



# Hawkesbury City Council

## ordinary meeting business paper

date of meeting: 09 July 2019

location: council chambers

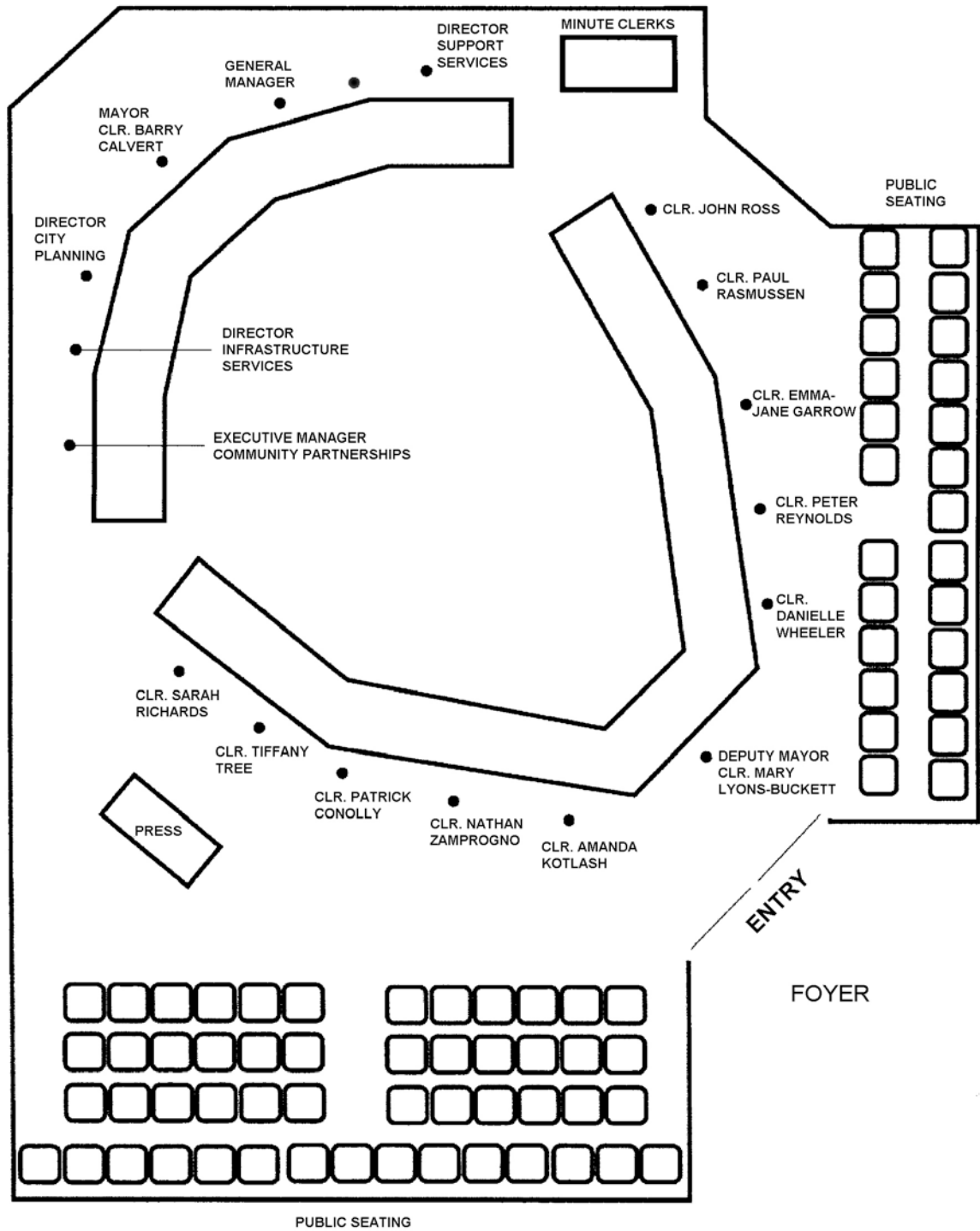
time: 6:30 p.m.



# mission statement

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

# Hawkesbury City Council





**ORDINARY MEETING****Table of Contents****Meeting Date:** 09 July 2019**TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE</b>
	<b>SECTION 1 - Confirmation of Minutes</b>	<b>6</b>
	<b>SECTION 2 – Mayoral Minutes</b>	<b>8</b>
	<b>SECTION 3 – Reports for Determination</b>	<b>11</b>
	<b>GENERAL MANAGER</b>	<b>11</b>
Item: 123	GM - Submission - IPART Draft Report on Review of Local Government Election Costs - (79351, 95496)	11
Item: 124	GM - Sister City Association - 2017/2018 Annual Report - (79351, 85814, 73610, 90568)	21
	<b>INFRASTRUCTURE SERVICES</b>	<b>40</b>
Item: 125	IS - Hawkesbury Boating Events - Governor Phillip Park Exclusive Use Approval - (95495, 79354, 92138, 73829, 74204)	40
Item: 126	IS - Macquarie Park Exclusive Use Event - Dinner by the River - (95495, 79354, 147051)	44
Item: 127	IS - Management of Crown Reserves - (95495, 79354)	48
	<b>SECTION 4 – Reports of Committees</b>	<b>91</b>
Item: 128	ROC - Heritage Advisory Committee - 13 June 2019 - (124414, 80242)	91
	<b>SECTION 5 – Notices of Motion</b>	<b>105</b>
Item: 129	NM1 - Economic Development Plan - (125612, 79351)	105
	<b>COUNCILLOR QUESTIONS WITH NOTICE</b>	<b>107</b>
Item: 130	Councillor Questions with Notice	107

**ORDINARY MEETING**

**Table of Contents**

**Meeting Date:** 09 July 2019

**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 09 July 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:** 09 July 2019

ordinary

section 1

confirmation of minutes

**ORDINARY MEETING**  
**SECTION 1 - Confirmation of Minutes**  
**Meeting Date:** 09 July 2019

**SECTION 1 - Confirmation of Minutes**



# Hawkesbury City Council

## ordinary meeting minutes

date of meeting: 25 June 2019

location: council chambers

time: 6:30 p.m.



**ORDINARY MEETING****Table of Contents****Minutes: 25 June 2019****TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE</b>
	<b>ATTENDANCE</b>	<b>1</b>
	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>1</b>
	<b>DECLARATIONS OF INTEREST</b>	<b>1</b>
	<b>SECTION 1 - Confirmation of Minutes</b>	<b>2</b>
	<b>SECTION 3 – Reports for Determination</b>	<b>3</b>
	<b>PLANNING DECISIONS</b>	<b>3</b>
Item: 103	CP - Draft Submission to IPART Draft Assessment of Vineyard Precinct Contribution Plan - (95498)	3
	<b>GENERAL MANAGER</b>	<b>4</b>
Item: 104	GM - Nominations for Local Government Representatives for the Greater Blue Mountains World Heritage Area Advisory Committee (79351, 79633)	4
	<b>CITY PLANNING</b>	<b>4</b>
Item: 105	CP - Blue Mountains City Council Request for Support to Oppose the Raising of the Warragamba Dam Wall - (95498, 124414, 128732, 73986, 86589)	4
Item: 106	CP - Hawkesbury Companion Animal Shelter - (95498, 39906, 141941)	6
Item: 107	CP - Draft Notice of Approval - Protection of the Environment Operations (Clean Air) Regulation 2010 - (95498, 96330)	6
	<b>SUPPORT SERVICES</b>	<b>7</b>
Item: 108	SS - Pecuniary Interest Return - Designated Person - (95496, 96333)	7
Item: 109	SS - Monthly Investments Report - May 2019 - (95496, 96332)	8
Item: 110	SS - 2018/2019 Community Sponsorship Program - Round 3 - (95496, 96328)	8
	<b>SECTION 4 – Reports of Committees</b>	<b>10</b>
Item: 111	ROC - Heritage Advisory Committee - 7 March 2019 - (124414, 80242)	10
Item: 112	ROC - Hawkesbury Access and Inclusion Advisory Committee - 8 March 2018 - (124569, 96328)	10
Item: 113	ROC - Infrastructure Committee - 17 April 2019 (143704)	11

## ORDINARY MEETING

### Table of Contents

Minutes: 25 June 2019

Item: 114	ROC - Floodplain Risk Management Advisory Committee - 18 April 2019 - (86589, 124414)	12
Item: 115	ROC - Environmental Sustainability Advisory Committee - 13 May 2019 - (126363, 124414)	13
Item: 116	ROC - Heritage Advisory Committee - 23 May 2019 - (124414, 80242)	14
Item: 117	ROC - Local Traffic Committee - 17 June 2019 - (95495, 80245)	15
<b>SECTION 5 – Notices of Motion</b>		<b>16</b>
Item: 118	NM1 - Richmond Road Improvements - (125610, 79351)	16
Item: 119	NM2 - Truck Movements on Yarramundi Lane, Crowleys Lane and Inalls Lane - (125612, 79351)	17
<b>QUESTIONS FOR NEXT MEETING</b>		<b>18</b>
Item: 120	Councillor Questions from Previous Meetings and Responses - 28 May 2019 (79351)	18
<b>CONFIDENTIAL REPORTS</b>		<b>19</b>
Item: 121	SS - Peppercorn Place: Lease of Vacant Training Room - (95496, 96328, 78340)	19
Item: 122	SS - Outstanding Receivable - Bad Debt Write Off - 2018/2019 - (95496, 96332)	20

## **ORDINARY MEETING**

**Minutes:** 25 June 2019

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 25 June 2019, commencing at 6.32pm.

### **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, Emma-Jane Garrow, 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 Strategic Planning – Andrew Kearns, Manager Corporate Communication - Suzanne Stuart, Manager Corporate Services and Governance - Michael Wearne and Administrative Support Coordinator - Tracey Easterbrook.

### **APOLOGIES AND LEAVE OF ABSENCE**

No apologies or leave of absence were received from Councillors.

### **DECLARATIONS OF INTEREST**

Councillor Rasmussen declared an interest on Item 110.

Councillor Reynolds declared an interest on Item 116.

### **Acknowledgement of Official Visitors to the Council**

There were no official visitors to Council.

## **ORDINARY MEETING**

**Minutes:** 25 June 2019

### **SECTION 1 - Confirmation of Minutes**

**128 RESOLUTION:**

RESOLVED on the motion of Councillor Lyons-Buckett and seconded by Councillor Rasmussen that the Minutes of the Ordinary Meeting held on Tuesday 28 May 2019, be confirmed.

**129 RESOLUTION:**

RESOLVED on the motion of Councillor Rasmussen and seconded by Councillor Reynolds that the Minutes of the Extraordinary Meeting held on Wednesday 12 June 2019, be confirmed.

## ORDINARY MEETING

Minutes: 25 June 2019

### SECTION 3 – Reports for Determination

#### PLANNING DECISIONS

**Item: 103**                      **CP - Draft Submission to IPART Draft Assessment of Vineyard Precinct Contribution Plan - (95498)**

**Previous Item:**            088, Ordinary (8 May 2018)  
                                 199, Ordinary (14 August 2018)

**Directorate:**              City Planning

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Mr William Sneddon addressed Council speaking for the recommendation.

#### **MOTION:**

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

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

#### **130 RESOLUTION:**

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

That Council make a submission in response to IPART's Assessment of the Vineyard Precinct Contributions Plan based on the draft submission in Attachment 3 of the report, the key elements of which relate to:

- Land Values
- Stormwater Works
- Transport Costs
- Open Space Embellishment Costs
- Loan Interest Costs

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

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

**Against the Motion:**      Councillor Ross.

## ORDINARY MEETING

Minutes: 25 June 2019

### GENERAL MANAGER

**Item: 104**                    **GM - Nominations for Local Government Representatives for the Greater Blue Mountains World Heritage Area Advisory Committee (79351, 79633)**

**Directorate:**                General Manager

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#### **MOTION:**

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

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

#### **131 RESOLUTION:**

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

That Council endorse the nomination of Councillor Kotlash to Local Government NSW as a representative of the Greater Blue Mountains World Heritage Area Advisory Committee.

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

**Against the Motion:**        Nil.

### CITY PLANNING

**Item: 105**                    **CP - Blue Mountains City Council Request for Support to Oppose the Raising of the Warragamba Dam Wall - (95498, 124414, 128732, 73986, 86589)**

**Previous Item:**                88, General Purpose Committee (28 November 1995)  
109, General Purpose Committee (30 January 1996)  
41, Ordinary (3 September 1996)  
Mayoral Minute (8 October 1996)  
ROC, FRMAC Ordinary (25 March 2014)  
87, Ordinary (13 May 2014)  
ROC, FRMAC Ordinary (19 October 2017)  
NM1, Ordinary (10 April 2018)

**Directorate:**                City Planning

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#### **MOTION:**

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

That Council write to the Blue Mountains City Council, advising that Hawkesbury City Council is not in a position to support or oppose the matter of raising the Warragamba Dam Wall until such time as Council has considered the findings from a completed Environmental Impact Statement, and the soon to be released Hawkesbury Nepean Regional Flood Study.

## ORDINARY MEETING

Minutes: 25 June 2019

### AMENDMENT:

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

That Council:

1. Write to Blue Mountains City Council and advise that:
  - a) Council is opposed to changes to the National Parks and Wildlife Act 1974 allowing parts of the World Heritage Listed Blue Mountain National Park to be flooded by the raising of the Warragamba Dam wall in the absence of an Environment Impact Statement;
  - b) Council holds grave fears for the safety and welfare of residents of the Hawkesbury-Nepean floodplain and is concerned that increased development on the South Creek Floodplain and along evacuation routes is exacerbating this risk;
  - c) Council has chosen to wait for the release of the Environment Impact Statement before committing to a position on raising the dam wall.
2. Sends copies of this correspondence to the Member for Macquarie, Susan Templeman, the Member for Hawkesbury, Robyn Preston, and the Western Sydney Regional Organisation of Councils to advise them of Council's concerns.

**For the Amendment:** Councillors Lyons-Buckett, Garrow, Reynolds, Ross and Wheeler.

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

The amendment was lost.

The motion was put and carried.

### MOTION:

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

#### *Refer to RESOLUTION*

### 132 RESOLUTION:

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

That Council write to the Blue Mountains City Council, advising that Hawkesbury City Council is not in a position to support or oppose the matter of raising the Warragamba Dam Wall until such time as Council has considered the findings from a completed Environmental Impact Statement, and the soon to be released Hawkesbury Nepean Regional Flood Study.

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

**Against the Motion:** Councillors Reynolds, Ross and Wheeler.

## ORDINARY MEETING

Minutes: 25 June 2019

**Item: 106**                      **CP - Hawkesbury Companion Animal Shelter - (95498, 39906, 141941)**

**Previous Item:**              NM7, Ordinary (9 May 2017)

**Directorate:**                City Planning

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Ms Anne Robbie addressed Council speaking for the recommendation.

### **MOTION:**

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

***Refer to RESOLUTION***

### **133 RESOLUTION:**

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

That:

1. The information be received.
2. Council formally conclude the Hawkesbury Companion Animal Shelter Working Group and thank the members for their work in the review of the shelter.

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

**Against the Motion:**        Nil.

**Item: 107**                      **CP - Draft Notice of Approval - Protection of the Environment Operations (Clean Air) Regulation 2010 - (95498, 96330)**

**Previous Item:**              159, Ordinary (29 September 2015)  
NM1, Ordinary (9 October 2018)

**Directorate:**                City Planning

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### **MOTION:**

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

***Refer to RESOLUTION***

### **134 RESOLUTION:**

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

## ORDINARY MEETING

Minutes: 25 June 2019

That:

1. Council receive and note the report.
2. In accordance with Clause 13(3)(d) of the Protection of Environment Operations (Clean Air) Regulation 2010, Council place on public exhibition its draft Notice of Approval, attached as Attachment 1 to this report.
3. Following the public exhibition of the draft Notice of Approval, a further report be prepared for Council's consideration of any public submissions. In the event that no public submissions are received, the draft Notice of Approval will take effect at the expiration of the exhibition period.

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

**Against the Motion:** Nil.

### SUPPORT SERVICES

**Item: 108**                      **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

**Division:** Support Services

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#### **MOTION:**

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

***Refer to RESOLUTION***

#### **135 RESOLUTION:**

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

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

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

**Against the Motion:** Nil.

## ORDINARY MEETING

Minutes: 25 June 2019

**Item: 109**                    **SS - Monthly Investments Report - May 2019 - (95496, 96332)**

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

**Division:**                 Support Services

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**MOTION:**

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

*Refer to RESOLUTION*

**136 RESOLUTION:**

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

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

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

**Against the Motion:**      Nil.

**Item: 110**                    **SS - 2018/2019 Community Sponsorship Program - Round 3 - (95496, 96328)**

**Previous Item:**            211, Ordinary (28 August 2018)  
212, Ordinary (28 August 2018)  
007, Ordinary (12 February 2019)  
068, Ordinary (30 April 2019)

**Division:**                 Support Services

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Councillor Rasmussen declared a pecuniary interest in this matter as he is the Chairman of the Friends of The Hawkesbury Arts Committee and Regional Gallery. He left the Chamber and did not take part in voting or discussion on the matter.

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**MOTION:**

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

*Refer to RESOLUTION*

**137 RESOLUTION:**

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

## ORDINARY MEETING

Minutes: 25 June 2019

That Council:

1. Approve payments of Section 356 Financial Assistance to the organisations and individuals listed and at the level recommended in the tables in this report.
2. Approve execution of Council's standard Sponsorship Agreement for Applications 8, 9, 10 and 11, as identified in the tables in this report.

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

**Against the Motion:** Councillor Ross.

**Absent:** Councillor Rasmussen.

## ORDINARY MEETING

Minutes: 25 June 2019

### SECTION 4 – Reports of Committees

**Item: 111**                      **ROC - Heritage Advisory Committee - 7 March 2019 - (124414, 80242)**

**Directorate:**                City Planning

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**MOTION:**

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

***Refer to RESOLUTION***

**138 RESOLUTION:**

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

That:

1. The Minutes of the Heritage Advisory Committee, held on 7 March 2019 be received and noted.
2. In relation to Business Arising from the Minutes of the Heritage Advisory Committee held on 1 November 2018, Council endorse the amended minutes relating to Item C) in General Business of the Heritage Advisory Committee, namely:

*"That in relation to matter C) in General Business that a requirement that any incoming development applications for a building at least 50 years old require a Heritage Statement be investigated and reported to the Heritage Advisory Committee prior to Council considering the matter further."*

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

**Against the Motion:**        Nil.

**Item: 112**                      **ROC - Hawkesbury Access and Inclusion Advisory Committee - 8 March 2018 - (124569, 96328)**

**Directorate:**                Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**139 RESOLUTION:**

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

## ORDINARY MEETING

Minutes: 25 June 2019

That:

1. The Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on 2 May 2019 be received and noted.
2. In relation to Item 1 of the Minutes, Council ratify the recommendation of the Hawkesbury Access and Inclusion Advisory Committee, namely that:
  - a) *The Terms of Reference for the Dementia Friendly Working Group to develop a Draft Dementia Friendly Hawkesbury Plan, be endorsed.*

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

**Against the Motion:** Nil.

**Item: 113**                      **ROC - Infrastructure Committee - 17 April 2019 (143704)**

**Directorate:**                General Manager

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### MOTION:

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

*Refer to RESOLUTION*

### 140 RESOLUTION:

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

That the minutes of the Infrastructure Committee held on 17 April 2019 be received and noted.

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

**Against the Motion:** Nil.

## ORDINARY MEETING

Minutes: 25 June 2019

**Item: 114**                      **ROC - Floodplain Risk Management Advisory Committee - 18 April 2019 - (86589, 124414)**

**Directorate:**                City Planning

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### **MOTION:**

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

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

### **141 RESOLUTION:**

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

That:

1. The Minutes of the Floodplain Risk Management Advisory Committee Meeting held on 18 April 2019 be received and noted.
2. In relation to Item 1 of the report of the Floodplain Risk Management Advisory Committee Minutes, that Council receive a separate report detailing consideration of:
  - a) The adoption of the flood data from Infrastructure NSW's Hawkesbury-Nepean Valley Regional Flood Study Draft Report for the purpose of informing floodplain risk management.
  - b) The review and update of the Hawkesbury Floodplain Risk Management Study and Plan 2012 to incorporate the flood data from the Hawkesbury-Nepean Valley Regional Flood Study Draft Report for the purpose of floodplain risk management and developing flood related controls to meet current best practice.

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

**Against the Motion:**        Nil.

## ORDINARY MEETING

Minutes: 25 June 2019

**Item: 115**                      **ROC - Environmental Sustainability Advisory Committee - 13 May 2019 - (126363, 124414)**

**Directorate:**                City Planning

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### **MOTION:**

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

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

### **142 RESOLUTION:**

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

That:

1. The Minutes of the Environmental Sustainability Advisory Committee Meeting held on 13 May 2019 be received and noted.
2. In relation to Item a). in General Business of the Minutes, Council endorse the recommendation of the Environmental Sustainability Advisory Committee, namely that Council:
  - "a) *Expand current community education programs regarding solar and energy efficiency, and continue to explore further opportunities in partnerships including with WSU, Renew and other entities.*
  - b) *Prepare a Communications strategy for solar and energy efficiency including a mix of things in order to highlight success to start discussion.*
  - c) *Continues to explore schemes to promote and facilitate residential solar panel installations.*
  - d) *Consider a facilitation role to promote incentives for small business owners and other commercial businesses to undertake solar investments, through Council Officers attending the Chamber of Commerce Breakfast or the Windsor Business Group."*

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

**Against the Motion:**        Nil.

**Absent:**                        Councillor Reynolds.

## ORDINARY MEETING

Minutes: 25 June 2019

**Item: 116**                      **ROC - Heritage Advisory Committee - 23 May 2019 - (124414, 80242)**

**Directorate:**                City Planning

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Councillor Reynolds declared a less than significant non-pecuniary conflict of interest in this matter as he lives in one of the areas discussed at the committee. He left the Chamber and did not take part in voting or discussion on the matter.

