



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 10 November 2020

location: council chambers and  
by audio-visual link

time: 6:30 p.m.



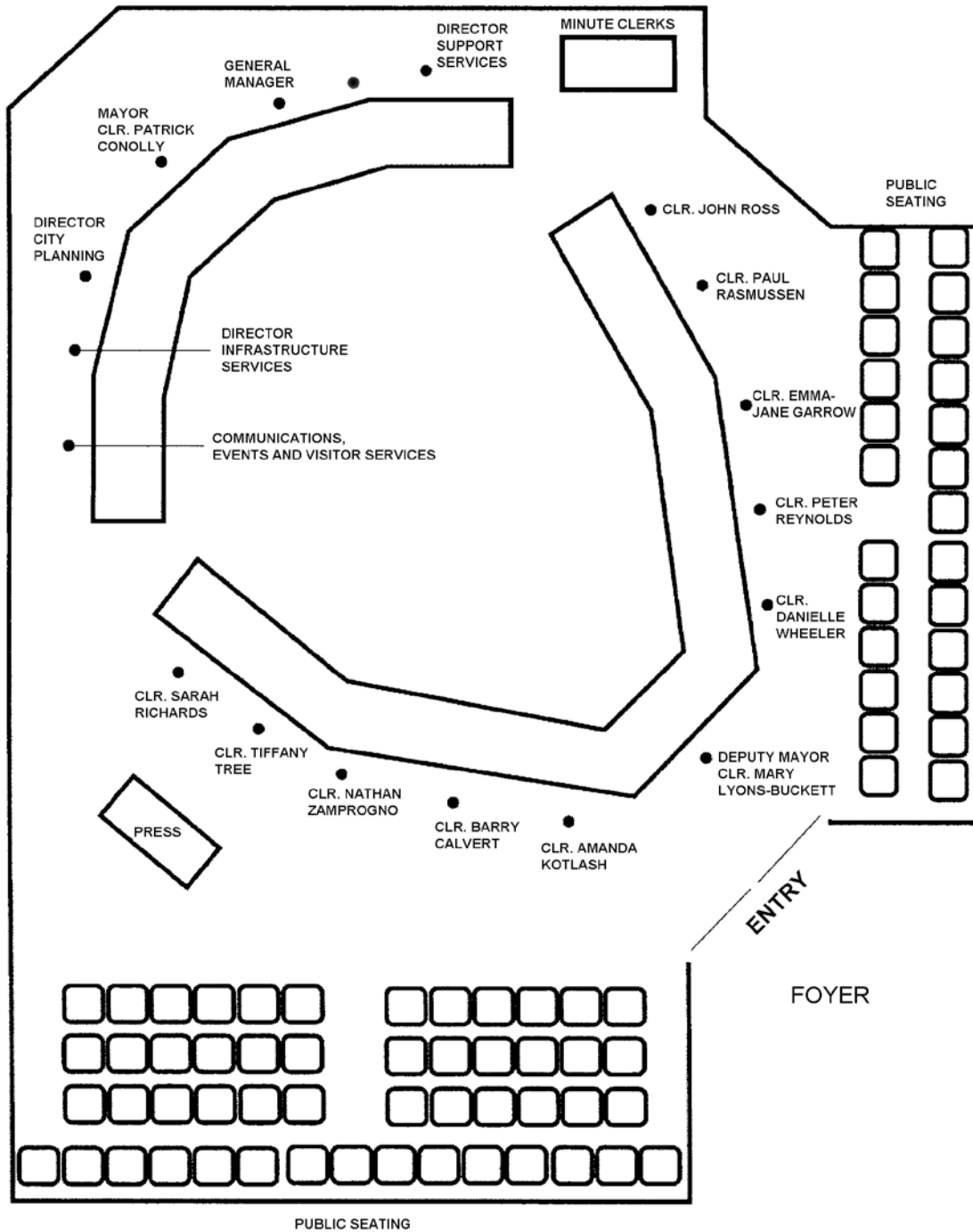


# mission statement

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



# Hawkesbury City Council









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**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 10 November 2020**

**PROCEDURAL MATTERS**

**Welcome**

The Mayor, Councillor Patrick Conolly will acknowledge the Indigenous Heritage.

The General Manager will address the Council meeting, mentioning:

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

**Attendance**

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

**Apologies and Leave of Absence**

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

**Declaration of Interest**

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

**Acknowledgement of Official Visitors to the Council**

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



**ORDINARY MEETING**

**Procedural Matters**

**Meeting Date:** 10 November 2020



ordinary

section 1

confirmation of minutes



**ORDINARY MEETING**

**SECTION 1 - Confirmation of Minutes**

**Meeting Date:** 10 November 2020

**SECTION 1 - Confirmation of Minutes**





# Hawkesbury City Council

## ordinary meeting minutes

date of meeting: 27 October 2020

location: by audio-visual link

time: 6:30 p.m.







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## ORDINARY MEETING

Minutes: 27 October 2020

Minutes of the Ordinary Meeting held by Audio-Visual link, on 27 October 2020, commencing at 6:31pm.

### Welcome

The Mayor, Councillor Patrick Conolly 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 Patrick Conolly, Mayor, Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Barry Calvert, 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, Chief Financial Officer - Emma Galea, Strategic Planning Manager - Andrew Kearns, Manager Communications, Events and Visitor Services - Suzanne Stuart, Manager Corporate Services and Governance - Charles McElroy, Acting Manager Community Services - Meagan Ang and Administrative Support Officer - Jodie Tillinghast.

### APOLOGIES AND LEAVE OF ABSENCE

No apologies or leave of absence were received from Councillors.

Councillor Calvert arrived at the meeting at 6:35pm

Councillor Rasmussen arrived at the meeting at 6:36pm

Councillor Tree arrived at the meeting at 6:42pm

Due to technical difficulties with the audio-visual link Councillor Calvert left the meeting at 8:57pm and re-joined the meeting at 9:08pm.

Due to technical difficulties with the audio-visual link Councillor Garrow left the meeting at 8:55pm and re-joined the meeting at 9:19pm

### DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.



**ORDINARY MEETING**

**Minutes:** 27 October 2020

**SECTION 1 - Confirmation of Minutes**

**261 RESOLUTION:**

RESOLVED on the motion of Councillor Zamprogno and seconded by Councillor Reynolds that the Minutes of the Ordinary held on the 13 October 2020, be confirmed.



## ORDINARY MEETING

Minutes: 27 October 2020

### SECTION 3 – Reports for Determination

#### CITY PLANNING

**Item: 205**                      **CP - Draft Flood Policy 2020 - (95498, 124414)**

**Previous Item:**              MM1, Ordinary (13 December 2016)  
148, Ordinary (11 August 2020)

**Directorate:**                City Planning

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#### **MOTION:**

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

*Refer to RESOLUTION*

#### **262 RESOLUTION:**

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

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That Council:

1. Note the outcome of public exhibition of the draft Flood Policy 2020.
2. Adopt the draft Flood Policy 2020, attached as Attachment 2 to this report.
3. Rescind the existing PEA0124Z Development on Flood Liable Land Policy 2012 and PEL0005Z Regional Flood Mitigation in the Hawkesbury-Nepean Valley Policy 2011.

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

**Against the Motion:**        Nil.

**Absent:**                        Nil.



## ORDINARY MEETING

Minutes: 27 October 2020

**Item: 206**                      **CP - Draft Works in Kind Policy - (95498, 124414)**

**Previous Item:**            147, Ordinary (11 August 2020)

**Directorate:**                City Planning

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### **MOTION:**

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

***Refer to RESOLUTION***

### **263 RESOLUTION:**

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

That Council:

1. Note the outcome of public exhibition of the draft Works in Kind Policy.
2. Adopt the Works in Kind Policy, attached as Attachment 2 to this Report with the following inclusion:
  - The estimated value of the Works in Kind must be produced by a qualified and practicing Quantity Surveyor, Civil Engineer or Surveyor with associate or higher membership of an accredited professional institution in Australia and with demonstrated relevant experience.

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

**Against the Motion:**      Councillor Ross

**Absent:**                        Nil.



**ORDINARY MEETING****Minutes: 27 October 2020**

**Item: 207**                      **CP - Local Heritage Assistance Program 2020/2021 - Preparation of Maintenance Plans and Minor Maintenance/Conservation Works to Heritage Listed Properties within the Hawkesbury LGA - (95498, 124414)**

**Directorate:**                      City Planning

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**MOTION:**

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

***Refer to RESOLUTION***

**264 RESOLUTION:**

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

That:

1. Council approve grant funding under Section 356 of the Local Government Act 1993 for each of the following 21 successful applicants under the terms of the Local Heritage Assistance Program 2020/2021.

<b>Heritage Listed Property</b>	<b>Grant Funding</b>
7 Francis Street, Richmond	\$1,214
250A Wollombi Road, St Albans	\$2,000
14 George Road, Wilberforce	\$2,000
5 Moses Street, Windsor	\$2,000
113 Windsor Road, McGraths Hill	\$1,625
122 Windsor Street, Richmond	\$2,000
206 George Street, Windsor	\$2,000
2 Little Church Street, Windsor	\$1,300
7 Catherine Street, Windsor	\$1,936
353 Pitt Town Bottoms Road, Pitt Town Bottom	\$2,000
2 Catherine Street, Windsor	\$1,925
104 Bathurst Street, Pitt Town	\$2,000
518 Tizzana Road, Ebenezer	\$2,000
194-196 George Street, Windsor	\$2,000
26 Wharf Street, St Albans	\$2,000
94 Bathurst Street, Pitt Town	\$2,000
25-29 Bosworth Street, Richmond	\$2,000
19 Upper MacDonald Road St Albans	\$2,000
22 Buckingham Street, Pitt Town	\$2,000
1349 Upper MacDonald Road, Upper MacDonald	\$2,000
496 Wilberforce Road, Wilberforce	\$2,000
<b>TOTAL</b>	<b>\$40,000</b>



## ORDINARY MEETING

Minutes: 27 October 2020

2. The successful and unsuccessful applicants for the Local Heritage Assistance Program 2020/2021 be advised accordingly.

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

**Against the Motion:** Nil.

**Absent:** Nil.

### SUPPORT SERVICES

**Item: 208**                      **SS - Investment Report - September 2020 - (95496)**

**Previous Item:**            150, Ordinary (10 March 2020)

**Directorate:**               Support Services

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#### **MOTION:**

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

***Refer to RESOLUTION***

#### **RESOLUTION:**

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

That the Monthly Investments Report for September 2020 be received and noted.

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

**Against the Motion:** Nil.

**Absent:** Councillor Tree



## ORDINARY MEETING

Minutes: 27 October 2020

**Item: 209**                      **SS - Installation of Mosaic Art on Deerubbin Centre Building - (95496)**

**Previous Item:**            224, Ordinary (26 November 2019)

**Division:**                      Support Services

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### **MOTION:**

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

***Refer to RESOLUTION***

### **265 RESOLUTION:**

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

That Council endorse the instalment of the community-created mosaic artwork as outlined in the report on the external wall of the Deerubbin Centre.

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

**Against the Motion:**                Nil.

**Absent:**                                  Nil.

**Item: 210**                      **SS - Naming of Reserve and Ovals at Freemans Reach Road, Freemans Reach - (95496, 112106)**

**Previous Item:**            173, Ordinary (8 September 2020)

**Directorate:**                      Support Services

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### **MOTION:**

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

***Refer to RESOLUTION***

### **266 RESOLUTION:**

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

That Council:



## ORDINARY MEETING

Minutes: 27 October 2020

1. In accordance with the requirements of the Geographical Names Act 1966, the following proposed names be publicly exhibited for a period of 28 days:
  - (a) The following land parcels be named 'The Breakaway':
    - a. Lot 4 in Deposited Plan 165153
    - b. Lot 3 in Deposited Plan 165153
    - c. Lot 91 in Deposited Plan 525429
    - d. Lot 92 in Deposited Plan 525429
    - e. Lot 1 in Deposited Plan 999867
    - f. Lot 8 in Deposited Plan 231633
    - g. Lot 2 in Deposited Plan 165153
    - h. Lot 7 in Deposited Plan 231633
    - i. Lot 1 in Deposited Plan 165153
  - (b) The Oval located on Lot 1 in Deposited Plan 165153 be named as 'The Charlie Greentree Oval' and the Oval located on Lot 2 in Deposited Plan 165153 and Lot 7 in Deposited Plan 231633 be named as 'The George Greentree Oval'.
2. The matter be reported back to Council following the public exhibition process.

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

**Against the Motion:** Nil.

**Absent:** Nil.



## ORDINARY MEETING

Minutes: 27 October 2020

### SECTION 4 – Reports of Committees

**Item: 211**                      **ROC - Hawkesbury Access and Inclusion Advisory Committee - 25 June 2020 (124569, 96328)**

**Directorate:**                Support Services

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#### **MOTION:**

A MOTION was moved by Councillor Richards, seconded by Councillor Zamprogno.

That Council receive and note the Minutes of the Access and Inclusion Advisory Committee Meeting held on the 25 June 2020.

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

That in relation to the Minutes of the Access and Inclusion Advisory Committee Meeting held on the 25 June 2020:

1. Council receive and note the Access and Inclusion Advisory Committee Minutes in respect to Item 2 and General Business.
2. In regard to Item 1, Council consider increasing the current allocation in the 2021/2022 Operational Plan to enable faster upgrades of amenities.

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

**Against the Amendment:**    Councillors Conolly, Richards, Tree and Zamprogno

**Absent:**                        Councillor Calvert

The amendment was carried.

#### **MOTION:**

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

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

#### **267 RESOLUTION:**

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

That in relation to the Minutes of the Access and Inclusion Advisory Committee Meeting held on the 25 June 2020:

1. Council receive and note the Access and Inclusion Advisory Committee Minutes in respect to Item 2 and General Business.



## ORDINARY MEETING

Minutes: 27 October 2020

2. In regard to Item 1, Council consider increasing the current allocation in the 2021/2022 Operational Plan to enable faster upgrades of amenities.

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

**Against the Motion:** Councillors Conolly, Richards and Tree

**Absent:** Councillors Calvert and Garrow

**Item: 212**                      **ROC - Hawkesbury Tourism Advisory Committee - 23 September 2020 - (95498, 140396)**

**Directorate:** City Planning

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### **MOTION:**

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

***Refer to RESOLUTION***

### **268 RESOLUTION:**

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

That Council receive and note the Minutes of the Hawkesbury Tourism Advisory Committee Meeting held on the 23 September 2020.

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

**Against the Motion:** Nil.

**Absent:** Councillor Garrow



**ORDINARY MEETING**

**Minutes:** 27 October 2020

**Item: 213**                      **ROC - Local Traffic Committee - 12 October 2020 - (80245, 95495)**

**Directorate:**                Infrastructure Services

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**MOTION:**

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

***Refer to RESOLUTION***

**269 RESOLUTION:**

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

That Council receive and note the Minutes of the Local Traffic Committee Meeting held on the 12 October 2020.

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

**Against the Motion:**            Nil.

**Absent:**                            Nil.



## ORDINARY MEETING

Minutes: 27 October 2020

### SECTION 5 – Notices of Motion

**Item: 214**

**NM1 - Headspace in the Hawkesbury - (79351, 133879)**

Ms Susan Templeman MP addressed the meeting speaking for the recommendation.

A MOTION was moved by Councillor Richards, seconded by Councillor Zamprogno.

That Council:

1. Note that the drought, 2019/2020 bushfires, floods and the COVID-19 Pandemic (among other factors) have placed unique pressures on the mental health of young people in the Hawkesbury.
2. Note that headspace is a national service (see details below) that greatly supports young people needing assistance in this regard and that the Katoomba headspace service in the Blue Mountains LGA (opened this year), currently offers outreach services for young people in the Hawkesbury.
3. Based on the growing demand for a permanent headspace facility in the Hawkesbury itself, enter into discussions with the NBMPHN (Nepean Blue Mountains Primary Health Network) regarding funding and location options for a headspace in the Hawkesbury LGA.

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

That Council:

1. Notes that impacts of climate change and natural disasters including drought, bushfires, extreme heat and floods, and the COVID-19 Pandemic have placed undue and potentially damaging pressure on young people living in the Hawkesbury LGA.
2. Notes that the Hawkesbury lacks adequate mental health services for the whole community, particularly young people.
3. Staff continue to consult with Nepean Blue Mountains Primary Health Network, State and Federal agencies, local Non- Government Organisations and Community Mental Health Groups about provision of youth mental health services for the Local Government Area.
4. Requests further information resulting from point 3 be brought to Council so it can consider how best to use its advocacy and facilitation role and continue to work with the Member for Macquarie, Susan Templeman, and the Member for Hawkesbury, Robyn Preston to achieve the most beneficial outcomes for young people.
5. Give in principle support to seeking funding for youth mental health services in the Hawkesbury.

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

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

**Absent:** Nil.



**ORDINARY MEETING**  
**Minutes: 27 October 2020**

The Amendment was lost on the casting vote of the Mayor.

**MOTION:**

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

***Refer to RESOLUTION***

**270 RESOLUTION:**

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

That Council:

1. Note that the drought, 2019/2020 bushfires, floods and the COVID-19 Pandemic (among other factors) have placed unique pressures on the mental health of young people in the Hawkesbury.
2. Note that headspace is a national service (see details below) that greatly supports young people needing assistance in this regard and that the Katoomba headspace service in the Blue Mountains LGA (opened this year), currently offers outreach services for young people in the Hawkesbury.
3. Based on the growing demand for a permanent headspace facility in the Hawkesbury itself, enter into discussions with the NBMPHN (Nepean Blue Mountains Primary Health Network) regarding funding and location options for a headspace in the Hawkesbury LGA.

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

**Against the Motion:** Nil.

**Absent:** Nil.

**Item: 215**                      **NM2 - Bilpin Visitor Information Centre - (79351, 138879)**

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**MOTION:**

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

***Refer to RESOLUTION***

**271 RESOLUTION:**

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

That Council:



## ORDINARY MEETING

Minutes: 27 October 2020

1. Note the establishment of an additional \$200 million as part of the Building Better Regions Fund in the Federal Government's Budget 2020/2021.
2. Write to the Hon Michael McCormick MP, Minister for Infrastructure, Transport and Regional Development, copying in Senator the Hon Marise Payne, Senator for New South Wales, to bring to his attention the revitalised concept of the Bilpin Visitor Information Centre, emphasising that Hawkesbury City Council has already passed a motion with unanimous support for the concept of this project at the Hawkesbury City Council meeting on 14 July 2020.
3. Table the response from the above correspondence in a future Council meeting when received.

**For the Motion:** Councillors Conolly, Calvert, Kotlash, Richards, Tree, and Zamprognio.

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

**Absent:** Nil.

The Motion was carried on the casting vote of the Mayor.

The meeting terminated at 9:41pm.

Submitted to and confirmed at the Ordinary meeting held on 10 November 2020.

.....  
Mayor



ordinary

section 2

mayoral minutes



**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 10 November 2020

**SECTION 2 – Mayoral Minutes**

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

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

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

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

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



ordinary

section 3

reports  
for determination



**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 10 November 2020



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 10 November 2020**

**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 216**                      **GM - 2019/2020 Sister City Program - (79351)**

**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 for the 2019/2020 financial year.

**EXECUTIVE SUMMARY:**

The Sister City Program is undertaken in partnership with the Hawkesbury Sister City 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 Hawkesbury and its sister cities.

The total budget allocated to the Sister City Program for 2020/2021 was \$25,850 comprising \$19,850 for a general contribution for program activities by Council and \$6,000 as a donation for students. Of the \$25,850 a total of \$5,000 was expended by the Sister City Association, \$2,000 for general program activities and \$3,000 for student donations for overseas travel.

In March 2020, the Hawkesbury Sister City Association advised Council that due to the COVID-19 Pandemic the overseas exchange trips to both Temple City and Kyotamba in 2020 had been cancelled.

The restriction on travel activities had an impact on program activities during 2020/2021 and the budget was reduced as part of the March 2020 Quarterly Review. At the end of the 2020 financial year there was \$14,850 in unspent funds

The Annual General Meeting was held on 30 September 2020 to report on the activities of the 2019/2020 financial year.

At this stage the Hawkesbury Sister City Association is unsure about which activities will be able to go ahead for 2020/2021. Consideration will be given to the funding allocation as part of the development of the 2021/2022 Operational Plan.

**RECOMMENDATION:**

That

1. The 2019/2020 annual report for the Sister City Program be received and noted.
2. Consideration be given to the funding allocation as part of the development of the 2021/2022 Operational Plan.



