION 5 - General Business**

**A. Address by Mr Alan Leek on Commemoration of Private Frederick Whirlpool VC**

- Mr Leek, Frederick Whirlpool VC Memorial Committee, attended the meeting and provided Committee members with a summary of Private Frederick Whirlpool's history, noting that he currently lies in an unmarked grave within the old boundaries of the Windsor Presbyterian Cemetery, South Windsor.
- It was noted by Mr Leek that Private Frederick Whirlpool was the first man in Australian uniform to receive the prestigious Victorian Cross Award, and that he is an important figure locally, nationally and internationally.
- Mr Leek advised that he is the Chairperson of the Frederick Whirlpool VC Memorial Committee, and that this Committee is seeking input from the Hawkesbury Heritage Advisory Committee on the proposed plans to commemorate Private Whirlpool by the placement of a monument consistent with the existing monuments on the cemetery site.
- It was suggested that the inscriptions on the monument be reviewed to ensure they accurately reflect the English history of the colonial war in which Private Whirlpool served.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

- Following the address by Mr Leek, discussion occurred regarding the size of the proposed monument, with Heritage Advisory Committee members raising concerns that it was considered to be ostentatious for Private Whirlpool, considering his private and humble lifestyle and personality traits. It was also considered that the proposed monument does not suit the characteristics of the cemetery.
- Committee members agreed that Private Whirlpool should be recognised for his achievements, and discussed alternative styles of commemoration such as a plaque, bench or sign. It was noted that the commemoration design would need to be on a smaller scale to ensure minimal disruption to the cemetery.

**COMMITTEE RECOMMENDATION:**

That the Heritage Advisory Committee:

1. Do not recommend or support the monument in its current state as it is too grand for the site and inconsistent with the traits of the man being commemorated and recommend that the commemoration be in the form of a plaque placed in an appropriate place and that the commemoration is reflective of the sensitivities of the cemetery site, the characteristics of the cemetery and appropriately reflects the modesty and privacy of Private Whirlpool, displayed during his lifetime.

Unanimously in favour.

**MOVED** by Ms Nichols and seconded by Ms Mackay.

**B. Thompson Square Conservation Management Plan – Request for Endorsement by the New South Wales Heritage Council**

- Officers provided an update on the application to the Office of Environment and Heritage regarding the Thompson Square Conservation Management Plan –Endorsement by the New South Wales Heritage Council.
- Subsequent to the meeting, the application was formally lodged with the Office of Environment and Heritage.

**C. Notice of Listing of St Peter’s Anglican Church Group on the State Heritage Register**

- A copy of the letter notifying Council of the decision and an aerial photo of the curtilage of the State Heritage Register listing was received and noted.

**D. International Council of Monuments and Sites (ICOMOS) – 2020 General Assembly (GA)**

- Officers provided an overview of the International Council of Monuments and Sites (ICOMOS) – 2020 General Assembly and Hawkesbury Heritage Tour and were seeking interest from Committee members to become involved.

**E. Kurrajong Village Historic Signage**

- Committee members enquired about Council’s signage policy and Officers advised that this can be included on the next Heritage Advisory Committee Meeting Agenda.

**F. Installation of Power Pole by Endeavour Energy – Thompson Square**

- Committee members deferred this item to the next Heritage Advisory Committee Meeting Agenda, requesting Officers to investigate whether the General Manager had sent a letter to the RMS regarding this matter and if a response had been received.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**G. Town Centres Masterplan Working Group Update**

- The Chairperson provided an overview of the Town Centres Masterplan Working Group projects, advising that the Working Group met the day prior and went for a walking tour around the South Windsor centre. Updates included:

Dementia Friendly Hawkesbury Working Group Presentation:

- The Chairperson advised that the Working Group is currently seeking disability access advice from the Access and Inclusion Committee.

Update on Mural Project:

- The Chairperson advised that the murals in Windsor Mall were a huge success and the next location is being considered including the Target building.
- It was noted that a consultant was used for the Windsor Mall murals, and that the Working Group will not do this again as there were significant additional costs involved.
- Committee members suggested historic photograph murals, such as the ones at Commonwealth Bank, Richmond and IGA, the Heights could be utilised. Another suggestion was to prepare a mosaic of historic photographs, similar to what Toyota Windsor has done.

Shopfront Design Project:

- The Chairperson provided details of the next two shopfronts to be designed with property owners currently working with a designer to establish plans to complete this.

Liveability Program:

- The Chairperson advised Committee members that a consultant had been appointed to undertake the Master planning process in Windsor, Richmond and South Windsor.

**H. Investigation of a Proposal to Require a Heritage Statement to be Submitted with a Development Application for Buildings at Least 50 years Old**

- Officers provided an overview on this investigation.
- Committee members requested that Council Officers are instructed to flag any development application items over 50 years old, to be forwarded to the Heritage Advisor for review.
- It was suggested that if an item of potential significance is identified as a matter of concern or at risk of demolition, an interim heritage order should be placed on the item for 12 months in order to allow Council time to conduct a Heritage Assessment Report on the building.

**COMMITTEE RECOMMENDATION:**

That:

1. The Heritage Advisory Committee request that Council Officers flag any potential Development Applications received that involve a building over 50 years of age to be referred to Council's Heritage Advisor to determine whether a Heritage Assessment Report is required.

**MOVED** by Ms Mackay and seconded by Ms Nichols.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**ADDITIONAL GENERAL BUSINESS**

**Minutes from WolfPeak Presentation regarding Windsor Bridge Heritage Interpretation**

- Committee members requested that another follow up email be sent to WolfPeak to obtain the minutes and feedback from the presentation held on 23 May 2019.

**Windsor Bridge Replacement Project – Request for Modification**

- Committee members discussed the request for modification to the Windsor Bridge Replacement Project, listed as a Mayoral Minute at the Ordinary Meeting held 29 October 2019.
- Due to the interference with Heritage listed Thompson Square, Committee members agreed to object to the proposed modification to the existing approval, which involve:
  - An adjustment to the intersection of Bridge and George Street; and
  - The widening of the new Windsor Bridge to allow for merging of north bound traffic from two lanes into one lane between George Street and the actual bridge structure.

**COMMITTEE RECOMMENDATION:**

That:

1. The Heritage Advisory Committee, in principle, object to the removal of any extra land from Thompson Square, and recommend that Council makes a response to reject the application.

**MOVED** by Ms Mackay and seconded by Mr Edwards.

**Heritage Trails**

- Committee members discussed the out-dated Heritage Trail flyers produced by Council, expressing disappointment in the content of these flyers that are currently available at the Visitor Information Centre.
- Officers advised that these flyers would be reviewed in consultation with the relevant section of Council.

The meeting terminated at 7:24pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**Item: 239**                      **ROC - Audit Committee - 6 November 2019 - (95496, 91369, 79351)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Audit Committee, held on 6 November 2019.

**RECOMMENDATION SUMMARY:**

All items contained within the minutes of the Audit Committee have no policy or financial implications to Council and therefore, are presented to Council to receive and note.

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**REPORT:**

**Discussion**

The Audit Committee met on 6 November 2019 and considered reports on the following matters, as shown in the attached minutes (Attachment 1):

- Item: 1            Audited Financial Statements for the Year Ended 30 June 2019
- Item: 2            Audit Committee Annual Report - September 2019
- Item: 3            2017/2018, 2018/2019 and 2019/2020 Internal Audit Programs Update
- Item: 4            Project and Contract Management Audit
- Item: 5            RMS Drives Audit
- Item: 6            Terms of Reference for Audits
- Item: 7            Development of a Compliance Register
- Item: 8            Legislation - Internal Audit and Risk Management Framework
- Item: 9            Finance Report
- Item: 10          Email tabled by a Committee Member at the Audit Committee Meeting on  
11 September 2019

The above items do not have any policy or financial implications to Council and therefore, are presented to Council to receive and note.

