



# Hawkesbury City Council

## ordinary meeting business paper

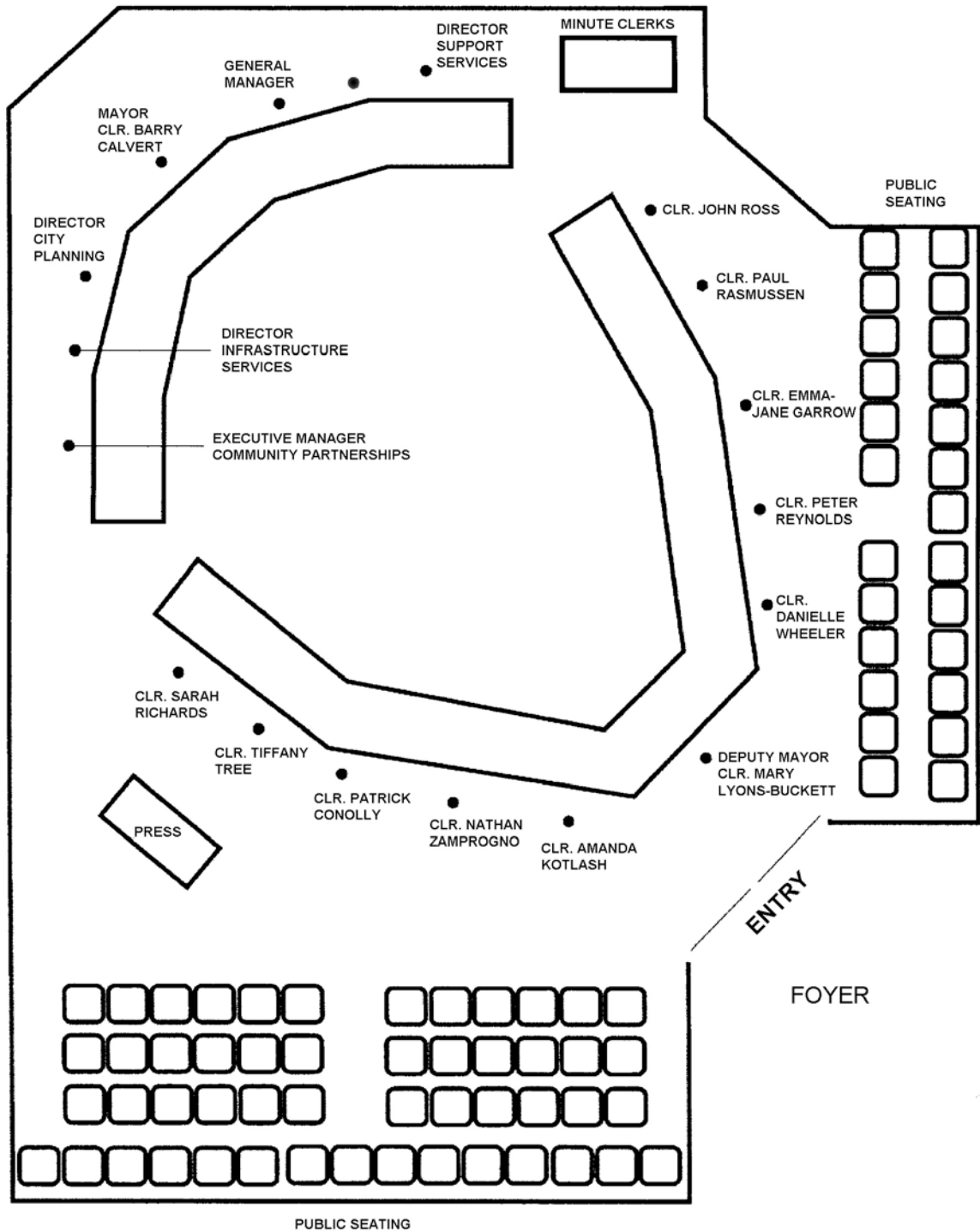
date of meeting: 26 February 2019  
location: council chambers  
time: 6:30 p.m.