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 10 November 2020**

## **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.

## **DISCUSSION**

### Hawkesbury Sister City Association Program Financials

To support the activities of the Program, Council allocated funding of \$25,850 in 2019/2020 as part of the annual Operational Plan process. Table 1 below shows Council's budgeted funds and actual expenditure for the Program for the year ended 30 June 2020, in terms of both the General Contribution and the Donation to Students.

Council's General Contribution budget was \$19,850, with only \$2,000 expended for payments to the Hawkesbury Sister City Association and costs associated with activities undertaken by Council.

A further \$6,000 was allocated as a Donation to Students, with only \$3,000 expended on the Program's student exchange visits to Kyotamba in September 2019 and sightseeing costs for students traveling from Temple City and Kyotamba in July 2019, prior to the declaration of the COVID-19 travel restrictions.

**Table 1: Hawkesbury Sister City Program – Financial Summary for 2019/2020**

<b>Council</b>	<b>Budget \$</b>	<b>Expenditure \$</b>
General Contribution	19,850	2,000
Donation to Students	6,000	3,000
<b>Total for Program</b>	<b>25,850</b>	<b>5,000</b>

The restriction on travel activities due to the COVID-19 Pandemic had an impact on program activities during 2020/2021 and the budget was reduced as part of the March 2020 Quarterly Review. At the end of the 2020 financial there was \$14,850 in unspent funds

### General Contribution - Program Activities by Council

Council provides support to the Association to undertake other Program activities and maintain the Sister City Agreement relationship. During the period in 2019/2020, the following activities were undertaken:

- Student donation - Council approved donations for the student exchanges to the sister cities at its meeting 9 April 2019.
- Hawkesbury Sister City Association support, including:
  - Councillor delegate attendance at Hawkesbury Sister City Association meetings and other activities (Councillor Ross)
  - Acknowledgement of Hawkesbury, Kyotamba and Temple City exchange students at Council Meeting on 13 August, 2019, and presentation of certificates



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- Support of the Hawkesbury Sister City Association to create a memorial tree planting ceremony on 27 July 2020 to commemorate the passing of Wendy Lo, mother of one of the inbound students and a member of the Temple City Sister City Committee
- Program advice, reporting, meetings and administration.

Donation to Students - Program Activities by the Association from 2019/2020

The Minutes of the Hawkesbury Sister City Association's Annual General Meeting held on 30 September, 2020 are included in Attachment 1 to this report. The 2019/2020 President's Report confirms the activities which took place during the financial year, in particular:

- The outbound program for 2019 involving a group of local students travelling to Kyotamba in September 2019.
- The inbound program involving of students from Temple City and Kyotamba coming to Australia in July 2019.

**Relevant Legislation**

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

**COMMUNITY ENGAGEMENT**

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

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 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.

**FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The expenditure applicable was provided for in the adopted 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 program has no resourcing implications, outside Council's adopted Long Term Financial Plan.

**ATTACHMENTS:**

- AT - 1** Minutes of the Annual General Meeting of Hawkesbury Sister City Association Inc. - 30 September 2020.



**ORDINARY MEETING**  
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**AT - 1 Minutes of the Annual General Meeting of Hawkesbury Sister City Association Inc. -  
30 September 2020**

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

**Wednesday 30<sup>th</sup> September, 2020 7pm via Zoom**

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

Held via Zoom, on Wednesday 30<sup>th</sup> September 2020, commencing at 7:00pm.

**Present:** Nicole Mulford, Carolyn Burgmann, Karen Holman, Carlie Bennett, Amy Bartels, Laura Holman, Selena Purcell, Tara Vigouroux, Holly Purcell, Estelle Vigouroux

**Apologies:** Bridget Smithers, Olivia Richards, Christine Paine, Yvonne Whalan, Samantha O'Brien

Apologies accepted by Karen Holman.

**Confirmation of Previous Annual General Meeting Minutes**

Resolved on the motion of Laura Holman and seconded by Carlie Bennett that the Minutes of the previous Annual General Meeting held on Monday 11<sup>th</sup> November 2019.

**Business Arising from Previous Minutes:** nil

**Membership Fee for 2019/2020**

Resolved on the motion of Nicole Mulford and seconded by Selena Purcell that membership to the Association for 2019/2020 remain at \$2.00 and that the payment of the membership fee can be made electronically prior to or at the first face to face meeting of the association following the AGM (date of which is yet to be determined) .

**Annual Report of President**

The president read her report (see attached).

Resolved on the motion of Nicole Mulford and seconded by Tina Tallack that the report be accepted as read.

**Treasurer's report**

The treasurer presented the Compilation Report as prepared by the Auditors.



**ORDINARY MEETING**  
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Resolved on the motion of Caroline Burgmann and seconded by Karen Holman the Compilation Report be accepted as a true and accurate record on the financial position of the association.

**Election of Office Bearers**

President	Nicole Mulford
Vice President	Vacant
Secretary	Selena Purcell
Treasurer	Carolyn Burgmann
Historian	Jo Thomas
Interpreter	Amy Bartels
Publicity Officer	Vacant
Youth Representatives (2)	Olivia Richards Laura Holman
General Members (11)	Carlie Bennet Karen Holman Tara Vigouroux Holly Purcell Estelle Vigouroux

Meeting closed at 7:40pm



**ORDINARY MEETING**  
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**President's Report**

2020 has been challenging for us all - as volunteers, as professionals, as individuals. In what have been unprecedented times, we reflect on a time when circumstances beyond our control saw our student exchange program grind to a halt. This aside, our friendships with Kyotamba and Temple City remain strong.

In reviewing the 2019 program it had been decided to hold over selection of our outbound students for early 2020. A global health pandemic was certainly not factored into our planning. We proceeded to undertake a selection process in late February when murmurings of coronavirus on a global scale were starting to take shape. This aside, we had a good turn out of local students and supportive parents ready to embark on the challenge. These students did not disappoint, each representing themselves, their families and their schools with distinction. However, it was with great regret that within a very small window the prospect of international travel dimmed, and in consultation with our friends in Kyotamba and Temple City, we were forced to inform all applicants that the program would be unable to proceed in 2020.

The respective committees of Kyotamba and Temple City were very supportive with open lines of communication throughout the difficult process. Despite the student exchange not proceeding in 2020, we remain in close contact with our friends in both Kyotamba and Temple City and are pleased to report that all are in good health and good spirits.

To that end, we have not met regularly as a committee in 2020, and our zoom AGM this evening is testament to the impact Covid-19 has had on the way we meet, engage and interact. I would like to take the opportunity to thank Bridget Smithers who will now formally step down as secretary of the association. Bridget has given much of her time and herself to this program and now needs to be with her family. I thank Bridget most sincerely for her service and her friendship.

What does 2021 look like for HSCA? Only time will tell. But we are reassured that our international friendships will endure and our student exchange program will come back with vengeance. Thank you to those of you present this evening, and those who could not be with us, that continue to put yourselves forward in service of your community and the amazing opportunities this program provides for our young people. Thank you.



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**HAWKESBURY SISTER CITY ASSOCIATION INC.**  
**A.B.N. 46 114 305 741**

**COMMITTEE'S REPORT**

Your committee members submit the financial report of the Hawkesbury Sister City Association Inc. for the financial year ended 30 June 2020.

**Committee Members**

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

Nicole Mulford  
Bridget Smithers  
Carolyn Burgmann  
Kevin Brown  
Jo-anne Thomas  
Amy Bartels  
Laura Holman  
Sue Simmons  
Carlie Bennett  
Holly Binskin  
Olivia Richards  
Karen Holman  
Tara Vigoroux  
Selena Purcell  
Jack Clulee  
Christine Paine (Life)  
Yvonne Whalan (Life)  
Tina Tallack (Life)

**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 loss of the association after providing for income tax amounted to \$(9,371.78).

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



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**HAWKESBURY SISTER CITY ASSOCIATION INC.**  
**A.B.N. 46 114 305 741**

**COMMITTEE'S REPORT**

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

Nicole Mulford

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

Carolyn Burgmann

Dated this 30<sup>th</sup> day of September 2020



**ORDINARY MEETING**  
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**HAWKESBURY SISTER CITY ASSOCIATION INC.**  
**A.B.N. 46 114 305 741**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

	Note	2020 \$	2019 \$
<b>INCOME</b>			
Contributions From HCC		5,000.00	21,563.64
Registrations		-	46.00
Donations Received		-	1,133.00
		<u>5,000.00</u>	<u>22,742.64</u>
<b>OTHER INCOME</b>			
Interest Received		8.85	33.09
Other Revenue		1,104.84	-
		<u>1,113.69</u>	<u>33.09</u>
		<u>6,113.69</u>	<u>22,775.73</u>
<b>EXPENDITURE</b>			
Accountancy Fees		1,078.95	1,036.28
Advertising		-	97.39
Bank Charges		2.27	-
Catering		1,348.99	2,747.72
Depreciation		-	324.31
Fuel & Oil		230.17	631.86
Gifts		1,261.09	1,073.68
Hospitality		7,387.18	5,094.10
Internet Charges		-	254.23
Insurance		995.96	947.93
Phone, Fax, Postage & Stationery		15.26	437.26
Repairs & Maintenance		-	381.02
Travelling Expenses		3,008.80	4,814.38
Tolls & Parking		-	175.47
Uniforms		-	1,004.54
Web Hosting		156.80	624.89
		<u>15,485.47</u>	<u>19,645.06</u>
(Loss) Profit before income tax		<u>(9,371.78)</u>	<u>3,130.67</u>
<b>(Loss) Profit for the year</b>		<u>(9,371.78)</u>	<u>3,130.67</u>
Retained earnings at the beginning of the financial year		<u>15,942.03</u>	<u>12,811.36</u>
<b>Retained earnings at the end of the financial year</b>		<u>6,570.25</u>	<u>15,942.03</u>

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the attached completion  
report of Lamb Lowe & Partners Pty Ltd.



**ORDINARY MEETING**  
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**HAWKESBURY SISTER CITY ASSOCIATION INC.**  
**A.B.N. 46 114 305 741**

**BALANCE SHEET**  
**AS AT 30 JUNE 2020**

	Note	2020 \$	2019 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	5,312.65	14,756.97
Trade and other receivables	4	1,257.60	1,185.06
<b>TOTAL CURRENT ASSETS</b>		<b>6,570.25</b>	<b>15,942.03</b>
<b>TOTAL ASSETS</b>		<b>6,570.25</b>	<b>15,942.03</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
<b>TOTAL CURRENT LIABILITIES</b>		<b>-</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>		<b>-</b>	<b>-</b>
<b>NET ASSETS</b>		<b>6,570.25</b>	<b>15,942.03</b>
<b>MEMBERS' FUNDS</b>			
Retained earnings	5	6,570.25	15,942.03
<b>TOTAL MEMBERS' FUNDS</b>		<b>6,570.25</b>	<b>15,942.03</b>

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the attached compilation  
report of Lamb Lowe & Partners Pty Ltd



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**HAWKESBURY SISTER CITY ASSOCIATION INC.**  
**A.B.N. 46 114 305 741**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

The financial statements cover Hawkesbury Sister City Association Inc. as an individual entity. Hawkesbury Sister City Association Inc. is a not for profit Association incorporated in NSW under the Associations Incorporation Act 2009.

The functional and presentation currency of Hawkesbury Sister City Association Inc. is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

**1 Basis of Preparation**

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1064 Australian Additional Disclosures.

The financial statements have been prepared on a cash basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

**2 Summary of Significant Accounting Policies**

**Cash and Cash Equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value. Bank overdrafts also form part of cash equivalents for the purpose of the statement of cash flows and are presented within current liabilities on the balance sheet.

These notes should be read in conjunction with the attached compilation  
report of Lamb Lowe & Partners Pty Ltd.



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**HAWKESBURY SISTER CITY ASSOCIATION INC.**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

**Interest revenue**

Interest revenue is recognised as it is received.

These notes should be read in conjunction with the attached compilation  
report of Lamb Lowe & Partners Pty Ltd.



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**HAWKESBURY SISTER CITY ASSOCIATION INC.**  
**A.B.N. 46 114 305 741**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

	2020 \$	2019 \$
<b>3 Cash and Cash Equivalents</b>		
Cash at Bank	4,725.96	13,843.98
Mastercard	76.08	535.72
Youth Account	510.61	377.27
	<u>5,312.05</u>	<u>14,756.97</u>
<b>4 Trade and Other Receivables</b>		
Current		
GST Payable (Refundable)	1,257.60	1,179.78
Other Debtors	-	5.28
	<u>1,257.60</u>	<u>1,185.06</u>
<b>5 Retained Earnings</b>		
Retained earnings at the beginning of the financial year	15,942.03	12,811.36
(Net loss) Net profit attributable to the association	<u>(9,371.78)</u>	<u>3,130.67</u>
Retained earnings at the end of the financial year	<u>6,570.25</u>	<u>15,942.03</u>

**6 Statutory Information**

The registered office of the association is:

1018 E Kurrajong Road, East Kurrajong NSW 2758

The principal place of business is:

1018 E Kurrajong Road, East Kurrajong NSW 2758

These notes should be read in conjunction with the attached compilation  
report of Lamb Lowe & Partners Pty Ltd.



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**HAWKESBURY SISTER CITY ASSOCIATION INC.**  
**A.B.N. 46 114 305 741**

**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 2 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 2020 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:

President:

  
Nicole Mulford

Treasurer:

  
Carolyn Burgmann

Dated this 30 day of September 2020

oooO END OF REPORT Oooo



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
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**CITY PLANNING**

**Item: 217**                      **CP - Amended Draft Hawkesbury Local Strategic Planning Statement 2040 - (95498, 124414)**

**Previous Item:**            170, Ordinary (24 September 2019)  
                                 232, Ordinary (10 December 2019)  
                                 029, Ordinary (25 February 2020)  
                                 095, Ordinary (26 May 2020)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's endorsement to submit the Amended Draft Hawkesbury Local Strategic Planning Statement 2040 to the Greater Sydney Commission, for its assessment and assurance, prior to it being presented to Council for final adoption.

**EXECUTIVE SUMMARY:**

The Environmental Planning and Assessment Act 1979 is the principle planning and development assessment legislation in New South Wales. The Environmental Planning and Assessment Act 1979 was amended in November 2017 to require the preparation of a Local Strategic Planning Statement by all councils. The Local Strategic Planning Statements must be consistent with the relevant Region Plans and establish a 20 year vision for land use in the Hawkesbury Local Government Area.

Those new provisions came into effect in March 2018, with the adoption by the NSW State Government of the:

- Sydney Region Plan - A Metropolis of Three Cities
- Five District Plans, including the Western City District Plan which the Hawkesbury Local Government Area falls within.

The Draft Hawkesbury Local Strategic Planning Statement 2040 sets out:

- A 20 year vision for land use in the Hawkesbury Local Government Area
- The special characteristics which contribute to its identity
- The shared community values to be maintained and enhanced
- How growth and change will be managed into the future.

The making of the Local Strategic Planning Statement and subsequent amendment of Council's Local Environmental Plan and Development Control Plan will align and strengthen the line of sight in the strategic planning framework at the Regional, District and Local level.

Following the NSW State Government's pathway to complete the Local Strategic Planning Statement, Council drafted and submitted an earlier draft document to the Greater Sydney Commission for its review and endorsement – a process known as 'Assurance'.

Council received a response from the Greater Sydney Commission (included as Attachment 1 to this report). The response provides an indication of the various strengths in the Draft Hawkesbury Local Strategic Planning Statement, including:



## ORDINARY MEETING

### SECTION 3 – Reports for Determination

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- Discussion and evidence on the importance of tourism and agriculture to the local economy;
- Recognition of Aboriginal culture and heritage;
- Recognition of the impact of flooding;
- Discussion of climate change; and
- Summary of links to the Western Sydney City Deal and the Hawkesbury Community Strategic Plan.

The response from the Greater Sydney Commission also detailed further considerations and clarifications required from Council, before the Draft Hawkesbury Local Strategic Planning Statement can be considered for Assurance. The correspondence received from the Greater Sydney Commission provides the full details of these considerations and clarifications, but in summary they include:

- The need for Structure Plan and Thematic Maps to demonstrate the spatial elements of the Local Strategic Planning Statement and the basis for strategic planning, having regard to economic, social and environmental matters
- Justification for statements included regarding the need for an additional crossing of the Hawkesbury River
- Provision of a reference to strategic planning work associated with the Kurrajong Kurmond Investigation Area Structure Plan
- The need to amend wording associated with 'working with' or 'in collaboration with' State agencies instead of 'lobby' or 'advocate'
- Provision of a context for managing growth in rural areas, including a rural lands narrative and references to the Draft Rural Lands Strategy
- Provision of a number of matters associated with environment and resilience, including definition of green infrastructure, actions associated with the Green Grid and Koala habitat, bushfire hazard management, and flooding
- Clarification on population projections utilised and further details with respect to alignment with other Plans
- The need to review the Local Strategic Planning Statement when key documents such as the Community Strategic Plan or new planning strategy documents are finalised.

This report outlines the amendments made to the Draft Hawkesbury Local Strategic Planning Statement, and seeks Council's endorsement to submit the Amended document to the Greater Sydney Commission for Assurance prior to it being presented to Council for final adoption.

#### RECOMMENDATION:

That Council endorse the submission of the Amended Draft Hawkesbury Local Strategic Planning Statement 2040 to the Greater Sydney Commission for finalisation of the Assurance process.

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#### BACKGROUND

The Draft Hawkesbury Local Strategic Planning Statement was prepared in order to fulfil the requirements of section 3.9 of the Environmental Planning and Assessment Act 1979. Work associated with the preparation of the Local Strategic Planning Statement commenced in 2018 with a health check to identify gaps between the Hawkesbury Local Environmental Plan 2012 and the NSW Planning Framework – A Metropolis of Three Cities and The Western City District Plan.



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A Local Strategic Planning Statement sets out:

- A 20 year vision for land use in the Local Government Area
- The special characteristics which contribute to its identity
- The shared community values to be maintained and enhanced
- How growth and change will be managed into the future.

A number of Councillor Briefing sessions and workshops have been undertaken as part of the process, and the table below provides a chronology of the Draft Hawkesbury Local Strategic Planning Statement milestones achieved by Council to date.