**RECOMMENDATION:**

That the minutes of the Audit Committee Meeting held on 6 November 2019 be received and noted.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**ATTACHMENTS:**

**AT - 1** Minutes - Audit Committee – 6 November 2019.

**AT - 1 Minutes - Audit Committee – 6 November 2019**

Minutes of the Meeting of the Audit Committee held in Council Committee Rooms, Windsor, on 6 November 2019 commencing at 4:30 pm.

**ATTENDANCE**

**Present:** Ms Nisha Maheshwari, Chairperson  
Mr Craig Bennett, Deputy Chairperson  
Councillor John Ross, Hawkesbury City Council

**Apologies:** Ms Ellen Hegarty  
Councillor Paul Rasmussen

**In Attendance:** Mr Peter Conroy, Hawkesbury City Council  
Mr Laurie Mifsud, Hawkesbury City Council  
Ms Emma Galea, Hawkesbury City Council  
Mr Jeff Organ, Hawkesbury City Council (left at 6:08 pm)  
Ms Vanessa Browning, Hawkesbury City Council (left at 5:10 pm)  
Mr Emmanuel Isbester, Hawkesbury City Council (left at 4:52 pm)  
Ms Yas Wickramasekera, The Centium Group (left at 6:57 pm)  
Mr Mario Robles, The Centium Group (left at 6:57 pm)  
Ms Cathy Wu, Audit Office (left at 5:10 pm)  
Ms Shirley Huang, Grant Thornton (by teleconference) (left at 5:10 pm)  
Ms Amanda Carroll, Hawkesbury City Council

**APOLOGIES:**

**RESOLVED** on the motion of Mr Craig Bennett and seconded by Ms Nisha Maheshwari that the apologies be accepted.

Member	5/12/2018	20/03/2019	19/06/2019	11/09/2019	6/11/2019
Councillor Paul Rasmussen	✓	✓	A	A	A
Councillor John Ross	✓	✓	✓	✓	✓
Councillor Patrick Conolly (Alternate)	N/A	N/A	N/A	N/A	N/A
Mr Craig Bennett	A	✓	✓	✓	✓
Ms Ellen Hegarty	A	A	✓	✓	A
Ms Nisha Maheshwari (Chairperson)	✓	✓	✓	✓	✓

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

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr Craig Bennett and seconded by Ms Nisha Maheshwari that the Minutes of the Audit Committee held on the 11 September 2019, be confirmed.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**SECTION 3 - Reports for Determination**

**Item: 1      AC - Audited Financial Statements for the Year Ended 30 June 2019 (95496, 91369, 79351, 121470)**

**Division:**    Support Services

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**OFFICER'S RECOMMENDATION:**

That:-

1. The Audit Committee receive and note the completion of the audited General Purpose Financial Statements, Special Purpose Financial Statements and Schedules for the year ended 30 June 2019.
  2. The Audit Committee receive and note the reports issued by the NSW Audit Office regarding the audit of the General Purpose Financial Statements, Special Purpose Financial Statements and Schedules for the year ended 30 June 2019.
- 

**DISCUSSION:**

- Clarification was sought on the sewer asset revaluation. The Deputy Chief Financial Officer advised that each year asset valuations are reviewed to ascertain whether a material variance may exist. When this review was undertaken for sewer assets, it was determined that a material variance was likely and a full Sewer Assets Revaluation was required. The revaluation was undertaken by APV - Valuers and Asset Management. A significant increase in value is attributed to the application of current unit rates and the reassessment of useful life based on long/short life assets.
- Grant Thornton outlined that all asset classes were reviewed to determine if material variances were likely and that no further material variances were identified.
- It was outlined by the NSW Audit Office that on cost calculations applicable to Leave entitlements are determined based on judgement and include items such as salary increments and superannuation calculations.
- It was noted that Council Officers were to forward the Interim Management Letter for the year ending 30 June 2019 to the Audit Committee members following receipt of the final report. This letter will be forwarded to the Committee members by email after this meeting.
- It was noted that the plan is that the financial reports for the 2019/2020 financial year will be subject to early close procedures.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That:

1. The Audit Committee receive and note the completion of the audited General Purpose Financial Statements, Special Purpose Financial Statements and Schedules for the year ended 30 June 2019.
2. The Audit Committee receive and note the reports issued by the NSW Audit Office regarding the audit of the General Purpose Financial Statements, Special Purpose Financial Statements and Schedules for the year ended 30 June 2019.



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**Item: 2      AC - Audit Committee Annual Report - September 2019 (95496, 91369, 79351, 121470)**

**Division:**    Support Services

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**OFFICER'S RECOMMENDATION:**

That The Audit Committee Annual Report – September 2019, attached as Attachment 1 to Item 2, be endorsed to be submitted to Council.

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**DISCUSSION:**

- The Chairperson introduced the Item and noted that the report was taken as read by Committee members.
- The Chairperson advised that Committee members have raised concerns, out of session, in regard to the report. The Committee members have agreed to meet outside this meeting to address these concerns, questions and comments that they have in regard to this report. Following these discussions the Chairperson will forward their responses to Council on the Audit Committee Annual Report.
- It was noted that this report will not be tabled at a Council meeting until the Audit Committee formally endorse the Audit Committee Annual Report.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That:-

1. Committee members provide feedback to the Chairperson on the Audit Committee Annual Report – September 2019.
2. Any requested amendments to the Audit Committee Annual Report – September 2019 be made and this matter be further considered at the next Audit Committee meeting.

**Item: 3      AC - 2017/2018, 2018/2019 and 2019/2020 Internal Audit Programs Update(95496, 91369, 79351, 121470)**

**Division:**    Support Services

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**OFFICER'S RECOMMENDATION:**

That the progress against the 2017/2018, 2018/2019 and 2019/2020 Internal Audit Programs as be received and noted.

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**DISCUSSION:**

**2017/2018 Audit Program**

- The Committee was updated on the progress against the 2017/2018 Internal Audit Program.
- All 11 projects within the 2017/2018 Program have been finalised and reports tabled with the Audit Committee.
- Management actions that were identified have had significant progress made in response to the findings and recommendations.

**2018/2019 Audit Program**

- Four projects were approved in this Program.
- Three of the four projects have been completed with two of the four being presented at this meeting.
- The final project in this Program, the Procurement and Tendering Review has been completed and management actions in response to the review findings are currently being finalised.

**2019/2020 Audit Program**

- Three projects were approved in this Program.
- Planning for these projects are currently underway and the audits are due to commence in the near future.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the progress against the 2017/2018, 2018/2019 and 2019/2020 Internal Audit Programs as be received and noted.

**Item: 4     AC - Project and Contract Management Audit (95496, 91369, 79351, 121470)**

**Division:**     Support Services

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**OFFICER'S RECOMMENDATION:**

That the Internal Audit Report prepared by The Centium Group on the Project and Contract Management included as Attachment 1 to Item 4, be received and noted.

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**DISCUSSION:**

Ms Wickramaskera presented the Project and Contract Management Audit to the Audit Committee members.

Highlights of the audit are:

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- A number of overall controls in several areas such as Governance, Risk Management, Project Planning and Deliverables are required to be strengthened to ensure that they are well designed and operating effectively.
- Following the Audit no high or extreme risks were identified, however eight significant risks have been identified. As a consequence Agreed Management Actions have been developed with management and an Agreed Implementation Plan has been endorsed with appropriate timeframes agreed.