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### **MOTION:**

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

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

### **143 RESOLUTION:**

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.  
That:

1. The Minutes of the Heritage Advisory Committee, held on 23 May 2019 be received and noted.
2. In relation to Item 3 of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely that:  
  
*"Council make representations to the Local State Member to discuss issues arising from the implementation of the Heritage Near Me Program."*
3. Council seek a meeting between Robyn Preston MP, Member for Hawkesbury, the Chair and Deputy Chair of the Heritage Advisory Committee and Council's Heritage Advisor to discuss issues arising from the Heritage Near Me Privately Owned Heritage Remediation Project.
4. In relation to the matter in General Business Item – Windsor Bridge Replacement Project – Thompson Square Artefacts, Council endorse the recommendation of the Heritage Advisory Committee, namely that:
  - a) *Council submit the Thompson Square Conservation Management Plan to the Heritage Council for endorsement.*
  - b) *The matter be treated as a matter of urgency.*

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

**Against the Motion:**        Nil.

**Absent:**                        Councillor Reynolds.

**ORDINARY MEETING**

**Minutes:** 25 June 2019

**Item: 117**                      **ROC - Local Traffic Committee - 17 June 2019 - (95495, 80245)**

**Directorate:**                Infrastructure Services

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**MOTION:**

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

***Refer to RESOLUTION***

**144 RESOLUTION:**

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

That the minutes of the Local Traffic Committee held on 17 June 2019 be received and the recommendations therein be adopted and noted.

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

**Against the Motion:**        Nil.

## ORDINARY MEETING

Minutes: 25 June 2019

### SECTION 5 – Notices of Motion

**Item: 118**                      **NM1 - Richmond Road Improvements - (125610, 79351)**

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#### **MOTION:**

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

*Refer to RESOLUTION*

#### **145 RESOLUTION:**

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

That:

1. Council write to the Minister for Roads and Transport to:
  - a) Acknowledge the significant improvements to Richmond Road, Marsden Park, in the Blacktown Local Government Area.
  - b) Advise that despite the improvements, Hawkesbury residents are still experiencing lengthy delays when travelling on Richmond Road.
  - c) Seek a commitment from the Government to widen Richmond Road to the intersection George Street.
  - d) Ask the RMS to undertake a review of George Street to Rifle Range Road, Bligh Park to:-
    - i. ensure optimum operation of the Richmond Road roundabouts
    - ii. achieve appropriate pedestrian access.
2. Council write to Robyn Preston MP, Member for Hawkesbury and to WSROC to advise of this resolution, and seek their support for our advocacy.

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

**Against the Motion:**              Nil.

**ORDINARY MEETING**

**Minutes: 25 June 2019**

**Item: 119**                      **NM2 - Truck Movements on Yarramundi Lane, Crowleys Lane and Inalls Lane - (125612, 79351)**

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**MOTION:**

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

***Refer to RESOLUTION***

**146 RESOLUTION:**

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

That Council;

1. In relation to the Council resolution of December 2018 regarding Councillor Rasmussen's Notice of Motion (Item 299), the following points be included:
  - a) Investigate imposing a 'no trucks' limit on Yarramundi Lane/Crowley/Inalls Lanes.
  - b) Request (again) additional funding from the State Government to assist with the upkeep of this section of our road network.
2. Staff provide an update on the progress of the December 2018 resolution.

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

**Against the Motion:**              Councillor Ross.

**ORDINARY MEETING**

**Minutes:** 25 June 2019

**QUESTIONS FOR NEXT MEETING**

**Item: 120**

**Councillor Questions from Previous Meetings and Responses - 28 May 2019  
(79351)**

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Responses and Questions in relation to previous Questions for the next Meeting - 28 May 2019 were provided and discussed.

## ORDINARY MEETING

Minutes: 25 June 2019

### CONFIDENTIAL REPORTS

#### 147 RESOLUTION:

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

That:

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

**Item: 121 SS – Peppercorn Place: Lease of Vacant Training Room – (95496, 96328, 78340)**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it relates to details concerning the leasing of 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.*

**Item: 122 SS – Outstanding Receivable – Bad Debt Write Off – 2018/2019 – (95496, 96332)**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(a) of the Local Government Act, 1993 as it relates to personnel matters concerning particular individuals (other than councillors).*

2. 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 these matters be withheld from the Press and public.

The Mayor asked for representation from members of the public as to why Council should not go into closed Council to deal with these confidential matters.

There was no response, therefore, the Press and the public left the Council Chambers.

#### 148 RESOLUTION:

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

**Item: 121 SS - Peppercorn Place: Lease of Vacant Training Room - (95496, 96328, 78340)**

**Previous Item:** 76, Ordinary (30 April 2019)  
181, Ordinary (26 September 2017)

**Directorate:** Support Services

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#### MOTION:

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

***Refer to RESOLUTION***

## ORDINARY MEETING

Minutes: 25 June 2019

### 149 RESOLUTION:

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

That:

1. Council agree to amend the existing Licence Agreement entered into with Bridges Disability Services on 26 September 2017, for the occupancy of rooms within Peppercorn Place, 320 George Street, Windsor to accommodate the changed occupancy footprint, as outlined in this report.
2. Authority be given for the amended Licence Agreement, and any other documentation in association with the matter to be executed under the Seal of Council.
3. Details of Council's resolution to be conveyed to the proposed tenant, together with the advice that Council is not, and will not, be bound by the terms of the resolution until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

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

**Against the Motion:** Nil.

**Item: 122**                      **SS - Outstanding Receivable - Bad Debt Write Off - 2018/2019 - (95496, 96332)**

**Previous Item:**            151, Ordinary 26 June 2018

**Directorate:**               Support Services

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### MOTION:

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

***Refer to RESOLUTION***

### 150 RESOLUTION:

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

That the debt owed by Debtor Account 7304917 in respect of Subpoena Application, Processing and Copy Costs totalling \$2,458 be written off as a Bad Debt.

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

**Against the Motion:** Nil.

**ORDINARY MEETING**

**Minutes:** 25 June 2019

The meeting terminated at 10:19pm.

Submitted to and confirmed at the Ordinary meeting held on 9 July 2019.

.....  
Mayor

ordinary

section 2

mayoral minutes

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 09 July 2019

**SECTION 2 – Mayoral Minutes**

No Mayoral Minutes.

ordinary

section 3

reports  
for determination

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 09 July 2019

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 123**                      **GM - Submission - IPART Draft Report on Review of Local Government Election Costs - (79351, 95496)**

**Division:**                      General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to inform Council of the NSW Independent Pricing and Regulatory Tribunal's (IPART) report in relation to local government election costs. Council staff have prepared a submission in response to the report, which is presented with this report for Council's endorsement.

**EXECUTIVE SUMMARY:**

On 25 June 2019, IPART released a consultation draft of its report on its review of local government elections costs. The report is based on:

- Research conducted by IPART
- A report commissioned by IPART from Ernst & Young consulting services
- Submissions from stakeholders.

The report compares the NSW Electoral Commission's proposed cost allocations for the 2020 Local Government Elections with an alternative model proposed by IPART.

The report proposes a stage approach to the introduction of its recommendations. Stage 1 proposes a significant increase in costs for councils in relation to the 2020 elections. Stage 2 recommends changes in NSW Electoral Commission's service delivery model, which if implemented are intended to provide councils with cost-saving opportunities prior to the subsequent 2024 elections.

Council staff are proposing that the current pricing regime be retained for the 2020 elections and the Stages outlined in the IPART proposal be reversed.

**RECOMMENDATION SUMMARY:**

Council staff are proposing that Council endorse a submission that:

- Retains the current pricing regime for the 2020 elections
  - Recommends that the Stages outlined in the IPART proposal be reversed and the NSW Electoral Commission's service delivery model changes be introduced before any additional costs are passed onto Local Government.
- 

**REPORT:**

**Context and Background**

On 25 June 2019, IPART released its report outlining the results of its review of local government election costs. The review was conducted from February to June 2019. According to the terms of reference of the report, *"the purpose of the IPART's review is to ensure a robust methodology for determining costs is*

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

*applied, in order to minimise the financial burden on councils and ratepayers and ensure local government elections are conducted efficiently and cost effectively.”*

A copy of the Draft IPART Review of Local Government Election Costs can be accessed by clicking on the following link: -

[Review of costs of conducting local government elections](#) ↗

It appears that the report recommendations, if accepted by the Minister for Local Government, will need to be introduced in two stages:

- Stage 1 - an adjustment to the allocation of costs for the 2020 elections, which would result in significantly higher costs being incurred by client councils
- Stage 2 - the introduction of major changes to NSW Electoral Commission's service delivery model prior to the 2024 elections, which are intended to reduce costs to councils during future election periods.

Due to the timing of the report, it would not be possible for NSW Electoral Commission to introduce any changes to its services in time for the 2020 elections.

IPART has invited submissions from local councils and other stakeholders, which are required to be submitted by 19 July 2019 – less than four weeks from the release of the report. IPART will consider the submissions and present its final report and recommendations to the Minister for Local Government before 30 August 2019 – 12 months in advance of the 2020 elections.

As the proposed recommendations will have a significant impact on Council, financially and possibly operationally, a draft submission has been prepared for Council's consideration.

Council's submission will propose that the stages of implementation for IPART's recommendations be reversed and that the introduction of the major changes to NSW Electoral Commission's service delivery model be bought forward to reduce costs to councils.

Council's will then have four years to amend their Long Term Financial Plans to prepare for any increases under the proposed cost allocation model that would result in significantly higher costs being incurred by client councils, or seek tenders from other services providers to administer their elections.

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

Prior to 1987, local government elections were administered by councils, with the chief responsible officer being the Town or Shire Clerk.

In 1987, the NSW Electoral Commission became the sole provider of local government election services, as a result of the Local Government (Elections) Amendment Act 1987. According to the Hansard of the Legislative Council of 9 April 1987 and 28 April 1987, the purpose of the amendment was stated to be to:

- Standardise election procedures between all councils, as some differences in interpretation and implementation of the existing legislation had arisen amongst the councils
- Bring the local government election procedures in line with the state and federal elections.

Despite the amendment, the Town Shire Clerk still performed the role of Returning Officer as nominated by the Electoral Commissioner in 1987, and much of the work associated with the election was still conducted by council staff, under the supervision of the Electoral Commissioner. In 1987, councils also continued to bear the costs of local government elections. The only additional cost to councils was in the provision of the residential rolls, which were supplied by the Electoral Commissioner. These costs were intended to be offset by penalties that could be recovered from non-voters, although councils were also required to be responsible for the issue and recovery of the penalties, including legal proceedings. Responsibility for other

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

duties previously performed by councils, such as the maintenance of the electoral roll, was transferred to the Electoral Commissioner in time for the 1991 elections.

In 2005, the Council on the Cost and Quality of Government conducted a pricing review of local government elections, and recommended a change to full cost recovery from councils. This change was introduced in 2008, and due to the number of complaints that this elicited from councils, a further amendment to the Local Government Act was introduced in 2011, which allowed the transfer of responsibility for conducting the election back to the council, by way of a council resolution. However, unlike the previous arrangement, the General Manager or any other employee of Council was not permitted to be appointed as the Returning Officer, meaning that a suitably qualified independent person needed to be sourced and paid for.

Following the introduction of the Local Government Amendment (Election) Act 2011, Council conducted a review of the financial and other resources that would be required for it to conduct its own election in 2012. At its meeting on 11 October 2011, Council resolved that it would continue to engage the NSW Electoral Commission to administer its elections, for the following reasons:

- If Council chose to conduct its own elections, the NSW Electoral Commission would not provide any assistance other than a copy of the electoral roll. Therefore, Council would be required to develop its own manuals, procedures and practice notes for use in the election; source its own polling staff, facilities and supplies; develop its own security procedures and processes in association with the conduct of the election; source and operate its own count facilities; obtain its own legal advice in relation to election provisions and requirements, and so on.
- It was not considered that the required level of expertise was available within the organisation to undertake the election, thereby increasing the risk management element inherent in the process;
- Due to the extensive amount of preparation that would be required, including the engagement of a Returning Officer, Substitute Returning Officer, and other staff; as well as the cost of time of the General Manager and other Council staff who would need to be redirected from their usual duties; and the procurement of facilities and equipment, it was not estimated that there would be any costs savings in Council administering its own election as opposed to contracting out to the NSW Electoral Commission.

Council resolved to engage the services of the NSW Electoral Commission to conduct its elections in 2012 and 2016, as the estimated fees to be imposed by the NSW Electoral Commission were considered to be acceptable.

The September 2016 Local Government election cost Hawkesbury City Council \$358,000. As Council conducted a referendum in 2016, the breakup of costs associated with the election was \$334,000 for the election of Councillors and \$24,000 for the referendum.

Every year, Council allocates funds into an election reserve and Council's Long Term Financial Plan currently provides for a total of \$441,000 for the NSW Electoral Commission to conduct the 2020 Hawkesbury City Local Government election.

#### **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.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

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**

During the review process, the NSW Electoral Commission provided IPART with information about changes that were proposed to its allocation of costs across councils that engage its services to the 2020 election. The costs of the NSW Electoral Commission's services are predicted to rise significantly for the 2020 elections, which the NSW Electoral Commission has attributed to the following factors:

- Increase in election staff numbers and pay rates;
- Increase in charges set by the NSW Department of Education and Training to hire schools for use as polling places;
- The introduction of more counting hubs in regional areas;
- A proposal to increase staff and IT resources to the NSW Electoral Commission's Call Centre.

The NSW Electoral Commission has also acknowledged that regional and rural council areas are unlikely to be able to afford to pay full cost recovery on election services. It also acknowledged that as the provision of election services results in social benefit, it is appropriate that the services should be at least partly funded by the NSW Government.

Current Model

Currently there are three different methods by which councils may choose to conduct their elections:

1. Engage the NSW Electoral Commission to conduct the election – this is exempt from the requirement undertake the tender process, under Section 55(3)(p) of the Local Government Act;
2. Engage a private contractor to conduct the election – due to the cost of the service, a tender process would be required;
3. Conduct the election itself, making use of Council staff and resources, supplemented by external resources as necessary (for example, the selection of a Returning Officer).

As reported previously, Council's usual practice is to engage NSW Electoral Commission to conduct the elections, on the basis that it is no less expensive than the alternative options, and that Council does not have the in-house expertise or resources to conduct the election on its own.

Under the current model, the cost of nearly all election services is distributed across councils that use NSW Electoral Commission to provide election services. The exceptions to this are:

- Election staff and venues, the costs of which are covered by councils on an individual basis
- The costs of executive level staff and maintenance of the electoral roll, which are covered by the NSW Government.

In order to mitigate the effects of its projected operating increases on councils, NSW Electoral Commission's proposed cost allocation model reassigns the cost of a number of services from councils to the NSW government. Under the NSW Electoral Commission's model, councils would continue to pay for election staff and venues on an individual basis, but other costs such as project management, IT systems management, financial services, and event operations management would be covered by the NSW Government.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

IPART Review

IPART and the consulting firm Ernst & Young – engaged by IPART to provide advice during the review, have questioned:

- The necessity of the proposed expansions to staff numbers
- The pay rates proposed
- Whether increases in those areas are the most effective way to improve service delivery outcomes.

IPART has therefore recommended that NSW Electoral Commission significantly reduce its projected operating expenditure for 2020, particularly in the areas of election staffing, call centres, and logistics.

Under IPART's proposed cost allocation model, the client councils will be expected to pay for the time of executive level staff, which is currently covered by the NSW Government. Councils will also remain responsible for all costs, with the exceptions of state-wide advertising materials, maintenance of the electoral roll, and political funding disclosures.

A table summarising the different cost allocation proposals is available on page 42 of the IPART report, attached as Attachment 1 to this report.

If the IPART model is adopted, it is inevitable that the cost of NSW Electoral Commission election services will increase substantially for the 2020 elections. As compensation for this, IPART has made a number of recommendations for changes to NSW Electoral Commission's service delivery model, intended to reduce costs to councils in future election cycles. The suggested cost savings will be achieved by improving NSW Electoral Commissions performance, strengthening competition from other service providers, and giving councils more options for self-administration. The latter point is questionable, as it relates to Council operations rather than the performance of the NSW Electoral Commission.

IPART's review has identified some deficiencies in the quality of NSW Electoral Commissions services. In particular, the report draws attention to the fact that the NSW Electoral Commissions service package is inflexible, and the agency takes a 'one-size-fits-all' approach to the services that are offered. Under the current model, when a council chooses to engage the NSW Electoral Commission to conduct its election, the council is required to turn over the handling of all aspects of the election to the NSW Electoral Commission. However, some services and resources could still be provided by the client council, for example, printing and other administration-type services, or the provision of some staff. If the NSW Electoral Commission allowed the negotiation of the various components of its services, councils could reduce costs by only contracting out the services they cannot provide in-house.

Therefore, IPART has recommended that NSW Electoral Commission 'unbundle' its services and provide component pricing for each individual service, thereby allowing councils to choose only the services they need. IPART has also recommended that NSW Electoral Commission should provide councils with a binding quote, rather than an 'estimate' which is currently provided, so that councils can reliably compare the cost of NSW Electoral Commission's services with alternative options.

Currently there is only one private service provider participating in the local government election market. Penrith City Council has previously engaged the private service provider, the Australian Election Company, and reported its positive experience with this company to the IPART during the earlier consultation phase of the review. Therefore, it may be possible in the future to investigate a shared service with Penrith City Council.

The report also recommends the introduction of an independent regulatory body tasked with oversight of the pricing, performance, and integrity of local government election services in the public and private sectors. The NSW Electoral Commission has indicated that it supports this recommendation.

Finally, it should be noted that the estimated figures presented in the "Council bill impacts" table on page 76 of the IPART report are not entirely accurate, as the figure used to represent Council's 2016/2017 bill includes the additional charges that were applied to conduct a referendum on the division of the area into

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

wards. The table indicates that Council is estimated to experience a cost increase of 60% under IPART's recommended fee proposal. However, when the 2016/2017 figure is adjusted to discount the additional charge that was incurred because of the referendum, the true cost increase of IPART's proposal is recalculated to be close to 67%.

### **Financial Implications**

The matters raised in this report have direct financial implications. The projected additional expenditure applicable was not anticipated and will need to be addressed in view of Council's Long Term Financial Plan.

As stated above, it should also be noted that the estimated figures presented in the "Council bill impacts" table on page 76 of the IPART report are not entirely accurate.

There are two different cost allocation structures presented in the IPART report – one which was proposed by NSW Electoral Commission, and the one that is recommended by IPART in response to that proposal. Regardless of which proposal is successful, there will be a significant increase in costs to Council if Council continues to engage NSW Electoral Commission as its election service provider – an estimated 32% increase under NSW Electoral Commission's proposal, or an estimate 67% increase under IPART's proposal (when figures are adjusted to account for the 2016 referendum). The increase of costs to Council for each election period was previously estimated to be approximately 30% over the four year period.

The Draft IPART report states that should the current model for the conduct of elections be retained by the NSW Government, the NSW Electoral Commission costs to administer the 2020 Hawkesbury City Council Local Government election would be \$440,000, very much in line with Council's financial planning and modelling.

As indicated in the Draft IPART report, should the Stage 1 recommendations be implemented by the NSW Government, the costs for the NSW Electoral Commission to conduct the 2020 Hawkesbury City Council Local Government election would increase by \$224,000 to \$558,000. This represents a 67% increase compared to the cumulative 8.6% rate peg amount imposed by IPART on councils over same four year period.

Therefore, moving forward Council will need to consider its options regarding the provision of election services.

It is possible that the Minister may choose to accept some of IPART's recommendations but not others, or that some of the recommendations may be accepted but not implemented effectively or in time. There is a risk that, if the recommendations to change the fee allocation structure in 2020 are adopted, but the recommendations to change the service delivery model for 2024 are not adopted, or are not implemented successfully, then the cost of elections will remain unsustainably high for Council throughout future election cycles.

It should also be noted that currently around 95% of councils in NSW use the NSW Electoral Commission for administration of their elections, and all councils are predicted to experience a cost increase about equal to or greater than Hawkesbury Council's predicted increase. As the cost of NSW Electoral Commission services is cross-subsidised amongst the total number of councils using the services, the more councils that choose to pursue alternative options, the greater proportion of NSW Electoral Commission fees will be borne by the councils that continue to use NSW Electoral Commission.

### **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 proposed increases in election service costs will require the allocation of additional financial resources which are currently not budgeted for in the Long-Term Financial Plan.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Once the Minister for Local Government has announced which recommendations are to be implemented after 30 August 2019, Council will need to examine its options regarding the administration of elections in the future.

**Conclusion**

IPART has released its draft report into the review of local government election costs and is seeking feedback on the report by Friday, 19 July 2019. Council staff have prepared a submission. They are proposing that Council endorse a submission that:

- Retains the current pricing regime for the 2020 elections
- Recommends that the Stages outlined in the IPART proposal be reversed and the NSW Electoral Commission's service delivery model changes be introduced before any additional costs are passed onto Local Government.

**RECOMMENDATION:**

That:

1. That the report be received and noted.
2. Council endorse the draft submission that:
  - (a) Maintains the current cost of the 2020 Local Government Elections at \$440,000.
  - (b) Recommends that the stages outlined in the IPART proposal be reversed and the NSW Electoral Commission's service delivery model changes be introduced before any additional costs are passed onto Local Government.

**ATTACHMENTS:**

**AT - 1** Allocation of local government election costs items

**AT - 2** Hawkesbury City Council Submission - IPART's Draft Report into the Review of Local Government Elections Costs

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**AT - 1 Allocation of local government election costs items**

**Table 4.1 Allocation of local government election costs items**

Cost item	Allocation	NSWEC's existing allocation <sup>a</sup>	NSWEC's proposed allocation	IPART's allocation
<b>Operating expenditure (incremental costs of LGEs)</b>				
Enrolment	Indirect	Across client and non-client councils	NSW Govt	Across client and non-client councils
Council liaison	Indirect	Across client councils	Across client councils	Across client councils
Data management	Indirect	Across client councils	NSW Govt	Across client councils
Election staffing	Direct	Individual client councils	Individual client councils	Individual client councils
Activity exceptions:				
RO Office security <sup>b</sup>	Direct	Across client councils	Across client councils	Individual client councils
Office assistants	Direct	Across client councils	Across client councils	Individual client councils
HR Support desk	Indirect	Across client councils	Across client councils	Across client councils
Postage and utilities	Direct	Across client councils	Across client councils	Individual client councils
Financial services	Indirect	Across client councils	NSW Govt	Across client councils
Venue procurement	Direct	Individual client councils	Individual client councils	Individual client councils
Activity exceptions:				
Counting hubs	Indirect	Across client councils	Across client councils	Across client councils
Counting and results	Indirect	Across client councils	Across client councils	Across client councils
Election procedures document	Indirect	Across client councils	NSW Govt	Across client councils
Logistics <sup>b</sup>	Indirect	Across client councils	Across client councils	Across client councils
Media and advertising	Indirect	Across client councils	Across client councils	Across client councils
Activity exceptions:				
State-wide advertising & community education materials <sup>c</sup>	Indirect	Across client councils	Across client councils	NSW Govt
IT and support <sup>b</sup>	Indirect	Across client councils	Across client councils	Across client councils
Call centres	Indirect	Across client councils	Across client councils	Across client councils
Ballot papers	Indirect	Across client councils	Across client councils	Across client councils
Nominations	Indirect	Across client councils	NSW Govt	Across client councils
Event operations mgt	Indirect	Across client councils	NSW Govt	Across client councils
IT Business systems	Indirect	Across client councils	NSW Govt	Across client councils
HO and RW infrastructure	Indirect	Across client councils	NSW Govt	Across client councils
Sydney Town Hall	Indirect	Across client councils	Across client councils	Across client councils
Overtime	Indirect	Across client councils	Across client councils	Across client councils
Funding disclosure	Indirect	Across client councils	NSW Govt	NSW Govt
Postal voting	Indirect	Across client councils	Across client councils	Across client councils
Project mgt office	Indirect	Across client councils	NSW Govt	Across client councils
<b>Operating expenditure (LGE share of common costs)</b>				
Head office costs	Indirect	Across client councils	NSW Govt	Across client councils
Executive costs	Indirect	NSW Govt	NSW Govt	Across client councils
Maintenance of the electoral roll	Indirect	NSW Govt	NSW Govt	NSW Govt
<b>Other building block items</b>				
Return on capital	Indirect	NSW Govt	NSW Govt	Across client councils
Return of capital	Indirect	NSW Govt	NSW Govt	Across client councils
Return on working capital	Indirect	NSW Govt	NSW Govt	Across client councils
Tax allowance	Indirect	NSW Govt	NSW Govt	Across client councils

<sup>a</sup> The NSW Government provided additional funding for the 2016-17 local government elections. This one-off funding covered some of the costs allocated to client councils.