<b>Date</b>	<b>Milestone</b>	<b>Comments</b>
March 2018	Release of Sydney Region Plan – A Metropolis of Three Cities Release of Five District Plans – Western City District Plan.	The EP&A Act amendment came into effect with the release of the planning frameworks
7 June 2018	Technical Working Group 1 LEP Roadmap - provide an outline of the aims and objectives of the program to update the LEP and give effect to the District Plans.	Attended by Council's Strategic Planning Staff
5 July 2018	Technical Working Group 2 Local Strategic Planning Statement <ul style="list-style-type: none"> <li>• to outline the aims and objectives of the LSPS</li> <li>• provide an opportunity for councils to work together to undertake joint gap analysis, identify opportunities for joint studies, and discuss common project plan issues.</li> </ul>	Attended by Council's Strategic Planning Staff
20 July 2018	Rural lands Technical Working Group <ul style="list-style-type: none"> <li>• provide resources, support and guidance for Councils to undertake their LEP Health Check, focusing on rural lands planning priorities and actions in the district plan.</li> <li>• support councils in understanding how the planning priorities and actions related to rural lands in the district plan can be delivered through the LSPS and LEP.</li> <li>• to participate in discussions on place-based planning for rural lands.</li> </ul>	Attended by Council's Strategic Planning Staff
26 July 2018	Technical Working Group 3 Sustainability <ul style="list-style-type: none"> <li>• provide resources, support and guidance for councils to undertake their LEP Health Check, focusing on Sustainability Planning Priorities and Actions in the District Plans. This will feed into the wider program to review and update LEPs to align with the District Plans.</li> </ul>	Attended by Council's Strategic Planning Staff
2 August 2018	Technical Working Group 4 Housing and Liveability <ul style="list-style-type: none"> <li>• provide resources, support and guidance for Councils to undertake their LEP Health Check focussing on liveability planning priorities and actions in the District Plan.</li> </ul>	Attended by Council's Strategic Planning Staff



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Date	Milestone	Comments
14 August 2018	Technical Working Group 5 Productivity <ul style="list-style-type: none"> <li>provide resources, support and guidance for Councils to undertake their LEP Health Check focussing on productivity planning priorities and actions in the District Plan.</li> </ul>	Attended by Council's Strategic Planning Staff
6 September 2018	Technical Working Group 6 Infrastructure and Collaboration <ul style="list-style-type: none"> <li>provide resources, support and guidance for Councils to undertake their LEP Health Check focussing on Infrastructure and Collaboration planning priorities and actions in the District Plan.</li> </ul>	Attended by Council's Strategic Planning Staff
2 October 2018	LEP Road Map Councillor Briefing.	Conducted by Strategic Planning Staff
30 October 2018	Report to Council – LEP Health Check LEP Health Check and Report submitted to Greater Sydney Commission for their review.	Council resolved to progress with the LSPS work.
21 December 2018	Greater Sydney Commission letter received to proceed to LSPS making.	
February 2019	Assurance Expo – GSC hosted event for State Government and Councils to discuss LSPS issues.	
19 March 2019	LSPS Councillor Briefing.	
30 and 31 March 2019	LSPS Councillor Workshops.	
9 April 2019	Greater Sydney Commission Assurance Meeting.	Presented by Strategic Planning Staff
3 September 2019	LSPS Councillor Briefing.	
24 September 2019	Draft LSPS Report to Council.	
1 October to 13 November 2019	Draft LSPS Public Exhibition.	
30 October 2019	Draft LSPS Community Information Session.	Presented by Strategic Planning Staff
31 October 2019	Draft LSPS Community Stall (Riverview Windsor and Richmond Market Place Richmond).	Presented by Strategic Planning Staff
7 November 2019	Draft LSPS Community Information Session.	Presented by Strategic Planning Staff
22 November 2019	Draft LSPS Preliminary Review – Assurance program with GSC and DPIE.	Attended by Strategic Planning Staff
10 December 2019	Draft LSPS Post Exhibition Report to Council	
30 January 2020	Draft Final LSPS Technical Health Check.	Attended by Strategic Planning Staff
25 February 2020	Consideration by Council of submission of Draft LSPS for Greater Sydney Commission assurance process – further feedback and input received during and subsequent to the Meeting.	Council resolved to defer the matter. Council to address the Draft LSPS by providing editorial changes to Council staff.
26 May 2020	Consideration by Council of submission of Draft LSPS for Greater Sydney Commission assurance process.	Council resolved to submit the Draft LSPS to GSC for assurance.
24 July 2020	Letter of clarification of consistency provided by Greater Sydney Commission	



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Date	Milestone	Comments
10 November 2020	Consideration by Council to re-submit the Draft LSPS to GSC for assurance.	
January 2021	Subject to Assurance process, Council considers the Final adoption of the LSPS. Work continues to review and update the Hawkesbury LEP 2012 and Development Control Plan.	
June 2021	Final submission of Hawkesbury LEP 2012 update to the Greater Sydney Commission and Department of Planning, Industry and Environment or at least Gateway Determination received for the planning proposal to update the Hawkesbury LEP 2012.	

**We Are Here**

### Relevant Legislation

Environmental Planning and Assessment Act 1979.

### DISCUSSION

#### *Legislative Requirements*

The amendment to the Environmental Planning and Assessment Act 1979 came into effect in March 2018, which embedded a statutory requirement for Councils to review and amend their LEPs to implement the visions of the Sydney Region Plan. Since that time Council Strategic Planning Officers have been working to implement the LEP Road Map Project to give effect to the Sydney Region Plan and Western City District Plan in the Greater Sydney Region.

The Sydney Region Plan and District Plans inform the preparation and endorsement of the Local Strategic Planning Statement and the preparation and assessment of planning proposals.

Council has three years to complete the LEP review, which began in 2018. This involves:

- Reviewing the strategic planning frameworks and LEP against the relevant District Plan objectives and actions - completed in December 2018
- Identifying the gaps that the current LEP's have against the Western City District Plan - completed in December 2018
- Undertaking new and reviewing existing planning strategies and frameworks to support the gap bridging - three planning strategies were commissioned which are almost at finalisation stage now
- Preparing a local strategic planning statement which will guide the update of the LEP and Development Control Plan – Draft Hawkesbury Local Strategic Planning Statement 2040 reported to Council on 24 September 2019 and was exhibited from 1 October to 13 November 2019.

#### *Line of Sight*

The Hawkesbury Local Environmental Plan 2012 and Development Control Plan will be updated to align with the Draft Hawkesbury Local Strategic Planning Statement 2040. This process aligns and strengthens the line of sight in the strategic planning framework at Regional, District and Local levels.

Once the Draft Hawkesbury Local Strategic Planning Statement 2040 is finalised and adopted by Council, it will become a land use planning document that will provide consistent strategic reasoning in:

- explaining the land use requirements to the community;
- justifying the decision of a development application;
- providing expert evidence at the Land and Environment Court; and
- assisting Council to review its strategic direction.



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Following the LEP Health Check in October 2018 and receipt of the assurance to progress the Draft Local Strategic Planning Statement work, Council has now prepared and completed exhibition of the Draft Hawkesbury Local Strategic Planning Statement 2040.

The Draft Hawkesbury Local Strategic Planning Statement 2040 is based on the 10 Directions and four themes identified through the Sydney Region Plan and the Western City District Plan. The four themes being:

- **Infrastructure and Collaboration** – a city supported by infrastructure
- **Liveability** – a city for people with diverse and affordable housing and great places to bring people together
- **Productivity** – a well connected city with jobs and skills for its people
- **Sustainability** – a city in its landscape and an efficient city that mitigates climate change and contributes to net zero emissions by 2050.

*Greater Sydney Commission – Assurance Process*

The making of a Local Strategic Planning Statement by Council marks a milestone in the delivery of planning reforms that places greater emphasis on upfront strategic planning. The Draft Hawkesbury Local Strategic Planning Statement was submitted to the Greater Sydney Commission for assurance in June 2020 following Council's resolution dated 26 May 2020.

Under Section 3 of the Environmental Planning and Assessment Act 1979, Councils must receive a Letter of Support from the Greater Sydney Commission confirming that their Local Strategic Planning Statement is consistent to the Greater Sydney Region Plan and the Western City District Plan.

*Feedback from Greater Sydney Commission*

Council has received a response from the Greater Sydney Commission. The response received from the Greater Sydney Commission (included as Attachment 1 to this report) provides an indication of the various strengths in the Draft Hawkesbury Local Strategic Planning Statement, including:

- Discussion and evidence on the importance of tourism and agriculture to the local economy;
- Recognition of Aboriginal culture and heritage;
- Recognition of the impact of flooding;
- Discussion of climate change; and
- Summary of links to the Western Sydney City Deal and the Hawkesbury Community Strategic Plan.

The response from the Greater Sydney Commission also details further considerations and clarifications required from Council, before the Draft Hawkesbury Local Strategic Planning Statement can be considered for Assurance. The correspondence received from the Greater Sydney Commission provides the full details of these considerations and clarifications, but in summary include:

- The need for Structure Plan and Thematic Maps to demonstrate the spatial elements of the Local Strategic Planning Statement, and the basis for strategic planning, having regard to economic, social and environmental matters
- Justification for statements included regarding the need for an additional crossing of the Hawkesbury River
- Provision of a reference to strategic planning work associated with the Kurrajong Kurmond Investigation Area Structure Plan
- The need to amend wording associated with 'working with' or 'in collaboration with' State agencies instead of 'lobby' or 'advocate'
- Provision of a context for managing growth in rural areas, including a rural lands narrative and references to the Draft Rural Lands Strategy



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- Provision of a number of matters associated with environment and resilience, including definition of green infrastructure, actions associated with the Green Grid and Koala habitat, bushfire hazard management, and flooding
- Clarification on population projections utilised and further details with respect to alignment with other Plans
- The need to review the Local Strategic Planning Statement when key documents such as the Community Strategic Plan or new planning strategy documents are finalised.

The Draft Hawkesbury Local Strategic Planning Statement 2040 has been amended (Attachment 2 to this report) in order to address the Greater Sydney Commission's feedback. These amendments are outlined below:

#### Structure Plan and Thematic Maps

Amended Mapping has been received from the Department of Planning, Industry and Environment which has been incorporated into the Amended Hawkesbury Local Strategic Planning Statement. These maps include:

- Regional Context (Page 18)
- Productivity Context (Page 68)
- Liveability Context (Page 44)
- Sustainability Context (Page 78)
- Tourism Assets (Page 66)
- Clarendon Agglomeration Precinct (Page 69).

These updated maps are intended to demonstrate the spatial elements of the Local Strategic Planning Statement, and the basis for strategic planning, having regard to economic, social and environmental matters

#### Additional Crossing of the Hawkesbury River (Page 34)

This section of the revised document has been amended to make more specific references to:

- The work that Council has undertaken with respect to the Hawkesbury Wide Traffic Study and identification of Strategic Transport Routes that was undertaken to inform with responding to corridor planning being undertaken by the NSW State Government.

#### Kurrajong Kurmond Investigation Area Structure Plan (Page 51)

Reference to the Kurmond Kurrajong Investigation Area Structure Plan has been included within the Amended Hawkesbury Local Strategic Planning Statement. This reference highlights the background to the Investigation Area, and confirms the importance of completing the following studies to inform the finalisation of the Structure Plan:

- Draft Hawkesbury Local Strategic Planning Statement
- Draft Hawkesbury Local Housing Strategy
- Draft Hawkesbury Rural Lands Strategy.

#### Collaboration with State agencies (Page 39)

Clarification and wording has been amended to address the Greater Sydney Commission's comments with respect to State agencies. This has included amendment of wording from lobbying/advocate to 'working with' or 'collaborating with' identified state agencies.



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**Rural Lands Narrative and Rural Lands Strategy (Page 51)**

A greater emphasis has been placed on managing growth in rural areas within the Amended Hawkesbury Local Strategic Planning Statement. This is specifically related to addressing the Metropolitan Rural Area context, including:

- Maintain and enhance the values of the Metropolitan Rural Area using place based planning to deliver targeted environmental, social and economic outcomes
- Limit urban development to within the Urban Area
- Recognise that rural residential development is not an economic value of the Metropolitan Rural Area and further rural residential development in the Metropolitan Rural Area is generally not supported
- Protect and enhance biodiversity
- Identify and protect scenic and cultural landscapes
- Enhance and protect views of scenic and cultural landscapes from the public realm.

The Draft Rural Lands Strategy has been significantly progressed since the Draft Hawkesbury Local Strategic Planning Statement was submitted for Assurance. Where not specifically relating to policy matters, further input from the Draft Rural Lands Strategy has been included in relation to characterisation of the Hawkesbury Rural Lands, including the value and attributes of:

- Intensive and extensive agriculture
- National parks and Protected Vegetation
- The Rivers
- Existing Rural Residential development
- Existing urban areas within the Metropolitan Rural Area
- Existing Commercial and Industrial Uses.

**Environmental and Resilience Matters**

The Draft Hawkesbury Local Strategic Planning Statement has been amended to provide the following:

- Definition of green infrastructure (Page 81)
- Actions to deliver the Green Grid (Pages 92 and 93)
- Actions to consider koala habitat (Pages 92 and 93)
- Bushfire hazard management (Page 81)
- Flooding (Pages 77, 79 and 80).

**Other Matters Relating to Procedural Issues Common to all Local Strategic Planning Statements**

The Amended Hawkesbury Local Strategic Planning Statement includes the following:

- Clarification on the population projections being the Department of Planning, Industry and Environment's 2019 population projections included in the Draft Hawkesbury Local Housing Strategy. The 2019 projections provided by the Department of Planning Industry and Environment have reduced the projected population of 85,050 people by 2036 down to 77,048. A statement has been included that these projections plus the associated targets may warrant further analysis given the:
  - o Designation of much of the City within the Greater Sydney Commissions Metropolitan Rural Area
  - o Infrastructure NSW Resilient Valley, Resilient Communities Hawkesbury Nepean Flood Strategy and the implications of incorporating the Probable Maximum Flood into planning strategies
  - o Deferral by the NSW State Government of consideration of the Outer Sydney Orbital Corridor through the Hawkesbury Local Government Area



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- o Level of significant constraints (bushfire, RAAF ANEF Noise Contours, significant areas of high biodiversity, significant cultural heritage).
- Further description to highlight the significant level of constraints within the Hawkesbury Local Government Area that require careful consideration, including:
  - o Floodplains
  - o Bushfire Hazard Areas
  - o Areas identified as containing high biodiversity values
  - o Areas and items of cultural heritage significance
  - o Areas impacted by the RAAF Richmond Base operations
  - o Village and Landscape Character
  - o Metropolitan Rural Area
  - o Areas of high agricultural value.
- Alignment with other Plans, including timing of review associated with a review of the Hawkesbury Community Strategic Plan and significant matters such as:
  - o Floodplain Management
  - o Local Housing Strategy
  - o Rural Lands Strategy
  - o Employment Lands Strategy.

#### **Next Steps**

The Amended Draft Hawkesbury Local Strategic Planning Statement 2040 is presented to Council at this meeting to seek Council's endorsement to submit the Draft to the Greater Sydney Commission for Assurance purposes.

Subject to Council's consideration of the matter, the Greater Sydney Commission and Department of Planning, Industry and Environment will assess the Draft Hawkesbury Local Strategic Planning Statement 2040 and advise Council of whether or not the Draft has sufficiently addressed the Sydney Region Plan and Western City District Plan.

Council will be advised of the outcome of the Assurance process before considering the final adoption of the Draft Hawkesbury Local Strategic Planning Statement.

#### **COMMUNITY ENGAGEMENT**

The Draft Hawkesbury Local Strategic Planning Statement 2040 was publicly exhibited from Tuesday, 1 October to Wednesday, 13 November 2019 for a period of 42 days in accordance with Council's Draft Community Participation Plan 2019. The outcome of community engagement was reported to Council's ordinary Meeting on 10 December 2019.

#### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

Given the Local Strategic Planning Statement is a document that covers many aspects, the report is consistent with all Focus Areas, Directions and Strategies within the CSP. As such all of the CSP Directions and Strategies have not been listed.

#### **FINANCIAL IMPACT**

Six councils within the Western City District have been provided funding of \$2.5 M and another five councils will be provided funding to assist with their LEP review and update.

Council has not received any funding from the Greater Sydney Commission or any other government agency to undertake the Local Strategic Planning Statement works. The entire work in preparing the Draft



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Hawkesbury Local Strategic Planning Statement 2040 has been undertaken by Council Officers through available resources.

The supporting strategic studies are funded through Council's funds and no funding subsidy was made or offered by any NSW Government agency.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

Does not align specifically with a Fit for The Future Strategy. The Amended Draft Hawkesbury local Strategic Planning Statement includes a number of actions that will need to be considered in the development of the new Delivery Program.

**ATTACHMENTS:**

**AT - 1** Correspondence from Greater Sydney Commission.

**AT - 2** Amended Draft Hawkesbury Local Strategic Planning Statement 2040 - (*Distributed under separate cover*).



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**AT - 1 Correspondence from Greater Sydney Commission**

**Greater Sydney  
Commission**



DOC20/8313

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

Via email: [REDACTED]

Dear Mr Conroy

**Hawkesbury City Draft Local Strategic Planning Statement – Clarification of consistency**

Thank you for submitting Council's draft Local Strategic Planning Statement (LSPS) seeking a letter of support from the Greater Sydney Commission to satisfy the requirements under Section 3.9 (3A) of the *Environmental Planning & Assessment Act 1979* (EP&A Act) for an LSPS to be made.

The draft Hawkesbury City LSPS has been reviewed by the Greater Sydney Commission's Assurance Panel for consistency with the Greater Sydney Region Plan and Western City District Plan. I would like to acknowledge Council's work undertaken thus far on the draft LSPS, and highlight its particular strengths, particularly the:

- discussion and evidence on the importance of tourism and agriculture to the local economy;
- recognition of Aboriginal culture and heritage;
- recognition of the impact of flooding;
- discussion of climate change; and
- summary of links to the Western Sydney City Deal and the Hawkesbury Community Strategic Plan.

However, as we have discussed, several matters in the draft LSPS require further consideration and clarification. In this context, the Assurance Panel has instructed me, in my role as Panel Secretariat, to advise you that the draft LSPS is limited in its completeness and consistency and that it cannot be considered for assurance in its current form. Attachment A sets out the key considerations which include:

- Structure Plan and Thematic Maps
- Additional crossing of the Hawkesbury River
- Kurrajong Kurmond Investigation Area Structure Plan
- Collaboration with State agencies
- Rural lands narrative and Rural Lands Strategy
- Environmental and resilience matters
- Other matters relating to procedural issues common to all LSPS



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The Greater Sydney Commission has also provided Council officers with feedback on a range of more minor matters for clarification and editorial comment. Once all these matters have been addressed, Council is invited to resubmit the revised draft Hawkesbury City LSPS to the Greater Sydney Commission for assurance.

Should you wish to discuss please contact me on [REDACTED] or by email [REDACTED]

Yours sincerely

[REDACTED]

**Stephanie Barker**  
**Executive Director, City Planning Strategy**  
**LSPS Assurance Secretariat**

24 July 2020

CC:

[REDACTED]



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**ATTACHMENT A: KEY MATTERS FOR CLARIFICATION**

**1. Structure Plan and Thematic Maps**

The draft LSPS should include a Structure Plan. Without a Structure Plan, the draft LSPS is considered incomplete. As noted in the Department of Planning, Industry and Environment's *Local Strategic Planning Statements - Guideline for Councils*, Structure Plans are important in demonstrating the spatial elements of the LSPS and the basis for strategic planning having regard to economic, social and environmental matters. Council may wish to consider adapting the map on page 23 of the draft LSPS into a Structure Plan.

The draft LSPS includes several thematic maps labelled draft and are incomplete. These are the Liveability Map (page 44), the Tourism Map (page 66), the Productivity Map (page 68), Clarendon Precinct Map (page 69), and the Sustainability Map (page 78) which assist the reader with a spatial understanding of consistency between the local level, district and regional level strategic planning. It is understood that Council officers have been supported by the Department of Planning, Industry and Environment (DPIE) to refine these maps and this work is progressing. Council will need to clarify when a completed set of maps will be incorporated into the draft LSPS and provided to the Commission for assurance.

Council may wish to consider highlighting Hawkesbury's significant assets on these maps for example:

- on the Tourism map, including the Hawkesbury River, heritage items and scenic and cultural landscapes noting , the Greater Sydney Region Plan highlights "*Views and vistas of ridgelines, waterways and the urban skyline help foster distinctive local character.*" (page 159)
- on the Sustainability map Council may also wish to consider including the South Creek Priority Green Grid corridor, consistent with Figure 24 in the Western City District Plan, as well as any other locally important Green Grid connections identified by Council.

**2. Additional crossing of the Hawkesbury River**

The draft LSPS states that "Council strongly believes that there is a need to build an additional crossing of the Hawkesbury River" (page 34), however strategic justification and evidence base for this statement is limited. The role of Transport for NSW in investigating, planning and delivering this crossing is not also clear. To provide a line of sight to the District Plan, the draft LSPS should be supported by an explanation of how this new infrastructure might support flood evacuation, Council's preferred location and how this will help meets the needs of the Hawkesbury community.

**3. Kurrajong Kurmond Investigation Area Structure Plan**

The exhibited draft LSPS (exhibited by Council from 1 October to 13 November 2019) addressed many issues relating to housing supply and rural towns and villages but does not mention the draft Kurrajong Kurmond Investigation Area Structure Plan.

The Commission understands this is a legacy project that pre-dates the Region and District Plans and that the draft Kurrajong Kurmond Investigation Area Structure Plan was publicly exhibited in September to November 2019. The draft Structure Plan notes it has been



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prepared to (amongst other matters) *"provide a structure for rural living opportunities that will deliver the demand for housing in the area"*.

The Commission also understands that on 30 June 2020, Council resolved to defer consideration of the Draft Kurmond-Kurrajong Investigation Area Structure Plan until Hawkesbury's Local Strategic Planning Statement, Local Housing Strategy, and Rural Lands Strategy have been completed.

Given this context the Commission agrees that the Draft Kurrajong-Kurmond Investigation Area Structure Plan needs to be informed by and consistent with the LSPS, and evidence in the Local Housing Strategy and Rural Lands Strategy and supports this framework and approach.

For the draft Kurrajong Kurmond Investigation Area Structure Plan to be more fully recognised as part of Council's local strategic planning framework, the draft LSPS should reference the strategic objectives for the Kurrajong Kurmond Investigation Area, and its relationship with the overarching priorities for rural towns and villages set out in the draft LSPS, Local Housing Strategy, Rural Lands Strategy and the Western City District Plan. For example, Council may also wish to consider including an action in the LSPS to prepare the Kurrajong Kurmond Investigation Area Structure Plan that reflect councils recently agreed approach.