Key findings to the Audit include:

- Council should consider the development and implementation of a Project Planning Framework, and should include guidelines, tools and templates support project management planning and delivery.
- It was formally identified that there are opportunities for Council to improve project planning via the development of more rigorous formal business case process for all significant projects.

The General Manager advised the Committee members that, going forward, Council will develop a more rigorous process together with templates and guidelines based on the risk requirements for projects identified as having extreme, high or significant risk associated.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the Internal Audit Report prepared by The Centium Group on the Project and Contract Management included as Attachment 1 to Item 4, be received and noted.

**Item: 5      AC - RMS Drives Audit (95496, 91369, 79351, 121470)**

**Division:**    Support Services

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**OFFICER'S RECOMMENDATION:**

That the Internal Audit Report prepared by The Centium Group on the RMS Drives Audit included as Attachment 1 to this report, be received and noted.

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**DISCUSSION:**

Ms Wickramasekera provided an overview of the conduct of the RMS Drives Audit to the Audit Committee.

- The audit identified a total of four risks, each of these risks being in the significant risk range.
- Agreed Actions have been identified and are being addressed by Council.
- There were a total of 850 checks undertaken by the auditor during the 12-month period (April 2018-March 2019).
- The Manager of Environment and Regulatory Services advised the Committee that monthly checks on the system have been implemented to look for inconsistencies to ensure any errors are identified and rectified early.

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**Summary of Key Findings:**

There were some instances of non-compliance with the RMS Terms of Access Agreement and Guidelines.

The non-compliance issues included:

- Some instances of multiple attempts of logging into the system by the same officer for the same record. It was noted that there had been some disruption to staffing arrangements during a period of three months which resulted in loss of oversight and compliance processes.
- The Quarterly compliance statements were not completed as required. A review to the current approval processes will be addressed to rectify this reporting compliance.
- There were a number of discrepancies between access recorded in RMS Drives 24 logs and Council's A-Drive contemporaneous logs. The root cause is due to Council's A-Drive not being linked to RMS Drives24 and as such Authorised Users are required to re-write the details again after performing each search. Quarterly reports were not undertaken in accordance with the Terms of Access Agreement. As noted previously there had been some disruption to staffing arrangements during the period which resulted in loss of oversight and compliance processes.
- Council's current recordkeeping arrangements associated with contemporaneous access to ensure compliance with legislative and statutory recordkeeping requirements are not in Council's recordkeeping system.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the Internal Audit Report prepared by The Centium Group on the RMS Drives Audit included as Attachment 1 to Item 5, be received and noted.

**Item: 6      AC - Terms of Reference for Audits - (95496, 91369, 79351, 121470)**

**Division:**    Support Services

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**OFFICER'S RECOMMENDATION:**

That the information regarding the development of Terms of Reference for the audits to be conducted in 2019/2020 be received and noted.

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**DISCUSSION:**

At the Audit Committee meeting held in June 2019 Committee members requested that further information regarding the scope of audits, including how the Terms of Reference are developed by provided by The Centium Group.

Ms Wickramasekera gave an overview of how the Terms of Reference are finalised.

The Terms of Reference process involves the following of six steps as outlined:

- Step 1 - Audit approval
- Step 2 - Audit timing
- Step 3 - Planning meeting
- Step 4 - Draft terms of reference
- Step 5 - Final terms of reference

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- Step 6 - Audit commencement

The Chairperson asked if Council officers felt that Council had enough involvement with the process. The General Manager advised that he was happy with this process to date, in particular the input from Centium Group, who draw on their extensive experience when participating in development of Terms of Reference.

The timeframe in building the Terms of Reference would be usually be two weeks, however a four week timeframe is programmed to ensure that any unforeseen issues can be addressed in a timely manner.

It was noted that the audit timetable was designed to be spread across the Council directorates to ensure that the impact on staff did not reduce the ability to meet Council business as usual requirements.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the information regarding the development of Terms of Reference for the audits to be conducted in 2019/2020 be received and noted.

**Item: 7 AC - Development of a Compliance Register - (95496, 91369, 79351, 121470)**

**Division:** Support Services

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**OFFICER'S RECOMMENDATION:**

That the information regarding the development of a Compliance Register be received and noted.

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**DISCUSSION:**

The Audit Committee members were updated on the current status on the two outstanding management actions from the Regulatory Inspectorate Review Audit Report.

Compliance Register

- Hawkesbury City Council has Business Plans for each Branch. The Business Plan document outlines, the Key Responsibilities, the Legislation and Delegations that apply to each Branch
- Council has subscribed to Kell Moore Lawyers to provide Council with bi-annual updates on changes to legislation that may impact on local government functions and staff delegations.
- It was noted that the Office of Local Government has released details on a proposed new Framework for Risk Management and Internal Audit for Local Councils in NSW. This Framework will inform Council on high level internal controls.
- An organisational wide Compliance Register will be finalised in the near future following the appointment of the Manager - Corporate Services and Risk.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the information regarding the development of a Compliance Register be received and noted.

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**Item: 8**     **AC - Legislation - Internal Audit and Risk Management Framework - (95496, 91369, 79351, 121470)**

**Division:**     Support Services

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**OFFICER'S RECOMMENDATION:**

That the information regarding legislation concerning internal audit and risk management framework be received and noted.

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**DISCUSSION:**

The Director Support Services advised the Committee Members that:

- At the Council Meeting on 24 September 2019, Council considered a report regarding the annual reports of various Council Committees, including the Audit Committee. Council resolved in part that issues raised by Councillor Ross regarding legislative requirements associated with the Audit Committee be reported to the next Audit Committee Meeting.
- The legislation raised by Councillor Ross related to amendments to the Local Government Act, 1993, specifically Section 428A of the Act, concerning internal audit.
- Section 428A of the Act is yet to be proclaimed The Office of Local Government has recently advised that Section 428A of the Act will take effect from 17 March 2021 at the earliest.
- The Officer of Local Government has also recently released a discussion paper "A New Risk Management for Local Councils in NSW". Section 428A is referred to in this discussion paper.
- Many Councils are already naming their Committees as the Audit Risk and Improvement Committee

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the information regarding legislation concerning internal audit and risk management framework be received and noted.

**Item: 9**     **AC - Finance Report - (95496, 79351, 91369)**

**Division:**     Support Services

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**OFFICER'S RECOMMENDATION:**

That the Audit Committee receive and note the report and attachment on the August 2019 Investment report.

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**DISCUSSION:**

- The Audit Committee members reviewed the August 2019 Investment Report that was adopted by Council at the Ordinary Meeting on 24 September 2019.

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- The Chairperson thanked Council Officers for the quality of the information in the report.
- It was noted that investments are largely in line with the budget forecast.
- Council largely continues to invest conservatively and term deposits with major banks are the preferred option.
- It was noted that Council have recently appointed an investment advisor to seek expert opinion on future investment opportunities.
- The Chairperson sought clarification on the progress of a TCorp loan, it was noted that, to date, this has not been sought.
- Council is reviewing other options to facilitate the accelerated works program.
- Long term projections indicate that Council will need to seek loan options to deliver the capital works programs.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross.

That the Audit Committee receive and note the report and attachment on the August 2019 Investment report.

**SECTION 4 - General Business**

No General Business was discussed.

**SECTION 5 - Confidential**

**Item: 10**    **Email tabled by a Committee Member at the Audit Committee Meeting on 11 September 2019 (95496, 91369, 79351, 121470)**

**Division:**    Support Services

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**OFFICER'S RECOMMENDATION:**

That the email tabled by a Committee Member at the Audit Committee Meeting on 11 September 2019, attached as Attachment 1 to Item 10 is considered by the Audit Committee, and that Officers' comments are received and noted.