<sup>b</sup> We consider Returning Officer office security, Returning Officer equipment and Returning Officer logistics should be classified as direct costs but NSWEC did not provide us with the data to model the impact of allocating these costs directly.

<sup>c</sup> In our model we assume a 50/50 split in advertising (media and campaign) to represent the split between state-wide and local advertising. We will seek additional data from the NSWEC prior to our Final Report to estimate the split more accurately.

**Note:** Some of the other building block items are incremental costs (eg, the cost of investment in WIGM vote counting software) and some are common (shared capital expenditure).

**Source:** IPART analysis.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**AT - 2 Hawkesbury City Council Submission - IPART's Draft Report into the Review of Local Government Elections Costs**

Council has reviewed the consultation draft of the IPART's report on its review of Local Government election costs. Council appreciates the opportunity to make a submission regarding the recommendations, and would like to offer the following comments.

Considering that there is a little over 12 months until the 2020 Local Government elections are to take place, and Council's Operational Plan for the 2019/2020 financial year has recently been adopted, it is disappointing to discover that such a substantial increase in costs for the NSW Electoral Commission's services is expected to result from IPART's proposed cost allocation structure.

Council commends NSW Electoral Commission's comments included on Page 46 of your report, where the NSW Electoral Commission has noted that councils in regional and rural areas do not have the capacity to meet cost recovery requirements for their services. This will certainly be case for Hawkesbury due the size of the Local Government Area and remoteness of some communities.

Hawkesbury City Council has been severely impacted in recent years by the NSW Government practice of cost-shifting matters within the State Government portfolio onto local councils, and has been required to apply to IPART for a substantial Special Rate Variation of 31.29% over three years in order to satisfy the requirements of the Fit for the Future program, and deliver on the key activities and investment priorities identified by the Hawkesbury community.

The projected additional expenditure applicable to Hawkesbury City Council that is identified in the draft report was not anticipated and will need to be addressed in Council's Long Term Financial Plan and next two Operational Plans. Council will have no alternative but to re-allocate funds from other programs or services and this will have a significant impact on the ratepayers of the Hawkesbury.

Council does acknowledged your concerns outlined in pages 48 and 49 of the report, regarding the lack of transparency regarding election costs and the difficulty that this has caused in fostering the development of alternative options.

Further, Council is fully in support of IPART's recommendations to improve transparency and the scrutiny of election costs. If competition from private providers can be improved, Council agrees that this could provide councils with options and may lower costs in the future (post 2020).

However, there is a weight of public confidence in the NSW Electoral Commission that must be taken into account. The community has level of expectation that the council elections will be administered properly by a government department and in accordance with all relevant legislation. Therefore, Council is uncertain regarding the impact on public confidence that would result from a number of private service providers across the State delivering election services. Whilst the introduction of a new regulatory body would result in positive outcomes by monitoring the pricing, performance, and integrity of election services, Council would also be cautious that such a body would require costs to establish and administer, and therefore would not represent a true saving.

As various components of the local government election process have been amended several times since the involvement of the Electoral Commissioner in 1987, in particular in response to issues regarding the financial impacts experienced by local councils, Hawkesbury City Council must necessarily be cautious.

It is possible that the Minister may choose to accept some of IPART's recommendations but not others, or that some of the recommendations may be accepted but not implemented effectively or in time. There is a risk that, if the recommendations to change the fee allocation structure in 2020 are adopted, but the recommendations to change the service delivery model for 2024 are not adopted, or are not implemented successfully, then the cost of elections will remain unsustainably high for Council throughout future election cycles.

It should also be noted that currently around 95% of councils in NSW use the NSW Electoral Commission for the administration of their elections, and all councils are predicted to experience a cost increase about

## ORDINARY MEETING

### SECTION 3 – Reports for Determination

Meeting Date: 09 July 2019

equal to or greater than Hawkesbury City Council's predicted increase. As the cost of NSW Electoral Commission services is cross-subsidised amongst the total number of councils using the services, the more councils that choose to pursue alternative options, the greater proportion of NSW Electoral Commission fees will be borne by the councils that continue to use NSW Electoral Commission.

The September 2016 Local Government election cost Hawkesbury City Council \$358,000. As Council conducted a referendum in 2016, the breakup of costs associated with the election was \$334,000 for the election of Councillors and \$24,000 for the referendum.

Council's current Long Term Financial Plan currently provides for a total of \$441,000 for the NSW Electoral Commission to conduct its 2020 Local Government election. The Draft IPART report states that should the current model for the conduct of elections be retained by the NSW Government, the NSW Electoral Commission costs to administer the 2020 Hawkesbury City Council Local Government election would be \$440,000, very much in line with Council's financial planning and modelling.

As indicated in the Draft IPART report, should the Stage 1 recommendations be implemented, the costs for the NSW Electoral Commission to conduct the 2020 Hawkesbury City Council Local Government election would increase by \$224,000 to \$558,000. This represents a 67% increase compared to the cumulative 8.6% rate peg amount imposed by IPART on councils over same four year period.

Therefore, Council is proposing that the stages of implementation for IPART's recommendations be reversed and that the current pricing regime for the 2020 elections be retained. Further, Council requests that the introduction of the major changes to NSW Electoral Commission's service delivery model be bought forward to reduce costs to councils for the 2020 local government elections.

If the stages are reversed, councils will then have four years to amend their Long Term Financial Plans to prepare for any increases under the proposed cost allocation model that would result in significantly higher costs being incurred by client councils.

Thank you again for the opportunity to comment on the report and recommendations.

**oooO END OF REPORT Ooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**Item: 124**                      **GM - Sister City Association - 2017/2018 Annual Report - (79351, 85814, 73610, 90568)**

**Directorate:**              General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to provide Council with an overview of the Sister City Program (Program) for the 2017/2018 financial year.

**EXECUTIVE SUMMARY:**

The Program is undertaken in association with the Hawkesbury Sister City Association (Association), which has delegated authority to undertake program activities on behalf of Council.

Council and the Hawkesbury community have two international sister cities being, Temple City, California, USA and Kyotamba, Kyoto, Japan.

The Program includes providing for cultural, sporting and youth exchanges between the Hawkesbury community and the sister cities.

**RECOMMENDATION SUMMARY:**

That the 2017/2018 annual report for the Sister City Program be received and noted.

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**REPORT:**

**Context and Background**

The Hawkesbury Sister City Association was established in 1983 and Council has been involved in Sister City activities since 1984.

Council at its meeting held on 10 July 2007, adopted its current Sister City Program Policy to address exchange activities with its international sister cities. In adopting the Policy, Council delegated authority to the Association to undertake some exchange activities on Council's behalf with our sister cities.

To support the activities of the Program, Council allocated funding of \$25,850 in 2017/2018 as part of the annual Operational Plan process.

**Detailed History, including previous Council decisions**

The Hawkesbury Sister City Association is one of a number of relationships that Council has in place at this point in time. Other examples of relationships include:

- The Memorandum of Understanding in relation to the Regional Co-operation in Water Cycle Management
- The City – Country Alliances with Cabonne and Weddin Councils
- Membership of the Western Sydney Regional Organisation of Councils
- Membership of the Western Sydney City Deal.

The status of these various relationships will be the subject of future reports to Council.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Hawkesbury Sister City Association Program Financials

Table 1 below shows Council's budgeted funds and actual expenditure for the Program for the year ended 30 June 2018, in terms of both the General Contribution and the Donation to Students. Council's General Contribution budget was \$19,850, which was used for payments to the Association and costs associated with activities undertaken by Council.

A further \$6,000 was allocated as a Donation to Students, for the Program's student exchange visits. The budget for the year ended 30 June 2018 resulted in under expenditure. Eleven students travelled overseas on the student exchange program (\$500 donation per student for a maximum of twelve students). The amount of expenditure for donations to students was \$500 less than the usual \$6,000, due to one student not proceeding with the Exchange Program.

Overall, the financial position at the end of 2017/2018 was in line with planned Program costs, including both Association and Council activities.

**Table 1: Hawkesbury Sister City Program – Financial Summary for 2017/2018**

<b>Council</b>	<b>Budget \$</b>	<b>Expenditure \$</b>
General Contribution	19,850	17,143
Donation to Students	6,000	5,500
<b>Total for Program</b>	<b>25,850</b>	<b>22,643</b>

Program Activities by the Association

The Minutes of the Association's Annual General Meeting held on 12 November, 2018, including the Association's financial statements for the year ending 30 June, 2018, confirm the following points:

- Council's contribution to the Association for the year as \$21,500. The balance of funds were used by Council for direct payment of other Association expenses including printing, and other program expenses.
- The activities of the Association over the course of the year including the organisation and hosting student exchanges and associated activities - as shown in Attachment 1 to this report.
- The Minutes note that the President, Ms Tina Tallack stepping down from the role as President and not re-nominating for a position on the Management Committee of the Hawkesbury Sister City Association.
- The election of a new Association President, Ms Nicole Mulford.
- Life Membership of the Association being presented to Ms Tallack. Note: At a function held on 18 November 2018, the Mayor, Councillor Barry Calvert, presented a certificate of appreciation to Ms Tallack.

Activities undertaken by the Association during the reporting period include:

- Monthly meetings and AGM, including membership growth
- Student exchange (outbound) - Hawkesbury representatives travel to sister cities, including:
  - selection process and information sessions for students
  - farewell and welcome home functions for students
  - organisation of travel plans

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

- attendance and presentation of all exchange students at a Council meeting
- the exchange students were:

Kyotamaba      Ms S Bagley; Ms A Haymes; Mr M Holman; Ms G Le Breton; Mr B Webb

Temple City      Ms I Egan; Ms J Kirkby; Ms M Michelutti; Ms K O'Donohoe; Ms T Simmons;  
Ms T Turner

- Student exchange (inbound) – sister cities representatives travel to the Hawkesbury, including:
  - host families for visiting students selection and arrangements
  - international students attend school with host family students
  - welcome and farewell functions for students and host families
  - management of activities for international students visiting at the same time, with host families

#### **Program Activities by Council**

Council provides support to the Association, undertakes other Program activities and maintains the Sister City Agreement relationship. During the period in 2017/2018, the following activities were undertaken:

- Student donation - Council approved donations for the student exchanges to the sister cities at its meeting 8 May 2018.
- Association support, including:
  - Councillor delegate attendance at Association meetings and other activities (Councillor Conolly and Councillor Garrow)
  - Acknowledgement of Hawkesbury, Kyotamba and Temple City exchange students at Council Meeting on 14 August, 2018, and presentation of certificates
  - Program advice, reporting, meetings and administration

#### **Policy considerations**

The Policy regarding Council's Sister City Program has been considered as part of this report.

#### **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 - Increase the range of local partnerships and plan for the future
  - 2.3.1 Encourage and facilitate community partnerships.
  - 2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**Financial Implications**

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2017/2018 Adopted Operational Plan.

**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.

**Conclusion**

That the Program of Activities by the Hawkesbury Sister City Association, together with Council's Program of Activities for 2017/2018 be noted.

**RECOMMENDATION:**

That the 2017/2018 Annual Report for the Sister City Program be received and noted.

**ATTACHMENTS:**

**AT - 1** AGM Minutes - Hawkesbury Sister City Association meeting  
Monday, 12 November, 2018, including Financial Report for year ending 30 June 2018

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**AT 1 - AGM Minutes - Hawkesbury Sister City Association meeting,**

**Monday, 12 November, 2018**

**including Financial Report financial year ending 30 June, 2018**

**Minutes of the Annual General Meeting of Hawkesbury Sister City Association Inc.**

Held in the Tebbutt Room on Monday, 12<sup>th</sup> November, 2018 commencing at 7.10pm

**Present:** Tina Tallack, Nicole Mulford, Carolyn Burgmann, Bridget Smithers, Carlie O'Neill, Carlie Bennett, Olivia Richards, Holly Binskin, Laura Holman, Grace Michelutti, Karen Holman, Kevin Brown, Jan Nash, Lorraine Richardson, Jake Clulee, Amber Fradd, Maddie Michelutti, Amy Bartels, Alana Haymes, Jo Thomas

**Apologies:** Yvonne Whalan, Sue Simmons, Isabella Simmons, Georgia Le Breton, Matthew Holman, Christine Paine, Samantha Burgmann, Sharon Webb

Apologies accepted by Karen Holman and Carlie O'Neill

**Confirmation of the previous AGM minutes**

Resolved on the motion of Jo Thomas and seconded by Carolyn Burgmann that the Minutes of the previous Annual General Meeting held on 6<sup>th</sup> November 2017 be confirmed

**Business Arising from previous AGM minutes-** Nil

**Membership Fee**

Resolved on the motion of Carolyn Burgmann and seconded by Carlie O'Neill that the membership to the Association for 2019/2020 remain at \$2.00

**Report by President, Tina Tallack**

The president read her report (see attached)

Certificates of recognition for their hard work, contributions and dedication to the HSCA were presented to the youth committee from Tina Tallack on behalf of the HSCA

Resolved on the motion of Tina Tallack seconded by Jan Nash that the report be accepted as read

Tina Tallack then announced that she has stepped down from role as President and will not renominate for a position on the Management committee of the HSCA. Unanimously agreed that as such Tina Tallack to take the role as Returning Officer for the election of office bearers. Moved by Lorraine Richardson and seconded by Jo Thomas.

**Report by Treasurer, Carolyn Burgmann**

The treasurer read her report (see attached)

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Resolved on the motion of Carolyn Burgmann and seconded by Karen Holman that the report be accepted as read

**Election of Office Bearers**

Tina Tallack took the role as Returning Officer

Nominations were called for all positions. Results were as follows:

President    Nicole Mulford

Vice President    Kevin Brown

Secretary    Bridget Smithers

Treasurer    Carolyn Burgmann

Minutes Secretary    Bridget Smithers

Historian    Jo Thomas

Interpreter    Amy Bartels

Publicity Officer    Carlie O'Neill

Youth Representatives    Olivia Richards

Laura Holman

General Members    Sharon Webb

Isabella Simmons

Sue Simmons

Carlie Bennett

Holly Binskin

Grace Michelutti

Karen Holman

Nicole Mulford expressed gratitude for all Tina Tallack's many years of investment of personal volunteered time and dedication to the HSCA and wished her very well in the future. This was recognised with applause by all.

Meeting closed at 7.40pm

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Results of Hawkesbury Sister City Association Election of Members onto 2018/19 Management Committee.

President -	Nicole Mulford
Vice President -	Kevin Brown
Secretary -	Bridget Smithers
Treasurer -	Carolyn Burgmann
Minutes Secretary -	Bridget Smithers
Historian -	Jo-anne Thomas
Publicity Officer -	Carlie O'Neill
Interpreter -	Amy Bartels
Youth Reps -	Olivia Richards
	Laura Holman
General Members -	Sharon Webb
	Isabella Simmons
	Sue Simmons
	Carlie Bennett
	Hollie Binskin
	Grace Michelutti
	Karen Holman

All positions were filled unopposed.

Tina Tallack  
Returning Officer  
12<sup>th</sup> November 2018

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**Hawkesbury Sister City Association**

**President's Report – November 2017 to November 2018**

I am delighted to report that we again had a very successful student exchange program this year with both the inbound and outbound students proving themselves to be excellent ambassadors for their respective country.

The Hawkesbury students making up the 2018 student delegations were –

Delegation to Temple City –

- Isabel Egan of Colo High School
- Jasmine Kirkby of Kuyper Christian School
- Madeline Michelutti of Colo High School
- Kate O'Donohoe of Bede Polding College
- Teale Simmons of Arndell Anglican College
- Tayla Turner of Colo High School

Delegation to Kyotamba –

- Skye Bagley of Colo High School
- Alana Haymes of Richmond High School
- Matthew Holman of Arndell Anglican College
- Georgia Le Breton of Colo High School
- Benjamin Webb of Arndell Anglican College

I would also like to acknowledge and thank the families who hosted our 2018 inbound exchange students, as follows –

- Egan Family of Ebenezer
- Kirkby family of North Richmond
- Michelutti family of Kurmond
- O'Donohoe family of Yarramundi
- Simmons family of Ebenezer
- Turner family of Kurmond
- Bagley/Shepherd family of Berambing
- Haymes/Jobson family of South Windsor
- Holman family of Richmond
- Le Breton/Booth family of Kurmond
- Webb family of Kurmond

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

To the members who took on specific roles within the student exchange program, to our members who took students out sightseeing, members who prepared our Hawkesbury exchange students for their once in a lifetime experience, those who helped run our many functions, and the many other tasks associated with running the student exchange program; a BIG thank you. Without your commitment and hard work we could not deliver this worthwhile program and experience for the youth of the Hawkesbury.

Interviews for the 2019 Hawkesbury student exchange delegations were held yesterday and hopefully we will again be rewarded by having some worthy local students immerse themselves in this wonderful opportunity.

And now a review of the past year –

- Youth Sub-Committee – last November the HSCA Management Committee resolved to establish a youth sub-committee which was officially approved at the March Management Committee Meeting. The youth committee has shown itself to be a worthwhile addition to the Association and congratulations go to all members as well as the Management Committee members who are delegated to sit on the sub-committee. With our main program being focussed on youth, this young community spirited group provide value input and have also contributed and supported all HSCA programs as well as designing a new logo for the Association. To Youth Committee Chairperson Olivia Richards, your executive and all members congratulations on a job well done. I would also like to congratulate the youth committee on their professionalism and commitment to the sister city movement.
- 30<sup>th</sup> Anniversary of relationship with Kyotamba – 2018 saw the 30<sup>th</sup> anniversary of the relationship with Kyotamba and the 30<sup>th</sup> anniversary of the student exchange program between Hawkesbury and Kyotamba. In August Hawkesbury City Council hosted a celebration that was attended by the Consul General of Japan Sydney, and representatives of Clair, with the special guests of honour being the six Kyotamba exchange students. The celebration was held at the Hawkesbury Regional Art Gallery with a highlight being the Taiko drum performance by two Temple City students. In October Kyotamba held a celebration that was attended by our Hawkesbury exchange students.
- Visit by Temple City – a six-person Temple City delegation visited in June. The delegation visited many places of interest including Sydney, Canberra, Featherdale and the Blue Mountains. There were several social activities attended by committee members and past and current exchange students and their families such as a bush dance, footy match and barefoot bowling, plus a visit to Australia Pioneer Village. The delegation members were Temple City Sister City President, Mitzi Franco and Mayor Pro-Tem Councillor Nan Fish, Steve and Nancy Terry, Donna Georgino and Dawn Tarin

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

- Personal visits – a few our management committee members made personal visits to Temple City and Kyotamba this year which is a great way to continue the communication and close ties with our fellow sister city committee members and friends.
- Life Membership – I was honoured to be awarded life membership to the Association and extend grateful thanks for this recognition.

I would like to thank and acknowledge the work and commitment of Association Secretary Bridget Smithers and Treasurer Carolyn Burgmann. Thanks also to Nicole Mulford for stepping in as Vice-President and for all your work as Association Interpreter. To all Association members – Management Committee and Youth sub-committee members, plus often members of your family – thank you for all you have done to enable our programs to run – the catering, preparation of exchange students, promoting the Association, escorting students and visitors on excursions to name just a few tasks. Without the commitment of our band of volunteers Hawkesbury City would not have the wonderful advantages and opportunities offered by this worthwhile organisation.

As I step down this year I extend good wishes to the incoming President. Your role requires you to be responsible for the overall management of the Association so that we are seen to be a professional and competent organisation. As such there is a need to ensure Management Committee and Association recommendations and decisions are undertaken appropriately; be spokesperson for the Association; ensure rules, regulations and requirements are adhered to; and that the Association operates in a fair and equitable manner. Overall the President has ultimate responsibility for the organisation and I urge all members to be understanding and supportive. And please remember, the President is also a volunteer.

After operating for over 30 years the Association has a solid foundation. We have got here by working together as a team, listening and respecting each other, and being mindful of the values we promote.

To the 2019 Executive, Management Committee and Youth Sub-Committee members I wish you good luck as you continue the Hawkesbury Sister City journey.

Tina Tallack, HSCA President  
12<sup>th</sup> November 2018

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**HAWKESBURY SISTER CITY ASSOCIATION INC**

**COMMITTEE'S REPORT**

Your committee members submit the financial report of the Hawkesbury Sister City Association Inc for the financial year ended 30 June 2018.

**Committee Members**

The name of each member of the committee during the year and if different, at the date of the report;

Tina Tallack  
Nicole Mulford  
Bridget Smithers  
Carolyn Burgmann  
Joanne Thomas  
Carlie O'Niell  
Amber Fradd  
Olivia Richards  
Tia McIntyre  
Kim Walker  
Jan Nash  
Lorraine Richardson  
Sandra Eglin  
Karen Holman  
Hollie Binskin  
Sue Simmons  
Laura Holman  
Kevin Brown  
Isabella Simmons  
Christine Paine  
Yvonne Whalan

**Principal Activities**

The principal activities of the association during the financial year were:

To foster relationships between our sister cities of Temple City, California USA and Kyotamba, Japan. This is primarily done via a student exchange program.