#### **4. Collaboration with State agencies**

The draft LSPS includes several actions which will require ongoing collaboration with NSW State agencies. These are actions 1.2, 1.3, 1.6, 2.2 and 2.3 (page 39). Council should clarify where these actions include a role of State agencies. In this context it is suggested the actions be revised to include correct references to agencies. Suggested wording for consideration is provided:

- Action 1.2: Council will work with Transport for NSW to ensure that transport decisions enables and supports liveability, employment and long term community outcomes.
- Action 1.3: Council will work with Transport for NSW to ~~advocate for~~ provide efficient bus routes between Blacktown, Rouse Hill, Windsor, Richmond, St Marys and Penrith.
- Action 1.6: Council will work with Transport for NSW and private providers to investigate on demand bus services with private providers to serve the remote communities of the LGA.
- Action 2.2: ~~Continue lobbying for~~ Council will work with Transport for NSW to provide infrastructure and services for efficient public transport to meet the 30 minute city concept.
- Action 2.3: Council will work with State agencies to ~~undertake~~ investigate potential STEM standard pilot projects in the Hawkesbury LGA.

#### **5. Rural lands narrative and Rural Lands Strategy**

Context for managing growth in rural areas: The draft LSPS notes that a lack of sewerage and water infrastructure limits potential residential development (page 34), but does not reference the overarching context for managing growth in rural towns and villages consistent with Objective 29 of the Greater Sydney Region Plan and Planning Priority W17 of the Western City District Plan.



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The Western City District Plan notes: *“Maintaining and enhancing the distinctive character of each rural and bushland town and village is a high priority. Ongoing planning and management of rural towns and villages will need to respond to local demand for growth, the character of the town or village and the surrounding landscape and rural activities. Rural and bushland towns and villages will not play a role in meeting regional or district scale demand for residential growth.*

*Rural-residential development is not an economic value of the District's rural areas and further rural-residential development is generally not supported. Limited growth of rural-residential development could be considered where there are no adverse impacts on the amenity of the local area and the development provides incentives to maintain and enhance the environmental, social and economic values of the Metropolitan Rural Area.” (page 126)*

Therefore, growth needs to be considered in a broader framework than the availability of sewerage and water infrastructure alone. The draft LSPS should set out a positive approach to enhancing the character of rural towns and villages and managing local demand for growth.

In this context, greater clarity is required as to whether the statement on page 34 is intended to apply to areas already zoned for residential development (where infrastructure is required to activate existing capacity for housing) or to additional areas of rural-residential development.

Rural Lands Strategy: Planning for rural lands is multi-faceted and requires a comprehensive and place-based approach to a broad range of environmental, social and economic values. As noted in the Western City District Plan: *Limited growth of rural-residential development could be considered where there are no adverse impacts on the amenity of the local area and the development provides incentives to maintain and enhance the environmental, social and economic values of the Metropolitan Rural Area. (page 126).*

Currently, the narrative in the draft LSPS (page 51) indicates that a Rural Lands Strategy will mainly focus on the impacts of rural residential development on prime agricultural land. In this context greater clarity is sought in relation to the diagram on the “cycle of farmland conversion” (page 70) and how this represents the proposed planning for rural lands.

Clarity is also required in relation to the tense used when discussing the Rural Lands Strategy. If this work including the evidence base is yet to be completed and adopted by Council, the narrative around the pressures it has identified (page 70) may need to be reconsidered or reworded.

Given the significance of planning for rural lands in Hawkesbury, Council may also wish to consider including an action in the LSPS to prepare and implement the Rural Lands Strategy. This may also address the measures proposed in the specific actions below, such as what land use conflicts need to be addressed, how prime agricultural land is characterised and broader limitations for rural residential development.

- Action 5.1: Land use conflicts: Action 5.1 of the draft LSPS is: *Take measures to limit land use conflicts (page 54).*



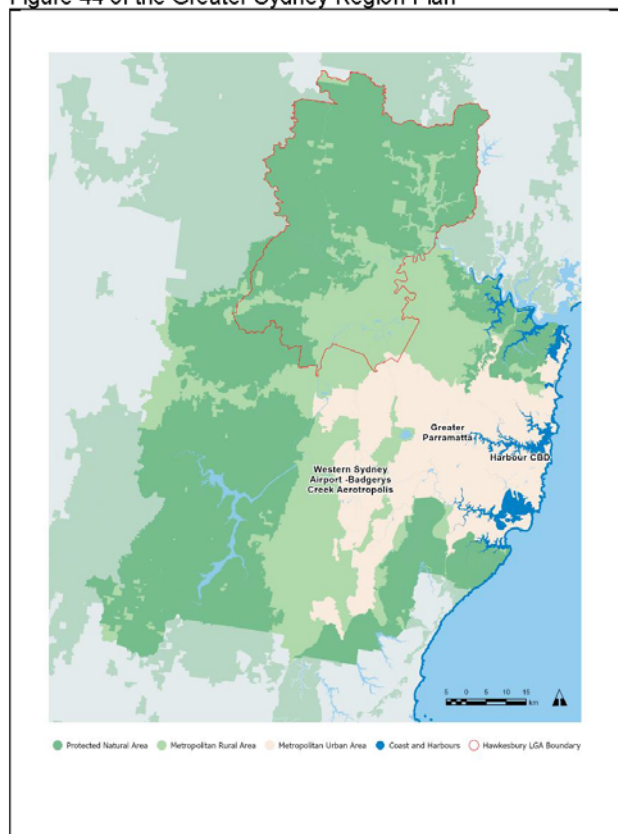
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- Action 5.2: Rural residential development: Action 5.2 of the draft LSPS is: *Limit rural residential developments in areas identified as prime agricultural lands* (page 54).

Agricultural land classification map: The draft LSPS includes a map on page 71 illustrating agricultural land classifications, which shows land within national parks and reserves (and other protected areas) as agricultural land. Where an existing zoning and ownership confirms land to be protected national parks and reserves the mapping of this land as agricultural land creates an unrealistic perception of the economic value and extent of agricultural lands in the local government area. In this context it is suggested that the purpose of this map in relation to the priorities and actions of the LSPS be clarified.

Protected Natural Area, Metropolitan Rural Area and Urban Area: The draft LSPS references on several occasions that the Hawkesbury is within the Metropolitan Rural Area (MRA) (pages 15, 18, 28, 57 and 85) which does not recognise the extensive Protected Natural Area as identified in the Greater Sydney Region Plan and Western City District Plan. Figure 44 of the Greater Sydney Region Plan shows the extent of the Protected Natural Area, Metropolitan Rural Area and Urban Area. A copy of Figure 44 (with the Hawkesbury LGA boundary added) is attached to assist with a suggested review of these references.

Figure 44 of the Greater Sydney Region Plan





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Local growth of Rural Towns and Villages: The Western City District Plan states that *"maintaining and enhancing the distinctive character of each rural and bushland town and village is a high priority"* and goes on to characterise the more compact approach to town as villages whereby *"ongoing planning and management of rural towns and villages will need to respond to local demand for growth, the character of the town or village and the surrounding landscape and rural activities"*. Furthermore, the Plan notes that *"continued protection of the District's scenic and cultural landscapes is important for the sustainability, liveability and productivity of the District"*.

In this context planning for rural towns and villages should also refer to principles for local centres set out in the Western City District Plan which include consideration of improving walking, cycling and public transport connections, and increasing residential development in, or within a walkable distance of, the centre (pages 51-54).

#### **6. Environmental and resilience matters**

Definition of green infrastructure: The draft LSPS includes a definition of green infrastructure (page 81). For purposes of consistency, LSPS content should clarify whether this definition is consistent with the definition of green infrastructure on page 146 of the Greater Sydney Region Plan or note that Council have developed their own definition. Council may wish to consider the intent behind including a definition of green infrastructure in the draft LSPS and whether this relates to any work by Council to promote green infrastructure.

Actions to deliver the Green Grid: The Western City District Plan identifies South Creek as a priority Green Grid corridor for the Hawkesbury, and also shows several other Green Grid opportunities. The LSPS does not however address Green Grid connections. Council may wish to consider the Green Grid, particularly the South Creek corridor, consistent with Western City District Plan Priority 11.

Actions to consider koala habitat: The draft LSPS notes Council's intention to consider koala habitat in Hawkesbury LEP 2012 (page 90) but provides little supporting information on how this may be addressed through the LEP. Council may wish to provide greater context for how the LEP may address this and include any koala related LEP amendments as an action in the draft LSPS.

Council may also wish to consider using the LSPS to describe in more detail how the Biodiversity Strategy (to be prepared under Action 11.5) will protect koala habitat and biodiversity more generally.

Bushfire hazard management: The draft LSPS notes that the recent bushfire season has been a catalyst for Council to ensure bushfire management strategies are reviewed. Given the significance of bushfire management to the Hawkesbury community and the extent of bushfire prone land, the management of Council's bushfire management warrants specific mention in the draft LSPS.

Flooding: The Western City District Plan also recognises flooding issues, noting: *"Given the scale of the severity and regional-scale of the risk, more stringent consideration is warranted for areas affected by the probable maximum flood (PMF) as well as the 1:100 year flood."* (page 137). The draft LSPS recognises the unique characteristics of flooding in the



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Hawkesbury-Nepean Valley and Council's involvement in the Regional Land Use Planning Framework being coordinated by DPIE (page 79).

The Western City District Plan also sets out planning principles to be applied in local strategic planning and development decisions while DPIE's work on the Regional Land Use Planning Framework continues, including the principle of: "*applying flood related development controls on land between the 1 in 100 chance per year flood level and the PMF level.*" (page 137). This principle is also reflected in DPIE's discussion paper entitled: *Improving flood resilience in the Hawkesbury-Nepean Valley through land use planning* (October 2019).

A draft Flood Prone Land Package<sup>1</sup> was recently exhibited by DPIE and will, when finalised, provide council with the tools to be able to undertake local strategic planning and development decisions based on the full range of flood events – which may include looking beyond the 1:100 year flood planning level.

Given the significance of the flood risk in the Hawkesbury and the ongoing nature of DPIE's work, it is suggested Council consider incorporating these principles into the draft LSPS and highlight any local principles associated with managing flood risk, where relevant.

**7. Other matters relating to procedural issues common to all LSPS**

Clarification is required on the population projections (page 46) if these are sources from DPIE's 2016 projections or DPIE's 2019 projections: The Commission recognises that future population projections for Hawkesbury will need to consider the area's significant flooding and bushfire constraints, as well as decisions on the alignment and timing of the Outer Sydney Orbital and the development of the Vineyard Precinct Stage 2. In this context the Western City District Plan's principles for housing strategies (pages 45-46) highlight the consideration of environmental factors as part of a place-based approach that captures the capability of LGA to respond to housing needs.

Alignment with other Plans: With the future review of the draft LSPS, consideration should be given to the alignment of the LSPS with timing of Community Strategic Planning and other significant matters such as floodplain management which may activate the need for a review sooner than the minimum of seven years.

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<sup>1</sup> Source: <https://www.planningportal.nsw.gov.au/flood-prone-land-package>

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oooO END OF REPORT Oooo



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**Item: 218**                      **CP - Draft Markets Policy - (124414, 147666)**

**Previous Item:**            077, Ordinary (14 May 2019)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Draft Markets Policy and to seek Council's endorsement to place the Draft Policy on public exhibition.

**EXECUTIVE SUMMARY:**

At its Ordinary Meeting on 14 May 2019, Council considered a report in relation to applications received from various market operators seeking approval to use Council parks during the period July 2019 to June 2020. It was subsequently resolved (in part) that:

*"5. A Local Government Area wide markets strategy and Policy be brought to Council for consideration no later than March 2020".*

This work was placed on hold due to the impact of Floods, Bushfires and COVID-19 Pandemic, as staff focused on developing and delivering a range of business support programs.

The Draft Markets Policy seeks to:

- Establish a consistent process for assessing and approving markets held on Council land or crown lands under the care and control of Council
- Demonstrate the level of commitment required from market operators to achieve quality market operations
- Facilitate well managed markets that help to support and contribute to local communities, complementing the offerings of local businesses.

The Draft Markets Policy is being submitted to Council to seek endorsement to place the Policy on public exhibition, with the results to be reported back to Council.

**RECOMMENDATION:**

That:

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



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## BACKGROUND

The Hawkesbury has a proud history of hosting a variety of attractive markets over many years, including Sunday markets in Windsor Mall and the Richmond Good Food Markets every Saturday. However, the approach between Council and market operators has been ad hoc and inconsistent. This has led to some frustration and uncertainty about who can organise a market, on what Council land it can be run and what fees are charged.

The following timeline provides a summary of actions taken to date to develop the Draft Market Policy.

Action	Status
Town Centre Master Plan Working Group recommended that Council develop a Markets Policy.	2018
Council at its Ordinary Meeting on 14 May 2019 resolved (in part) that “a Local Government Area wide markets strategy and Policy be brought to Council for consideration no later than March 2020”.	14 May 2019
Researched and reviewed other policies from Councils including: <ul style="list-style-type: none"><li>• Port Macquarie Hastings Council</li><li>• Bellingen</li><li>• Liverpool Council</li><li>• City of Sydney</li></ul> Consideration of other Models: <ul style="list-style-type: none"><li>• City of Parramatta – Stall holder registration and temporary food permit</li><li>• Blacktown Council – managed as a small event</li><li>• Fairfield Council – conditions of trading.</li></ul>	Completed June 2020
Engagement with the Town Centres Masterplan Working Group to discuss the draft Policy and guide.  Also discussed the transition process for dealing with current market operators.	Completed - July 2020
Further Market testing with existing and experienced market operators and holder in the area has been undertaken during the development phase of these important documents. Their feedback has been very positive about the documentation and council’s proposed approach.	Completed - July 2020
Internal engagement conducted	Completed September 2020
Brief Councillors on the Draft the Policy and Guide.	Completed October 2020

## DISCUSSION

Hawkesbury City Council recognises the contribution that local markets make socially, culturally and economically to the Local Government Area. Well managed markets activate and bring vibrancy to public spaces enhancing economic potential while promoting healthy life-styles and encouraging local production, distribution and consumption of food and other goods.

Council receives regular requests from commercial enterprises, community groups, not-for-profit organisations and the general public about the establishment of new markets on Council land. Council’s Town Centre Masterplan Working Group recommended that a Policy and approach be developed to provide a framework for markets. As a result, Council has developed a draft Markets Policy and associated guide.



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The following principles will apply to the approval of markets and the level of operational performance that Council will require of Market Operators.

Council will:

- Apply a consistent assessment framework for the approval of Market Site Applications and Market Proposals
- Require Market Operators to demonstrate capacity to meet community needs, contribute to social cohesion, strengthen the local economy, and complement the offerings of local businesses
- Consult the community about new Market Proposals by providing consultation opportunities for the community to comment
- Apply a consistent fee structure.

Market Operators will be required to:

- Minimise the impact of their market on the environment, local residents and nearby businesses
- Ensure market sites are well-maintained and accessible for all members of the community
- Prioritise community health and safety by rectifying hazards etc. immediately.

The draft Markets Policy aims to:

- Establish a consistent process for assessing and approving markets held on council land or crown lands under the care and control of Council
- Demonstrate the level of commitment required from market operators to achieve quality market operations
- Facilitate well managed markets that help to support and contribute to local communities, complementing the offerings of local businesses.

This Policy will be supported by a Guide to Setting up Markets on Council Land as shown at Attachment 2 to this report. The Guide outlines the steps to setting up a market including:

- Identifying the market type
- Selecting a site
- Submitting a Market Site application
- Planning the market, and
- Setting up the market
- Determining the required approval process to ensure the market meets legislative requirements.

## **COMMUNITY ENGAGEMENT**

Community Consultation will be undertaken in line with Council's Community Engagement Policy. The Draft Markets Policy and Associated Guide will be put on public exhibition for a period of 28 days.

## **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

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

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



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Our 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.

Our Environment

- 3.4 The sustainability of our environment is improved - Encourage and enable our community to make sustainable choices

3.4.2 Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources.

Our Assets

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

4.3.1 Provide a variety of quality passive recreation spaces including river foreshores, parks, bushland reserves and civic spaces to enhance our community's health and lifestyle.

4.3.3 Provide a variety of quality shared spaces including meeting spaces, accommodating public art, cultural and environmental amenity to enhance our community's health and lifestyle.

Our Future

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

5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.

- 5.6 Instigating Place Making Programs - Celebrate our creativity and cultural expression

- 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 IMPACT**

There are no financial implications to this Policy and associated guide.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

The proposal is aligned with the Long Term Financial Plan.

**ATTACHMENTS:**

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

**AT - 2** Guide to Setting up Markets on Council Land - *(Distributed under separate cover).*

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
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**INFRASTRUCTURE SERVICES**

**Item: 219**                      **IS - Renewal of Memorandum of Understanding between Penrith City Council and Hawkesbury City Council for the Maintenance of The Driftway, Londonderry - (95495, 79344, 128733)**

**Previous Item:**              202, 31 August 2010 (Ordinary)

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek endorsement for the renewal of the Memorandum of Understanding with Penrith City Council for the maintenance of The Driftway between Bonner Road and Reynolds Road, Londonderry, for the next ten years.

**EXECUTIVE SUMMARY:**

Hawkesbury City Council and Penrith City Council currently share responsibilities for maintenance and funding for The Driftway between Bonner Road and Reynolds Road, Londonderry. The Driftway, whilst wholly within the Hawkesbury City Council Local Government Area, provides the road frontage and access to properties in the Penrith City Council Local Government Area. In order to provide an equitable mechanism for maintenance of the road, in 2010 both Councils entered into an Memorandum of Understanding setting out shared responsibilities including 50:50 funding. The current Memorandum of Understanding has proven to be very successful resulting in substantial improvements to the general road condition. These improvements would not have been possible without the joint funding arrangement and co-operation between both Councils.

As the previous Memorandum of Understanding expired on 18 October 2020 a new draft Memorandum of Understanding has been prepared based on the previous document. No changes are considered necessary, by either Hawkesbury City Council or Penrith City Council.

Based on the above it is recommended that Hawkesbury City Council enter into a Memorandum of Understanding with Penrith City Council for the maintenance of The Driftway between Bonner Road and Reynolds Road, Londonderry, for the next ten years, subject to formal agreement by Penrith City Council.

**RECOMMENDATION:**

That:

1. Council endorse the renewal of the Memorandum of Understanding between Penrith City Council and Hawkesbury City Council for the maintenance of the Driftway, Londonderry attached as Attachment 1 to this report.
  2. Subject to endorsement by Penrith City Council, Council note that the General Manager will execute the Memorandum of Understanding under delegated authority.
-



**ORDINARY MEETING**  
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## BACKGROUND

On the 18 October 2010, Penrith City Council and Hawkesbury Council entered into a Memorandum of Understanding for the maintenance of The Driftway between Bonner Road and Reynolds Road, Londonderry, for the next ten years.

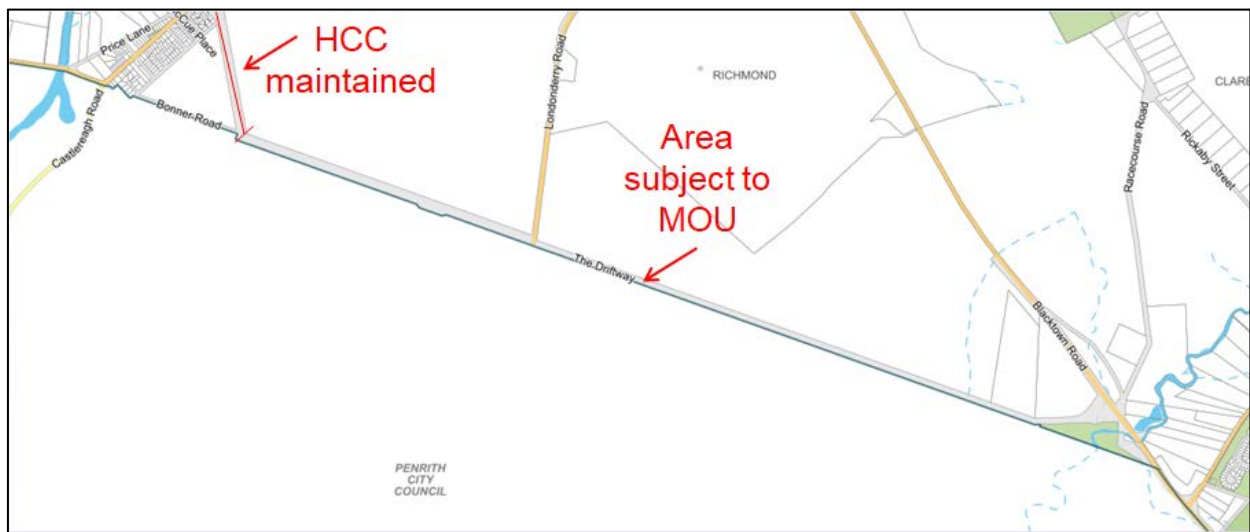
The current gazetted Council boundary between Penrith City Council and Hawkesbury City Council follows the northern boundary of properties located within the Penrith Local Government Area, between Bonner Road and Reynolds Road, Londonderry.