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**DISCUSSION:**

The Chairperson asked for clarification as to the reason for this Item to be confidential. The Chief Financial Officer advised that this was due to the Commercial-in-Confidence contractual arrangements with Centium precluded external attendees from being involved in these discussions.

It was noted that there had been discussion arising from this matter at the Audit Committee meeting held on 11 September 2019. It was further noted that a decision to revisit this issue was made at that meeting.

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Logistics and timing of Minutes of the Audit Committee

The Audit Committee members discussed the challenges of meeting deadlines due to conflicting priorities that include end of year reporting and the timing of Council meetings. There will be some cases where the proposed timeline may need to be revised.

It was noted that, historically, there was no protocol for the issue for Committee members receiving draft minutes of the meeting prior to submission for endorsement at Council meetings. Following discussion, it was agreed that future draft minutes of the Audit Committee will be distributed to Committee members prior to submission to Council for endorsement. This will allow for any changes or amendments to the minutes to be reviewed to ensure accurate reporting of items on the Agenda.

The Chief Financial Officer advised that the Draft Minutes will be distributed to the Audit Committee Members as soon as practicable after the date of the Audit Committee Meeting. The draft minutes will be distributed by email to all the Members, and the Chair of the Audit Committee will determine when the Minutes can be accepted.

The Committee requested that Council provide a timetable of Council Meetings and Audit Committee meetings for 2020 to give an indication on when the minutes of Audit Committee Meetings are likely to be circulated.

Internal Audit Coordinator Role

Council Officers provided the Committee with a recap of the current arrangement in place for the contract for the provision of administration of the Internal Audit Function.

The Committee were provided details of the business case and costing for the recruitment of an Internal Audit Coordinator.

It was noted that with the current system there is a number of gaps against deliverables and there is potential streamlining of the process. These gaps will be addressed with the proposed resourcing model whereby the Internal Audit Coordination role will be within Council's organisation structure.

The Internal Audit Coordinator Role will report to the Chief Audit Executive. The requirement for the General Manager to appoint a Chief Audit Executive is identified as a core requirement in the discussion paper – “*A New Risk Management and Internal Audit Framework for local Councils in NSW*”, issued by the Office of Local Government. At this Council, the General Manager has appointed the Director Support Services as the Chief Audit Executive.

It was noted that the Internal Audit Coordinator role would include reporting to Manex and the Audit Committee. The incumbent will also be supporting Centium in the administration of the conduct of audits. The role will provide stability and continuity to the role.

The role will be operational and will not affect the Audit Committee. The recruitment process for the role is ongoing.

Contract for the Conduct of Audit

The current contract with Centium for the conduct of audits will expire in September 2020. Council will have the option to extend the contract for a further two by one years ending September 2021 and September 2022.

The contract was awarded to The Centium Group by Council at its Ordinary Meeting on 29 August 2017.

A formal review process of the current contract with The Centium Group for the conduct of audits will be undertaken early to mid-2020.



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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Nisha Maheshwari.

That the email tabled by a Committee Member at the Audit Committee Meeting on 11 September 2019, attached as Attachment 1 to Item 10 is considered by the Audit Committee, and that Officers' comments are received and noted.

The meeting terminated at 7:50 pm

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**Item: 240**                      **ROC - Human Services Advisory Committee 21 November 2019 - (1234869, 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 Human Services Advisory Committee Meeting held on 21 November 2019.

**RECOMMENDATION SUMMARY:**

As all items contained within the Minutes of the 21 November 2019 Meeting of the Human Services Advisory Committee have no policy or financial implications to Council, they are presented to Council to receive and note.

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**REPORT:**

**Discussion**

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). There are no matters that require specific consideration by Council.

- Item: 1            Review of Council Committees
- Item: 2            HSAC - Preparation of Draft Hawkesbury Local Housing Strategy
- Item: 3            HSAC - Tiny Homes Information and Workshop Day
- Item: 4            HSAC - Deferral of Commencement of the Low Rise Medium Density Housing Code for the Hawkesbury Local Government Area
- Item: 5            HSAC - Update on Recommendations from the Affordable Housing Working Group

**RECOMMENDATION:**

That the Minutes of the Human Services Advisory Committee Meeting held on 21 November 2019 be received and noted.

**ATTACHMENTS:**

- AT - 1**    Minutes of the Human Services Advisory Committee held on 21 November 2019.

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**AT - 1 Minutes of the Human Services Advisory Committee held on 21 November 2019**

**Business Paper - Ordinary Meeting MASTER - 10 December 2019**

The meeting commenced at 9:35 a.m.

**Present:** Councillor Barry Calvert, (Chairperson) Hawkesbury City Council  
 Mr Peter Webb, (Deputy Chairperson) Community Representative  
 Councillor Sarah Richards, Hawkesbury City Council  
 Mr Simon Griffin, Community Representative  
 Ms Birgit Walter, Community Representative  
 Ms Kerry Dolaghan, Community Representative

**Apologies:** Mr Strephon Billingham, Community Representative  
 Mr Ben Jackson, Community Representative  
 Ms Vickie Shackley, Community Representative

**In Attendance:** Ms Linda Perrine, Hawkesbury City Council  
 Mr Andrew Kearns, Hawkesbury City Council  
 Ms Megan Ang, Hawkesbury City Council  
 Ms Amanda Carroll, Hawkesbury City Council  
 Mr David Simmonds (representing Mr Billingham)

**REPORT:**

**Attendance Register of Human Services Advisory Committee**

Member	22.11.2018	07.02.2019	25/07/2019	21/11/2019
Councillor Barry Calvert	✓	✓	✓	✓
Councillor Emma-Jane Garrow	✓	A	✓	X
Councillor Sarah Richards	A	A	X	✓
Councillor John Ross	X	✓	✓	X
Mr Simon Griffin	✓	A	✓	✓
Ms Kerry Dolaghan	✓	✓	✓	✓
Mr Ben Jackson	✓	✓	✓	A
Ms Vickie Shackley	✓	✓	✓	A
Ms Birgit Walter	✓	A	A	✓
Mr Peter Webb	✓	✓	✓	✓
Mr Strephon Billingham	A	✓	A	A

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

**RESOLVED** on the motion of Ms Dolaghan and seconded by Mr Griffin that the apologies be accepted.

Business Arising from the Minutes of the Human Services Advisory Committee meeting held on 25 July 2019:

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The Chairperson asked if Ms Howard had been invited to attend this meeting. The Committee were advised that due to a prior commitment Ms Howard was unable to attend this meeting. It was however noted that Ms Howard would be happy to attend the next meeting to update the Committee on the Community Resilience Innovation Program. Council Officers will forward an invitation to Ms Howard to attend the next meeting of the Committee.

The Deputy Chairperson advised the Committee that he has been unable to connect with the Acting Manager Corporate Services and Governance to clarify details on the new Code of Conduct Policy.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Ms Dolaghan and seconded by Mr Griffin that the Minutes of the Human Services Advisory Committee meeting held on the 25 July 2019 be confirmed.