**Significant Changes**

No significant change in the nature of these activities occurred during the year.

**Operating Result**

The profit of the association after providing for income tax amounted to \$1,440.21.

Signed in accordance with a resolution of the Members of the Committee.

Page

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**HAWKESBURY SISTER CITY ASSOCIATION INC**

**COMMITTEE'S REPORT**

Committee Member: \_\_\_\_\_

Tina Talleck

Committee Member: \_\_\_\_\_

Carolyn Burgmann

Dated this            day of

Page

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**HAWKESBURY SISTER CITY ASSOCIATION INC**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	Note	2018 \$	2017 \$
<b>INCOME</b>			
Contributions From HCC		21,500.00	12,500.00
Registrations		50.00	44.00
		<u>21,550.00</u>	<u>12,544.00</u>
<b>OTHER INCOME</b>			
Interest Received		17.13	-
Other Revenue		857.27	-
		<u>874.40</u>	<u>-</u>
		<u>22,424.40</u>	<u>12,544.00</u>
<b>EXPENDITURE</b>			
Accountancy Fees		13.63	-
Advertising		153.42	285.25
Bank Charges		107.26	120.00
Catering		2,201.58	1,774.45
Depreciation		-	270.00
Fuel & Oil		1,021.10	-
Gifts		1,428.73	1,931.61
Hospitality		2,974.96	5,401.63
Internet Charges		326.87	-
Insurance		939.40	854.00
Phone, Fax, Postage & Stationery		440.62	925.41
Student Allowances		2,842.68	-
Subscriptions		90.00	-
Sundry Expenses		-	877.04
Travelling Expenses		7,644.20	3,746.31
Tolls & Parking		91.05	-
Uniforms		300.00	-
Web Hosting		408.69	-
		<u>20,984.19</u>	<u>16,185.70</u>
Profit (Loss) before income tax		<u>1,440.21</u>	<u>(3,641.70)</u>
<b>Profit (Loss) for the year</b>		<u>1,440.21</u>	<u>(3,641.70)</u>
Retained earnings at the beginning of the financial year		11,371.15	15,012.85
<b>Retained earnings at the end of the financial year</b>		<u>12,811.36</u>	<u>11,371.15</u>

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the attached compilation report of Dunn Kean & Staff.

Page 1

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**HAWKESBURY SISTER CITY ASSOCIATION INC**

**BALANCE SHEET**  
**AS AT 30 JUNE 2018**

	Note	2018 \$	2017 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents		10,154.99	10,287.84
Trade and other receivables	2	2,332.06	759.00
<b>TOTAL CURRENT ASSETS</b>		<u>12,487.05</u>	<u>11,046.84</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	3	324.31	324.31
<b>TOTAL NON-CURRENT ASSETS</b>		<u>324.31</u>	<u>324.31</u>
<b>TOTAL ASSETS</b>		<u>12,811.36</u>	<u>11,371.15</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
<b>TOTAL CURRENT LIABILITIES</b>		<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES</b>		<u>-</u>	<u>-</u>
<b>NET ASSETS</b>		<u>12,811.36</u>	<u>11,371.15</u>
<b>MEMBERS' FUNDS</b>			
Retained earnings	4	12,811.36	11,371.15
<b>TOTAL MEMBERS' FUNDS</b>		<u>12,811.36</u>	<u>11,371.15</u>

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the attached compilation  
report of Dunn Kean & Staff.  
Page 2

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**HAWKESBURY SISTER CITY ASSOCIATION INC**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

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**1 Statement of Significant Accounting Policies**

This financial report is a special purpose financial report and it has been prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act NSW. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act.

No Accounting Standards or other authoritative pronouncements of the Australian Accounting Standards Board have been applied to this report.

The following is a summary of the material accounting policies adopted by the association in the preparation of this report. Unless otherwise stated, the accounting policies are consistent with the previous period.

**Fixed Assets**

Plant and equipment is carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**HAWKESBURY SISTER CITY ASSOCIATION INC**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

	2018 \$	2017 \$
<b>2 Trade and Other Receivables</b>		
Current		
GST Payable (Refundable)	2,326.78	759.00
Other Debtors	5.28	-
	<u>2,332.06</u>	<u>759.00</u>
<b>3 Property, Plant and Equipment</b>		
Plant & Equipment - at cost	3,455.40	3,455.40
Less: Accumulated Depreciation	<u>(3,131.09)</u>	<u>(3,131.09)</u>
	324.31	324.31
Total Plant and Equipment	<u>324.31</u>	<u>324.31</u>
Total Property, Plant and Equipment	<u>324.31</u>	<u>324.31</u>
<b>4 Retained Earnings</b>		
Retained earnings at the beginning of the financial year	11,371.15	15,012.85
Net profit (Net loss) attributable to the association	<u>1,440.21</u>	<u>(3,641.70)</u>
Retained earnings at the end of the financial year	<u>12,811.36</u>	<u>11,371.15</u>

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**HAWKESBURY SISTER CITY ASSOCIATION INC**

**STATEMENT BY MEMBERS OF THE COMMITTEE**

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report:

1. Presents a true and fair view of the financial position of Hawkesbury Sister City Association Inc as at 30 June 2018 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Hawkesbury Sister City Association Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

Committee  
Member

CARISTINA TALLACIA

Committee  
Member

Dated this 12<sup>th</sup> day of November 2018

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**COMPILATION REPORT  
TO HAWKESBURY SISTER CITY ASSOCIATION INC**

We have compiled the accompanying special purpose financial statements of Hawkesbury Sister City Association Inc which comprise the balance sheet as at 30 June 2018, profit and loss statement for the year then ended, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in the notes to the accounts.

**The responsibility of the committee of management**

The Committee of Management of Hawkesbury Sister City Association Inc is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial statements were prepared.

**Our responsibility**

On the basis of the information provided by the committee of management we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in the notes to the financial statements and APES 315: Compilation of Financial Information.

We have applied professional expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in the notes to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

**Assurance Disclaimer**

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements. We have reviewed the accounting records of the Hawkesbury Sister City Association Incorporated, and based on the information provided, the payments and receipts reconcile to the bank balance as noted in the balance sheet and notes to the accounts.

The special purpose financial statements were compiled exclusively for the benefit of the committee of management who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

**Name of Firm:** Dunn Kean & Staff  
Chartered Accountants

**Name of Partner:** \_\_\_\_\_  
David Kean

**Address:** 97 Francis Street, Richmond NSW 2753

**Dated this** 12<sup>th</sup> **day of** November 2018

Page 6

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**HAWKESBURY SISTER CITY ASSOCIATION INC**  
**CERTIFICATE BY MEMBERS OF THE COMMITTEE**

We certify that:

- (a) We are members of the committee of Hawkesbury Sister City Association Inc.
- (b) We attended the annual general meeting of the association held on .
- (c) We are authorised by the attached resolution of the committee to sign this certificate.
- (d) This annual statement was submitted to the members of the association at its annual general meeting.

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Dated this 12<sup>th</sup> day of November 2018

Page 7

oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**INFRASTRUCTURE SERVICES**

**Item: 125**                      **IS - Hawkesbury Boating Events - Governor Phillip Park Exclusive Use Approval - (95495, 79354, 92138, 73829, 74204)**

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek approval for a number of boating events to be held at Governor Phillip Park during the period from August to November 2019.

The events all require "exclusive use" of Governor Phillip Park to be given by Council.

**EXECUTIVE SUMMARY:**

The Upper Hawkesbury Power Boat Club, Ski Racing NSW Inc. and NSW Waterski Federation Ltd are all seeking exclusive use of Governor Phillip Park for a number of race events for the 2019 season.

The events include:

Saturday, 24 August 2019 and      The Hawkesbury 120 Water Ski Classic  
Sunday, 25 August 2019

Saturday, 14 September 2019 and The Power Boat Spectacular  
Sunday, 15 September 2019

Saturday, 23 November 2019 and The Bridge to Bridge Water Ski Classic  
Sunday, 24 November 2019

These races have been conducted annually, attract visitors and contribute positively to the local economy in addition to providing high profile sporting events for the area.

**RECOMMENDATION SUMMARY:**

The report recommends that approval be given for the "exclusive use" of Governor Phillip Park as requested.

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**REPORT:**

**Context and Background**

The Upper Hawkesbury Power Boat Club, Ski Racing NSW Inc. and NSW Waterski Federation Ltd are, separately, seeking exclusive use of Governor Phillip Park for a number of events in the second half of 2019.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Ski Racing NSW Inc have requested exclusive use of Governor Phillip Park on Saturday, 24 August 2019 and Sunday, 25 August 2019 to conduct the annual Hawkesbury 120 Water Ski Classic, with non-exclusive use for set up on Friday, 23 August 2019.

The Upper Hawkesbury Power Boat Club have requested exclusive use for the Power Boat Spectacular to be held on Saturday, 14 September and Sunday, 15 September 2019 from 9am to 7pm. The Club expect up to five hundred people to this event. The event requires non-exclusive use for set up on Friday, 13 September 2019.

NSW Waterski Federation Ltd have requested exclusive use of Governor Phillip Park on Saturday, 23 November 2019 and Sunday, 24 November 2019 to conduct the annual Bridge to Bridge Water Ski Classic, with non-exclusive use for set up on Friday, 22 November 2019.

The annual Light Up Windsor event is being held in the town of Windsor on Saturday, 23 November. Council and are working with the NSW Water Federation to ensure the coordination of the two events.

These three events are regular fixtures at Governor Phillip Park. They are well coordinated, receive good attendance, and are considered to provide positive benefits to both the community and local businesses as well as providing a high profile sporting event for the area.

Separately to the exclusive use applications the events will also be required to obtain approval for traffic management, which is to be undertaken as part of the Special Event Application.

**Detailed History, including previous Council decisions**

Council has agreed to provide event sponsorship to the three events. At the Council meeting on 12 March 2019 Council agreed to sponsor the Hawkesbury 120 Waterski Classic and at the Council meeting on 12 June 2019 Council agreed to sponsor the Bridge to Bridge Water Ski Classic and the Power Boat Spectacular.

Council has previously granted approval for "exclusive use" of Governor Phillip Park for these events for twelve years. With the development of the new playground it is recommended that this area not be part of the exclusive use zone. Groups wanting the exclusive use of the park need to take this into account and cost the cost of any fencing.

**Policy considerations**

The following policies are to be considered when assessing this approval:

- a) Council's General Park Conditions.
- b) Council's Fees and Charges.
- c) The Windsor Foreshore Plan of Management.
- d) The Governor Phillip Exclusive Use Policy.
- e) The Governor Phillip Noise Policy.

**Consultation**

Although the issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy, public notification of the event will be undertaken through signage and advertisements.

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

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

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Our Future

- 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.
- 5.7.1 Working in partnership we will actively market our City and our capabilities to existing and potential businesses, visitors and investors.

**Financial Implications**

The matters raised in this report have direct financial implications, with the income from these events incorporated in the 2019/2020 Operational Plan.

**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 annual Power Boat Spectacular, the Hawkesbury 120 Ski Race Classic and the Bridge to Bridge Water Ski Classic are events that have been conducted successfully over a number of years within the Hawkesbury. They are well attended, are high profile sporting event and offer local businesses the opportunity to promote themselves and the Hawkesbury.

They have been generally well accepted by the community and approval for exclusive use of Governor Phillip Park is recommended.

**RECOMMENDATION:**

That:

1. Approval be granted to Ski Racing NSW Inc for "exclusive use" of Governor Phillip Park for the 2018 Hawkesbury 120 Ski Race Classic to be held on Saturday, 24 August 2019 and Sunday, 25 August 2019.
2. Approval be granted to Upper Hawkesbury Power Boat Club for "exclusive use" of Governor Phillip Park for Power Boat Spectacular to be held on Saturday, 14 September 2019 and Sunday, 15 September 2019.
3. Approval be granted to NSW Waterski Federation Ltd for "exclusive use" of Governor Phillip Park for the 2019 Hawkesbury annual Bridge to Bridge Water Ski Classic to be held on Saturday, 23 November 2019 and Sunday, 24 November 2019.
4. The approval be subject to the following conditions/documents:
  - a) Council's General Park Conditions.
  - b) Council's Fees and Charges.
  - c) The Windsor Foreshore Plan of Management.
  - d) The Governor Phillip Exclusive Use Policy.
  - e) The Governor Phillip Noise Policy.
  - f) A Traffic Management Plan which has been approved as part of the Special Event Application.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

5. As the applicants have not advised alternative dates in the event of inclement weather or other circumstances, the General Manager be given authority to negotiate exclusive use on an alternate date, if required by the applicant.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**Item: 126**                      **IS - Macquarie Park Exclusive Use Event - Dinner by the River - (95495, 79354, 147051)**

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek approval for an exclusive use event to be held at Macquarie Park on 28 September 2019.

**EXECUTIVE SUMMARY:**

An application has been received from Utopian Touring to hold a 'Dinner by the River' event at Macquarie Park on 28 September 2019.

This is the first time this event is being held. Subsequently to the Council Meeting held on 12 June 2019, the applicant has confirmed the use of Macquarie Park. They are seeking exclusive use of an area within Macquarie Park. The event proposes a music and dinner concept for 500 people to be held between 4pm and 11pm.

**RECOMMENDATION SUMMARY:**

The report recommends that approval be given for the "exclusive use" of Macquarie Park as requested.

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**REPORT:**

**Context and Background**

An application has been received from Utopian Touring to hold a 'Dinner by the River' event at Macquarie Park on 28 September 2019.

The event proposes to have live music and dinner/food outlets for 500 people. The event organisers have confirmed the use the amphitheatre area of Macquarie Park, and will section off this area using crowd control fencing. The Amphitheatre area will be further cordoned off into two areas, one for VIP's and the other for general admission. The VIP area will have a marquee that will provide a sit down dinner for all VIP members. Both areas will have bars and the general admission area will also have food outlets. Appropriate toilet facilities will also be provided to both areas.

The organisers propose to use the shelter near the playground and the top floor of the Macquarie Park Boathouse Café to prepare the food for the event. A copy of the Event Layout Plan is attached as Attachment 1 to this report.

The organisers propose to start setting up on the Friday, 27 September 2019 and will take down equipment on Sunday, 29 September 2019. This will have an impact on general users of the reserve for this period of time.

The Windsor Foreshore Plan of Management does allow for large scale events at Macquarie Park.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**Detailed History, including previous Council decisions**

The event organisers approached Council for sponsorship and Council resolved on 12 June 2019 that:

*"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 and waive the park fees associated with Application 7 – Utopian Touring Event - Dinner by the River."*

At this point in time the precise location had not been confirmed.

**Policy considerations**

The following policies are to be considered when assessing this approval:

- a) Council's General Park Conditions.
- b) Council's Fees and Charges.
- c) The Windsor Foreshore Plan of Management.
- d) Traffic Management

**Consultation**

The event organisers will be conditioned to notify any effected residents of their activity

**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 Future

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.

5.7 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.

**Financial Implications**

Exclusive use of the event triggers a \$585 per day set up fee, \$1,155 event fee and \$580 per day removal/post event fee. Council at its meeting of 12 June 2019 waived the fees for this event. A bond for the event will still be lodged to ensure any damage is repaired.

**Fit For The Future Strategy Considerations**

The proposal is not aligned with any specification within Councils Fit for the Future Strategy.

**Conclusion**

Dinner by the River is a new event looking to promote the Hawkesbury and its produce. Council is supporting the event through sponsorship and thus approval for exclusive use of Macquarie Park is recommended.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**RECOMMENDATION:**

That:

1. Approval be granted to Utopian Touring for “exclusive use” of Macquarie Park for ‘Dinner by the River’ to be held on Saturday, 28 September 2019.
2. The approval be subject to the following conditions/documents:
  - a) Council's General Park Conditions, which includes relevant compliance with Regulations and Licencing.
  - b) Council's Fees and Charges.
  - c) The Windsor Foreshore Plan of Management.
  - d) The applicant undertaking an assessment of the event to determine if an application under the Traffic Management for Special events is required.
3. As the applicant have not advised alternative dates in the event of inclement weather or other circumstances, the General Manager be given authority to negotiate exclusive use on an alternate date, if required by the applicant.

**ATTACHMENTS:**

**AT - 1** Dinner by the River - Event Layout Plan

ORDINARY MEETING  
SECTION 3 – Reports for Determination  
Meeting Date: 09 July 2019

AT - 1 Dinner by the River - Event Layout Plan



oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**Item: 127**                      **IS - Management of Crown Reserves - (95495, 79354)**

**Directorate:**                      Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to advise Council on new responsibilities as a result of the Crown Land Act 2016 and recommend necessary actions to fulfil Council's obligations under that Act, particularly around the initial categorisation of Crown Reserves and proposed reclassification of a number of reserves.

**EXECUTIVE SUMMARY:**

The Crown Land Act 2016 requires council Crown land managers to manage Crown land as public land under the Local Government Act 1993. One of the first steps required of councils is to assign an initial category to each Crown Reserve that aligns with the reserve purpose. The categories are to be either: Park, Sportsground; Natural Area; or General Community Use.

The report identifies the most appropriate categories to be initially assigned to each reserve and identifies those parcels that would be better managed as operational land rather than community land under the Local Government Act. Some additional reserves that Council has an interest in and are not formally under Council's care and control are also identified and recommendations made to formalise management of those reserves.

**RECOMMENDATION SUMMARY:**

The report recommends that Council seek consent for 14 reserves, as named in this report, to be classified as operational land under the Local Government Act 1993.

The report also recommends initial categories for community land be assigned and forwarded for approval and that Council seek consent to become the Crown Land Manager for North Richmond Park, Part of Glossodia Park, Part of Yarramundi Reserve, McMahon Park, Part of Hawkesbury Showgrounds, Blaxland Ridge Ponds, Vines Pony Club and St Albans Bushfire Brigade.

Bushells Lagoon is currently not managed by Council and has not been proposed, by Crown Lands, for management by Council.

The report recommends that a further report be prepared on issues relating to management of Bushells Lagoon prior to Council considering seeking any management of that site.

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**REPORT:**

**Context and Background**

On 1 July 2018, the Crown Land Management Act 2016 (CLM Act) commenced. As a result, the way that councils administer the management of Crown reserves has changed. Councils are to manage Crown reserves, where they were trust manager, as public land under the Local Government Act 1993 (LG Act) with the Minister for Water, Property and Housing retaining certain oversight functions.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

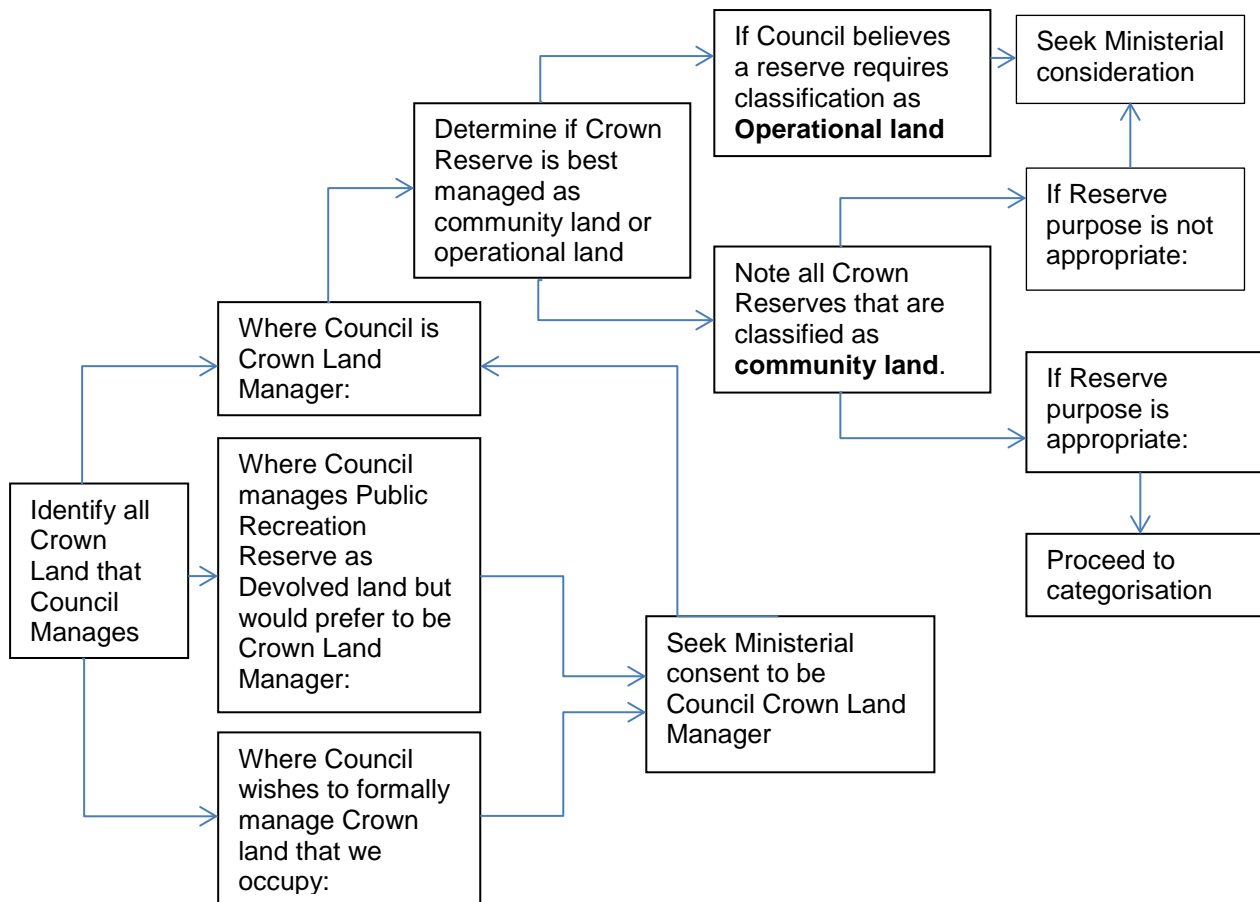
These changes are intended to provide a more consistent and streamlined approach for Council management of Crown reserves and is a response to feedback from councils during the review into Crown land in 2014.