# mission statement

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

# Hawkesbury City Council





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**ORDINARY MEETING**  
**Procedural Matters**  
**Meeting Date: 26 February 2019**

**PROCEDURAL MATTERS**

**Welcome**

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

The General Manager will address the Council meeting, mentioning:

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

**Attendance**

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

**Apologies and Leave of Absence**

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

**Declaration of Interest**

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

**Acknowledgement of Official Visitors to the Council**

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

**ORDINARY MEETING**

**Procedural Matters**

**Meeting Date:** 26 February 2019



ordinary

section 1

confirmation of minutes

**ORDINARY MEETING**

**SECTION 1 - Confirmation of Minutes**

**Meeting Date:** 26 February 2019

**SECTION 1 - Confirmation of Minutes**



# Hawkesbury City Council

## ordinary meeting minutes

date of meeting: 12 February 2019

location: council chambers

time: 6:30 p.m.



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## ORDINARY MEETING

Minutes: 12 February 2019

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**ORDINARY MEETING**  
**SECTION 1 - Confirmation of Minutes**

**Minutes:** 12 February 2019

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on Tuesday, 12 February 2019, commencing at 6.35pm.

**Welcome**

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

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

**ATTENDANCE**

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

**ALSO PRESENT:** General Manager - Peter Conroy, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Director Support Services - Laurie Mifsud, Executive Manager - Community Partnerships - Joseph Litwin, Chief Financial Officer – Emma Galea, Manager Corporate Communication - Suzanne Stuart, Manager Corporate Services and Governance - Michael Wearne and Administrative Support Coordinator - Tracey Easterbrook.

**APOLOGIES AND LEAVE OF ABSENCE**

No apologies or leave of absence were received from Councillors.

Councillor Richards arrived at the meeting at 6.47pm.

Councillor Tree left the meeting at 8.37pm.

Councillor Garrow left the meeting at 8.54pm.

**DECLARATIONS OF INTEREST**

Councillor Lyons-Buckett declared an interest on Item 007.

**Acknowledgement of Official Visitors to the Council**

There were no official visitors to the Council.

**ORDINARY MEETING**  
**SECTION 1 - Confirmation of Minutes**  
**Minutes: 12 February 2019**

**SECTION 1 - Confirmation of Minutes**

**1 RESOLUTION:**

RESOLVED on the motion of Councillor Rasmussen and seconded by Councillor Lyons-Buckett that the Minutes of the Ordinary Meeting held on Tuesday, 11 December 2018, be confirmed, subject to the mover and seconder being correctly recorded in the motion for Item 294.



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Minutes: 12 February 2019**

**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 001**                      **GM - Australian Local Government Women's Association of New South Wales Annual Conference (79351, 95655)**

**Directorate:**                General Manager

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**MOTION:**

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

***Refer to RESOLUTION***

**2 RESOLUTION:**

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

That:

1. Attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the Australian Local Government Women's Association, New South Wales Branch, Annual Conference to be held from 4 to 6 April 2019 at an approximate cost of \$1,080 plus travel expenses, per delegate be approved.
2. After returning from the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

**Item: 002**                      **GM - Australia Day 2019 - (95496, 96328, 79351)**

**Division:**                    General Manager

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**MOTION:**

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

***Refer to RESOLUTION***

**3 RESOLUTION:**

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

That Council's Australia Citizenship Ceremonies Code – Hawkesbury City Council submission, as attached as Attachment 2 to this report be forwarded to the Department of Home Affairs.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Minutes: 12 February 2019**

**INFRASTRUCTURE SERVICES**

**Item: 003**                      **IS - Road Naming Proposal Associated with DA0485/17 (1420 Kurmond Road)**  
**Kurmond - (95495, 79346)**

**Directorate:**                      Infrastructure Services

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**MOTION:**

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

***Refer to RESOLUTION***

**4      RESOLUTION:**

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

That the private road name of Merrivale Court, Kurmond, with connection to DA0485/17 be noted and submitted to the NSW Geographical Names Board for final approval.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Minutes: 12 February 2019**

**SUPPORT SERVICES**

**Item: 004**                      **SS - Monthly Investments Report - November 2018 - (95496, 96332)**

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

**Division:**                      Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**5      RESOLUTION:**

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

That the Monthly Investments Report for November 2018 be received and noted.

**Item: 005**                      **SS - Monthly Investments Report - December 2018 - (95496, 96332)**

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

**Division:**                      Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**6      RESOLUTION:**

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

That the Monthly Investments Report for December 2018 be received and noted.