The entire road reserve is located within the Hawkesbury Local Government Area with the University of Western Sydney and Hawkesbury City Waste Management Facility on the northern side, and rural residential for the full length on the southern side. It should be noted that Hawkesbury City Council does not receive any rate income from properties on either side of The Driftway.

The proposed Memorandum of Understanding sets out the conditions and obligations of each Council. Each member Council will rotate maintenance on a yearly basis and contribute 50% of the yearly maintenance costs. Any proposed major works will require prior agreement for inclusion in a future works program.

The attached Memorandum of Understanding sets out the conditions and obligations of each Council.

## Location Plan



## DISCUSSION

The current Memorandum of Understanding was executed on 18 October 2010, for a ten year period.

Council at its meeting on 31 August 2010 resolved:

*"That the Memorandum of Understanding between Hawkesbury City Council and Penrith City Council for the maintenance of The Driftway be approved and executed and a letter of appreciation be forwarded to Penrith City Council for their co-operation in this regard."*

The entire length of The Driftway is located within the Hawkesbury City Council area and whilst Penrith City Council is therefore not the roads authority, the voluntary Memorandum of Understanding is an appropriate mechanism to meet the expectations of Penrith residents who use The Driftway as their property access.



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Prior to 18 October 2010 (commencement date of the current Memorandum of Understanding) Hawkesbury City Council was fully responsible for all costs associated with the maintenance of The Driftway.

The Memorandum of Understanding provisions including cost sharing also provides Council with the opportunity to carry out additional works which improves road safety for residents and the general public.

**COMMUNITY ENGAGEMENT**

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

**CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

Our Assets

4.1 Transport infrastructure and connections - Creating an integrated and well maintained transport system is an important local priority

4.1.1 Our roads and other transport infrastructure will be planned and provided to ensure connected, efficient and safe movement for all modes of transport.

**FINANCIAL IMPACT**

The renewal of the Memorandum of Understanding, if adopted by both Councils is considered to be a significant benefit to this Council as it results in ongoing savings due to sharing costs between both Councils.

**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

This matter is not specifically aligned with any Fit for the Future Strategies.

**ATTACHMENTS:**

**AT - 1** Proposed Memorandum of Understanding between Penrith City Council and Hawkesbury City Council for the Maintenance of The Driftway, Londonderry.



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**AT - 1 Proposed Memorandum of Understanding between Penrith City Council and Hawkesbury City Council for the Maintenance of The Driftway, Londonderry**

**MEMORANDUM OF UNDERSTANDING**

This memorandum of understanding made the                      day of                      2020

BETWEEN: PENRITH CITY COUNCIL of 601 High Street Penrith in the State of New South Wales ("Council")

AND: HAWKESBURY CITY COUNCIL of 366 George Street Windsor in the State of New South Wales ("Council")

**1. BACKGROUND**

- 1.1 Both Penrith City Council and Hawkesbury City Council recognise that the gazetted Council boundary along The Driftway (between Bonner Road and Reynolds Road) is the northern property boundary of properties within the Penrith Local Government Area.
- 1.2 The Driftway benefits both the residents of Penrith City Council and Hawkesbury City Council

**2. INTERPRETATION**

Unless the contrary intention appears:

- 2.1 monetary references are to Australian currency;
- 2.2 the clause and sub-clause headings are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer;
- 2.3 a cross reference to a clause number is a reference to all its sub-clauses;
- 2.4 words in the singular number include the plural and vice versa;
- 2.5 words importing one gender include the other;
- 2.6 a reference to a person includes a partnership and a body whether corporate or otherwise;
- 2.7 a reference to any legislation or legislative provision includes any statutory modification, re-enactment, regulation or statutory instrument issued under that legislation;
- 2.8 A reference to a clause or sub-clause is a reference to a clause or sub-clause of this Contract; and
- 2.9 Where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.
- 2.10 Minor Works comprise any road works up to a total value of \$60,000.00 +- 10% per annum.
- 2.11 Major Works comprise any road works exceeding \$60,000.00 per annum.
- 2.12 The amount applicable to minor/major works can be varied by agreement between member Councils.



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**3. OPERATIVE PART**

3.1 The MOU refers specifically to the section of The Driftway, Londonderry between Bonner Road and Reynolds Road

3.2 Maintenance of the road by Penrith City Council shall consist of:

i. Footway and drainage (verge area) along the southern side of The Driftway

3.3 Maintenance of the road by Hawkesbury City Council shall consist of:

i. Footway and drainage (verge area) along the northern side of The Driftway

3.4 Road rehabilitation / resurfacing / pothole works.

A. Minor Works:

i. The annual maintenance of the sealed road surface and associated road shoulder area is performed by one of the member Councils on an alternating yearly roster.

ii. Annual costs for roadworks will be evenly shared between the two Councils

B. Major Works:

i. Agreement will be reached by both Councils in December of the financial year preceding any proposed major roadworks along The Driftway for inclusion of those works in the following years Roads program

ii. Costs for major works be evenly shared between the two Councils

3.5 Traffic facilities

i. Consultation will occur between the two Councils prior to the implementation or modification of any traffic facilities/ restrictions along The Driftway

ii. Costs for implementation and maintenance of the traffic facilities will be equally shared between the two Councils

**4. TERM**

4.1 This memorandum of Understanding will remain effective for 10 years.

**5. DISPUTE RESOLUTION**

5.1 If any dispute arises out of the operation of this Memorandum of Understanding, the parties will make all possible efforts to resolve the dispute themselves, by agreement.

5.2 If the parties are unable to resolve a dispute themselves, then, in accordance with Council's Negotiation and Consensus Policy, a conciliation or facilitation meeting may be held to try and identify and resolve the issues in dispute.



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SIGNED .....  
On behalf of Penrith City Council by its Authorised Officer

.....  
Authorised Officer

In the presence of

.....  
Witness

SIGNED .....  
On behalf of Hawkesbury City Council by its Authorised Officer

.....  
Authorised Officer

In the presence of

.....  
Witness

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**  
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**SUPPORT SERVICES**

**Item: 220**                      **SS - Rating Exemption - Lot 294, DP 751649 - 58 Old Bells Line Of Road Kurrajong - (95496)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to determine a rating exemption application received from The Country Women's Association of NSW requesting an exemption from rating for the property known as 58 Old Bells Line Of Road, Kurrajong (Lot 294 in Deposited Plan 751649).

**EXECUTIVE SUMMARY:**

A rating exemption may be sought by an individual or organisation based on certain criteria as set out in the Local Government Act 1993 (the Act).

Section 556(1)(h) of the Act stipulates that land that belongs to a public benevolent institution or public charity and is used or occupied by the institution or charity for the purposes of the institution or charity, is exempt from general rates. If the property meets the criteria in Section 556(1)(h) of the Local Government Act 1993, the stormwater charge is automatically exempt under Clause 125(a) of the Local Government (General) Regulation 2005.

An application has been received from The Country Women's Association of NSW requesting an exemption from rating for the property known as 58 Old Bells Line Of Road, Kurrajong (Lot 294 in Deposited Plan 751649).

The Country Women's Association of NSW are considered to be a public benevolent institution that use the property for benevolent purposes. Accordingly, the application for a rating exemption meets the criteria stipulated in the Act and The County Women's Association of NSW are eligible for a rating exemption. The exemption will apply from the rating year in which the application has been made.

**RECOMMENDATION:**

That:

1. The Country Women's Association of NSW be granted an exemption from rating from 1 July 2020, for the property known as 58 Old Bells Line Of Road, Kurrajong (Lot 294 in Deposited Plan 751649).
2. An amount of \$1,992.90 be abandoned in respect of rates and stormwater charge for the period 1 July 2020 to 30 June 2021, for the property known as 58 Old Bells Line Of Road, Kurrajong (Lot 294 in Deposited Plan 751649).

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**BACKGROUND**

An application has been received from The Country Women's Association of NSW requesting an exemption from rating for the property known as 58 Old Bells Line Of Road, Kurrajong (Lot 294 in



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Deposited Plan 751649). The Country Women's Association of NSW own and manage the hall at 58 Old Bells Line of Road, Kurrajong (Lot 294 in Deposited Plan 751649).

The business rates applicable to the property for 2020/2021 amount to \$1,917.90. The stormwater charge applicable to this property is \$75.00. The total amount proposed to be exempt is \$1,992.90.

The Country Women's Association of NSW is the largest women's organisation in Australia and aims to improve conditions for country women and children. They reach this aim in various ways including lobbying for change, helping the local community, creating a network of support and meeting together in towns and cities. The hall is used by the local community regularly free of charge. Any fundraising efforts by their members are sent to their State office to be dispersed amongst various Country Women's Association of NSW causes, Disaster Fund, Emergency Fund, Bush Bursaries, Medical Research and Scholarships.

The Country Women's Association of NSW is incorporated under an Act of Parliament known as the Country Women's Association of New South Wales Incorporation Act 1931. The Associations Incorporation Act 2009 - Section 3 sets out the objects of the Act, namely.

- (a) To establish a scheme for the registration of associations that are constituted for the purpose of engaging in small-scale, non-profit and non-commercial activities, including -
  - (i) associations that are currently unincorporated (which become bodies corporate when they are registered), and
  - (ii) associations that are currently incorporated under other legislation (which retain their corporate status following registration), and
- (b) To make provision with respect to the corporate governance and financial accountability of associations registered under that scheme.

#### **Application for Rating Exemption**

The application for rate exemption is made in accordance with Section 556(1)(h) of the Local Government Act 1993, which provides as follows:

*"556 What land is exempt from all rates, other than water supply special rates and sewerage special rates?*

- (1) *The following land is exempt from all rates, other than water supply special rates and sewerage special rates:*
  - (h) *land that belongs to a public benevolent institution or public charity and is used or occupied by the institution or charity for the purposes of the institution or charity,"*

If the property meets the criteria Section 556(1)(h) of the Local Government Act 1993, the stormwater charge is automatically exempt under Clause 125(a) of the Local Government (General) Regulation 2005.

#### **DISCUSSION**

The application for the rating exemption received from The Country Women's Association of NSW has been assessed against Section 556 (1)(h) of the Local Government Act 1993.

Based on legal advice regarding rating exemptions, halls on privately owned land are rateable unless an exemption applies. It is further noted that other Councils surveyed with properties owned and occupied by the Country Women's Association of NSW generally receive an exemption.

In assessing the Country Women's Association of NSW application for rating exemption, officers have reviewed the objectives of the Association. In accordance with the Associations Incorporations Act 2009 the Country Women's Association of NSW is deemed to be engaged in small-scale, non-profit and non-



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commercial activities. As referred to above, the Country Women's Association of NSW use fundraising proceeds to support women, the local community and charitable causes.

Accordingly, it can be concluded that the Country Women's Association of NSW can be considered as a public benevolent institution or public charity.

Accordingly, the application for a rating exemption meets the requirements of Section 556(1)(h) of the Act, and it is considered that the exemption should be granted.

#### **COMMUNITY ENGAGEMENT**

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

#### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

##### Our Leadership

1.3 Financial Sustainability - Build strong financial sustainability for now and future generations.

1.3.1 In all of Council's strategies, plans and decision making there will be a strong focus on financial sustainability.

#### **FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The income from rates is provided for in the 2020/2021 Adopted Operational Plan. The rating exemption, if granted, will result in a negative variation to this income in 2020/2021 of \$1,917.90. However, this amount will be recovered through the Notional Yield calculation for 2021/2022. In regard to the stormwater charge, this income will not be received each year. These impacts are minor in the context of the overall income from rates and charges.

#### **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 achieves Fit for the Future financial benchmarks. However, the rating exemption will only have a minor impact and not expected to significantly impact the overall achievement of the Fit for the Future objectives.

#### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



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**Item: 221**                      **SS - Extinguishment of Easement - 66 Boomerang Drive, Glossodia (95496, 112106, 15070, 15069)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's endorsement to extinguish the 3.04 metre wide easement created on the title of 66 Boomerang Drive, Glossodia.

**EXECUTIVE SUMMARY:**

Council received a request from the owners of 66 Boomerang Drive, Glossodia (Lot 185 in Deposited Plan 217504), asking for Council to extinguish the 3.04 metre wide easement on the title of their property. The easement has been in place since 1963 as it was required to drain stormwater through a large open ditch which dispersed onto the property. The easement is no longer required as Council has carried out kerb and guttering and associated stormwater works that diverted the water away from the easement location.

**RECOMMENDATION:**

That:

1. Council endorse the extinguishment of the 3.04 metre wide easement over 66 Boomerang Drive, Glossodia (Lot 185 in Deposited Plan 217504), and the necessary documentation be provided to NSW Land Registry Services.
  2. Authority be given for any documentation in association with this matter to be executed under the Seal of Council.
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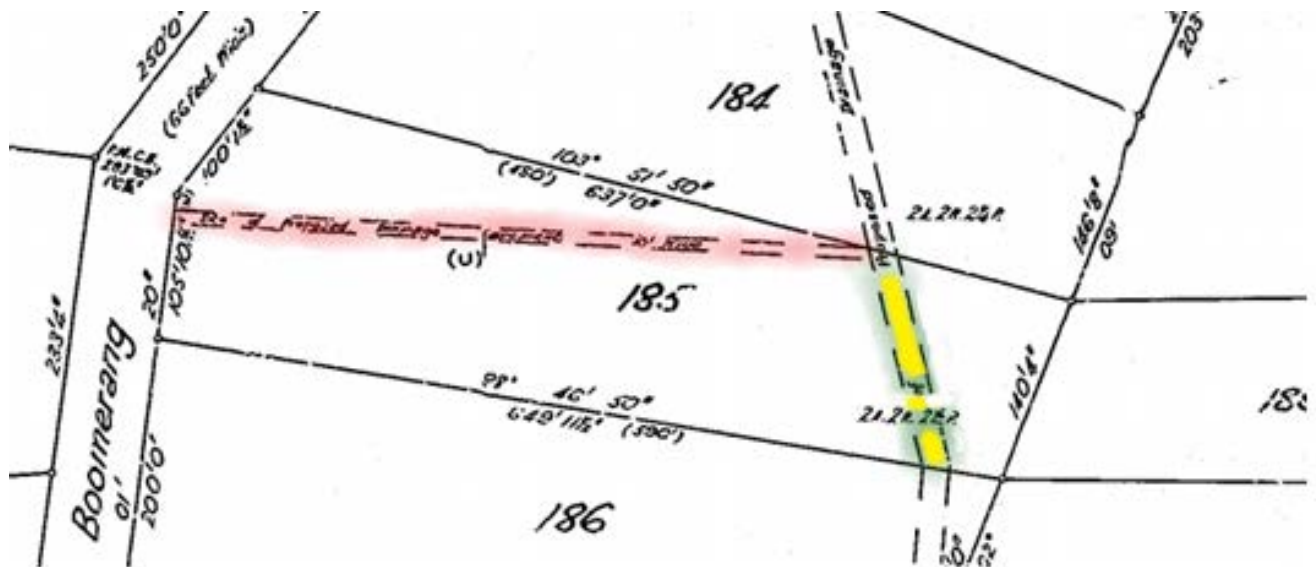
**BACKGROUND**

The owners of 66 Boomerang Drive, Glossodia have written to Council requesting the approval of Council to extinguish an easement running from the street towards the rear of their property from the title of their property, as Council has undertaken kerb and guttering along with associated stormwater works such as pipes and pits, in the area.

The property is burdened by two easements on title. The first easement, shown in red on the plan below, is 3.04 metres wide running from the property frontage in a diagonal direction to its North-East side boundary. The second easement, shown in yellow, is 6.09 metre wide cutting across the rear of the property. The request for extinguishment of easement relates only to the 3.04 metre easement. The easement shown in red is proposed to be extinguished and the easement in yellow will be retained as it aligns with the natural watercourse.



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The 3.04 metre easement was created by Colo Shire Council in 1963 to divert open channelled stormwater flow from Boomerang Drive to a natural depression on the rear of the property.

Council has recently carried out piped drainage works in Boomerang Drive, within the road reserve which leads to a creek. The open channel, where the 3.04 metre wide easement is located, is no longer required and as a consequence the easement on title is no longer required.

To remove the easement from the title of 66 Boomerang Drive, Glossodia, Council's Solicitors would be required to register a 'Extinguishment of Easement' dealing with NSW Land Registry Services under Section 47(6) of the Real Property Act 1900. Creation of a new Deposited Plan is not required.

The property owners have advised that they will pay Council's legal fees associated with the removal of the easement from their title.

### **COMMUNITY ENGAGEMENT**

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

### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

#### Our Leadership

- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
  - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

### **FINANCIAL IMPACT**

There are no financial implications applicable to this report.



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**FIT FOR THE FUTURE STRATEGY CONSIDERATIONS**

This proposal is not aligned with a Fit For The Future Strategy.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



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**Item: 222**                      **SS - Draft Windsor Mall Policy - (95496, 96333)**

**Previous Item:**            190, Ordinary (9 September 2008)  
                                 51, Ordinary (24 April 2012)  
                                 262, Ordinary (28 August 2012)  
                                 250, Ordinary (10 December 2013)

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's endorsement to place Council's Draft Windsor Mall Policy on public exhibition.

**EXECUTIVE SUMMARY:**

Council's Windsor Mall Policy was reviewed in December 2013 as part of the re-establishment of Alcohol Free Zones.

Council staff have recently consulted with property owners, tenants and the Windsor Business Group to discuss what changes, if any, are necessary to the Windsor Mall Policy.

These initial consultations identified the need for more flexibility with Outdoor Dining and Footpath Trading Permits, greater use of the Mall for events when businesses may be closed and creation of loading zones outside of the Windsor Mall. The Windsor Mall Policy has been revised accordingly and is now submitted for consideration by Council.

The Draft Windsor Mall Policy seeks to:

- Activate Windsor Mall by permitting a range of events and performances.
- Establish a process for assessing and approving activities in the Windsor Mall.
- Advise the standard and style of furniture for outdoor dining and footpath trading permits.