The main changes that affect Councils are:

1. Where a council was Trust Manager for a Crown reserve, the council has been automatically appointed as Crown land manager for that reserve.
2. Where a council was Trust Manager for a Crown reserve, the reserve will now be managed as if it were “public land” in accordance with the LG Act. This means that:
  - a) Council managed Crown reserves will generally be classified as community land and categorized under the LG Act. An initial category is to be assigned to community land that aligns with the reserve purpose.
  - b) Council is obliged to prepare and adopt plans of management for Crown reserves managed as community land, as per the LG Act, by 30 June 2021.
  - c) Revenue generated by a Crown land manager on the Crown reserve will only be available for expenditure on the Crown reserves under its management.
  - d) Council will generally NOT be required to seek the minister’s approval for dealings on Crown reserves (leases and licences).
  - e) Council is required to employ or engage an accredited native title manager to ensure compliance with native title obligations when managing Crown reserves.
  - f) Council will NOT have to lodge annual reports to the NSW Department of Industry – Lands & Water.
  - g) In exceptional circumstances land may be managed as operational land, subject to Ministerial consent.
3. Where Council manages Crown land, under Section 48 of the LG Act (devolved management), the reserves remain available for leases or licence only with the consent of the Minister for Water, Property and Housing. They are NOT to be managed as per the LG Act.
4. Crown land managers that are appointed to manage a Crown cemetery continue to have legislative requirements under the Cemeteries and Crematoria Act 2013.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

The process, as detailed in this report is as follows:



***Crown Land Managed by Council***

Council is the formal Crown land manager for 90 Crown reserves. These are reserves where Council was previously the Trust Manager and includes recreation reserves, community halls and bushfire brigade sheds. The table below shows the number of reserves that Council manages for each reserve purpose. In some cases, a reserve may have multiple purposes.

**Table 1: Crown Reserves where Council is Crown Land Manager**

Reserve Purpose	No. of Crown reserves with that purpose
Access / Public Recreation	1
Bush Fire Brigade Purposes	5
Bush Fire Brigade Purposes / Public Recreation	2
Camping	2
Camping / Public Recreation	1
Camping / Public Recreation / Resting Place	1
Cemetery and Crematorium	1
Child Welfare Purposes	1
Community Centre	1
Community Purposes	1
Community Purposes / Public Recreation	1
Environmental Protection / Public Recreation	1
Public Hall	3

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

<b>Reserve Purpose</b>	<b>No. of Crown reserves with that purpose</b>
Public Hall / Public Recreation	1
Public Recreation	58
Public Recreation / Resting Place	1
Public Recreation / Showground	1
Public Recreation / State Emergency Services	1
Public Recreation / Wharfage	1
Resting Place	1
Rubbish Depot	2
Town Hall / Community Purposes	1
Urban Services (Bushfire Brigade)	1
Water	1

**Table 2: Crown reserves devolved to Council under Section 48 of the Local Government Act:**

<b>Reserve Name</b>	<b>Reserve Purpose</b>	<b>No. of Crown reserves with that purpose</b>
North Richmond Park	Public Recreation	1
Cemeteries - Bilpin Cemetery - Wilberforce Cemetery (2 parcels) - Pitt Town General Cemetery - Windsor Presbyterian - St Albans New Cemetery - St Albans Old Cemetery - Lower Portland Cemetery	Cemetery	9

**Table 3: Crown reserves that Council currently manages or which Council may wish to consider for formal management:**

<b>Reserve Name</b>	<b>Reserve Purpose</b>	<b>No. of Crown Reserves</b>
Upper Colo Reserve	Access / Public Recreation	9
McMahon Park	Public Recreation	
Part of Yarramundi Reserve	Unidentified parcel	
Part of Glossodia Park	Water	
Bushells Lagoon	Water Supply	
Part Hawkesbury Showground	Unidentified parcel	
Blaxland Ridge Ponds	Unknown	
Vines Pony Club	Unknown	
St Albans Bushfire Brigade	Unknown	

Local councils are now authorised to manage Crown reserves (where Council was trust manager) under the LG Act – generally as ‘community land’.

In certain circumstances, the Minister may consent to Council management of the land as ‘operational land’. The NSW Department of Industry – Lands & Water will only issue ministerial consent to manage land as operational where a Council manager can demonstrate that either the land:

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

- Does not fall within any of the categories for community land under the LG Act, or
- Could not continue to be used and dealt with as it currently can, if it is required to be used and dealt with as community land.

Table 4 details those reserves which are considered to be more appropriately managed as Operational Land.

**Table 4 Reserves proposed for classification as Operational**

<b>Reserve Number</b>	<b>Reserve Name</b>	<b>Reserve Purpose</b>
100097	Ebenezer Bushfire Brigade	Bush Fire Brigade Purposes
88938	Kurrajong East Bush Fire Brigade	Bush Fire Brigade Purposes
89577	Colo Bush Fire Brigade	Bush Fire Brigade Purposes
96768	Bowen Mountain Bushfire Brigade	Bush Fire Brigade Purposes
97291	Blaxland Ridge Bushfire Station	Bush Fire Brigade Purposes
1002958	Richmond Lawn Cemetery and Crematorium	Cemetery and Crematorium
66219	Part of Freemans Reach Reserve	Bush Fire Brigade Purposes / Public Recreation
84342	Part of Kurrajong Memorial Park	Bush Fire Brigade Purposes / Public Recreation
88977	Fairey Road Reserve	Public Recreation
93637	McKinnons Road Crown Reserve (SES)	Public Recreation / State Emergency Services
88957	Bilpin Rubbish Depot (not currently in use)	Rubbish Depot
89320	Richmond Rubbish Depot (not currently in use)	Rubbish Depot
1000569	Windsor Town Hall	Town Hall / Community Purposes
1001352	Kurrajong Heights Bush Fire Brigade	Urban Services

Attachment 1 to this report contains a list of reserves recommended to be reclassified along with detailed justification

Attachment 2 to this report contains maps of each of these reserves for reference.

It is believed that justification can be provided for land with the purposes of Bush Fire Brigade, Cemetery and Crematorium, Rubbish Depot and Urban Services to show that the land does not fall within the category of General Community Use because of the nature of the use of the land, that the community cannot be granted general access and the buildings and facilities cannot be easily adapted for other uses.

The justification for the Windsor Town Hall to be categorised as operational is that the premises are leased for commercial business purposes and do not fall into any of the categories for community land, including general community use. An Operational classification will allow Council to continue to lease the premises as has been done for decades.

The justification for the Fairey Road Reserve as operational land based on its use in part by Hawkesbury City Council and previously by Windsor Shire Council as a works depot and stock pile site however the Reserve purpose is Public Recreation. To continue to use the site for these functions, Council would have to first request a change or addition to the reserve purpose and then request that the land be made operational. The process for this is to:

1. Assign the initial category of General Community Use to the land. As the reserve is not developed parkland, it is considered to be the most relevant category for the purpose of Public Recreation in this instance.
2. Formally request an additional purpose be added to the reserve due to historic use of the land.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

3. If the Minister grants approval for an additional purpose, Council can request a change to the classification of the land.

***Categorisation of Council managed Crown land shown in Table 1:***

Management of Crown land as community land now requires Council to:

- Assign a community land 'category' to the reserve that aligns with the reserve purpose
- Prepare and adopt a compliant LG Act Plan of Management (PoM) for the land within three years of the commencement of the CLM Act.

The CLM Act requires councils to assign an 'initial category' to all Crown land they manage (unless the Minister has given approval for the land to be classified as operational land). The initial category must be the category that which Council considers is most closely related to the reserve purpose. (This is opposed to the LG Act which categorises land according to how it is used or the natural features that are upon the land). Once a council has assigned an initial category, council must provide written notice to the Minister for Water, Property and Housing of the categories it has assigned to the reserves.

Categories that are to be applied to community land are: Parkland, Sportsground; Natural Area; General Community Use; Area of Cultural Significance.

For many of the crown reserves, the initial category recommended to be assigned correlates well with the existing use of the reserve. For example reserves with the purpose of public recreation are often used as a general park or sportsground and so have been assigned the category of park or sports ground. Reserves that are for the purpose of public halls are usually used for that purpose and so are proposed to be categorised as general community use.

In instances where there are two or more purposes, a category may be assigned for each purpose. However, in the instance where there is only one purpose but multiple categories are relevant, only one category can be assigned in the initial categorisation process. This means that at the time of developing plans of management for the reserves, a public hearing would have to be held and the Minister would have to approve the additional categories for the reserve. For example, Powell Park – Kurrajong contains a tennis court, picnic areas and bushland. It is reserved for the purpose of public recreation and so the initial category that most closely relates to the purpose is Park. Justification would have to be provided at a later stage to categorise the reserve as Park, Sportsground and Natural Area – bushland.

Verbal advice received from Crown Lands is that the requirement for applying just one initial category may be changed, permitting multiple categories to be assigned. It is therefore proposed to submit two versions of the initial categorisation list to Crown Lands for approval: the first list will include just one initial category per purpose; the second list would assign all relevant categories.

Attachment 3 contains a spread sheet that shows the initial proposed category for each reserve as well as all proposed categories which would be either as an initial category pending the expected changes noted above, or as part of the plan of management process.

***Management of Devolved Recreation Reserves shown in Table 2:***

***North Richmond Park***

North Richmond Park is devolved to Council and so there is no change to the management of the land under Section 48 of the LG Act. Under Section 48 land cannot be leased or licensed by council, cannot be used for any purpose inconsistent with its reservation or dedication and cannot have a Plan of Management in place to govern its use.

North Richmond Park is managed by the Hawkesbury Sports Council as a sportsground. They licence the use of the park to various sporting groups and individuals. Should Council wish to have increased functions and use-agreement powers on this reserve, Council would need to be appointed as Crown Land Manager.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

***Management of other Crown Reserves including those shown in Table 3:***

*Upper Colo Reserve*

The Council of the Shire of Colo was appointed as trustee of Upper Colo Reserve in 1962. A Reserve Trust was established however it was not formally named and therefore was not automatically assigned to Council as Council Land Manager. The name "Upper Colo Reserve (R83943) Reserve Trust" will be assigned to the reserve trust so that the reserve transitions correctly to Council as Crown Land Manager. Correspondence with Crown Lands has been completed and no further action is required from Council at this stage.

*McMahon Park*

On 14 June 1911, a notice in the government gazette proclaimed and placed the park under the care and control of Colo Shire Council. Although Council's name is included on the Title document, a formal Reserve Trust does not seem to have been established. An enquiry has been lodged with Crown Lands to create an interim Reserve Trust as has been done with Upper Colo Reserve. A response has not been received as yet.

*Part Yarramundi Reserve – CADID174545828*

There is a small triangular portion of unidentifiable crown land recently separated from Crown Water, immediately adjacent to Yarramundi Reserve. This parcel is informally managed by Council and is crucial in providing access to the southern portion of the reserve. The Yarramundi Reserve Plan of Management recommends it be formally incorporated into the reserve.

*Part Glossodia Park (R23186)*

Reserve 23186 is located immediately north of Glossodia Park, between the park and the creek. It is reserved for the purpose of Water. Staff have previously been advised that Council is the default manager for parcels reserved for water and we have actively managed the reserve, conducting bushland restoration works, supported a volunteer bushcare group on the site and have established a walking track and educational signage. As no trustee has been formally assigned to the reserve, advice received from Crown Lands is that management of the reserve can be formalised by directing a specific request to be appointed as Council Land Manager to Crown Lands.

*Bushells Lagoon (Dedication 1000409)*

There has been significant community interest recently in the health and management of Bushells Lagoon. The lagoon is dedicated for the purpose of water supply and water licences are issued by Crown Lands.

It would be very difficult to manage this reserve at a local level, considering the role of Crown lands in the issuing of water licences and the lack of regulatory power at a local government level. Management of this reserve would be very complex and should Council wish to consider taking on the management of this crown reserve, it would be better to deal with this reserve in a separate report, nothing that the reserve has not been proposed for transfer to Council.

*McDonald Valley Crown Reserve - R88792*

Crown Lands are currently leasing this area to the adjoining neighbours. The area is an old river bed and not suitable for public recreation. It is recommended that Council resign its role as manager.

*Matheson Park*

Matheson Park is reserved for the purpose of public recreation. In 2003, following a Council resolution to install water hydrants in Kurrajong, a water filling station was installed in the reserve. It is recommended that Crown Lands be requested to include this as an additional purpose.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

*St Albans Bushfire Brigade – Part Reserve 89727*

The St Albans Bushfire Brigade shed was built on part of St Albans Park and it is believed a new reserve established with the purpose of bushfire brigade. Council records indicate that this new reserve is still under Council's care and control however the Crown Land portal does not show this as a reserve that Council should be managing. An enquiry has been submitted to Crown Lands and a response is still to be received to clarify management of this parcel.

*Lot 2 DP814397*

Lot 1 and Lot 2 DP 814397 were part of R76765 which forms part of the Hawkesbury Showground and lies immediately adjacent the railway line. The purpose is Public Recreation, with Council as Trust Manager. In 1993, Transport for NSW placed a notice in the government gazette indicating an intention to acquire the land. Lot 1 was formally acquired, however the acquisition of lot 2 was not properly effected and therefore is still part of R76765 and under Council's management.

As the land is a narrow parcel that contains driveway access to Lot 2, it is recommended that Council resign management of this lot.

*Unidentified Land – Hawkesbury Showground*

There is an unidentified parcel of crown land which is a closed road. It is located between the Hawkesbury Showground and Lot 2 DP814397 mentioned above. The land is used as part of the showground and it is recommended that this be added to that reserve.

*Blaxland Ridge Ponds*

Reserve 88714 has been historically used by Council to dispose of sillage during flood events when the Windsor Bridge is cut off. There are four ponds on the site – two have been rehabilitated and two are still operational. It is recommended that Council seek management and this site then be classified as operational.

*Vines Pony Club*

Council holds a permissive occupancy PO 156542 over Lot 106 DP752050 for the purpose of leasing to the Vines Pony Club. For ease of ongoing management it is recommended that Council apply to become Council Crown Land Manager for this reserve.

**Detailed History, including previous Council decisions**

In relation to the issues of Crown Land Management addressed in this report, Council has previously adopted generic Plans of Management in May 2011 that included categorisation for all crown public recreation reserves under its control. This was a guidance document only and had no statutory effect.

A Plan of Management for Yarramundi Reserve was developed in accordance with the Crown Land Act and adopted by Council in 2007.

The Windsor Foreshore Parks Plan of Management includes Crown reserves under Council's care and control. This was adopted by Council in 2009 and a revised version in 2013.

**Policy considerations**

There are no policies relevant to the issues outlined in this report.

**Consultation**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy as the categorisation and purposes generally reflect current use.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Where significant changes such as reclassification may be required in the future these will be subject to consultation at that time.

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

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

Our Leadership

- 1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.
- 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.

Our Assets

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

**Financial Implications**

The matters raised in this report have indirect financial implications. Expenditure in the form of resources will be incurred in association with these matters.

The Office of Local Government on behalf of the Crown has provided grant funding to the value of \$59,710 to assist Council in the preparation of compliant Plans of Management for Crown Reserves.

**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.

**Conclusion**

Council is required to notify the Minister for Water, Property and Housing in writing of the initial categorisation of land, as soon as practical after commencement of the Crown Land Act 2016. Finalisation of this key step will allow Council to progress preparation and adoption of Plan(s) of Management for all Crown reserves to be managed as community land and referral to the Minister (as the land owner) as required under the Local Government Act 1993.

The report identifies the most appropriate categories to be initially assigned to each reserve and identifies those parcels that would be better managed as operational land rather than community land. Some additional reserves that Council has an interest in and are not formally under Council's care and control are also identified and recommendations made to seek and formalise management of those reserves.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**RECOMMENDATION:**

That:

1. Council seek consent from the Minister for Water, Property and Housing, to reclassify reserves, as proposed in Attachment 1 to this report, to operational land under the Local Government Act 1993.
2. The initial categories for community land as proposed in Attachment 3 to this report be assigned and forwarded to the Minister for Water, Property and Housing for approval.
3. Council lodge requests with the Department of Industry – Lands and Water, seeking:
  - a) To add an additional purpose of Depot to Fairey Road Crown Reserve (R88977) and that this portion is classified as operational.
  - b) Consent for appointment as a Crown Land Manager of North Richmond Park.
  - c) Consent for appointment as Crown Land Manager of McMahon Park (R1028108).
  - d) To commence relevant actions to add unidentified CADID174545828 land parcel to Yarramundi Reserve.
  - e) Consent for appointed as Crown Land Manager of Reserve 23186.
  - f) Consent for appointment as a Crown Land Manager for St Albans Bushfire Brigade (part Reserve 89727).
  - g) To resign from the management of McDonald Valley Crown Reserve (R88792).
  - h) Council request that an additional purpose of Water Supply be added to Matheson Park reserve.
  - i) To formally resign as Council Crown Land Manager for lot 2 DP814397 (Part Hawkesbury Showground).
  - j) The unidentified parcel between Lot 7004 DP1030961 and Lot 2 DP814397 be added to R76765 (Hawkesbury Showground).
  - k) To be appointed as Council Crown Land Manager for reserve 88714 (Blaxland Ridge Ponds) and that the reserve is classified as operational.
  - l) To be appointed as Council Crown Land Manager for Lot 106 DP752050 (Vines Pony Club) and that the reserve is classified as operational.
4. A further report be brought back to Council following more detailed investigation of management options and issues related to Bushells Lagoon.

**ATTACHMENTS:**

- AT - 1** Proposed Reclassification of Crown Land
- AT – 2** Maps of Crown Land to be Reclassified as Operational
- AT – 3** Initial Categorisation of Crown Land
- AT – 4** Maps of Crown Land to be Considered for Management by Council

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**AT - 1 Proposed Reclassification of Crown Land**

<b>Crown Land where Council is the Crown Land Manager:</b>				
Reserve Number	Reserve Known As:	Proposed classification	Justification for proposed change to Classification	Purpose
100097	Ebenezer Bushfire Station	Operational	The reserve purpose does not correspond with any of the categories for community land under the LG Act. It does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The purpose provides for use by an emergency service - general community access to the land and buildings is not appropriate. The building and facilities provided cannot easily be adapted for other uses.	Bush Fire Brigade Purposes
88938	East Kurrajong Bushfire Station	Operational	The reserve purpose does not correspond with any of the categories for community land under the LG Act. It does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The purpose provides for use by an emergency service - general community access to the land and buildings is not appropriate. The building and facilities provided cannot easily be adapted for other uses.	Bush Fire Brigade Purposes
89577	Colo Heights Bushfire Station	Operational	The reserve purpose does not correspond with any of the categories for community land under the LG Act. It does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The purpose provides for use by an emergency service - general community access to the land and buildings is not appropriate. The building and facilities provided cannot easily be adapted for other uses.	Bush Fire Brigade Purposes
96768	Bowen Mountain Bushfire Station	Operational	The reserve purpose does not correspond with any of the categories for community land under the LG Act. It does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The purpose provides for use by an emergency service - general community access to the land and buildings is not appropriate. The building and facilities provided cannot easily be adapted for other uses.	Bush Fire Brigade Purposes

# ORDINARY MEETING

## SECTION 3 – Reports for Determination

Meeting Date: 09 July 2019

Crown Land where Council is the Crown Land Manager:				
Reserve Number	Reserve Known As:	Proposed classification	Justification for proposed change to Classification	Purpose
97291	Blaxland Ridge Bushfire Station	Operational	The reserve purpose does not correspond with any of the categories for community land under the LG Act. It does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The purpose provides for use by an emergency service - general community access to the land and buildings is not appropriate. The building and facilities provided cannot easily be adapted for other uses.	Bush Fire Brigade Purposes
1002958	Richmond Lawn Cemetery and Crematorium	Operational	The reserve purpose does not correspond with any of the categories for community land under the LG Act. A cemetery does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The buildings and facilities provided cannot be adapted for other uses.  The land could no longer be used as a cemetery if it is to be used and managed as community land.	Cemetery And Crematorium
66219	Freemans Reach Reserve Freemans Reach Bushfire Brigade - future	Community Operational	Lot 3 DP1249183 is reserved for Bushfire Brigade Purposes. The reserve purpose does not correspond with any of the categories for community land under the LG Act. It does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The purpose provides for use by an emergency service - general community access to the land and buildings is not appropriate. The building and facilities provided cannot easily be adapted for other uses.	Public Recreation; Bushfire Brigade Purposes
84342	Kurrajong Memorial Park	Community Operational	The Kurrajong Heights Bushfire Brigade shed is situated on this reserve. The reserve purpose of Bushfire Brigade Purposes does not correspond with any of the categories for community land under the LG Act. It does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The purpose provides for use by an emergency service - general community access to the building is not appropriate. The building and facilities provided cannot easily be adapted for other uses. Access to the parkland portion of the reserve would still be permissible if the land was operational.	Public Recreation; Bushfire Brigade Purposes
88977	Fairey Road Crown	Operational	This reserve is used as a depot and fill site.	Public Recreation

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

<b>Crown Land where Council is the Crown Land Manager:</b>				
Reserve Number	Reserve Known As:	Proposed classification	Justification for proposed change to Classification	Purpose
	Reserve			
93637	McKinnons Road Crown Reserve / SES	Operational	The Hawkesbury SES Headquarters is situated on this reserve. The building and immediate grounds have a security fence around it to prevent general access to the site. The reserve purpose of State Emergency Services does not correspond with any of the categories for community land under the LG Act. It does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The purpose provides for use by an emergency service - general community access to the building is not appropriate. The building and facilities provided cannot easily be adapted for other uses. The remainder of the property could still be used for recreation in the future should the need arise, even if the land was operational.	Public Recreation; State Emergency Services
88957	Bilpin Rubbish Depot - future	Operational	The purpose 'Rubbish Depot' is not consistent with any of the LG Act categories. It is not appropriate to categorise as General Community Use because it does not meet the recreational, physical, cultural, social or intellectual needs of the community. General community access to the site is not appropriate.	Rubbish Depot
89320	Richmond Rubbish Depot	Operational	The purpose 'Rubbish Depot' is not consistent with any of the LG Act categories. It is not appropriate to categorise as General Community Use because it does not meet the recreational, physical, cultural, social or intellectual needs of the community. General community access to the site is not appropriate.	Rubbish Depot
1000569	Windsor Town Hall	Operational	<p>The property known as 325 George Street, Windsor was previously used as Windsor Council's Town Hall/Administration Building. The Administration Building was relocated in 1981, after Windsor and Colo Council's merged.</p> <p>Since then the property has been leased for commercial business purposes. Over the years the leases have been approved/consented to by Crown Lands.</p> <p>The property consists of a brick building, large metal shed and a brick shed with the rest of the property being tarred driveway and car park.</p> <p>The property cannot be used for the categories of natural area, sportsground, park,</p>	Town Hall; Community Purposes