**SECTION 3 - Reports for Determination**

**Item: 1      Review of Council Committees (79351)**

**Division:**    General Manager

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**DISCUSSION:**

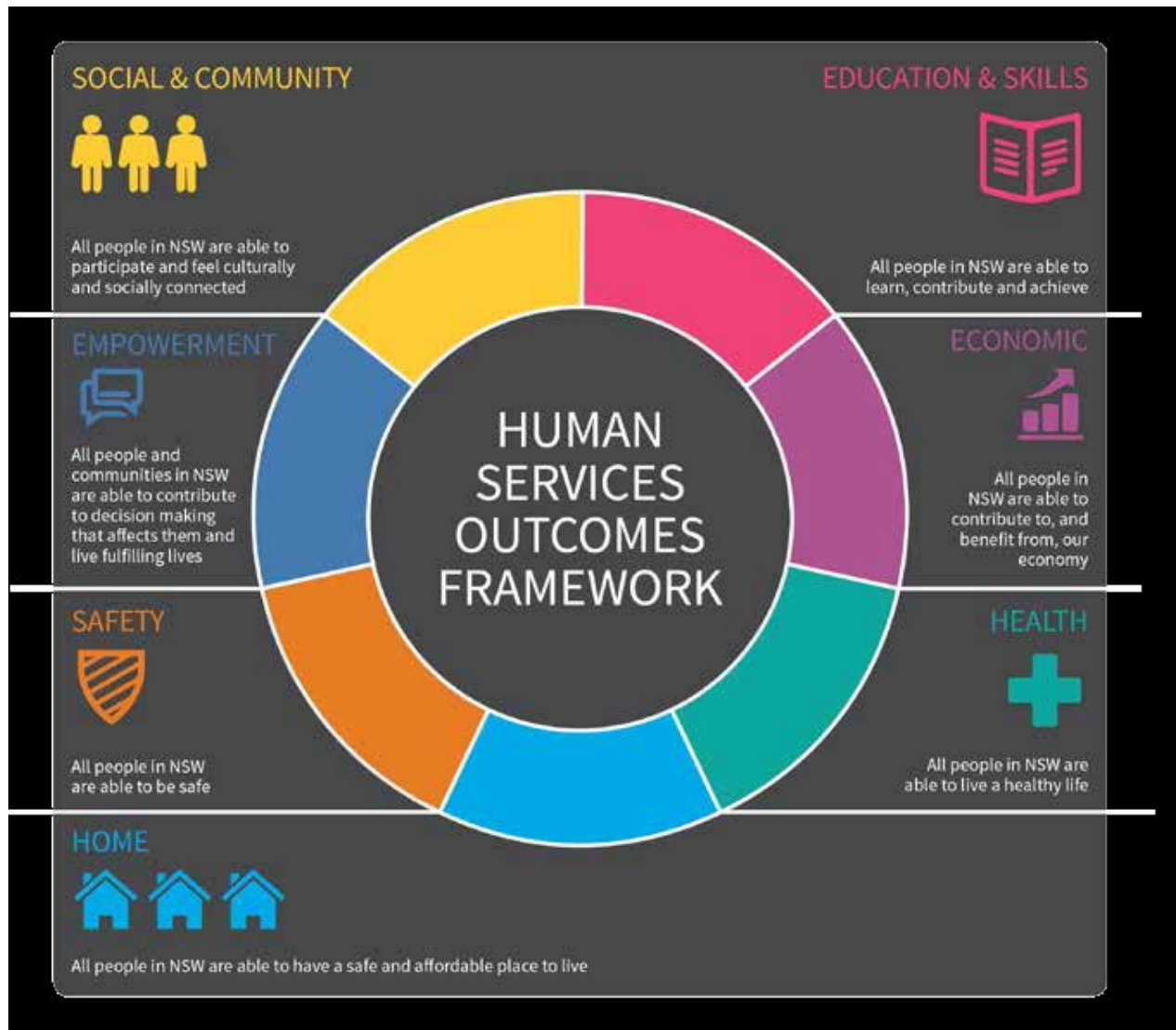
Council's Director City Planning attended the meeting and explained to committee members that Council will be reviewing the current committees and working groups to create an alignment with the Community Strategic Plan.

The Acting Manager Community Services provided a presentation on a report by Family and Community Services on Measuring Social Housing Outcomes, including the following diagrams.

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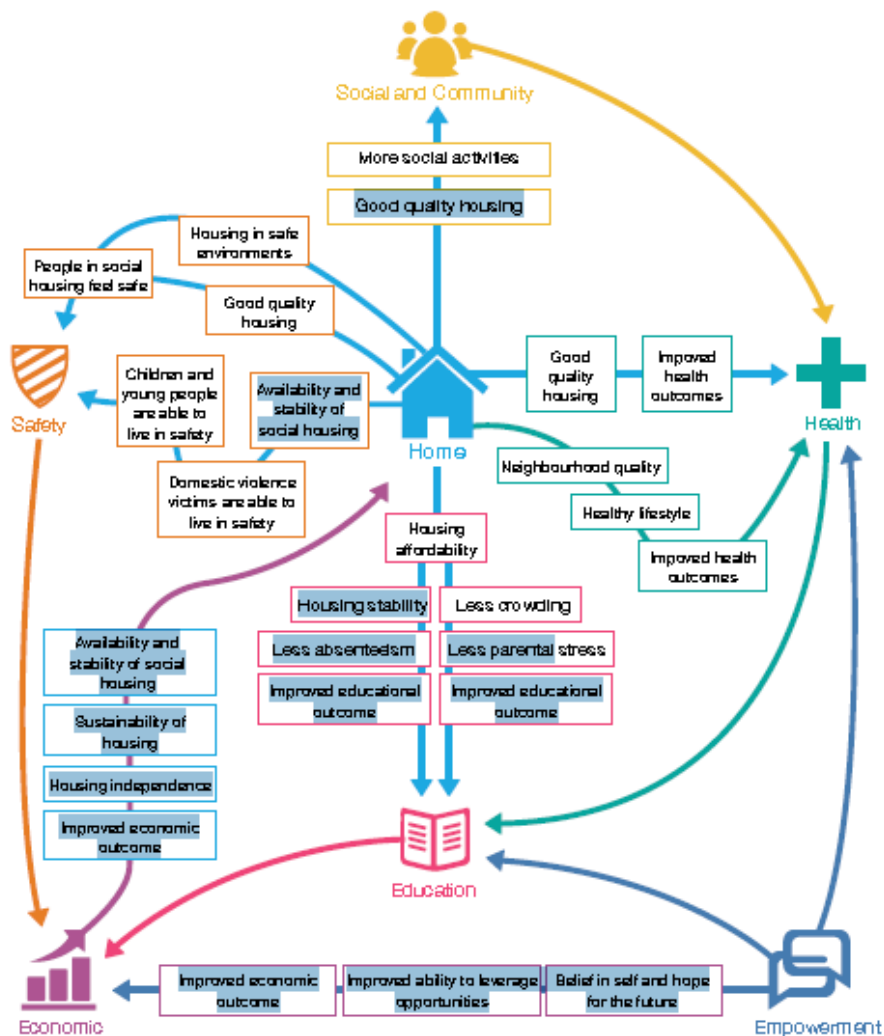
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**Figure 1: Outcome model for social housing**



This Review will provide evidence based input into the development of the Hawkesbury Local Housing Strategy.

The Committee discussed what the sphere of influence of the Human Services Advisory Committee would be in relation to the development of the housing strategy. It was agreed that whilst not experts in this area, the Committee can focus energy and efforts into bringing together identified key issues and provide Council with strategic and supportive advice on the development of the Housing Strategy.

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**Stage One of the Committee Review process:**

A key part of this review is Stage One - engaging with current committee and working group members to find out what is working and what could be improved in terms of the respective committees / working groups.

The Community Strategic Plan has five key directions being, Leadership, Environment, Assets, Community and Future.