**RECOMMENDATION:**

That:

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

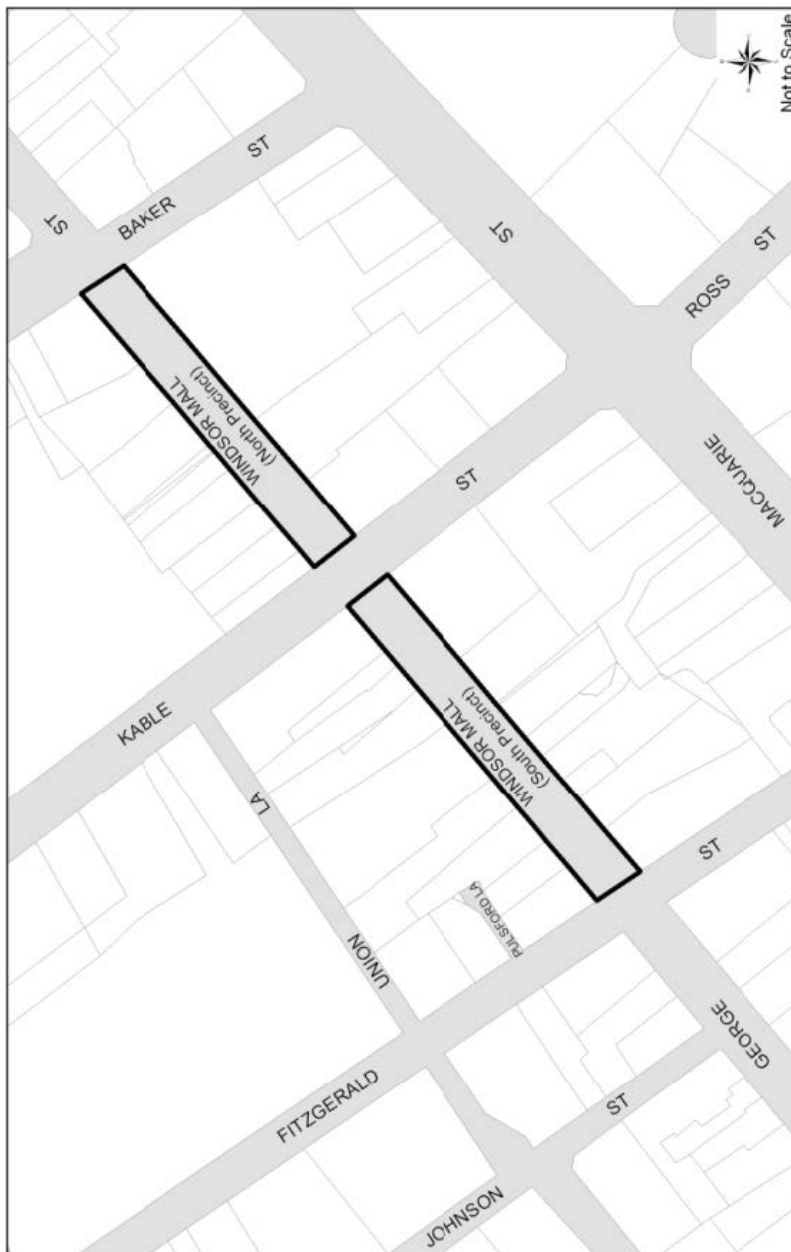


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## BACKGROUND

Windsor Mall consists of two precincts, the Northern Precinct is located between Baker and Kable Streets and the Southern Precinct is located between Kable and Fitzgerald Streets, as indicated on the location plan below.

### Location Plan



In April 2007, Council adopted an “Outdoor Dining and Footpath Trading Policy” covering all footpath trading activities in the Local Government Area, excluding the Windsor Mall.

In September 2008, Council adopted the Windsor Mall Policy, which covers activities that are likely to be undertaken in the Windsor Mall. Prior to the adoption of the Policy, activities in Windsor Mall were



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governed by the Windsor Mall Regulations. In 2012, Council adopted an amended Windsor Mall Policy which incorporated the Outdoor Dining and Footpath Trading Policy. The Windsor Mall Policy was last reviewed in 2013.

Council staff carried out a preliminary review of the Policy and then undertook initial consultation with property owners fronting Windsor Mall, the Windsor Business Group, and the Outdoor Dining and Footpath Trading Permit Holders. The feedback received supported the proposed amendments (detailed in the Discussion section of this report).

Outdoor Dining and Footpath Trading Permit Holders were given refunds of their permit fees due to COVID-19 restrictions, when their trade was reduced to takeaway only. The refunds were provided under the National Cabinet Mandatory Code of Conduct – Commercial Leasing Principles and the New South Wales Retail and Other Commercial Leases (COVID-19) Regulation 2020. Permit Holders were encouraged to advise when they required a new permit to be issued.

The Draft Windsor Mall Policy was presented to a Councillor Briefing on 20 October 2020. Various matters discussed at the Briefing have been incorporated into the Draft Windsor Mall Policy, and these include:

- In Section 11, reference has been made to the section of the Policy Council Officers are to apply when assessing applications.
- Definitions have been listed in alphabetical order.
- Busking and Street Performance definitions have been merged. Poetry has not been added as it is considered a recital. Plays have been added to this definition.
- Clarification of lead up times for major events, by merging the previous two clauses.
- Council staff have the right to refuse permits on any basis.

## **DISCUSSION**

Details of the matters raised in the initial consultation undertaken by Council staff are discussed below:

### Opening of the Windsor Mall to Vehicular Traffic

The issue of opening Windsor Mall was last considered by Council at its meeting on 8 December 2015. The main reasons identified for not opening the Mall were as follows:

- The 2011 Windsor Town Centre Traffic Study by Christopher Hallam & Associates addressed the issue of whether the Mall should be retained or opened to traffic and the impact of the Mall on traffic and parking. The Study concluded that from a traffic perspective the Mall did not impact significantly on traffic capacity and that opening or partial opening the Mall would have negligible effect on traffic flow and parking capacity. In traffic and parking terms, the findings in the Study were that the Mall was functioning in a satisfactory manner.
- George Street is a relatively narrow road reserve approximately 15 metres wide. This impacts the design options when balancing parking, pedestrian movement/safety and footpath dining.
- Due to the narrow road reserve width, provision of one parking lane and a single through traffic lane would only provide for a footway width of 4.25 metres on each side. Alternatively, the provision of a parking lane on both sides of a travelling lane will reduce the available footpath width to 2.75 metres on each side. The footpath widths for both scenarios will only allow for pedestrian access and no or extremely limited footpath dining space.

In addition to the above, the current positioning of structures such as the Paddle Wheel, Rotunda, trees with planter boxes, tables and seats in the Mall area promote a low speed environment for the approved vehicular traffic.



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Creation of Loading Zones

The Windsor Mall Policy proposes to create the following three loading zones (as shown in Attachment 4 of the Draft Windsor Mall Policy):

1. Fitzgerald Street near the pedestrian crossing.
2. Paved island in Macquarie Street Carpark.
3. Baker Street near the pedestrian crossing.

If the loading zones were to be created then vehicular access for any vehicles, other than Emergency Vehicles, would be prohibited. This would provide a safer area for pedestrians in the Mall and not obstruct access to shops.

At the Councillor Briefing the issue of installing bollards was raised. This has not been included in the Policy as installing bollards would restrict access required by emergency vehicles.

Amendments to Windsor Mall Policy

The initial consultations have identified that the current Windsor Mall Policy is satisfactory overall with only minor amendments required as discussed above. Therefore, this report recommends only minor amendments to the Windsor Mall Policy to be placed on public exhibition, including the following:

- Allowing event holders to use Outdoor Dining and Footpath Trading areas when adjoining businesses are closed and not in use.
- Allowing permit holders to extend their Outdoor Dining Areas to adjoining premises, where the property owner and business owners consent is provided.
- Allowing permits to be cancelled, with a pro rata refund being issued (administration fees will apply).
- Council will have the right to refuse applications where the approval would be contrary to the public interest.
- If a permit holder ceases to own or lease an adjoining premise, Council can cancel the permit and issue a pro rata refund with administration fees applying.
- Clauses regarding Lead Times and Major Events have been merged and amended.
- Increase of Public Liability Insurance to \$20 million, to be in line with Council current practices for other licenses and leases.
- A person lodging an Outdoor Dining and Footpath Trading application (who is not the property owner) will be required to provide a copy of their lease or a letter from the property owner allowing them to apply for the permit.
- Removal of clauses relating to Markets. The Draft Markets Policy will provide guidelines to approve Markets throughout the Local Government Area.
- Creation of loading zones, outside of the Windsor Mall for use by delivery vehicles. This will improve safety for pedestrians and allow deliveries at any time for the nearby shops. Access through Windsor Mall will only be permitted for emergency vehicles.
- In Section 11, reference has been made to the section of the Policy Council Officers are to apply when assessing applications.
- Definitions have been listed in alphabetical order.



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- Busking and Street Performance definitions have been merged. Poetry has not been added as it is considered a recital. Plays have been added to this definition.
- Clarification of lead up times for major events, by merging the previous two clauses.
- Council staff have the right to refuse permits on any basis.

Further, the Policy has been formatted into the current Policy template. Amendments or additions to the Policy have been highlighted in the document attached at Attachment 1 to this report.

It is considered that these minor amendments will ensure the Policy is clearer to any prospective users of Windsor Mall and anyone wishing to use footpaths for outdoor dining and footpath trading. The amended Policy will also ensure that Council staff can manage and assess any requests or issues that may arise.

The current Windsor Mall Policy was adopted by Council in 9 September 2008 and was last revised on 10 December 2013.

The proposed amended Draft Policy as attached is recommended for public exhibition.

### **COMMUNITY ENGAGEMENT**

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

Accordingly, the revised Windsor Mall Policy will be placed on public exhibition for 28 days.

### **CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036**

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

#### Our Leadership

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

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

### **FINANCIAL IMPACT**

The matters raised in this report have direct financial implications. The expenditure applicable to creating the loading bays is not provided for in the 2020/2021 Adopted Operational Plan and will need to be addressed as part of the next Quarterly Budget Review.

An estimate of costs for the creation of the loading bay in the Macquarie Street Car Park and signage for the loading bays on Baker and Fitzgerald Streets is \$7,500.

### **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 2020/2021 Operational Plan, which will adversely impact on Council's financial sustainability.



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**ATTACHMENTS:**

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

**oooO END OF REPORT Oooo**



ordinary

section 4

reports  
of committees



**ORDINARY MEETING**

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**SECTION 4 – Reports of Committees**

**Item: 223**                      **ROC - Hawkesbury Access and Inclusion Advisory Committee - 3 September 2020 - (124569, 96328)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Hawkesbury Access and Inclusion Advisory Committee, held on 3 September 2020.

**EXECUTIVE SUMMARY:**

The Hawkesbury Access and Inclusion Advisory Committee at its meeting on 3 September 2020 were given a presentation by Ms Michelle Villeneuve, the University of Sydney in relation to "Collaborating for Disability Inclusive Disaster Risk Reduction (DIDDRR)".

A Committee member raised tactile markers in Windsor as a discussion point in General Business and advised that further information would be provided to a Councillor Committee representative for consideration.

These items have no policy or financial implications to Council and therefore the minutes, are presented for information only.

**RECOMMENDATION:**

That Council receive and note the Minutes of the Hawkesbury Access and Inclusion Advisory Committee Meeting held on 3 September 2020.

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**DISCUSSION**

The Hawkesbury Access and Inclusion Advisory Committee met on 3 September 2020 and were given a presentation by Ms Michelle Villeneuve, the University of Sydney in relation to "Collaborating for Disability Inclusive Disaster Risk Reduction (DIDDRR)", as shown in the minutes attached as Attachment 1 to this report.

In relation to this matter, the following recommendation was made by the Committee:

*"That the Hawkesbury Access and Inclusion Advisory Committee make recommendation to Council to support the allocation of health and wellbeing recovery and resilience funding to implement the Person Centred Emergency Preparedness Peer Leadership Project."*

**OFFICER COMMENT:**

With regards to Item 1, subsequent to the meeting staff reviewed the recovery and resilience grant conditions. Staff determined that the Person Centred Emergency Preparedness Peer Leadership Project was consistent with the purposes for which the grant was awarded, and that no further resolution from Council was required to allocate funding to commence project work. As such, the allocation of health and



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wellbeing recovery and resilience funding has been allocated to implement the Person Centred Emergency Preparedness Peer Leadership Project and project work has now commenced.

With regards to the matter raised in General Business, the Committee member had not provided specific guidance as to the preferred areas for tactile treatment. As such, this item will be carried over until the Committee meeting 22 October 2020 to progress this matter.

**ATTACHMENTS:**

- AT - 1** Minutes of the Hawkesbury Access and Inclusion Advisory Committee Meeting held on 3 September 2020.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**AT - 1 Minutes of the Hawkesbury Access and Inclusion Advisory Committee Meeting held on 3 September 2020**

Minutes of the Meeting of the Hawkesbury Access and Inclusion Advisory Committee held by Audio-Visual link, on 3 September 2020, commencing at 4:00pm.

The Chairperson opened the meeting with an Acknowledgement of Country.

**Present:** Councillor Barry Calvert, (Chair) Hawkesbury City Council  
 Mr David Gearin, (Deputy Chair) Community Representative  
 Councillor John Ross, Hawkesbury City Council  
 Ms Jennifer Moses, Community Representative  
 Ms Terri Mottram, Community Representative  
 Ms Alison Carpenter, Community Representative

**Apologies:** Ms Jessica Brunskill, Community Representative

**In Attendance:** Ms Meagan Ang, Hawkesbury City Council  
 Ms Michelle Villeneuve, the University of Sydney

Member	29/08/2019	24/10/2019	27/02/2020	25/06/2020	3/09/2020
Councillor Barry Calvert	A	A	A	✓	✓
Councillor John Ross	✓	✓	✓	✓	✓
Ms Jessica Brunskill	A	✓	✓	✓	A
Mr Desmond Crane	✓	✓	✓	X	✓
Mr David Gearin	✓	✓	✓	✓	✓
Ms Jennifer Moses	✓	✓	✓	✓	✓
Mr Terri Mottram	✓	✓	✓	A	✓
Ms Alison Carpenter	A	✓	✓	X	✓
Mr Malcolm Wilbow	✓	✓	✓	X	X

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

**RESOLVED** on the motion of Ms Jennifer Moses and seconded by Ms Alison Carpenter that the apology be accepted.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr David Gearin and seconded by Ms Jennifer Moses that the Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on the 25 June 2020, be confirmed.

**SECTION 2 - Presentations to the Committee**

**Presentation:** Collaborating for Disability Inclusive Disaster Risk Reduction (DIDRR): Practices that leave nobody behind.

**Presenter:** Ms Michelle Villeneuve  
 Associate Professor at the Centre for Disability Research and Policy  
 The University of Sydney



# Collaborating for Disability Inclusive Disaster Risk Reduction (DIDRR): Practices that leave nobody behind

Access and Inclusion Advisory Meeting  
Hawkesbury Council  
3 September 2020



A/Prof. Michelle Villeneuve, Project Lead  
Disaster Risk Management Practices that  
Leave Nobody Behind



THE UNIVERSITY OF  
**SYDNEY**

## Issue

People with disability continue to be an overlooked resource in all phases of Disaster Management despite:

- legal recognition of their rights to safety and protection under the Convention on the Rights of Persons with Disability (UNCPRD, 2006);
- promotion of person-centred preventative approaches to disaster resilience under the Sendai Framework for Disaster Risk Reduction (DRR) 2015 – 2030 (UNISDR, 2015); and
- calls for inclusive community engagement to improve disaster risk decision-making under national and state emergency management capability frameworks (Australian Government, 2018; State of NSW, 2020)

This oversight has devastating consequences for over 4 million Australians with disability. Research shows the disproportionate impact for people with disability who are two to four times more likely to die or be injured in disasters than others.



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**DIDRR approaches seek to identify and address the root causes of vulnerability through participatory and community-based approaches that engage all persons.**

## Disability Inclusive Disaster Risk Reduction (DIDRR)

*“We need to access the voice and perspective of people with disability so that we have good information, because there’s a lot of expertise in the room to be able to help and respond, but we all need that reciprocal communication to start those conversations.”*

## GAP

Our work on DIDRR demonstrates that people with disability and local community services that support them are ready and willing to be involved in DRR.

Missing is the communication, coordination, and collaboration mechanisms needed to ensure equitable access and inclusion for people with disability, carers and the services that support them in DRR.

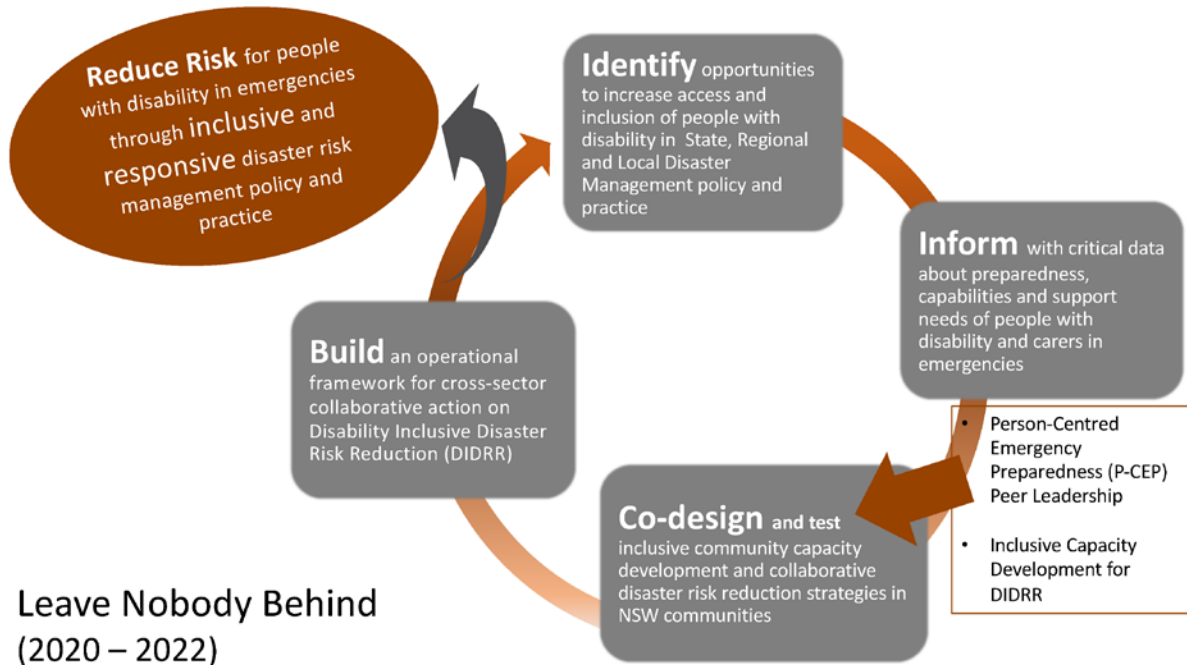
This project addresses this gap by:

- providing critical data on the support needs of people with disability in emergency situations.
- Develop local community capacity for Person-Centred Emergency Preparedness (P-CEP) and DIDRR
- informing targeted, evidence-based practice and policy on DIDRR.

The collection and pairing of this breadth of data on people with disability in the context of disasters is a first in Australia and internationally.



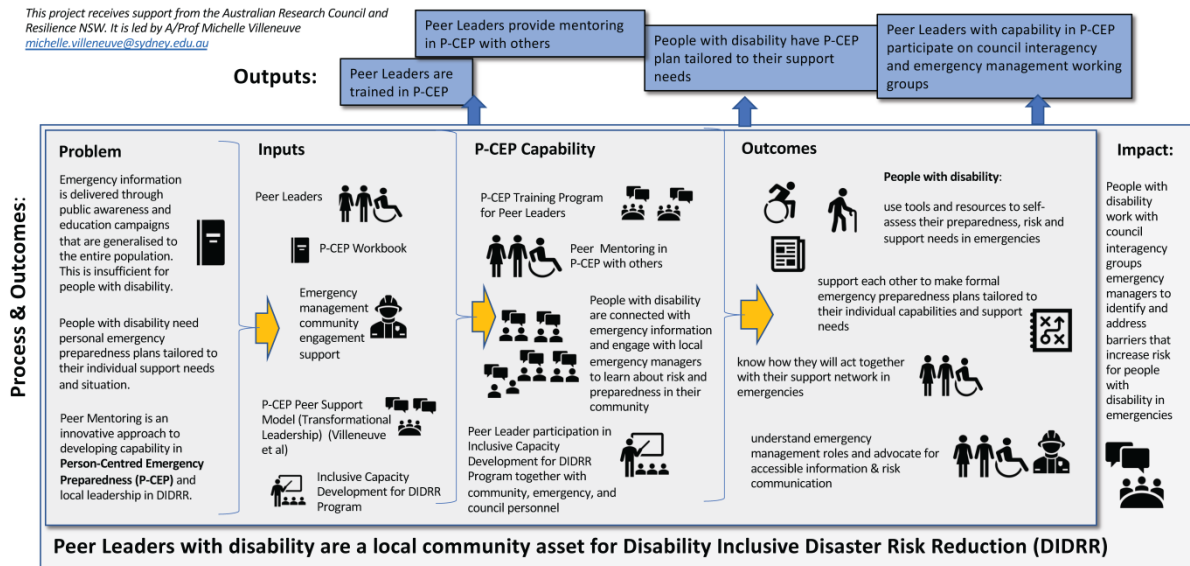
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## Person-Centred Emergency Preparedness Peer Leadership



*This project receives support from the Australian Research Council and Resilience NSW. It is led by A/Prof Michelle Villeneuve  
[michelle.villeneuve@sydney.edu.au](mailto:michelle.villeneuve@sydney.edu.au)*



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## ORDINARY MEETING

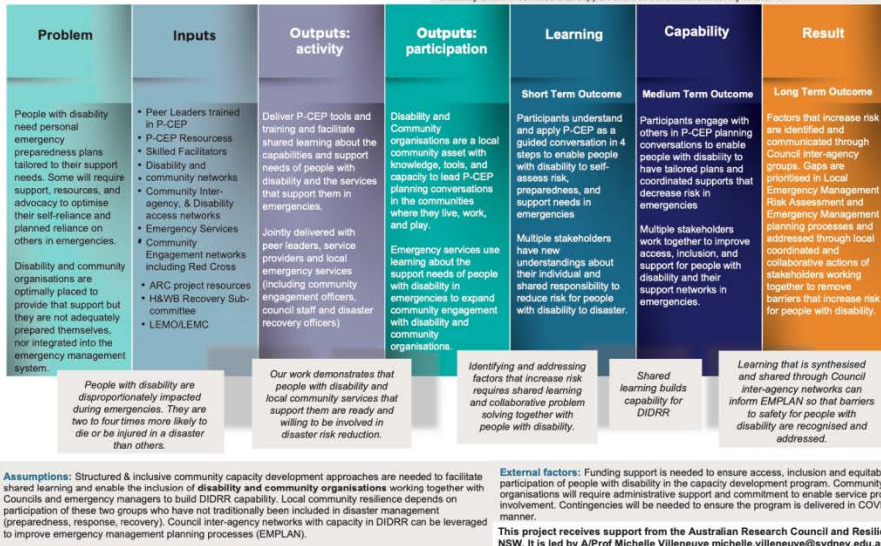
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#### Disaster Risk Management Practices that Leave Nobody Behind: Inclusive Capacity Development for DIDRR

Disability Inclusive Disaster Risk Reduction (DIDRR) approaches seek to identify and address the root causes of vulnerability through participatory and community-based approaches that aim to engage all persons in addressing the factors that increase risk for people with disability before, during and after a disaster.