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

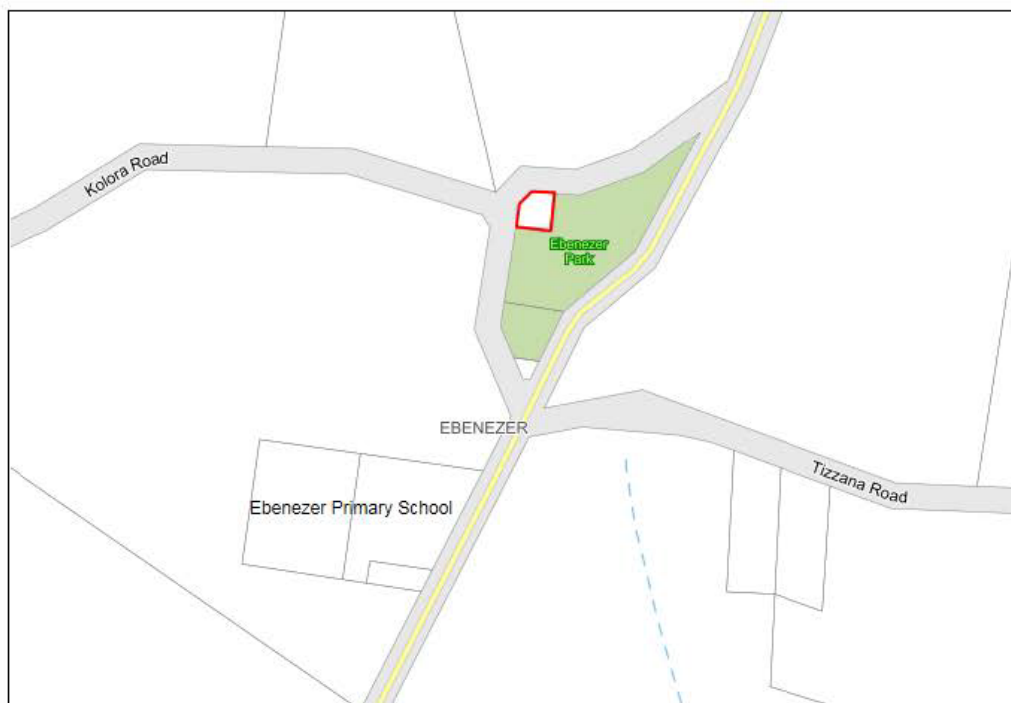
<b>Crown Land where Council is the Crown Land Manager:</b>				
Reserve Number	Reserve Known As:	Proposed classification	Justification for proposed change to Classification	Purpose
			cultural significance, community use, bush land, escarpment, watercourse or foreshore.  The classification of operational will allow Council to continue to lease the premises as has been done for decades.	
1001352	Kurrajong Heights Bush Fire Brigade	Operational	This reserve is used for Bushfire Brigade Purposes. The reserve purpose does not correspond with any of the categories for community land under the LG Act. It does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The purpose provides for use by an emergency service - general community access to the land and buildings is not appropriate. The building and facilities provided cannot easily be adapted for other uses.	Urban Services

<b>Crown Land where Council is requesting to be the Crown Land Manager:</b>				
Reserve Number	Reserve Known As:	Proposed classification	Justification for proposed change to Classification	Purpose
	Blaxland Ridge Ponds	Operational	This land is used to dispose of sullage during times of flood when the Windsor Bridge is closed. It is fenced and not suitable for general access	N/A
	Vines Pony Club	Operational	This reserve is held under permissive occupancy and leased to the Vines Pony Club. It is not suitable for general public access	N/A
	St Albans Fire Brigade	Operational	The reserve purpose does not correspond with any of the categories for community land under the LG Act. It does not fall under the General Community Use category because it is not meeting the recreational, physical, cultural, social or intellectual needs of the community. The purpose provides for use by an emergency service - general community access to the land and buildings is not appropriate. The building and facilities provided cannot easily be adapted for other uses.	N/A

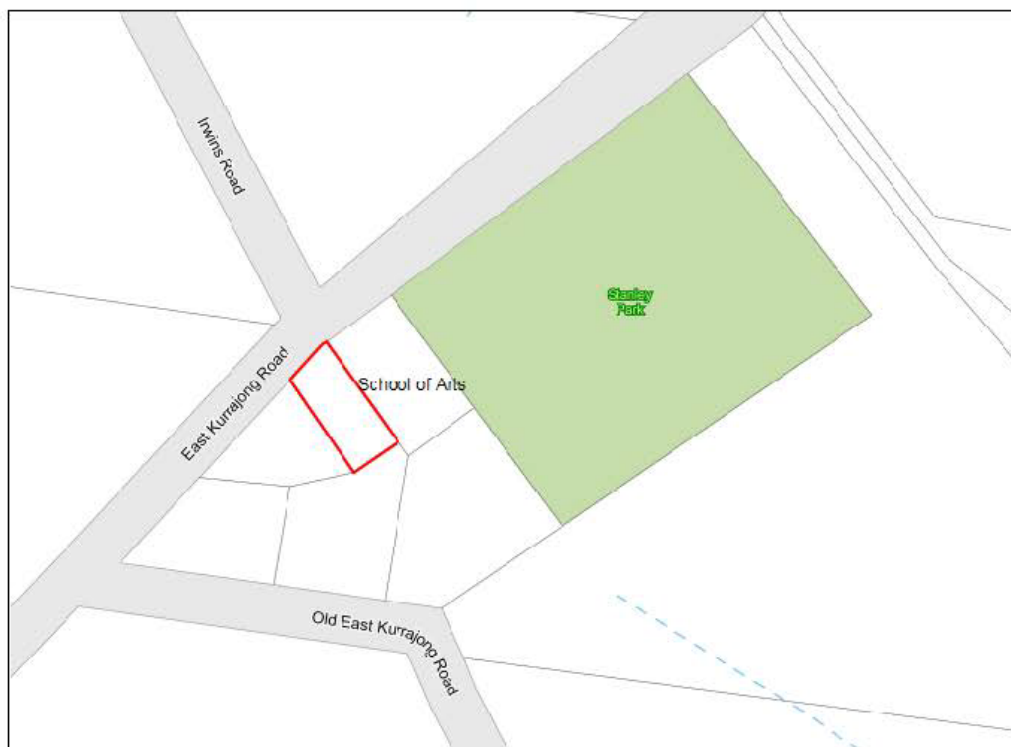
**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**AT – 2 Maps of Crown Land to be Reclassified as Operational**

Reserve 100097 – Ebenezer Bushfire Station

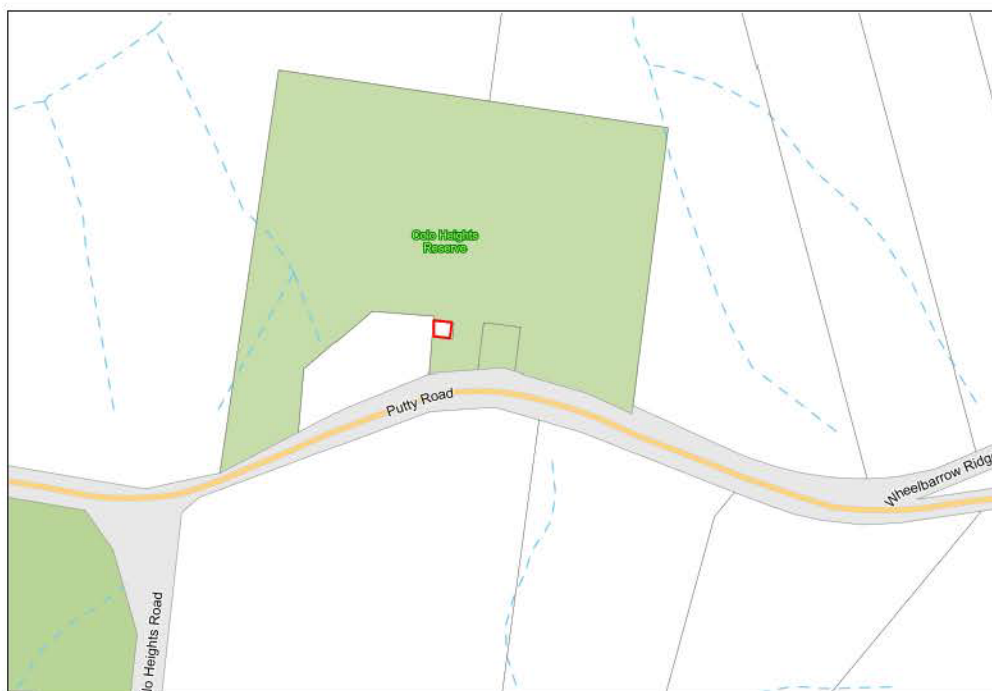


Reserve 88938 - East Kurrajong Bushfire Station



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**Reserve 89577 – Colo Heights Bushfire Station**

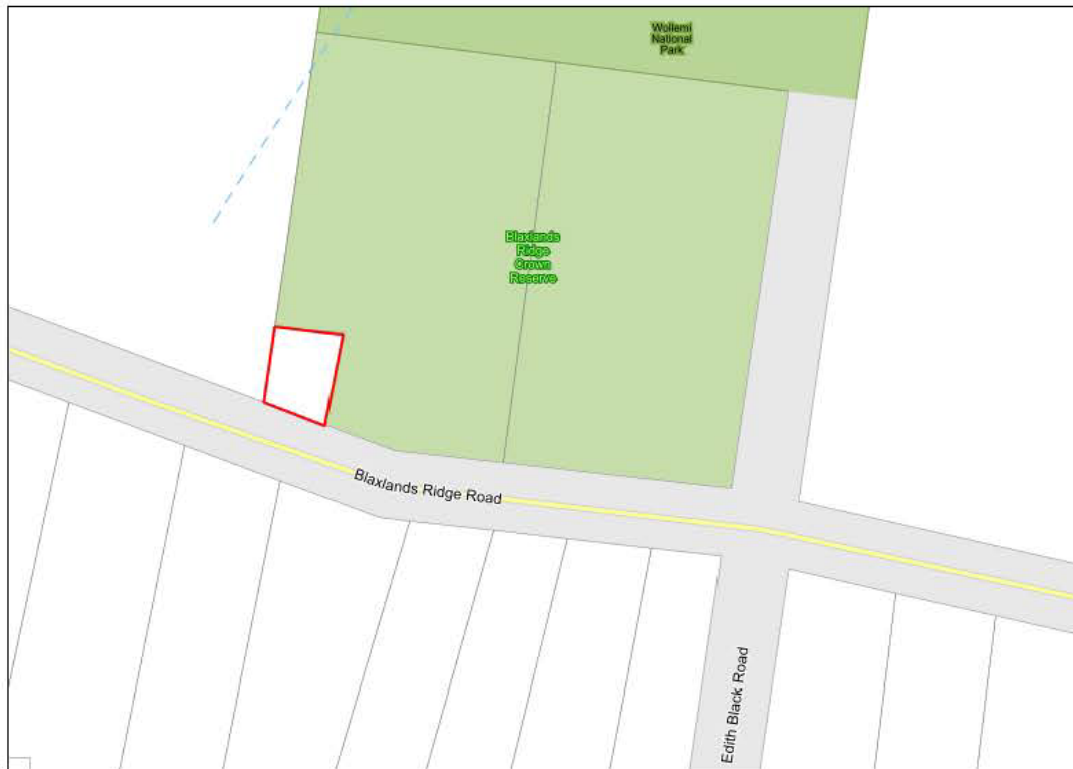


**Reserve 96768 – Bowen Mountain Bushfire Station**



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve 97291 – Blaxland Ridge Bushfire Station



Reserve 1002958 – Richmond Lawn Cemetery and Crematorium



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve 66219 – Freemans Reach Bushfire Station (future)



Reserve 84342 – Kurrajong Memorial Park – bushfire station



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve 88977 – Fairey Road Crown Reserve



Reserve 93637 – McKinnons Road Crown Reserve / SES

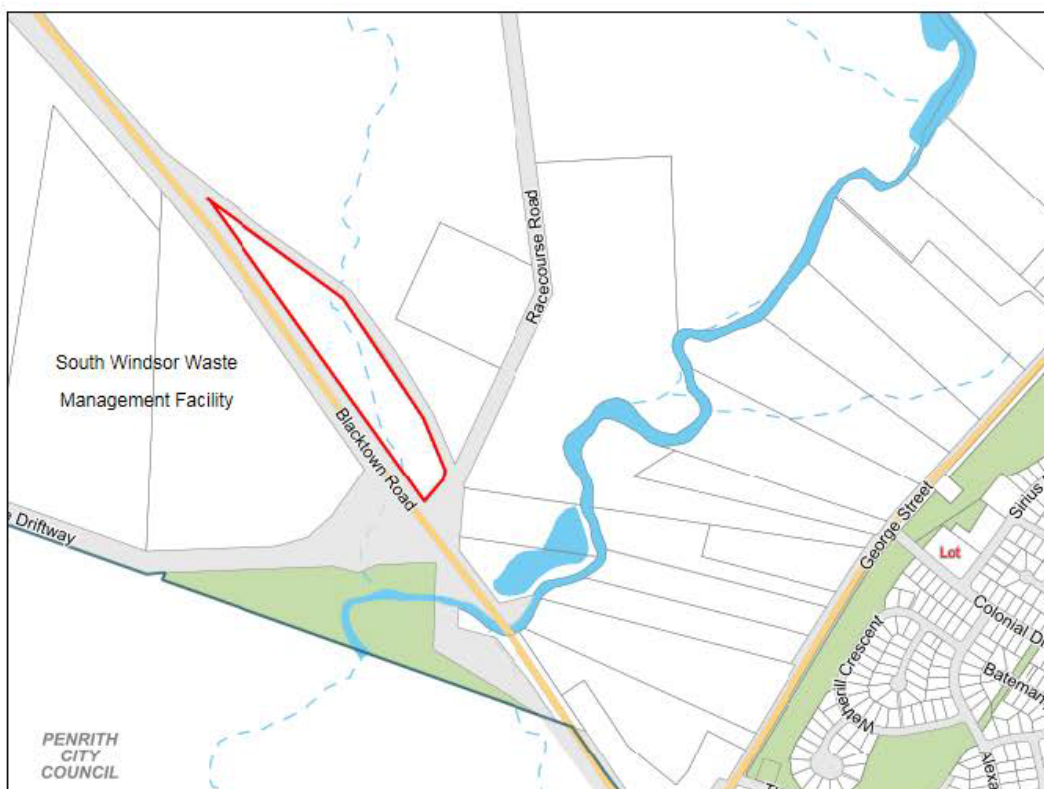


**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve 88957 – Bilpin Rubbish Depot (future)



Reserve 88920 – Richmond Rubbish Depot

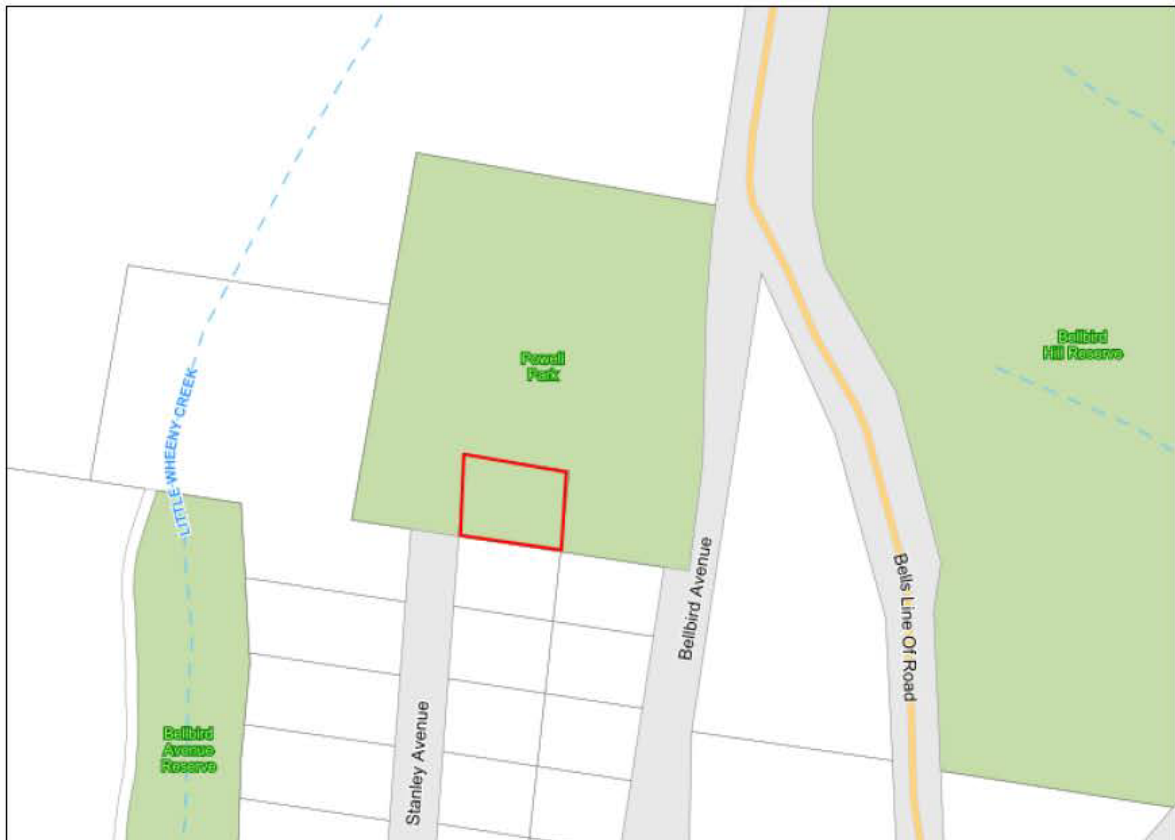


**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**Reserve 1000569 – Windsor Town Hall**



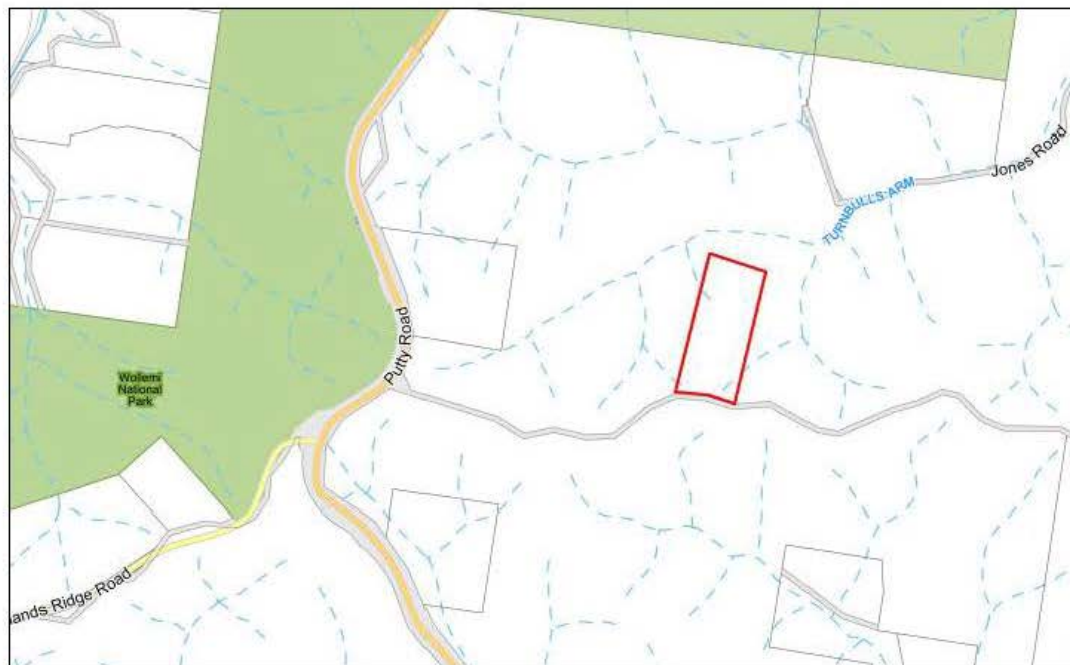
**Reserve 1001352 – Kurrajong Heights Bush Fire Brigade**



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**Additional Land where it is proposed Council request to be the Crown Land Manager:**

Blaxland Ridge Ponds



Vines Pony Club



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

St Albans Bushfire Brigade



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**AT – 3 Initial Categorisation of Crown Land**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
83943	Upper Colo Reserve	Access Public Recreation	General Community Use Park	General Community Use Park	General Community Use Park Natural Area - watercourse	This reserve is in a remote area and is managed as a camping area and not as a general park. It is requested that an additional purpose be added to the reserve for Camping.  Initial Categorisation: General Community Use is recommended for the purpose of Public Recreation and for the purpose of Access.  Note that this reserve occurs along the Colo River and includes a vegetated riparian zone which, under the LG Act would require us to categorise as natural Area - watercourse.
88805	Macdonald Crown Reserve	Access Public Recreation	General Community Use Park	General Community Use Natural Area - watercourse	General Community Use Natural Area - watercourse	This reserve is in a remote area and is not managed as a park. Therefore, for the initial categorisation, General Community Use is recommended for the purpose of Public Recreation and for the purpose of Access.  Note that this reserve occurs along the Macdonald River and includes a vegetated riparian zone which, under the LG Act would require us to categorise as natural Area - watercourse
100097	Ebenezer Bushfire Station	Bush Fire Brigade Purposes	General Community Use	General Community Use	General Community Use	It is proposed that Council request that this reserve be classified as operational land.
88938	East Kurrajong Bushfire Station	Bush Fire Brigade Purposes	General Community Use	General Community Use	General Community Use	It is proposed that Council request that this reserve be classified as operational land.
89577	Colo Heights Bushfire Station	Bush Fire Brigade Purposes	General Community Use	General Community Use	General Community Use	It is proposed that Council request that this reserve be classified as operational land.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
96768	Bowen Mountain Bushfire Station	Bush Fire Brigade Purposes	General Community Use	General Community Use	General Community Use	It is proposed that Council request that this reserve be classified as operational land.
97291	Blaxland Ridge Bushfire Station	Bush Fire Brigade Purposes	General Community Use	General Community Use	General Community Use	It is proposed that Council request that this reserve be classified as operational land.
50188	The Driftway Crown Reserve	Camping	General Community Use	General Community Use	Natural Area – Watercourse Natural Area - bushland	This site is not currently used for camping. There are no camping facilities or infrastructure to support camping
50189	The Driftway Crown Reserve	Camping	General Community Use	General Community Use	General Community Use	This site is not currently used for camping. There are no camping facilities or infrastructure to support camping
66186	Singletons Reserve	Camping; Public Recreation	General Community Use Park	Natural Area – bushland Natural Area – bushland	Natural Area - bushland Natural Area - watercourse Area of Cultural Significance	<p>This is a bushland reserve that has high value native vegetation that offers habitat for koalas. The reserve is used for passive recreation activities that are suitable for bushland areas: bush regeneration; bush walking; bird watching; nature studies; horse riding. The category of natural area would be the most appropriate category for the reserve purpose of public recreation.</p> <p>The reserve is currently not used for camping and there are no facilities or infrastructure for camping.</p> <p>The reserve is historically and archaeologically significant due to the site containing the remnants of the water mills built between 1810 and 1819 by James and Benjamin Singleton. It is recommended that the category Area of Cultural Significance be applied to the reserve.</p>