Council also need to ensure that there is a greater level of consistency between Committees which will be assisted through the development of a standard approach to systems and processes such as preparation of draft minutes which will be sent to the committee before reporting to Council.

The committees and working groups being engaged in the process include:

- Waste Management
- Hawkesbury Access and Inclusion
- Heritage
- Tourism
- Infrastructure
- Human Services
- Civic and Citizenship
- Floodplain Risk Management
- Environmental Sustainability
- Reconciliation Action Plan, and
- Town Centres

**Stage Two of the Committee Review process will involve:**

- Considering the feedback from Stage One.
- Engaging with Councillors.
- Consider if there is a transition phase eg. Waste Management and Environmental Sustainability take the opportunity to meet together.
- Complete the review and finalise the new committee structure ready for implementation in 2020.

Committee members were advised that an electronic survey will be distributed for completion.

**OFFICER'S RECOMMENDATION:**

That the Human Services Advisory Committee members complete the electronic survey which will be distributed via email.

**COMMITTEE RECOMMENDATION:**

Moved on the motion of Mr Griffin and seconded by Ms Walter

That Human Services Advisory Committee members complete the electronic survey which will be distributed via email.

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**SECTION 4 - Reports for Information**

**Item: 2      HSAC - Preparation of Draft Hawkesbury Local Housing Strategy - (123486, 124414, 95498)**

**Division:**    City Planning

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**DISCUSSION:**

The Manager Strategic Planning provided an update to the Committee on the progress of the preparation of the Draft Hawkesbury Local Housing Strategy. Key points from the presentation included:

- In September 2019 Planning NSW released a Local Housing Strategy Guideline and Template. The strategy will link Council's vision for housing with the housing objectives and targets of the NSW Government.
- The purpose of the Study was to provide councils with guidance in meeting the Greater Sydney Commission Housing targets. The Study sets a clear plan for housing in the Hawkesbury Local Government Area for the next 10 and 20 years.
- Council has been set a five-year housing target of 1,150 new dwellings between 2016 and 2021 through the Western City District Plan. It is noted that existing zonings provide sufficient capacity to meet and exceed this 5 year dwelling target and beyond by delivering approximately 4,500 dwellings.

Key issues to be overcome in the Hawkesbury Local Government Area include:

- Limited diversity in the housing stock
- A mismatch between household size and dwelling type/size
- Housing affordability and housing stress

Significant constraints that are major barrier to development include:

- Flooding
- Bushfire risk
- ANEF aircraft contours
- Biodiversity/vegetation and
- Heritage

Mapping of the theoretical capacity of existing centres based on existing planning provisions and assessment of constraints demonstrates that there is potential for an additional 4,533 dwellings.

As expressed in the Draft Local Housing Strategy Council's Vision is to:

- Accommodate continued steady growth whilst maintaining local character and respecting environment constraints
- Focus new housing in existing urban areas which are well serviced by existing infrastructure including transport, health, education and other urban services
- Identify opportunities for incremental growth in rural villages that respects the natural environment and manages environmental constraints whilst not impacting on the viability of rural land and agricultural activities.

The strategy objectives are to:

- Maximise the potential of existing urban lands
- Focus new housing in centres
- Continue release areas
- Target specific housing needs of
- Students



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- Seniors
- Homelessness
- Diverse housing
- Infill affordable rental housing

**Attachments:**

**AT 1** – Update on Preparation of Hawkesbury Local Housing Strategy – Human Services Advisory Committee 21 November 2019 (*Distributed under separate cover*)

**OFFICER’S RECOMMENDATION:**

That the information be received and noted.

Moved on the motion of Mr Simmonds and seconded by Mr Webb

**COMMITTEE RECOMMENDATION:**

That the information be received and noted.

**Item: 3      HSAC - Tiny Homes Information and Workshop Day - (123486, 124414, 95498)**

**Division:**    City Planning

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**DISCUSSION:**

The Committee were updated on the Tiny Homes Information and Workshop Day presented by North West Disability Services and held at the Secret Garden at WSU Hawkesbury Campus.

The purpose of the workshop was to advise participants about the construction of a tiny house.

As part of the information sessions provided, participants were presented with information regarding:

- Solutions to homelessness – A tiny house in your backyard (Wentworth Community Housing project)
- Council approval process
- New tiny house designs
- Passive solar design
- Using mud bricks, rammed earth, hempcrete or straw panels
- Permaculture to become more self-sufficient
- Co-operative building workshops
- Housing needs and opportunities (Wentworth Housing)
- Design and siting requirements
- Financing
- Tiny Homes – Trailers (Bower)

Through the Wentworth Community Housing presentation attendees were advised that there is a 10 year waiting list for affordable housing and a 2 – 3 year waiting time for emergency housing.

The demographic of applicants waiting for affordable housing are represented by older single women, younger men recently separated from their family and the longer term homeless.

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It was noted that Council is not a critical partner in the Tiny Homes project, but rather that Council is a facilitator to provide information to the Community on this project.

The Committee discussed what the Human Services Advisory Committee can do to promote the provision of Tiny Homes. It was agreed that further information should be provided to the Committee, and that Council should continue to liaise with Wentworth Community Housing on this project.

It was recommended that the next Human Services Advisory Committee meeting should be a site visit to the Secret Garden to provide Committee Members with a better insight into that project.

**OFFICER'S RECOMMENDATION:**

That the information be received and noted.

Moved on the motion of Mr Webb and seconded by Ms Dolaghan

**COMMUNITY RECOMMENDATION:**

That the Human Services Advisory Committee:

1. Receive and note the information in this report.
2. That Council Officers investigate the possibility of the next Committee Meeting being held at the Secret Garden, and include a site visit to the Tiny Homes Project.

Item: 4                      HSAC - Deferral of Commencement of the Low Rise Medium Density Housing Code for the Hawkesbury Local Government Area - (123486, 124414, 95498)

**Previous Item:**      2 – HSAC (25 July 2019)

**Division:**              City Planning

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**DISCUSSION:**

The Committee were advised that an Independent Review of the Code has now been undertaken by the State Government and, whilst the review identified strong support for an increase in housing supply and diversity, the Code will be deferred until 1 July 2020 for 45 Councils including Hawkesbury in order for those councils to progress their strategic planning initiatives and demonstrate how they intend to meet their local housing needs.

**OFFICER'S RECOMMENDATION:**

That the Human Services Advisory Committee receive and note the report.

Moved on the motion of Councillor Richards and seconded by Mr Simmonds

**COMMITTEE RECOMMENDATION:**

That the Human Services Advisory Committee receive and note the report.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 December 2019**

**Item: 5**                    **HSAC - Update on Recommendations from the Affordable Housing Working Group - (123484, 124412, 95498)**

**Previous Item:**    Item 1, HSAC Report (27 July 2017)  
                         Item 1 HSAC Report (9 November 2017)  
                         Item 1 HSAC Report (26 July 2018)  
                         Item 2 HSAC Report (22 Nov 2018)  
                         Item 1 HSAC Report (7 February 2019)  
                         Item 3 HSAC Report (25 July 2019)

**Division:**            City Planning

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**DISCUSSION:**

The Committee were updated on the progress of the implementation of the recommendations from the Affordable Housing Working Group that were adopted by Council.

The strategies/actions that were presented to Council on behalf of the Affordable Housing Working Group were collated under the four headings of Partnership, Planning, Property and Providing Leadership. Each of the recommendations have been considered by Management and the committee were updated of the current status of each of the recommendations.

There was specific comment on the recommendation 4.6 to *Look for grants to employ a coordinator to oversee the implementation of the recommendations*. The Committee were advised that this will be included as part of considerations for the 2020/2021 budget process.