This capacity development program addresses the need for improved communication, coordination, and collaboration mechanisms required to ensure equitable access and inclusion for people with disability and the services that support them to contribute effectively to DIDRR.



#### DISCUSSION:

- In 2015, as part of the Australian Government Natural Disaster Resilience Program, the University of Sydney selected Hawkesbury City Council to participate in a pilot project that aimed to increase the preparedness for and resilience to natural disasters for vulnerable persons with a focus on people with disabilities.
- Council has been a project partner since its inception.
- Key achievements to date include:
  - Increased knowledge to underpin evidence based policy development in NSW, including Disability Action Plans for local and state government
  - Creation of a tool to facilitate development of personal emergency preparedness plans
  - Continuing Professional Development training for community health workers
- In 2019 The Australian Research Council and Resilience NSW supported the University of Sydney to successfully implement the project delivery framework in high-risk disaster areas in QLD.
- In April 2020 Council was awarded \$250,000 funding through the Bushfire Community Resilience and Economic Recovery Fund through the joint disaster recovery fund from NSW and Commonwealth Government, \$50 is designated for community resilience projects.



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- As COVID has meant that typical community resilience events and/or projects have been difficult to deliver, Council staff propose to the Committee that these funds in be allocated to implement the project delivery framework in the Hawkesbury.
- Peppercorn Services is currently offering a support service that assists residents to develop emergency preparedness plans, situating them as the optimum NGO to partner with Council to deliver this project.

**Project Activities Details**

- Develop an innovative local model to enable cross-sector working and advance inclusive disaster risk reduction for people with disabilities and vulnerable people in the Hawkesbury NSW.
- Develop leadership champions for person-centred emergency planning.
- Train staff in local NGOs to lead person centred emergency planning training throughout the Hawkesbury and other high-risk regions.
- Develop local sustainable network of champions and providers to continue engaging with high risk and vulnerable communities to deliver a community development approach to emergency preparedness.
- Influence policy at regional and state levels and to State Emergency Management Committee (Usyd reports to Resilience NSW through community engagement and risk/resilience sub-committees of SEMC).
- The lead project partners will be Council, University of Sydney and Peppercorn Services Inc.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Ms Jennifer Moses, seconded by Councillor John Ross.

That the Hawkesbury Access and Inclusion Advisory Committee make recommendation to Council to support the allocation of health and wellbeing recovery and resilience funding to implement the Person Centred Emergency Preparedness Peer Leadership Project.

**SECTION 4 - General Business**

- Tactile markers around Windsor and Richmond required as there have been a few slip ups. Ms Mottram will email Councillor Calvert in relation to this.

The meeting terminated at 5:40pm.

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 November 2020**

**Item: 224**                      **ROC - Audit Committee - 16 September 2020 - (95496, 91369, 79351)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Audit Committee, held on 16 September 2020.

**EXECUTIVE SUMMARY:**

The Audit Committee considered seven items and a General Business item at its meeting on 16 September 2020. These items have no policy or financial implications to Council and therefore, are presented for information only.

**RECOMMENDATION:**

That Council receive and note the Minutes of the Audit Committee Meeting held on 16 September 2020.

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**DISCUSSION**

The Audit Committee met on 16 September 2020 and considered reports on the following matters, as shown in the minutes attached as Attachment 1 to this report.

- Item: 1        Unaudited Financial Statements for the Year Ended 30 June 2020.
- Item: 2        Third Party Review - Hawkesbury River County Council Inc.
- Item: 3        DRIVES24 Audit.
- Item: 4        Hawkesbury City Council Enterprise Risk Register.
- Item: 5        Proposed 2020/2021 Internal Audit Program.
- Item: 6        Finance Report.
- Item: 7        Provision of Internal Audit Services - CONFIDENTIAL.

General Business

- A.     Flow Chart for Managing Audit Related Issues – Management Actions, Policies, Procedures, Etc.

The above items do not have any policy or financial implications to Council, and therefore, are presented to Council to receive and note.

**ATTACHMENTS:**

- AT - 1**     Minutes of the Audit Committee held on 16 September 2020.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 November 2020**

**AT - 1 Minutes of the Audit Committee held on 16 September 2020**

Minutes of the Meeting of the Audit Committee held by Audio-Visual link, on 16 September 2020, commencing at 4:07pm.

- Present:** Councillor Paul Rasmussen, Hawkesbury City Council  
 Councillor John Ross, Hawkesbury City Council  
 Mr Craig Bennett, Community Representative  
 Ms Nisha Maheshwari, Chairperson, Community Representative
- Apologies:** Ms Ellen Hegarty, Community Representative  
 Mr Kenneth Leung, NSW Audit Office
- In Attendance:** Mr James Winter, Grant Thornton (*joined at 4:19pm and left at 5:51pm*)  
 Ms Penelope Corkill, Centium (*joined at 4:19pm and left at 5:51pm*)  
 Mr Peter Conroy, Hawkesbury City Council  
 Mr Laurie Mifsud, Hawkesbury City Council  
 Ms Linda Perrine, Hawkesbury City Council  
 Ms Vanessa Browning, Hawkesbury City Council  
 Mr Charles McElroy, Hawkesbury City Council  
 Mr Mario Robles, Hawkesbury City Council  
 Mr Conrad Webb, Hawkesbury City Council  
 Ms Megan Berrell, Hawkesbury City Council

Member	11/09/2019	6/11/2019	04/12/2019	04/03/2020	03/06/2020	26/08/2020	16/09/2020
Councillor Paul Rasmussen	A	A	✓	✓	✓	✓	✓
Councillor John Ross	✓	✓	✓	✓	✓	✓	✓
Councillor Patrick Conolly (Alternate)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mr Craig Bennett	✓	✓	✓	A	✓	✓	✓
Ms Ellen Hegarty	✓	A	✓	✓	✓	✓	A
Ms Nisha Maheshwari (Chairperson)	✓	✓	A	✓	✓	✓	✓

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

**RESOLVED** on the motion of Mr Craig Bennett and seconded by Councillor Paul Rasmussen that the apologies be accepted.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr Craig Bennett and seconded by Councillor Paul Rasmussen that the Minutes of the Audit Committee held on 26 August 2020, be confirmed.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 November 2020**

**SECTION 3 - Reports for Determination**

**Item: 1**                      **AC - Unaudited Financial Statements for the Year Ended 30 June 2020 - (91369, 121470, 95496, 79351)**

**Directorate:**              Support Services

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**OFFICER'S RECOMMENDATION:**

That:

1. The information regarding the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2020 be received.
2. The Audit Committee endorse the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2020, as attached to this report, be submitted to Council to be referred to Audit at its meeting on 29 September 2020.

**DISCUSSION:**

- The Deputy Chief Financial Officer provided an overview of Council's Unaudited Financial Statements for the Year Ended 30 June 2020.
- Committee members discussed the results and raised questions with the Deputy Chief Financial Officer.
- The Deputy Chief Financial Officer outlined that the Financial Statements were prepared in accordance with the staff's interpretation of the relevant Codes and Accounting Standards. Due to the level of revaluations and new accounting standards applied during the 2019/2020 Financial Statements, the Deputy Chief Financial Officer explained that there are likely to be some changes from the Unaudited Financial Statements and the Audited Financial Statements. An overview of the main changes will be provided to the Audit Committee and Council as part of reporting the Audited Financial Statements.
- Overall, the Committee was satisfied with the Financial Statements and confident that the combination of the notes and schedules within the Financial Statements will answer any questions that may arise in the future.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Mr Craig Bennett and seconded by Councillor Paul Rasmussen.

That:

1. The information regarding the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2020 be received.
2. The Audit Committee endorse the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2020, as attached to this report, be submitted to Council to be referred to Audit at its meeting on 29 September 2020.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 November 2020**

**Item: 2**                      **AC - Third Party Review - Hawkesbury River County Council Inc - (91369, 121470, 95496, 79351)**

**Directorate:**              Support Services

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**OFFICER'S RECOMMENDATION:**

That:

1. The report regarding the progress of the review of third party organisations be received and noted.
2. The InConsult Pty Ltd report of the third party review of the Hawkesbury River County Council be received and noted.

**DISCUSSION:**

- The Manager Corporate Services and Governance provided an overview of the third party review conducted for Hawkesbury River County Council Inc.
- Committee members were concerned that the report does not read well in terms of the oversight of compliance with regulations and queried whether discussions will be conducted with other consistent councils to determine the responsibilities of the Hawkesbury River County Council board members.
- The Manager Corporate Services and Governance advised that at this stage there has been no communication with other councils in relation to this report.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Mr Craig Bennett and seconded by Councillor Paul Rasmussen.

That:

1. The report regarding the progress of the review of third party organisations be received and noted.
2. The InConsult Pty Ltd report of the third party review of the Hawkesbury River County Council be received and noted.
3. The Audit Committee note that the InConsult Pty Ltd report will be presented to a Councillor Briefing and then reported to Council.

**Item: 3**                      **AC - DRIVES24 Audit - (91369, 121470, 95496, 79351)**

**Directorate:**              Support Services

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**OFFICER'S RECOMMENDATION:**

That the Audit Committee receive and note the DRIVES24 Audit Report attached as Attachment 1 to this report.

**DISCUSSION:**

- Penny Corkill from the Centium Group provided an overview of the DRIVES24 Audit, emphasising that Council had conducted 690 searches in total during the year.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 November 2020**

- Councillor Ross queried the contemporaneous record and whether it was possible to alter the software used to ensure all fields are completed and linked to the DRIVES24 system to cross-check that the information is valid.
- The Director City Planning advised that the errors encountered were mostly caused by a time lapse due to human error and distraction rather than an issue with the system itself.
- The General Manager advised that the DRIVES24 audits are conducted each year across various councils and there is a consistent methodology for how the audits are conducted. The General Manager requested that Councillor Ross put forward a technical enquiry in relation to this so it can be addressed.
- Penny Corkill highlighted that the time lag is an issue for all organisations, as well as the mistyping of licence plates, and emphasised that the rate of errors was less than 1% which does not indicate any type of fraud.
- Council management took on board the comments regarding potential amendments to the software used.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Mr Craig Bennett.

That the Audit Committee:

1. Receive and note the DRIVES24 Audit Report attached as Attachment 1 to this report.
2. Note that Council staff have taken on board the comments regarding potential amendments to the DRIVES24 software.

**Item: 4**                      **AC - Hawkesbury City Council Enterprise Risk Register - (91369, 121470, 95496, 79351, 79509)**

**Directorate:**              Support Services

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**OFFICER'S RECOMMENDATION:**

That:

1. The Register be discussed and amended, if applicable.
2. The Register be used to inform the Audit Plan.
3. At each Meeting, the Audit Committee be informed of any changes to the Register including new risks or changes to risk levels.
4. The Register be included as an agenda item at every second meeting of the Audit Committee with different risk areas to be discussed at each meeting (Reputational, Financial, Environmental etc).

**DISCUSSION:**

- The Manager Enterprise Risk Systems provided an overview of Council's Enterprise Risk Register, advising that there were originally 255 risks identified. Following communications with staff, this was reduced to 211 risks which consist of zero extreme risks and eight high risks with existing controls.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 November 2020**

- It was highlighted that all councils across NSW must implement an audit and risk management framework prior to 2022, to comply with the guidelines set out by the Office of Local Government.
- The Manager Enterprise Risk Systems explained that the purpose of the Risk Register is to allow consideration of risk and risk appetite before particular decisions are made.
- A suggestion was made to include the misuse of Council assets (eg. Council vehicles), and misappropriation of Council property, to the Risk Register.
- It was noted that there are policies and processes in place such as the Code of Conduct to govern and reduce potential risks such as misuses of Council assets etc. If the risk level after these controls is considered too high, additional risk mitigation actions can be developed and included in the Register. The Risk Register is also another method of achieving business continuity through implementing actions to reduce the likelihood and impact of an event occurring. Staff will review and make any appropriate adjustments.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Mr Craig Bennett.

That:

1. The Enterprise Risk Register be noted and amended to include the possible misappropriation of Council assets and equipment etc.
2. The Register be used to inform the Audit Plan.
3. At each Meeting, the Audit Committee be informed of any changes to the Register including new risks or changes to risk levels.
4. The Register be included as an agenda item at every second meeting of the Audit Committee with different risk areas to be discussed at each meeting (Reputational, Financial, Environmental etc).

**Item: 5**                      **AC - Proposed 2020/2021 Internal Audit Program - (91369, 121470, 95496, 79351)**

**Directorate:**              Support Services

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**OFFICER'S RECOMMENDATION:**

That the Audit Committee approve the following 2020/2021 Internal Audit Program:

1. Payroll Audit
2. Internal Audit Function Audit
3. DRIVES24 Compliance Audit

**DISCUSSION:**

- The Director Support Services provided an overview of the internal audits carried out since 2017/2018 and the associated internal audit management actions, and outlined the three internal audits proposed in the 2020/2021 Internal Audit Program.
- Councillor Ross requested further information in relation to the Internal Audit Function Audit. Penny Corkill from the Centium Group explained that the Centium Group will not audit their own performance, but will be looking at the way Council has structured their Internal Audit function and to



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assess how Council is placed to react, manage and be compliant with the new audit and risk management framework with the guidelines set out by the Office of Local Government.

- Discussion took place regarding the Audit Committee Charter. It was noted that the current Charter is based on the original guidelines set out by the Office of Local Government. Once the new guidelines are ratified, there may be changes to the Audit Committee Charter to ensure compliance.
- Councillor Ross queried whether the Internal Audit Function Audit should be conducted prior to the new guidelines being finalised in 2021. The Director Support Services clarified that this audit will be conducted in the later part of this financial year, and it is considered to be a true improvement piece of work.
- Nisha Maheshwari mentioned the Payroll Audit conducted for Microsoft, which resulted in the discovery of underpayments to staff. It was suggested that the Payroll Audit should also determine if Council is in compliance with the Australian Tax Office and single touch payments.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Mr Craig Bennett.

That the Audit Committee approve the following 2020/2021 Internal Audit Program:

1. Payroll Audit
2. Internal Audit Function Audit
3. DRIVES24 Compliance Audit

**Item: 6**                      **AC - Finance Report - (91369, 121470, 95496, 79351)**

**Directorate:**              Support Services

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**OFFICER'S RECOMMENDATION:**

That the Audit Committee receive and note the report on the June 2020 Investment Report.

**DISCUSSION:**

- The Finance Report was taken as read and no further comments were raised by the Committee.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Mr Craig Bennett.

That the Audit Committee receive and note the report on the June 2020 Investment Report.



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**Item: 7**                      **AC - Provision of Internal Audit Services - (91369, 121470, 95496, 79351)**  
**CONFIDENTIAL**

**Directorate:**              Support Services

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**REASON FOR CONFIDENTIALITY**

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

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

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

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Mr James Winter, Ms Penelope Corkill and Mr Mario Robles left the meeting and did not participate in the confidential session.

**OFFICER'S RECOMMENDATION:**

That the Audit Committee receive and note the report regarding the contract with Centium Group Pty Ltd to provide internal audit services to Council.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Mr Craig Bennett.

That the Audit Committee:

1. Receive and note the report regarding the contract with Centium Group Pty Ltd to provide internal audit services to Council.
2. Complete a review of the Internal Audit Services provider prior to the consideration of any further extension of the existing contract.

**SECTION 4 - General Business**

**A. Flow Chart for Managing Audit Related Issues – Management Actions, Policies, Procedures, Etc.**

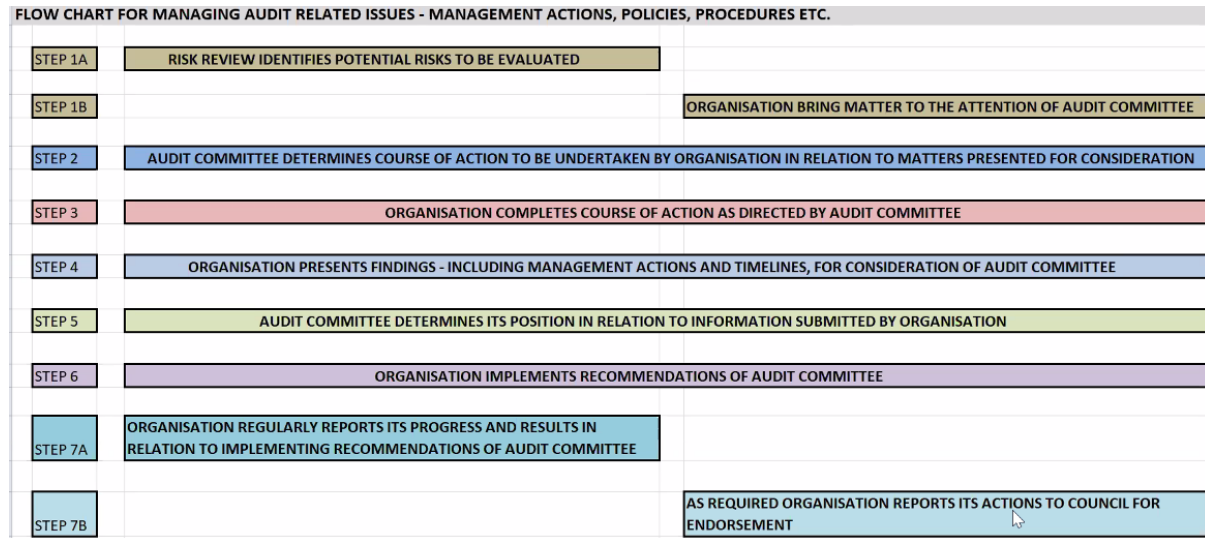
- During the course of the previous Audit Committee meeting on 26 August 2020, the Audit Committee noted that it may be beneficial to document a process that outlines how Audit Management Actions, Audit related Policies and Procedures and general Audit issues could be managed over time.
- To facilitate discussion a draft "flow chart" was developed to identify some potential issues and opportunities.



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**DISCUSSION:**

- The General Manager advised that he would take on board the comments of the Audit Committee and amend the Flow Chart (see below) and recirculate the Flow Chart to the Audit Committee.



The Committee requested further detail to be included in the flow chart and additional time set aside for its review. It was agreed to include this as part of the Minutes for this meeting.

The meeting terminated at 6:04pm.

**oooO END OF REPORT Oooo**



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**Item: 225**                      **ROC - Waste Management Advisory Committee - 7 October 2020 - (95249, 95498, 124414)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Waste Management Advisory Committee Meeting, held on 7 October 2020.

**EXECUTIVE SUMMARY:**

Three matters – Item 2 and Items A and B in General Business, contained within the minutes of the Waste Management Advisory Committee have policy or financial implications to Council. They therefore require specific consideration by Council, the details of which are discussed in the report below.

In relation to Item 1, as it has no policy or financial implications for Council, it is presented for information only.