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
64652	Powell Park - Bilpin	Camping; Public Recreation; Resting Place	General Community Use Park General Community Use	General Community Use Natural Area - bushland General Community Use	Natural Area - bushland	This is a bushland reserve that is completely covered by native vegetation. The reserve is used for passive recreation activities that are suitable for bushland areas. The category of natural area would be the most appropriate category for the reserve purpose of public recreation.
1002958	Richmond Lawn Cemetery and Crematorium	Cemetery And Crematorium	General Community Use	General Community Use	General Community Use	It is proposed that Council request that this reserve be classified as operational land.
89601	Windsor Pre-School	Child Welfare Purposes	General Community Use	General Community Use	General Community Use	
91308	Richmond Community Centre	Community Centre	General Community Use	General Community Use	General Community Use	
100150	Skillshare	Community Purposes	General Community Use	General Community Use	General Community Use	
97300	Blaxland Ridge Reserve	Community Purposes; Public Recreation	General Community Use Park	General Community Use Park	General Community Use Park Natural Area - bushland Sportsground	This reserve contains the old Blaxland Ridge Primary School building which is heritage listed. The building is used as a community centre.  The reserve consists of mown parkland, a tennis court and bushland.
1003168	Yarramundi Reserve	Environmental Protection; Public Recreation	Natural Area Park	Natural Area - watercourse Park	Natural Area - watercourse Park	Natural Area Watercourse is appropriate as the entire reserve is situated within the Nepean/Hawkesbury River Corridor. This category addresses management of the native vegetation within the reserve as well as the lakes/lagoons. The actively managed picnic areas are proposed to be categorised as Park.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
60110	Marayiya Hall site	Public Hall	General Community Use	General Community Use	General Community Use	
85625	Bilpin Hall	Public Hall	General Community Use	General Community Use	General Community Use	
500416	Upper Colo Hall Site	Public Hall Site	General Community Use	General Community Use	General Community Use	
78305	Colo Heights Reserve	Public Hall; Public Recreation	General Community Use Park	General Community Use Sportsground	General Community Use Sportsground Natural Area - bushland	The majority of this reserve is covered in native bushland. There is a sports field, tennis courts, and community centre.
100112	George St Reserve and Bligh Park Crown Reserve	Public Recreation	Park	Park	Park General Community Use Natural Area - bushland	Most of the reserve along George Street is bushland, with some parkland areas that incorporate informal multi-use court and skate plaza. The vehicle turnaround area for the adjoining shopping centre encroaches on the reserve and also part of the neighbouring football club encroach on the reserve so this needs to be GCU.  The part of the crown reserve which includes the electricity easement off Scarborough Cres should probably be GCU as it is a corridor to accommodate electricity easement and pathway.  This reserve is not currently maintained as a park therefore can only fall into the category of General Community Use.
1001142	Upper Colo Public Hall Site	Public Recreation	Park	General Community Use	General Community Use	

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
100119	Turnbulls Hill Crown Reserve	Public Recreation	Park	Natural Area - bushland	Natural Area - bushland General Community Use Natural Area - watercourse Natural Area - escarpment	This reserve is completely covered in native vegetation. It contains drainage lines and an escarpment. The car park is proposed to be categorised as General Community Use.
100133	Devil's Hole Creek Reserve	Public Recreation	Park	Natural Area - bushland	Natural Area - bushland Natural Area - watercourse Natural Area - escarpment	This reserve is completely covered in native vegetation. It contains drainage lines and escarpments. The reserve is a buffer between the National Park and Bowen Mountain residential community. Fire trails and tracks occur throughout the reserve. It is used for passive recreation such as walking, bird watching, cycling
26468	Stanley Park	Public Recreation	Park	Park	Park	There are some remnant trees around the sports field however the understorey is mown – it is not considered to be bushland.
34345	Vineyard Park	Public Recreation	Park	Sportsground	Sportsground Natural Area - bushland	This park contains native vegetation which is mapped as Cooks River Castlereagh Ironbark Forest which is a threatened ecological community. It also contains Acacia pubescens which is a threatened species.
41827	Maraylya Park	Public Recreation	Park	Park	Park Sportsground Natural Area - bushland	
42372	Milkmaid Reach Crown Reserve	Public Recreation	Park	Park	Park Natural Area – watercourse	Section along the Hawkesbury River should be natural area.
45712	Merroo Crown Reserve	Public Recreation	Park	Park	Natural Area - bushland	Whilst this reserve once contained a cricket pitch, it is now fully covered in native vegetation.
500060	Macquarie Park	Public Recreation	Park	Park	Park General Community Use	The area containing the restaurant is proposed to be General Community Use.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 09 July 2019

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
					Natural Area - watercourse	This reserve occurs along the Hawkesbury River and therefore should have the category of Natural Area – watercourse applied along the river.
500156	Howe Park	Public Recreation	Park	Park	Park Natural Area - watercourse	This reserve occurs along the Hawkesbury River and therefore should have the category of Natural Area – watercourse applied along this edge.
500399	Wilberforce Park	Public Recreation	Park	Park	Park Area of Cultural Significance	This park is culturally significant as it is identified in the original layout of the Wilberforce Township by Governor Macquarie.
500407	McQuade Park	Public Recreation	Park	Park55	Park Sportsground General Community Use Area of Cultural Significance	This park is listed on the State Heritage Register. It is culturally significant as it is identified in the original layout of the Windsor Township by Governor Macquarie.
55216	Oakville Park	Public Recreation	Park	Sportsground	Natural Area - bushland Sportsground	This reserve contains Shale /Gravel Transition Forest which is a threatened Ecological Community. It also contains <i>Acacia pubescens</i> which is a threatened species. It is recommended to categorise the bushland as Natural Area – bushland.
56252	Matheson Park	Public Recreation	Park	Park	Park Natural Area – bushland Natural Area - watercourse General Community Use Area of Cultural Significance	Matheson Park is of cultural significance as it is the site of the first local police station (shown on maps dated 1893) and convicts camp and stockade for building the Bells Line of Road. It is also thought that it contained the route of the old Mill Road which led to the Singleton Mills.  This reserve contains some areas managed as mown parkland as well as bushland with a small drainage line.  The reserve also contains a water filling station which is proposed to be categorised as General Community Use.  It is recommended to request Crown Lands to add another purpose of Water Supply to this reserve.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
58673	Kurrajong Heights Park	Public Recreation	Park	Natural Area	Natural area - bushland Natural area - watercourse	This reserve is completely covered in native vegetation. Fire trails and tracks occur throughout the reserve. It is used for passive recreation such as walking, bird watching.
59753	Colo River Park	Public Recreation	Park	Natural Area	Natural area - bushland Natural area - watercourse	This reserve is not managed as a park. It is bushland along the Colo River.
66219	Freemans Reach / Reserve / Freemans Reach Bushfire Brigade	Public Recreation; Bushfire Brigade Purposes	Park General Community Use	Park General Community Use	Park Sportground General Community Use	This reserve contains general parkland and a tennis court. The bushland area has been approved for Bushfire Brigade purposes and it is proposed to relocate the bushfire brigade operations to this site in the near future. It is proposed to categorise the bushfire shed area as General Community Use. It is proposed that Council request that the portion of the reserve for bushfire purposes be classified as operational land.
66854	McLeod Park	Public Recreation	Park	Park	Park	
68426	Glossodia Park	Public Recreation	Park	Park	Park Sportground Natural Area - bushland	This park contains a sports field surrounded by bushland and parkland.
70349	Devil's Hole Creek Reserve	Public Recreation	Park	Natural Area - bushland	Natural Area - bushland Natural Area - watercourse Natural Area - escarpment	This reserve is completely covered in native vegetation. It contains drainage lines and escarpments. The reserve is a buffer between the National Park and Bowen Mountain residential community. Fire trails and tracks occur throughout the reserve. It is used for passive recreation such as walking, bird watching, cycling
72620	Creek Ridge Road Crown Reserve	Public Recreation	Park	Natural Area - bushland	Natural Area - bushland	This reserve is completely covered in native vegetation.
73528	Paine Park	Public Recreation	Park	Park	Park	
74215	Thompson	Public	Park	Park	Park	This reserve is located in the historic Thompsons Square

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
	Square	Recreation			Area of Cultural Significance	conservation precinct within the Windsor Township which is listed as a State heritage item.
76154	Argyle Bailey Memorial Reserve	Public Recreation	Park	Park	Park Natural Area - bushland Natural Area - watercourse	This reserve occurs along the Hawkesbury River and contains native bushland areas and general parkland / picnic areas.
76391	Kent Beach / West Portland Lookout	Public Recreation	Park	Park	Park Natural Area - bushland Natural Area - watercourse	This reserve occurs along the Hawkesbury River. It is mostly bushland with a parking area and lookout.
76765	Part Hawkesbury Showground	Public Recreation	Park	General Community Use	General Community Use	Lot 7004 is part of the Hawkesbury Showground and is fenced from the public. Lot 2 is used as an access road to land which is otherwise land locked.  It is proposed that Council formally request the removal of Lot 2 DP 814397 from the reserve and resign management of Lot 2 DP814397.
76769	Bilpin Park	Public Recreation	Park	Natural Area - bushland	Natural area - bushland	This reserve is completely covered in native vegetation.
76872	South Windsor Park / Mileham St Netball Complex	Public Recreation	Park	Park	Park Sportsground	South Windsor Netball Complex
77031	Powell Park - Kurrajong	Public Recreation	Park	Park	Park Sportsground GCU Natural Area - bushland	This reserve contains general parkland, a tennis court, bushland and bushfire station. The bushfire station is not built on the section reserved for bushfire purposes, therefore it is proposed to categorise this part as GCU.
79779	Holmes Drive Reserve	Public Recreation	Park	Park	Park Natural Area – bushland Natural Area –	This riverside reserve contains mown parkland areas and a bushland area.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
					watercourse	
80390	Kurrajong Memorial Park	Public Recreation	Park	Park	Park	
81430	Brinsley Park	Public Recreation	Park	Sportsground	Sportsground Natural area - watercourse General Community Use	Sports ground surrounded by park with Hortons Creek on the edge of the park. Cul de sack built on part of the reserve so proposed to categorise this as General Community Use.
81510	Macquarie Park (riverbank)	Public Recreation	Park	Park	Park Natural Area - watercourse	
83110	West Portland Road Reserve	Public Recreation	Park	Natural Area - bushland	Natural Area - bushland General Community Use	This reserve is mostly covered in bushland. There is a large open cleared area which does not apply to any other category other than General Community Use.
83421	Old Cattai Oval	Public Recreation	Park	Park	Park Natural Area - bushland	The bushland surrounding the open space should be categorised as natural area – bushland.
84342	Kurrajong Memorial Park / Kurrajong Bushfire Brigade	Public Recreation; Bushfire Brigade Purposes	Park General Community Use	Park General Community Use	Park General Community Use	It is proposed that Council request that the part of this reserve that contains the bushfire shed be classified as operational land.
85855	Churchill's Wharf Reserve	Public Recreation	Park	Park	Park Natural Area - watercourse	Occurs along the Hawkesbury River
86880	Oasis/Church Street Reserve	Public Recreation	Park	Park	Park General Community Use	Contains the Oasis Swim Centre which is leased to YMCA.
88052	Bereewan Park	Public Recreation	Park	Park	Park	

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
88221	Copeland Reserve	Public Recreation	Park	Park	Park	
88289	Wheelbarrow Ridge Crown Reserve	Public Recreation	Park	Natural Area	Natural Area - bushland Natural Area - watercourse	This reserve is completely covered in native bushland
88641	Geakes Road Reserve	Public Recreation	Park	Natural Area	Natural Area - bushland Natural Area - watercourse	This reserve is completely covered in native bushland
88792	Macdonald Valley Crown Reserve	Public Recreation	Park	General Community Use	General Community Use	Crown Lands lease this property to adjoining property owners. Not for general public use.  It is recommended that Council resign management of this reserve.
88881	Colo Park / Morans Rock Reserve	Public Recreation	Park	Park	Park Natural Area - bushland	Colo Park is managed as Parkland.  Morans Rock Reserve is all natural area and will soon be granted to the Deerubbin Aboriginal Land Council. Part of this area is bushland.
88936	Wilberforce Truck Stop	Public Recreation	Park	General Community Use	Park General Community Use Natural Area - bushland	The other area is not maintained as a park and therefore should be categorised as General Community Use.  The local bushfire brigade would like to use part of this reserve for a bushfire shed, Crown Lands has been approached to add an additional purpose.
88977	Fairey Road Crown Reserve	Public Recreation	Park	General Community Use	General Community Use Natural Area - watercourse	Not maintained as a park. There is a drainage line through the reserve and an area historically used as a depot / fill/stockpile site. It is requested to add an additional purpose to this reserve and then to request that the depot site be classified as operational land.
89001	Ebenezer Park	Public Recreation	Park	Park	Park Natural Area - bushland	This reserve contains an area of regenerating bushland.

# ORDINARY MEETING

## SECTION 3 – Reports for Determination

Meeting Date: 09 July 2019

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
89325	Macdonald River Crown Reserve	Public Recreation	Park	Natural Area	Natural Area – watercourse Natural Area - Bushland	40m reserve along the river. Contains regenerating bushland.
89541	Wallambine Street Crown Reserve	Public Recreation	Park	Natural Area	Natural Area - watercourse	40m reserve along the river containing native vegetation.
89576	Leets Vale Reserve	Public Recreation	Park	General Community Use	General Community Use Natural Area - Watercourse	40m reserve along the river which is partly vegetated. Part of the land is cleared but is not managed as parkland.
89726	St Albans Park	Public Recreation	Park	Park	Park Natural Area - watercourse	The riparian vegetation should be managed as Natural area – watercourse under the LG Act definition.
89798	Skeleton Rocks Reserve	Public Recreation	Park	Park	Park Natural Area - watercourse	The riparian vegetation should be managed as Natural area – watercourse under the LG Act definition.
91025	Boundary Road Reserve	Public Recreation	Park	General Community Use	General Community Use Natural Area - watercourse	Leased to Hawkesbury Valley Pony Club therefore not accessible to the general public and not managed as a park.
91283	Chain of Ponds	Public Recreation	Park	Park	Park Natural Area - bushland Natural Area - watercourse Natural Area - wetland	This reserve is mostly a natural bushland area along Currency Creek. Adjacent to the creek is an ephemeral wetland. There is a small area of the reserve maintained as parkland, with a picnic shelter.
93538	Liverpool Reach Reserve	Public Recreation	Park	General Community Use	General Community Use Natural Area - watercourse	This parcel is land locked and not maintained as parkland. Part of the reserve appears to be mown and used by the adjoining property.
94362	Mower Place Reserve	Public Recreation	Park	Park	Park	

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 09 July 2019

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
96190	Fairey Road Crown Reserve / Electricity Easement	Public Recreation	Park	General Community Use	General Community Use Natural Area - bushland	Some lots are electricity easement, other lots are bushland
97166	Clarks Island Crown Reserve	Public Recreation	Park	Natural Area	Natural Area – watercourse General Community Use	Reserve along the Hawkesbury River which contains native vegetation and an area of overgrown grass not maintained as parkland. (This reserve is land locked other than an easement over private property so general community access is difficult).
97608	Spinks Road Reserve	Public Recreation	Park	Park	Park	
80521	Cattai Bridge Reserve	Public Recreation; Resting Place	Park General Community Use	Park Natural Area	Park Natural Area - watercourse Natural Area - bushland	Park along Cattai Creek with native vegetation and riparian vegetation
97055	Hawkesbury Showground	Public Recreation; Showground	Park General Community Use	General Community Use General Community Use	General Community Use	Lease over entire property for showground purposes.
93637	McKinnons Road Crown Reserve / SES	Public Recreation; State Emergency Services	Park General Community Use	General Community Use General Community Use	General Community Use	Half the property is fenced and used for SES purposes. The other half of the property is used as a parking area for the SES. It is proposed that Council request that this reserve be classified as operational land.
77883	Windor Wharf Reserve	Public Recreation; Wharfage	Park General Community Use	Park General Community Use	Park General Community Use	
88785	Kurrajong Crown Reserve	Resting Place	General Community Use	Natural Area - bushland	Natural Area - bushland	Contains bushland so under the LG Act should be categorised as natural area – bushland.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
88957	Bilpin Rubbish Depot - future	Rubbish Depot	General Community Use	Natural Area – bushland	Natural Area – bushland	Not currently used as a rubbish depot. According to the LG Act the land should be categorised as Natural Area – bushland as it is fully vegetated with native bushland.  It is proposed that Council request that this reserve be classified as operational land.
89320	Richmond Rubbish Depot	Rubbish Depot	General Community Use	Natural Area – bushland	Natural Area – bushland	This reserve is not used as a rubbish depot. It is covered in native vegetation and contains a drain which carries water from Blacktown Road.  It is proposed that Council request that this reserve be classified as operational land.
1000569	Windsor Town Hall	Town Hall; Community Purposes	General Community Use General Community Use	General Community Use	General Community Use	This reserve is commercially leased and is not accessible to the general community for use.  It is proposed that Council request that this reserve be classified as operational land.
1001352	Kurrajong Heights Bush Fire Brigade	Urban Services	General Community Use	General Community Use	General Community Use	It is proposed that Council request that this reserve be classified as operational land.
1000505	Smith Park / Pughs Lagoon	Water	General Community Use	Park	Park Natural Area - wetland	This reserve extends lightly over some of the wetland adjacent to the reserve.
500414	North Richmond Park	Public Recreation	Park	Sportsground	Sportsground	Devolved land. Proposed to request that Council become Crown Land Manager. If approved, it is proposed to categorise this reserve as Sportsground.
23186	Glossodia Park (part of)	Water	General Community Use	Natural Area - bushland Natural Area - watercourse	Natural Area - bushland Natural Area - watercourse	Land not under Council's care and control. It is requested that Hawkesbury City Council be appointed as Council Crown Land Manager.  This bushland reserve along Currency Creek is immediately adjacent to Glossodia Park and has been managed informally by Council. It contains a walking track with educational signage along it. It has been extensively

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
						weeded by the Glossodia Park bushcare group over many years.
1000409	Bushells Lagoon	Water Supply	General Community Use	General Community Use	General Community Use	Land not under Council's care and control.  Members of the community would like this lagoon to be managed for Environmental purposes which is not fully compatible with the purpose of water supply to the adjoining farmland.
CADID1 7454582 8	Part Yarramundi Reserve			Natural Area – watercourse	Natural Area - watercourse	Land not under Council's care and control. It is requested that Hawkesbury City Council be appointed as Council Crown Land Manager.  The plan of Management for Yarramundi Reserve recommends that this parcel be added to the reserve. It was previously part of the river and had no legal identifier.
1028108	McMahon Park			Park Sportsground Natural Area - bushland Natural Area - watercourse General Community Use	Park Sportsground Natural Area - bushland Natural Area - watercourse General Community Use	McMahon Park, formerly Kurrajong Park, was placed in the care and control of Council in the Government Gazette of 14 June 1911. The Certificate of Title shows Hawkesbury City Council in the first schedule however notation 4 in the schedule indicates that the property is in Council's care and control. It appears that no Reserve Trust was ever established.  It is proposed that Council request to become Council Crown Land Manager for this reserve.  The reserve contains a sporting oval, parkland and a community centre surrounded by natural bushland along Little Wheeny Creek.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

Reserve Number	Reserve Known As:	Purpose	Guidance LG Act Category	Initial LG Act Category proposed (related to purpose)	Final LG Act Category proposed	Justification for change in category
88714	Blaxland Ridge Ponds					This reserve has historically been used by Council to dispose of sillage during flood events when the Windsor Bridge is cut off. There are 4 ponds on site – 2 have been rehabilitated and 2 are still operational.  It is proposed that Council formally request to become Council Crown Land Manager for this reserve.  It is requested that this reserve be classified as Operational.
	Part Hawkesbury Showground					It is proposed that Council formally request the land parcel located between Lot 2 DP 814397 and Lot 7004 DP1030961 be added to Reserve 88714 as it is currently being used as part of the showgrounds.
	Vines Pony Club			Sportsground	Sportsground	This parcel is leased to the Vines Pony Club. It is proposed to have this parcel classified as operational however if this is not approved, then sportsground may be the most appropriate category.

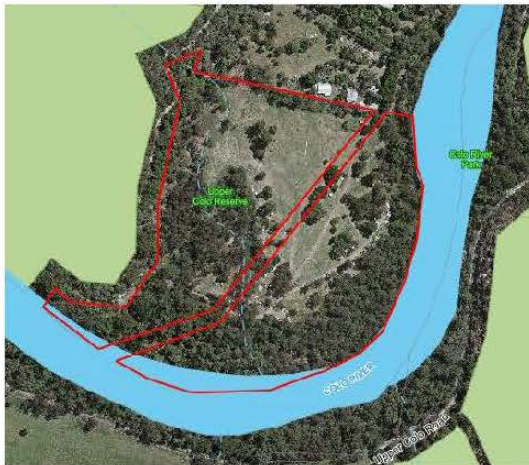
Note: Land in blue text is devolved land. Land in purple text is Other Crown land.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**

**AT – 4 Maps of Crown Land to be Considered for Management by Council**



North Richmond Park



Upper Colo Reserve



McMahon Park, Kurrajong



Part Yarramundi Reserve



Part Glossodia Park

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**



Bushells Lagoon



R88792



Matheson Park



St Albans Bushfire Brigade – R89727



Lot 2 DP814397 Adjacent to Showground



Unidentified Land – Hawkesbury Showground

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 09 July 2019**



Blaxland Ridge Ponds



Vines Pony Club

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section 4

reports  
of committees

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date:** 09 July 2019

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 09 July 2019**

**SECTION 4 – Reports of Committees**

**Item: 128**                      **ROC - Heritage Advisory Committee - 13 June 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 13 June 2019.

**RECOMMENDATION SUMMARY:**

Items 1, 2, and 3 contained within the attached minutes of the Heritage Advisory Committee, 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:**

**Discussion**

The Heritage Advisory Committee met on 13 June 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 – Draft 3 Year Heritage Strategy for 2019 - 2021**

The Committee considered a report that detailed the requirements of the Heritage Division of the NSW Office of Environment & Heritage who deliver the NSW Heritage Grants Program. This included a requirement for Councils to prepare, adopt and implement a three year Heritage Strategy.