**OFFICER'S RECOMMENDATION:**

That the Human Services Advisory Committee receive and note this information.

Moved on the recommendation of Mr Webb and seconded by Mr Griffin

**COMMITTEE RECOMMENDATION:**

That the Human Services Advisory Committee receive and note this information.

**SECTION 5 - General Business**

The Committee were updated on various grant applications

**A. – Successful Grant Applications made under the Office of Environment & Heritage Floodplain Management Program 2019-2020**

Council has recently been advised that it has been successful in securing grant funding under the Office of Environment & Heritage Floodplain Management Program 2019-2020 for two projects:

1.        **Review of Hawkesbury Floodplain Risk Management Study and Plan 2012** – Grant Amount \$53,333.33 – Undertake a review of the Hawkesbury Floodplain Risk Management Study and Plan 2012 considering the release of the Regional Flood Study for the Hawkesbury Nepean Valley by Infrastructure NSW and updated requirements.
2.        **Combined MacDonald River, Colo River, Webbs Creek and Greens Creek Flood Study** – Grant Amount \$147,333.33 - Floodplain Risk Management Study and Plan for MacDonald River, Colo River, Webbs and Greens Creek.

**ORDINARY MEETING**  
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Council is now required to submit a Work Plan based on the grant application details for each of the projects by 1 April 2020.

The Work Plan needs to be prepared in consultation with the NSW Office of Environment and Heritage.

**B. – Successful Grant Application Made Under the Joint Local Government NSW and Department of Planning Industry & Environment Grants Scheme for a Disaster and Emergency Dashboard**

Local Government NSW has contacted Council to advise that Council's grant application for a Disaster and Emergency Dashboard for \$30,000 has been successful.

Once developed the Disaster and Emergency Dashboard will be part of Council's suite of information services and will provide:

- live updates on road conditions
- weather warnings,
- fire incidents,
- power outages, flood alerts,
- bush fire alerts and
- school closures

Use of the dashboard has the potential to avoid the need for people to visit multiple websites and social media pages to find out information during an emergency, as this information will be accessed directly from the dashboard.

**C – Preparedness for Flood Risk in the Hawkesbury-Nepean Valley**

The Committee were advised that the NSW SES has launched a public safety campaign in order to increase community awareness about flood risk in the valley.

There was a brief overview of other useful links prepared by Council and available on the Council website to assist the community in understanding flood risk and how to prepare for floods.

The Committee also looked at other useful disaster recovery sites available for resilient communities and they were advised that these links are all available through Council's website.

The Acting Manager Community Engagement will provide further advice to Committee Members on disaster recovery training opportunities.

The next meeting is currently scheduled for 20 February 2020 but this is still to be confirmed. Committee Members will be advised when meeting dates have been confirmed.

The meeting concluded at 11:20 am.

**oooO END OF REPORT Ooo**

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

**Meeting Date:** 10 December 2019

ordinary

section 5

notices of motion

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date:** 10 December 2019

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 10 December 2019**

**SECTION 5 – Notices of Motion**

**Item: 241**                      **NM - Domestic Violence Action Plan and Domestic and Family Abuse Policy - (79351, 138882)**

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**Submitted by:** Councillor Danielle Wheeler

**NOTICE OF MOTION:**

That Council:

1. Receive a report detailing progress of its Domestic Violence Action Plan, including identification of ongoing gaps in services and additional supports needed.
2. Receive a report outlining the likely costs of adopting a Domestic and Family Abuse Policy for Council staff that includes 10 days paid special leave, flexible working arrangement, safe disclosure pathways, confidentiality, and education and support.

**BACKGROUND:**

One in three women in Australia experience domestic and family abuse. One in four Australian children are exposed to domestic and family abuse, often with lifelong consequences. Domestic and family abuse is the leading contributor to homelessness of women and children in Australia. Hawkesbury City Council undertook a community consultation process in 2016 to prepare a Family and Domestic Violence Action Plan, which was adopted by this Council in 2017. Three years on, Council should receive a report on the current state of services and identify contributing gaps so we can work towards better service provisions and community supports.

The Action Plan does not consider the impact of domestic and family abuse on Council staff. Council should prepare an internal staff policy that aims to provide support for affected staff retain their job and income, provide choice, reduce isolation and assist them to continue to care for themselves and their children. Hawkesbury City Council can show leadership to other employers in the community by providing best practice support for Council staff through provision of ten days paid special leave, flexible working arrangements, confidentiality, safe disclosure pathways, and education and support. Randwick Council adopted such a policy in 2018, a copy of which is attached as Attachment 1.

**FINANCIAL CONSIDERATIONS:**

The matters raised in this report have direct financial implications. The income applicable is not provided for in the 2019/2020 Adopted Operational Plan and will need to be addressed as part of and report back to Council.

**ATTACHMENTS:**

**AT - 1**    Randwick City Council - Domestic and Family Abuse Policy.



ORDINARY MEETING  
SECTION 5 – Notices of Motion  
Meeting Date: 10 December 2019

**AT - 1    Randwick City Council - Domestic and Family Abuse Policy**

Family and Domestic Violence Policy

Attachment 1

**Randwick City Council**  
a sense of community

INTERNAL

**GF34/18**

# Family and Domestic Violence Policy

Last Reviewed:	May 2018
Contact Officer:	Manager Human Resources
TRIM Document Number:	D03245121

Attachment 1 - Family and Domestic Violence Policy

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**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 10 December 2019**

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Attachment 1

Family and Domestic Violence Policy

### 1. Background

Family and Domestic Violence is contrary to Randwick City Council's organisational culture, values and Code of Conduct and we want to provide support to our workers who are victims of Family and Domestic Violence.

### 2. Objective

The purpose of this policy is to:

- Support workers whose work life is affected by Family and Domestic Violence, whilst encouraging their continued participation in the workplace;
- Create a work environment which promotes respectful relationships.
- Raise awareness of Family and Domestic Violence and the impacts it has on affected workers, family members of workers, and our workplace.

### 3. Scope

This policy applies to any individual employed or engaged directly by Council.

This policy does not impose any contractual obligations on Council. To the extent this policy provides a framework for the conduct of Council in any particular situation, it is a guide only and Council may adopt an alternative course of action if it considers the circumstances warrant it.

### 4. Policy Details

#### Education and support

- Workers and family members impacted by Family and Domestic Violence are encouraged to seek specialist assistance from appropriate Family and Domestic Violence support organisations. In this regard, workers can access a list of relevant support services at the back of this policy.
- A worker will not suffer adverse consequences on the basis of their disclosure or experience as a victim of Family and Domestic Violence. Council will make reasonable efforts to provide a safe work environment for all workers.

#### Leave options

Leave circumstances for victims of Family and Domestic Violence may require flexibility and this policy allows for immediate leave from work to be provided subject to workers notifying their Supervisor/Coordinator or Manager of the leave request.

Leave options will allow the worker:

- Up to 10 days paid special leave per calendar year which may be granted for use of absence from the workplace to attend to matters arising from Family and Domestic Violence situations. This leave is not accumulative from year to year and will not be paid out on termination of employment.
- In addition, Managers may explore the following paid leave options to help the worker with their situation:
  - Annual Leave
  - Flexi time or Rostered Day Off
  - Carers leave
  - Sick Leave
  - Long Service Leave
  - Health & Wellbeing Days

The General Manager holds authority to grant additional days of special leave (paid or unpaid) in extenuating circumstances.

Upon return to work, the worker is required to provide documentation supporting the leave. This may include documentation issued by either the police, a court of law, a health professional (specialising in Family and Domestic Violence), a Family and Domestic Violence support service provider or a lawyer.