**RECOMMENDATION:**

That in relation to the Minutes of the Waste Management Advisory Committee Meeting held on the 7 October 2020:

1. Council receive and note the minutes of the Waste Management Advisory Committee in respect to Item 1.
  2. Council endorse the Committee Recommendation in respect of Item 2, namely:
    - i. That the Environmental Sustainability Advisory Committee and the Waste Management Advisory Committee's hold a separate meeting to discuss the issue of water, water in the landscape, water recycling and river health, and that Sydney Water are invited to attend that meeting.
  3. Council note that the Committee Recommendation in respect of General Business Item A (Update on Food Organics Working Group), will be considered during the finalisation of the Draft Waste Strategy, and that Council will commence promotion of a new round of the Environmental Protection Agency's Bin Trim Program to Hawkesbury businesses, monitor the impacts, and report back to the Waste Management Advisory Committee.
  4. Council note that the Committee Recommendation in respect of General Business Item B (Food Organics Proposal) will be considered during finalisation of the Draft Waste Strategy.
- 

**DISCUSSION**

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

**Item 2 – Consulting the Community - Net Zero Emissions and Water Efficiency Strategy**



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Officers provided an overview of the outcome of initial community consultation associated with the preparation of the Net Zero Emissions and Water Efficiency Strategy.

The Committee discussed a number of matters associated with this matter as outlined in the Minutes.

Following consideration of the matter, the Waste Management Advisory Committee resolved:

*"That:*

1. *The information be received and noted.*
2. *The Environmental Sustainability Advisory Committee and the Waste Management Advisory Committee hold a separate meeting to discuss the issue of water, water in the landscape, water recycling and river health and that Sydney Water are invited to attend that meeting."*

Officer Comment

Such a meeting can be organised, but there are current projects that are underway which need to be finalised and reported to Council and the Waste Management and Environmental Sustainability Advisory Committee's. These include the Waste Strategy and the Net Zero Emissions and Water Efficiency Strategy, which Officers are currently focussed on finalising. Following the completion of those projects a separate meeting to discuss the issue of water, water in the landscape, water recycling and river health can be organised, but is likely to be later in 2021.

**General Business Item A - Update on Food Organics Working Group**

Officers provided an overview and update on the Food Organics Working Group.

The Committee discussed a number of matters in relation to the Food Organics Working Group, and following consideration of the matter resolved:

*"That Council promote a new round of the EPA's Bin Trim Program and monitor the impact and report back to the Waste Management Advisory Committee."*

Officer Comment

The NSW Environment Protection Authority Bin Trim Program is a free service offered to businesses.

The NSW Environment Protection Authority estimate 70% of the material in a business's general waste bin can be reused or recycled. From cardboard, paper and plastic through to food waste – much of this ends up in the general waste bin, when it could be avoided, reused or recycled.

The Bin Trim Program will allow businesses to engage one of the program's assessor. The Bin Trim Assessor will:

- Review the businesses waste
- Assist the business to commence working on creating a waste reduction action plan
- Assess if the business is eligible for a rebate to assist with buying equipment
- Provide practical support and advice to help businesses put its plan into action.

Officers are readily able to promote this free service through Council's database of businesses, monitor the impacts and report back to the Waste Management Advisory Committee

Additionally, the Environmental Protection Agency's Bin Trim Program will be considered during the finalisation of the Draft Waste Strategy.



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**General Business Item B - Organics Proposal – Eric Brocken**

Committee member, Eric Brocken, provided an overview of an Organics Proposal that was detailed in the Business Papers.

Following consideration of the matter, the Waste Management Advisory Committee resolved:

*"That:*

- 1. Council considers whether its involvement in a project as described in the Business Papers before Council commits to the resourcing of this project.*
- 2. The next Food Organics Working Group meeting be run as a workshop with identified potential stakeholders to discuss the proposal as outlined in the Business Papers."*

Officer Comment

In order to provide for informed consideration of the Waste Management Advisory Committee recommendation, details of the project described in the Waste Management Advisory Committee Business Papers are provided below:

**B. Organics Proposal – Eric Brocken**

*Carbon (waste) / Energy Enterprise/ Business Hub Proposal*

An opportunity exists for a number of stakeholders and individuals to enter into a partnership with the common aim to develop local opportunities in waste management and resource recovery, in particular for organics, within the Hawkesbury Local Government Area (LGA)

Introduction

Currently, organic waste is being landfilled within the Hawkesbury LGA and that represents an opportunity.

The opportunity exists to convert all the problems associated with waste into solutions. Apart from the existing problems associated with landfilling organic waste, COVID-19 has exacerbated the situation and its impact on human health and the economy. It is an integrated solution trajectory that can offer multiple solutions to multiple problems and create more opportunities:

- Fundamentally, waste could be diverted as a feedstock to stimulate the economy.
- Numerous technologies exist.
- There is competition for resources and a need to support the community and improve prosperity.

As part of the development of Council's Draft Waste Management Strategy, an 'organics' review was produced the consultants Arcadis which highlighted issues and options for Council:

*"Council can play an active role in connecting the business community with resources and services to support their food waste reduction and management journey.*

*Council could also play a key facilitating role, informing businesses of proven methods to reduce food waste volumes and the suitability of offsite or onsite food waste processing technologies. including consideration of either decentralised and/or centralised organic treatment.*

*Council considers energy recovery services to the Hawkesbury business (and wider: Eric Brocken) community.*



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*Should Council wish to invest in commercial food waste processing technology at HCWMF, Council should consider an appropriate delivery model, supported by a robust business case. A service concession delivery model may be an appropriate means of de-risking such a development for Council.*

*This may include the contracting out of technology and feedstock supply, construction and operational requirements of a small scale processing facility and may also include contractual arrangements for product offtake. Such an option would need to be commercially competitive with alternative arrangements, including sites that may be offered by private sector waste management companies.*

*There are several different options for addressing food waste management for Council's business community. In order to determine the appropriate solutions, a recommended first step is to consult with food waste producers, waste management companies and compost product users to understand the unique needs and opportunities for the Council area and to determine the preferred role of Council in supporting improved food waste management in the local business community. "*

Globally, there is growing anxiety over 'climate change' and environmental degradation generally. Federally, the government needs to address rising levels of greenhouse gas emissions and opportunities for a 'carbon economy'.

The proposal calls to enact these recommendations to create a multiple partner/beneficiary 'platform' that would attract support and funding bodies to act in the broad public interest.

Creating broad-based incentives for positive change, will create solutions that we have not yet thought of.

Several stakeholders may be interested in being part of this initiative. It would depend on the value proposition but a research component from an esteemed university should encourage greater commitment from other 'partners'.

The project can explore the needs of the partners and how they intersect with this proposal.

The concepts of sequestering carbon (even carbon negative in a carbon economy), producing energy and creating a product with potentially multiple benefits should be attractive.

The project design and scope is to target a successful bid and also provide some outline of the potentially multiple benefits to many stakeholders.

**Objectives and Approach**

The objectives could include exploring local government, industry and community benefits.

**1) Consider the 'Arcadis' review recommendations**

**2) Organise a trial/pilot**

- to determine the capacity for processing organic wastes and exploring the associated industrial ecologies for maximum efficiency and feasibility.
- to explore avenues for entrepreneurial activities arising from the research to stimulate economic activity regionally. This would be for feedstock management (perhaps Bushland undergrowth as hazard reduction/ weed utilisation etc.), Biodigestion and Biochar use (and value-adding) and energy generation.



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**Specific objectives:**

- to identify the barriers to change, we know that the technology exists
- to stimulate interest in the potential of waste utilisation technologies and the associated generation of bioenergy.
- to support local community initiatives.
- explore potential industry development (composting, fertility amendments, organic farming, electricity generation, industrial ecology, tourism, circular economy etc.).
- to address Council's Strategic Plans:
  - Council's Community Strategic Plan 2017-2036,
  - Draft Waste Strategy,
  - Draft Net Zero Emissions and Water Efficiency Strategy,
  - Employment Lands,
  - Business Development,
  - Tourism.
- promote carbon accounting opportunities for economic development.
- explore for potential funding agencies including Hawkesbury City Council.
- to raise levels of awareness in sustainability throughout the community
- address our commitment to global Sustainable Development Goals.

Project Partners

- Hawkesbury City Council
- Hawkesbury Environment Network
- Western Sydney University
- Hawkesbury Environment Network
- Western Sydney Regional Organisation Council
- Hawkesbury Harvest
- Hawkesbury Nepean Landcare Network

Diagram 1: 'mind map' of some of the interrelated elements of the proposal.

*I will also declare, here that I will be tempted to act in this space and seek benefit.*

Council is currently undertaking a Waste Strategy which is considering Food Organics. As such, consideration of Council's involvement in such a project should occur in conjunction with consideration of the Draft Waste Strategy. A recommendation has been made in that respect.

**ATTACHMENTS:**

**AT - 1** Minutes of the Waste Management Advisory Committee Meeting 7 October 2020.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**AT - 1 Minutes of the Waste Management Advisory Committee Meeting 7 October 2020**

Minutes of the Meeting of the Waste Management Advisory Committee held by Audio-Visual Link on Wednesday, 7 October 2020, commencing at 4:05pm.

**ATTENDANCE**

**Present:** Councillor Mary Lyons-Buckett, Chairperson  
 Councillor Danielle Wheeler, Deputy Chairperson  
 Councillor Paul Rasmussen, Hawkesbury City Council  
 Councillor John Ross, Hawkesbury City Council  
 Mr Eric Brocken, Community Representative  
 Mr William Sneddon, Community Representative  
 Ms Courtney McGregor, Community Representative  
 Prof. Basant Maheshwari, Western Sydney University

**Apologies:** Nil.

**In Attendance:** Mr Jeff Organ, Hawkesbury City Council  
 Mr Andrew Kearns, Hawkesbury City Council  
 Mr Ramiz Younan, Hawkesbury City Council  
 Mr Justin Murphy, Hawkesbury City Council

Member	2/10/2019	26/02/2020	15/07/2020	07/10/2020
Councillor Mary Lyons-Buckett	✓	✓	✓	✓
Councillor Danielle Wheeler	✓	✓	✓	✓
Councillor Paul Rasmussen	A	✓	✓	✓
Councillor John Ross	✓	✓	✓	✓
Mr Bill Sneddon	✓	✓	✓	✓
Mr Eric Brocken	✓	✓	✓	✓
Prof. Basant Maheshwari	✓	A	✓	✓
Ms Sally-Ann Eather	✓	✓	A	X
Ms Courtney McGregor	✓	✓	✓	✓

A = Formal Apology

✓ = Present

X = Absent - no apology

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Councillor Rasmussen and seconded by Mr Sneddon that the Minutes of the Waste Management Advisory Committee held on the 15 July 2020, be confirmed.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 November 2020**

**SECTION 4 - Reports for Information**

**Item: 1**                      **WMAC - Waste Education Project Updates - (95249, 95498, 124414)**

**Directorate:**              City Planning

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**DISCUSSION:**

- Officers provided an overview of the various Waste Education Projects being undertaken by Council.
- The Committee discussed a number of matters associated with these projects, including:
  - The need to promote the results of programs especially Chemical Cleanout.
  - Highlighted that the Local Government Newsletter included an article on Council's remote problem waste events.
  - Possibility that at the next Flood Conference, Council could consider submitting an abstract regarding removal of waste from the floodplain.

**OFFICER'S RECOMMENDATION:**

That the information be received and noted.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Councillor Rasmussen and seconded by Councillor Ross.

That the information be received and noted.

**Item: 2**                      **WMAC - Consulting the Community - Net Zero Emissions and Water Efficiency Strategy - (95249, 95498, 124414)**

**Directorate:**              City Planning

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**DISCUSSION:**

- Officers provided an overview of the outcome of initial community consultation associated with the preparation of the Net Zero Emissions and Water Efficiency Strategy.
- The Committee discussed a number of matters associated with this matter, including:
  - Cautioned whether use of the results represents the full views of the community given the number of survey respondents.
  - Encouraging to see the results and the ideas put forward by the community.
  - Opportunity to use data and information to get information out more widely.
  - Queried whether the community is saturated with information at the moment and isn't able to absorb more, and whether communications information should be prepared for the New Year when the community may be more receptive. Committee considered that when crisis happens it makes people look at alternatives, especially on a more localised basis.
  - Saving water - opportunities to use in reserves and parks.
  - Water available for use - need to consider returning water to the river system.



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- Considered that there is no environmental flow in the Hawkesbury River, and a position on that won't be determined by the NSW government until 2024.
- Discussion on benefits of infiltration, and managing soils better which hold water better, and is an undervalued resource.
- Consider managing public places in the same way as Yeomans system, and hold water so that it infiltrates the ground.
- Kiss the Ground a Netflix Series was highlighted in terms of a regenerative agriculture approach.

**OFFICER'S RECOMMENDATION:**

That the information be received and noted.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Councillor Wheeler and seconded by Ms McGregor.

That:

1. The information be received and noted.
2. The Environmental Sustainability Advisory Committee and the Waste Management Advisory Committee's hold a separate meeting to discuss the issue of water, water in the landscape, water recycling and river health, and that Sydney Water are invited to attend that meeting.

**SECTION 5 - General Business**

**A. Update on Food Organics Working Group**

- Officers provided an overview and update on the Food Organics Working Group.
- The Committee discussed a number of matters in relation to the Food Organics Working Group, including:
  - Interested parties - peer support for scheme.
  - Queries about how much could Council contribute to a pilot?
  - Scale is a key question - if started on a small scale, it can be scaled up on a local level.
  - A number of businesses are ready to go, which raised the question of whether Council left it to the market to find a solution, and whether Council is involved or not.
  - Waste for material to go into the bin and go elsewhere.
  - Council has a licenced facility to process waste, but Council is the licensee so would be responsible.
  - Queries raised in terms of what funds would be needed
  - RAAF Richmond kitchen was put forward as a good example.
  - Outlined that if businesses undertake the EPA's free Bin Trim Program, then they are eligible for grant funding.
  - The Wollongong FOGO trial was discussed, including the potential to source information on costings of domestic and commercial component.
  - Committee members considered that there is a need to promote a new round of the EPA's Bin Trim Program and monitor the impact.



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**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Councillor Ross and seconded by Councillor Rasmussen.

That Council promotes a new round of the Environmental Protection Agency's Bin Trim Program and monitor the impact and report back to the Waste Management Advisory Committee.

**B. Organics Proposal – Eric Brocken**

- Committee member, Eric Brocken, provided an overview of an Organics Proposal that was detailed in the Business Papers, and highlighted:
  - The problem is often the solution, and offered a broader view of the deliberations of the Committee, including the notion of carbon being a problem to one, and that if we take advantage of recent developments/technologies this could potentially make carbon management an opportunity to improve our overall prosperity.
  - Whether the matter should be discussed at a Councillor Briefing Session to determine the level of interest from Council.

**COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Councillor Wheeler and seconded by Ms McGregor.

That:

1. Council considers its involvement in a project as described in the Business Papers before Council commits to the resourcing of this project.
2. The next Food Organics Working Group meeting be run as a workshop with identified potential stakeholders to discuss the proposal as outlined in the Business Papers.

**oooO END OF REPORT Oooo**



ordinary

section 5

notices of motion



**ORDINARY MEETING**  
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**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
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**SECTION 5 – Notices of Motion**

**Item: 226**                      **RM - Bilpin Visitor Information Centre - (79351, 138882, 138883, 138880)**

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**Submitted by:**    Councillor Emma-Jane Garrow  
                         Councillor Peter Reynolds  
                         Councillor Danielle Wheeler

**RECISSION MOTION:**

That resolution 272 from the Ordinary Meeting of Council on 27 October 2020 regarding Bilpin Visitor Information Centre, be rescinded.

Resolution 272 from the Ordinary Meeting of Council on 27 October 2020:

*"That Council:*

1.    *Note the establishment of an additional \$200 million as part of the Building Better Regions Fund in the Federal Government's Budget 2020/2021.*
2.    *Write to the Hon Michael McCormick MP, Minister for Infrastructure, Transport and Regional Development, copying in Senator the Hon Marise Payne, Senator for New South Wales, to bring to his attention the revitalised concept of the Bilpin Visitor Information Centre, emphasising that Hawkesbury City Council has already passed a motion with unanimous support for the concept of this project at the Hawkesbury City Council meeting on 14 July 2020.*
3.    *Table the response from the above correspondence in a future Council meeting when received."*

**SUBSTANTIVE MOTION:**

That Council:

1.    Proceed with a briefing on this matter as previously resolved;
2.    Clarify and compile information on the following prior to the briefing:
  - the scope and intent of the proposal, eg, is the facility a World Heritage Centre or a Visitor Information Centre
  - who would own and operate this facility
  - what costs would be involved for Council
  - potential locations, and authority of landowners of any suggested sites to progress an application for funding
  - preliminary discussions with agencies such as RMS and NPWS
  - preliminary discussions with Bilpin community to seek feedback about this proposal
  - any other projects which might fall into the parameters of this type of Federal funding

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF RECISSION MOTION Oooo**



**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
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**Item: 227**                      **NM - Support for the Zero Litter to Ocean Policy - (79351,125612)**

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**Submitted by:** Councillor Lyons-Buckett

**NOTICE OF MOTION:**

That Council:

1. Provide 'in principle' support to the Zero Litter to Ocean (ZL2O) Policy and the proposed funding request to Federal and State Governments.
2. Request the Environmental Sustainability Committee investigate the introduction of a Council 'Zero Litter to River' target by 2030.

**BACKGROUND**

A policy paper has been prepared by Stormwater NSW and Ocean Protect titled 'Zero Litter to Ocean Policy paper'. The paper is attached below. 'In principle' support from Local Government assists the efforts to secure a sustainable source of funding from State and Federal Governments to enable the principal actions in the policy to be undertaken.

The impacts of untreated stormwater entering our waterways are significant on our aquatic life and ecosystems. Massive amounts of plastics and pollutants are being washed into waterways. This policy seeks to establish a long term plan for setting targets to reduce litter into waterways, and a framework of actions to be undertaken to address reaching this target.

Distressing imagery of choking turtles, fish and birds are common, and it is estimated that by 2050 there will be more plastic in the oceans than fish. Approximately 80% of plastic pollution in our ocean comes from land-based sources flowing through drains to our waterways, rivers, lakes and oceans via stormwater runoff.

A 'Zero Litter to Ocean' policy recommends a range of initiatives implemented to stop pollutants like plastics, sediments, heavy metals, tyre runoff, cigarette butts and nitrogen being washed down drains and straight into our waterways. The policy includes the rectification, installation and appropriate management of existing and new stormwater treatment assets.

'In principle' support has already been provided by Councils and other organisations. By supporting this Policy Paper, we would be included with other supporters listed on the final page of a document to be distributed to Federal and State governments across Australia, and used as a basis for subsequent discussions with these groups.

In line with providing 'in principle' support for this policy, it would be advantageous for us to consider implementing a zero litter to river target, investigations of which could be carried out by the Environmental Sustainability Committee to report back to Council.

Further information: <https://zerolittertooocean.com.au>

Stormwater NSW is a not-for-profit association comprised of stormwater stakeholders such as state and local government agencies, professional, industry and academic representatives.

Ocean Protect is a stormwater management company involved in innovation, education and advocacy regarding stormwater.



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**FINANCIAL IMPACT**

There are no financial implications applicable to this report. This is 'in principle' support only and does not commit any funds or any obligation for Council to do anything further.

**NOTE BY MANAGEMENT**

Council can request the Environmental Sustainability Committee investigate the opportunity to participate in the program noting the following:

- The policy paper is advocating and lobbying the Federal Government for \$5.7 billion in funding over a 10 year period. If this bid is unsuccessful it will impact local government's ability to implement actions outlined in the paper.
- The paper includes a range of actions relevant to Council such as: increase in the number of rubbish bins, waste education programs, enforcement – issuing warnings and fines for littering, best practice stormwater quality management for new development, and installation and management of Council-owned stormwater treatment assets, including several gross pollutant traps.
- Some of these actions could be considered as part of current works while others would have to be considered as part of the development of the 2021/2022 Operational Plan.

**ATTACHMENTS:**

**AT - 1** Zero Litter to Ocean Policy Paper - (*Distributed under separate cover*).

**oooO END OF NOTICE OF MOTION Oooo**



**ORDINARY MEETING**  
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**CONFIDENTIAL REPORTS**

No Confidential Reports.





ordinary  
meeting

end of  
business  
paper

This business paper has  
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