Council is currently in the process of recruiting a City Architect to assist with Architecture, Heritage and Urban Design matters within the City. Likewise Council has allocated resources to carry out strategic work in relation to Heritage matters. The allocation of any additional resources will need to be considered as part of the 2020/2021 Operational Plan and budget process.

**Item 2 – Local Heritage Assistance Fund 2018/2019 Outcomes**

The purpose of this report was to update the Heritage Advisory Committee of the outcomes of the Local Heritage Assistance Fund 2018/2019 applications and approved projects.

The Committee commended the outstanding work completed by property owners and local community members on the Heritage properties approved as part of the funding program.

All members agreed that with the property owner's permission, these projects including before and after photos should be actively publicized by Council through various means, including social media, local newspaper and newsletters.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 09 July 2019**

Following consideration of the matter, the Committee resolved as follows:

*"That the Heritage Advisory Committee recommends that:*

- 1. The information contained within the report be received and noted.*
- 2. The Heritage Advisory Committee recommend that Council actively publicise the outcomes of the Local Heritage Assistance Fund through various media."*

It would be appropriate for Council to publicise these matters via social media, local newspapers and council newsletters.

**Item 3 – Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects**

The Committee was updated on progress associated with the three projects that are being funded, including:

1. Hawkesbury Community Heritage Study and Inventory Sheets (\$106,000);
2. Hawkesbury LGA – Privately Owned Heritage Remediation (Stage 1) Remediation Works (\$95,000); and
3. Community Conservation of the Historic Cemeteries of the Hawkesbury LGA (\$106,000)

Following consideration of the matter, the Committee resolved as follows:

*"That the Heritage Advisory Committee recommends that:*

- 1. The information be received and noted.*
- 2. The Heritage Advisory Committee recommend that Council prepare an audit regarding issues and concerns with the 'Heritage Near Me' Program to present to the relevant State Government Minister.*
- 3. The Heritage Advisory Committee recommend that Council congratulates, commends and thanks St Albans volunteers in terms of works undertaken at the cemetery."*

Council has previously endorsed the Local Member meeting with representatives of the Heritage Advisory Committee. It would also be appropriate for Council to formally acknowledge the work of the St. Albans volunteers.

**RECOMMENDATION:**

That:

1. The Minutes of the Heritage Advisory Committee held on 13 June 2019 be received and noted.
2. In relation to item 1 of the Minutes, Council note that it is currently in the process of recruiting a City Architect to assist with Architecture, Heritage and Urban Design matters within the City. Likewise Council has allocated resources to carry out strategic work in relation to Heritage matters. The allocation of any additional resources will need to be considered as part of the 2020/2021 Operational Plan and budget process.
3. In relation to item 2 of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely that:

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 09 July 2019**

*"Council actively publicise the outcomes of the Local Heritage Assistance Fund through various media."*

4. In relation to item 3 of the Minutes, Council endorse the recommendation of the Heritage Advisory Committee, namely that Council:
- "(a) prepare an audit regarding issues and concerns with the 'Heritage Near Me' Program to present to the relevant State Government Minister.*
  - (b) congratulate, commend and thank St Albans volunteers in terms of works undertaken at the cemetery."*

**ATTACHMENTS:**

**AT - 1** Minutes of the Heritage Advisory Committee held on 13 June 2019

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 09 July 2019

**AT - 1 Minutes of the Heritage Advisory Committee held on 13 June 2019.**

Minutes of the Meeting of the Heritage Advisory Committee held in Council Committee Rooms, Windsor, on 13 June 2019, commencing at 5:00pm.

- Present:** Councillor Danielle Wheeler, Chairperson  
Mr Graham Edds, Deputy Chairperson  
Councillor Peter Reynolds, Hawkesbury City Council  
Ms Abigail Ball, Community Representative  
Mr Michael Edwards, Community Representative  
Ms Janice Hart, Community Representative  
Professor Ian Jack, Community Representative  
Ms Helen Mackay, Community Representative  
Ms Judy Newland, Community Representative  
Ms Michelle Nichols, Community Representative  
Mr Steve Rawling, Community Representative  
Ms Venecia Wilson, Community Representative  
Mr Graham Edds, Community Representative\*
- Apologies:** Councillor Nathan Zamprogno, Hawkesbury City Council  
Ms Deborah Hallam, Community Representative  
Ms Linda Perrine, Hawkesbury City Council\*
- In Attendance:** Mr Andrew Kearns, Hawkesbury City Council  
Mr Craig Johnson, Hawkesbury City Council  
Mr Charles Liggett, Hawkesbury City Council  
Ms Megan Berrell, Council Committee Officer  
Mr Otto Cserhalmi, Heritage Advisor\*

**REPORT:**

**RESOLVED** on the motion of Mr Edwards and seconded by Mr Edds that the apologies be accepted.

*Ms Nichols attended from 5:16pm.*

Member	23/05/2019	13/06/2019
Councillor Danielle Wheeler, Chairperson	✓	✓
Mr Graham Edds, Deputy Chairperson	✓	✓
Councillor Peter Reynolds	✓	✓
Councillor Nathan Zamprogno	✓	A
Ms Abigail Ball	✓	✓
Mr Michael Edwards	✓	✓
Professor Ian Jack	✓	✓
Ms Helen Mackay	✓	✓
Ms Judy Newland	✓	✓
Ms Michelle Nichols	✓	✓
Mr Steve Rawling AM	✓	✓
Ms Venecia Wilson	✓	✓
Ms Janice Hart	A	✓
Ms Deborah Hallam	✓	A

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

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 09 July 2019**

**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 7 March 2019 and 23 May 2019 be confirmed.

**SECTION 4 - Reports for Information**

**Item: 1                      HAC - Draft 3 Year Heritage Strategy for 2019 - 2021 - (80242), (95498)**

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**DISCUSSION:**

- Regarding Recommendation 3, the Committee enquired as to whether this refers to a new position of Heritage Advisor, or whether this refers to Council's existing Heritage Advisor. It was noted that funding only allows for what is included in the strategy, but it could be added to the strategy to seek funding.
  - Officers advised that there is a re-structure occurring that would allow for additional resources relating to heritage.
  - It was noted by the Committee that other Councils employ a Heritage Officer and this would be beneficial for Hawkesbury City Council.
  - A question was raised in relation to whether a Significant Tree Register could be added into the strategy. Following discussion, it was determined that this be considered as part of the Heritage Study.
  - Regarding Recommendation 5, the Committee recognised that other Councils, including Blacktown and Parramatta, charge rates that include managing Heritage. This has previously been discussed at the Committee but never been considered further. It was agreed that this should be pursued, and now is an appropriate time to consider this further.
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**OFFICER'S RECOMMENDATION:**

That the Heritage Advisory Committee provide comment on the contents of, or endorsement of, the proposed Draft 3 Year Heritage Strategy for the 2019/20 – 2020/21 period.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Mr Edds, seconded by Ms Mackay.

That

1. The Heritage Advisory Committee recommend to Council to consider increasing funding available to local heritage and investigate opportunities for funding through a special charge for Heritage.
2. The Heritage Advisory Committee endorse the Draft Strategy including the above recommendation.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 09 July 2019**

**Item: 2                      Local Heritage Assistance Fund 2018/2019 Outcomes (95498)**

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**DISCUSSION:**

- The Committee commended the outstanding work completed by property owners and local community members on the Heritage properties approved as part of the funding program.
  - It was suggested that Council work on compiling a list of trades and who have undertaken good work in the past, but it was noted that it was important to have a disclaimer included on this.
  - All members agreed that with the property owner's permission, these projects including before and after photos should be actively publicized by Council through various means, including social media, local newspaper and newsletters.
- 

**OFFICER'S RECOMMENDATION:**

That the information contained within the report be received and noted.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Ms Mackay, seconded by Ms Ball.

That

1. The information contained within the report be received and noted.
2. The Heritage Advisory Committee recommend that Council actively publicise the outcomes of the Local Heritage Assistance Fund through various media.

**Item: 3                      Heritage Near Me - Strategic Projects Grant Funding - Update on Approved Projects (95498)**

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**DISCUSSION:**

**Hawkesbury Community Heritage Study and Inventory Sheets**

- Officers advised that to date the Working Group has provided a list of 132 sites for consideration. The consultants have been reviewing the material provided.
- Council is currently setting up an Online Form prior to a letter being sent out to Heritage Groups, requesting their input and information.
- It was noted that Council will provide Heritage Groups with details of currently listed sites in order to avoid double ups.

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

*Ms Nichols, Mr Edds and Mr Edwards declared interests with respect to this section.*

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 09 July 2019**

- Concerns were raised by the Committee regarding the process of applying for funding with the Office of Environment and Heritage, and the uneven distribution of money between applicants.
- It was agreed that Council should ask for quotes for work to be completed, in order to ensure the funds being granted are proportionate to the extent of works being completed.

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

- The Committee was advised that volunteers had been undertaking works following the training program.
- The work was commended by Committee members and a suggestion was made to publicize these achievements through various means, including Council's social media, newsletter and local newspaper.

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**OFFICER'S RECOMMENDATION:**

That the information be received and noted.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Ms Wilson, seconded by Ms Mackay.

That

1. The information be received and noted.
2. The Heritage Advisory Committee recommend that Council prepare an audit regarding issues and concerns with the 'Heritage Near Me' Program to present to the relevant State Government Minister.
3. The Heritage Advisory Committee recommend that Council congratulates, commends and thanks St Albans volunteers in terms of works undertaken at the cemetery.

**Item: 4                      HAC - Application for State Heritage Listing of the Archaeological Site of Singletons Watermill - (95498)**

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**DISCUSSION:**

- Officers and Prof Ian Jack provided the Committee with an overview of findings in relation to the Heritage of Singletons Watermill.
- It was considered that with these extra studies and information, the case that can now be made is compelling, and that the site is unique and important.
- Reference was made to the reinforcement of the Hawkesbury being the 'Food Bowl of the Colony'.
- It was noted that the proposed North Mill State Listing is on Council land and the South Mill is privately owned. The owners have not yet been approached in regard to a potential Heritage Listing of the South Mill.
- The Committee agreed it is desirable to list both Mills together as one.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**

**Meeting Date:** 09 July 2019

- Officers will amend the Draft Application to reflect the additional information provided by Committee Members and include the item for discussion at the next Heritage Advisory Committee meeting.

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**OFFICER'S RECOMMENDATION:**

That the report be received and noted.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Mr Rawling, seconded by Ms Nichols.

That

1. This item be deferred for consideration until the next Heritage Advisory Committee Meeting.

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**Item: 5**                      **Recognition of Private Whirlpool VC - Windsor Presbyterian Cemetery, South Windsor - (95498)**

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**DISCUSSION:**

- The Committee expressed concerns that a stone monument/cairn was not appropriate to recognize Private Whirlpool. It was suggested to perhaps consider a bronze relief, fenced off section or plaque.
- Discussion arose regarding the specific location of Private Whirlpool's burial, and where the monument should be located.

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**OFFICER'S RECOMMENDATION:**

That the Heritage Advisory Committee consider and endorse the proposal to recognise Private Whirlpool VC by the placing of an appropriate monument within the boundaries of the Windsor Presbyterian Cemetery, South Windsor by the Private Frederick Whirlpool VC Committee.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Ms Nichols, seconded by Ms Wilson.

That

1. The Heritage Advisory Committee endorses the proposal to recognise Private Whirlpool, but that further consideration be given to the form of that recognition.

**SECTION 5 - General Business**

**International Council of Monuments and Sites (ICOMOS) – 2020 General Assembly (GA)**

**Discussion:**

The Committee was delighted to hear that Council was notified by the ICOMOS GA 2020 symposium organisers recently that the "Expression of Interest" and additional information supplied by Council has

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 09 July 2019**

been successful, and the “Explore Hawkesbury's Heritage” tour is set to take place on Friday 2 October 2020.

The Explore Hawkesbury's Heritage proposed tour program and estimated cost for delegates to attend the tour day were received and noted.

**Macquarie Towns – the Case for Heritage Listing**

**Discussion:**

The Committee were advised that at its Ordinary Meeting on 28 August 2018, Council resolved to endorse the Heritage Advisory Committee's Recommendation in respect of Macquarie Towns – The Case for Heritage Listing, namely:

*That:*

1. *Council endorses the Heritage Advisory Committee recommendation to request a State Listing of the Town Plans in the Macquarie Towns.*
2. *Council make further contact with Penrith City Council, formally requesting that they consider including Castlereagh in the nomination as the fifth Macquarie Town. Should Penrith City Council agree, that Castlereagh be included in Council's nomination for the five Macquarie Towns.*
3. *Mr Graham Edds and Professor Ian Jack be asked to complete the nomination form for the State Listing of the Town Plans in Macquarie Towns for further consideration.*
4. *The completed nomination form be forwarded to the Office of Environment & Heritage following further consideration.*

It was noted that Mr Edds, Prof Ian Jack, Mr Edwards and Ms Nichols were interested in assisting with the next steps in the process to move the proposal forward.

**Australian War Memorial – Places of Pride – National Register of War Memorials**

**Discussion:**

The Committee were advised that in addition to the Memorials already recorded on the Prides of Place register in the Hawkesbury, Council recently updated the information to now include the following Memorials:

- Richmond District War Memorial – Richmond Park
- Wilberforce District War Memorial – Wilberforce Park
- Colo War Memorial – Colo Reserve
- Kurrajong War Memorial – Memorial Park, Kurrajong
- Pitt Town Memorial Gates – Memorial Park Pitt Town
- Windsor Memorial Gates – McQuade Park
- Boer War Memorial – McQuade Park

All sites above have been listed on the Register to provide the opportunity for people to research the memorial and the people included in it.

It was suggested that Council display media information and a link to the Australian War Memorial website, to promote Places of Pride in public areas such as the library and gallery, etc.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 09 July 2019**

**McQuade Park – Discussions Between Hawkesbury City Council and the Returned Service League (RSL)**

**Discussion:**

The Committee were updated on initial discussions between Council and the Windsor Returned Services League (RSL) regarding the installation of a permanent memorial in McQuade Park, Windsor.

The Committee raised concern regarding the necessity and appropriateness of a permanent war memorial in McQuade Park.

It was noted that this proposal is only in the early stages, but the Committee expressed a concern that a permanent structure would not fit into the landscape. It was noted that the RSL's consulting landscape architect is exploring ideas to suit the landscape area. Further consideration of the matter is warranted when further details are available.

**Heritage Brick Barrel Drains in Richmond**

**Discussion:**

The Committee discussed the location of heritage brick barrel drains in Richmond.

It was noted that these drains cross underneath the Richmond Club.

Officers advised that video footage from inside the drains is available. The Committee were interested in viewing this and possibly determining the location.

The Committee recommends that:

1. The location of the heritage brick barrel drains in Richmond is to be noted and included for consideration as part of the Heritage Study.
2. This item is to be included on the next Heritage Advisory Committee Agenda for discussion, including the video footage available to Council.

**MOVED** by Mr Edds and seconded by Ms Nichols.

**Update on Town Centres Masterplan Working Group**

**Discussion:**

Officers provided an overview to Committee members regarding the Town Centres Masterplan Working Group projects, including:

- City Deal Liveability Grant
- Murals Project
- Refreshed Shopfronts
- Pilot project – Community/Cultural Incubator

*"The Hawkesbury City Council, with the assistance of the Windsor Returned Services League (RSL), has created a scheme to assist shop owners, tenants and landlords to improve the external appearance of their premises. The modest grants must be match funded in cash by the applicant.*

*The publicly funded program to improve heritage buildings is part of Council's wider commitment to deliver the objectives set out in the Hawkesbury Community Strategic Plan and identified in the Place score survey. The Windsor Mall contains buildings that are historically significant as well as local businesses that are commercially important to the community. For this reason the appearance of shop fronts and the buildings in which they reside influences the character of a Mall. Windsor has*

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 09 July 2019**

*an impressive collection of early 20th Century buildings that form an essential element of the wider streetscape. Over the years the buildings have been modified and some of their original personality has been lost. A shop front that has been re-designed with respect given to the original architecture and character of the surrounding area can add charm and vitality, making it attractive to shoppers and visitors alike.*

*Many people believe the Hawkesbury possesses some of Australia's best architectural heritage. Over the next few years, as the renewal of our town centres gathers pace, it's important that careful integration of historic buildings remains part of the local landscape. The outdated perception of Victorian and Georgian buildings as obstacles to economic growth and urban renewal no longer holds. In its place is a clearer understanding of how places change, and how such buildings can present an opportunity to create development that adds to a town's character. Heritage buildings are seen as fundamental to Windsor's sustainable regeneration. Using our historic environment as an asset, and giving it new life, is central to the economic and social revival of the Hawkesbury's towns and villages."*

The Committee were appreciative of the efforts from the Working Group to take Heritage values into consideration with their projects. Suggestions were made by Committee Members in terms of other work relating to Town Centres and Heritage.

**Australiana Pioneer Village, Wilberforce**

**Discussion:**

The Committee discussed the Australiana Pioneer Village, and more particularly the responsibility associated with the ongoing maintenance and care for buildings on the site.

A question was raised as to whether a Conservation Management Plan had been prepared. It was suggested that this should be pursued and funded as a joint effort by the Village and Council.

The Committee recommends that:

1. The Heritage Advisory Committee requests an answer regarding the legal responsibility of Council and whether this can be delegated by lease.
2. This item is to be included on the next Heritage Advisory Committee Agenda for discussion.

*Councillor Wheeler and Mr Edds declared an interest with respect to this matter.*

**Daphne Kingston Artworks**

**Discussion:**

Officers advised the Committee that the library and museum have multiple Daphne Kingston artworks.

It was also advised that throughout Council's office buildings, there are many paintings and artworks on the walls which should be moved to public spaces for display.

It was also suggested that as much Artwork be displayed as possible.

**Keynote Speech by Mr. Philip Thalys at the National Trust 2019 Awards**

**Discussion:**

The Committee commended the Keynote Speech by Mr Phillip Thalys, and highlighted the references to the Hawkesbury throughout his speech.

The attachment was received and noted.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 09 July 2019**

**The Hawkesbury - Birthplace of the “Fair Go”**

**Discussion:**

The Committee discussed whether the The Hawkesbury District has three very early claims to being the home of the ‘Fair Go’ in Australia.

The Committee were advised that cultural tourism is worth approximately 12 billion to NSW Tourism and an academic paper report would be beneficial to promote this to Council.

It was agreed that this should become a focus to increase tourism and heritage awareness, but it is vital that Council maintains ownership.

The Committee recommends that:

1. The Heritage Advisory Committee receives a presentation on the concept of the Hawkesbury as the birthplace of the “Fair Go”, and it’s potential for a tourism strategy.

**MOVED** by Ms. Wilson and seconded by Ms. Mackay.

The meeting terminated at 7:43pm.

**oooO END OF REPORT Oooo**

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section 5

notices of motion

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date:** 09 July 2019

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 09 July 2019**

**SECTION 5 – Notices of Motion**

**Item: 129**                      **NM1 - Economic Development Plan - (125612, 79351)**

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**Submitted by:** Councillor Lyons-Buckett

**NOTICE OF MOTION:**

That in the development of its Economic Development Plan, Council include initiatives to engage small businesses particularly those which operate outside the major town centres, with the aim of:

- a) Providing them with information on Council's activities, particularly with regard to any opportunities to participate in local events or apply for grant funding, and
- b) Ensuring we listen to their ideas and specific needs and provide them with information about how to access policies applicable to their business activities.

**BACKGROUND:**

Council has allocated resources to develop and implement an Economic Development Plan.

The recently held Hawkesbury Business Week facilitated an opportunity to speak with a broad range of business operators in the Hawkesbury area.

Whereas Council has a number of proposed events and programs such as regular 'Meet and Greet' evenings and the Town Centre Revitalisation Project, it is apparent that not all businesses are part of either of these.

It is also acknowledged that Council is not the primary source of business advisory services.

However, as representatives of our local constituents engaged in business, particularly small business and in many cases home-based businesses, it is imperative that we ensure they have access to the information and opportunities Council is involved with.

This Notice of Motion seeks to have Council investigate the best mechanism to engage with these businesses through our programmes.

**FINANCIAL CONSIDERATIONS:**

Any initiative would form part of Council's Economic Development Plan.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date:** 09 July 2019

**ORDINARY MEETING**  
**Councillor Questions with Notice**  
**Meeting Date: 09 July 2019**

**COUNCILLOR QUESTIONS WITH NOTICE**

**Item: 130**                      **Councillor Questions with Notice**

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**REPORT:**

**Questions – 9 July 2019**

#	Councillor	Question	Response
1	Richards	Requested an update as to where the issue is up to regarding the new corridor for the Grose River Crossing? Where is the revised VPA up to which allows the change to occur? When can the community expect construction to commence?	<p>The General Manager provided the following status report in relation to this matter:</p> <p>A consultation meeting was held on 5 December 2018 to provide community members with a detailed history of the Grose River crossing and a proposal to move forward in the development of an enhanced plan for the crossing.</p> <p>A further consultation meeting was held on 11 April 2019 at which time a proposal was outlined to locate the Grose River Crossing upstream of the previously proposed location so as to achieve a more direct and less flood affected crossing.</p> <p>Since that time Roads and Maritime Services have been liaising with affected land owners to confirm details of the proposed alignment and the resulting impacts on affected properties.</p> <p>Once Roads and Maritime Services have concluded this process, Council will be in a position to receive and consider a report in relation to:</p> <ul style="list-style-type: none"><li>• The revised location of the crossing – upstream of the currently proposed location</li><li>• Amending the Voluntary Planning Agreement.</li></ul>

**ORDINARY MEETING**  
**Councillor Questions with Notice**  
**Meeting Date: 09 July 2019**

#	Councillor	Question	Response
2	Garrow	Requested if Council could provide an update on the new Hurlestone High School project at Western Sydney University, including when construction will start and when it will open for teaching.	<p>The Director City Planning advised that the Department of Planning is currently assessing the application. The project has been identified as a State Significant Development – Reference Number SSD 8614, the details of which can be viewed at: <a href="http://majorprojects.planning.nsw.gov.au/index.pl">http://majorprojects.planning.nsw.gov.au/index.pl</a></p> <p>The application has been notified and a total of 43 submissions were received. The Department of Education is currently in the process of assessing the submissions and drafting its “Response to Submissions”. When completed, the “Response to Submissions” will be lodged with the Department of Planning for consideration in the assessment and determination of the application.</p>

oooO END OF REPORT Oooo



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