#### Work options

Workers are able to request a number of work options with their Manager and these requests will be considered against the operational needs of the organisation. The work options that may be considered include:

- Temporary flexible work hours so the worker can seek protection, go to court, look for new housing, attend counselling appointments, arrange childcare etc.
- Temporary job redesign or changes to duties.
- Temporary relocation to suitable employment within the Council.

Family and Domestic Violence Policy 2





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**SECTION 5 – Notices of Motion**  
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**Family and Domestic Violence Policy**

**Attachment 1**

- A change to their work telephone number or email address to avoid harassment.
- Leave without pay, if requests are for relatively short periods (once all paid leave entitlements have been exhausted).
- Any other appropriate measure including those available under existing provisions for family friendly and flexible work arrangements as stated in the current Local Government (State) Award.

**Change of payroll details**

- Council will act promptly to process the worker's requests for changes to their electronic payroll transfers/accounts.

**Performance issues**

- Council is aware affected worker's work performance may be impacted, such as trouble concentrating, as a result of the Family and Domestic Violence.
- Council will make reasonable efforts to consider all aspects of the worker's situation and use all reasonable options to attempt to resolve the performance issues.
- If reasonable attempts to resolve the performance issues are unsuccessful, within a reasonable amount of time, Council may commence performance management in accordance with Council's policies and procedures.

**Key contacts:**

Council understands the sensitive nature and importance of confidentiality in situations of Family and Domestic Violence and has therefore identified key contacts for workers who are victims of Family and Domestic Violence:

- **General Manager**
- **Manager Human Resources**
- **Manager Community Development**

Workers may also contact their Manager, Coordinator or Supervisor.

**Confidentiality**

Family and Domestic Violence details will be stored confidentially and securely.

Information relating to Family and Domestic Violence will only be disclosed where required by law or where it is

imperative to maintain the safety of a Council worker.

**5. Committing or threatening Family and Domestic Violence:**

Any worker who threatens or engages in Family and Domestic Violence, which;

- harms or has the potential to harm Randwick City Council's reputation; or
- affects their ability to perform their role at Council

will be subject to disciplinary action up to and including termination of employment.

Any worker who threatens or engages in Family and Domestic Violence during work hours or at a work related activity or function; or using Council's equipment or resources (eg. email, internet, phone, computer or vehicle) will be subject to disciplinary action up to and including termination.

Some job positions may give a worker access to certain types of information or resources. If he or she uses this access to knowingly enable a person who is using violence to harm a victim, that worker will be subject to disciplinary action.

Workers who breach the Code of Conduct or Harassment and Bullying Policy will be subject to disciplinary action.

**6. Workplace Disclosure Pathways**

**Workers who are having problems maintaining respectful relationships at home or with former partners:**

There may be occasions when workers may wish to disclose that they have engaged in Family and Domestic Violence for the purposes of seeking help to end such behaviour.

Council will consider any reasonable request for support from a worker who is using Family and Domestic Violence and is actively seeking professional help to prevent reoccurrences.

Support may be granted at the General Manager's discretion with a view to preventing the continuation of Family and

Family and Domestic Violence Policy 3

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**SECTION 5 – Notices of Motion**  
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**Attachment 1**

**Family and Domestic Violence Policy**

Domestic Violence and is conditional upon the worker providing satisfactory evidence of professional assistance.

The worker may use their leave entitlements in order to attend professional courses/support programs.

Support will not be available if the worker has been charged with a criminal offence.

### **7. Definitions**

**Family and Domestic Violence** includes a "domestic violence offence" as defined in the Crimes (Domestic and Personal Violence) Act 2007.

It is an offence committed by a person against another person with whom the person who commits the offence has or has had a "family, domestic or intimate" relationship (this includes both opposite and same sex relationships).

Family and Domestic Violence includes physical, sexual, psychological, emotional, verbal, cultural and social abuse. It can also take the form of economic abuse, harassment and/or stalking. These various forms of abuse often occur simultaneously. It involves violent, abusive or intimidating behaviour carried out by a person against a partner or family member (including but not limited to: parent/child or sibling, carer) to control and dominate that person and causes physical and/or psychological harm. It can also affect the family's social and financial wellbeing.

**Worker** includes, employees, casuals, contractors or any person engaged directly with Council.

### **8. Responsibilities**

The General Manager is responsible for:

- Providing a safe work environment.
- Approval of Special Leave.
- Determination of disciplinary action up to and including termination of employment if this policy is breached.

Directors, Managers and Coordinators are responsible for:

- Ensuring workers are aware of policies and procedures.
- Applying policies and procedures through their area.

- Adhering to policies and procedures.
- Offering the Employee Assistance Program service to the worker.
- Maintaining confidentiality.
- Escalating matters to Human Resources where appropriate.

Workers are responsible for:

- Adhering to policies and procedures.
- Adhering to the Code of Conduct and organisational values.
- Encouraging other workers who may be experiencing Family and Domestic Violence to access this policy and seek support from the organisation.
- Reporting any issue, incident or concerns they may have become aware of in relation to the safety of themselves or their colleagues related to Family and Domestic Violence. The report should be to their Manager, or any of the key contacts named in this policy, and workers should feel reassured that the report will be treated with sensitivity and remain confidential.
- Keeping details of any such report confidential from other workers, other than the person to whom they have submitted the report.

Human Resources are responsible for:

- Providing information, assistance and advice on policies and procedures.
- Maintaining confidentiality.

### **9. References**

- Family and Domestic Violence Checklist
- Local Government Award 2017
- Disciplinary Policy & Procedure
- Drug and Alcohol Policy
- Harassment and Bullying Policy and Procedure.
- Crimes (Domestic and Personal Violence) Act 2007
- Police: In an emergency **000**
- Domestic Violence Line **1800 656 463 or 1800 671 442 (24 hours)**
- National Sexual Assault, Domestic & Family Violence **1800 737 732**
- **No To Violence** – Men's referral service: **1300 766 491**

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**ORDINARY MEETING**  
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Family and Domestic Violence Policy

Attachment 1

- Domestic Violence Legal Advice Line **(02) 8745 6999**
- LGBTI Support ACON **(02) 9206 2000 or 1800 063 060**
- Relationships Australia Support Groups including LGBTIQ: **1300 364 277**
- NSW Rape Crisis Centre **1800 424 017 (24 hours)**
- Women's & Girls' Emergency Centre **(02) 9319 4088**
- National Family Violence Prevention Legal Services for Aboriginal and Torres Strait Islander **03 9244 3333**
- Aboriginal Medical Services (02) **9212 4777**
- Lifeline **13 11 14**
- Mensline: **1300 78 99 78**
- Worker Assistance Program (EAP) brochure
- **Key contacts:** General Manager, Manager Human Resources and Manager Community Development

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Family and Domestic Violence Policy 5

Attachment 1 - Family and Domestic Violence Policy

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**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 10 December 2019

**CONFIDENTIAL REPORTS**

**Item: 242**                      **SS - Lease to Soul Based Pty Ltd - Shop 1a McGraths Hill Shopping Centre - (148194, 95496, 112106)**

**Previous Item:**            28, Ordinary (14 February 2017)

**Directorate:**              Support Services

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**REASON FOR CONFIDENTIALITY**

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

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

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

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**ORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 10 December 2019

**Item: 243**                      **SS - Insurance Claim 2-8 The Driftway, Londonderry - (112106, 95496)**

**Directorate:**                Support Services

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**REASON FOR CONFIDENTIALITY**

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

*Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) of the Act as it relates to Insurance claim and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

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ordinary  
meeting

end of  
business  
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