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Minutes: 12 February 2019**

**Item: 006**                      **SS - Pecuniary Interest Returns - Designated Persons - (95496, 96333)**

**Division:**                      Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**7 RESOLUTION:**

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

That the Section 449(1) Pecuniary Interest Returns be received and noted.

**Item: 007**                      **SS - Community Sponsorship Program - 2018/2019 - Round 2 - (95496, 96328)**

**Previous Item:**              211, Ordinary (28 August 2018)  
                                 212, Ordinary (28 August 2018)

**Division:**                      Support Services

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Councillor Lyons-Buckett declared a less than significant non-pecuniary conflict of interest in this matter as she is the public officer of the Kurrajong Community Forum and they are an applicant for the Community Sponsorship Program and no further action is required.

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**MOTION:**

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

***Refer to RESOLUTION***

**8 RESOLUTION:**

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

That Council:

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

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Minutes: 12 February 2019**

**SECTION 4 – Reports of Committees**

**Item: 008**                      **ROC - Audit Committee - 5 December 2018 - (95496, 91369, 79351)**

**Directorate:**                Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**9 RESOLUTION:**

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

That the consideration of this matter be deferred to the next Council Meeting on 26 February 2019 pending a further meeting with Councillors Ross, Rasmussen, and Conolly (Alternate delegate) and the Mayor Councillor Calvert, Deputy Mayor Councillor Lyons-Buckett, and the General Manager.

**Item: 009**                      **ROC - Local Traffic Committee - 14 January 2019 - (80245)**

**Directorate:**                Infrastructure Services

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**MOTION:**

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

***Refer to RESOLUTION***

**10 RESOLUTION:**

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

That the minutes of the Local Traffic Committee held on 14 January 2019 be received and the recommendations therein be adopted and noted.

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Minutes: 12 February 2019**

**SECTION 5 – Notices of Motion**

**Item: 010**                      **NM - Sand and Gravel Mining on the Hawkesbury Floodplain - (79351, 138882)**

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Mr William Sneddon, Ms Marie-Jeanee Bowyer, Dr. Ian Knowd and Christine Watson speaking for the recommendation, addressed Council.

**MOTION:**

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

***Refer to RESOLUTION***

**11 RESOLUTION:**

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

That Council takes a policy position on sand and gravel mining, that;

1. Reaffirms Resolution 259 of 2013 which states that Council:-
  - (i) Is completely opposed to sand or gravel mining on the Richmond Lowlands, and
  - (ii) Calls on the State Government to remove Item 2 of Schedule 5 of the Sydney Regional Environmental Plan No. 9 Extractive Industries, and any other references to Richmond Lowlands;
2. Opposes sand and gravel mining across the Hawkesbury River Floodplain, particularly on agricultural and environmentally sensitive lands, land close to residential development and land with high heritage and tourism significance, and that
  - (i) Council staff ensure this position is included when undertaking strategic planning and any review of strategic and statutory planning instruments, including the DCP and LEP.
  - (ii) Council's position on sand and gravel mining is presented when such a matter is being considered by the relevant planning panel.
  - (iii) Council develop a policy on sand and gravel mining across the Hawkesbury Local Government Area.

**ORDINARY MEETING**  
**Questions for Next Meeting**  
**Minutes: 12 February 2019**

**QUESTIONS FOR NEXT MEETING**

**Item: 011                      Councillor Questions from Previous Meetings and Responses - 27 November 2018 - (79351)**

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There were no responses to questions in relation to previous Questions for the Next Meeting – 27 November 2018.

**Item: 012                      Councillor Questions from Previous Meeting and Responses - 11 December 2018 - (79351)**

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Responses and Questions in relation to previous Questions for the next Meeting - 11 December 2018 were provided.

**ORDINARY MEETING**  
**Questions for Next Meeting**  
**Minutes: 12 February 2019**

**Questions – 12 February 2019**

#	Councillor	Question	Response
1	Zamprogno	Requested information on the number of complaints received and any enforcements regarding the odours at the Hypro Petcare facility at Wilberforce.	The Director City Planning
2	Lyons-Buckett	Enquired as to whether there has been any response from the Member for Hawkesbury's office regarding the questions the Mayor raised in relation to sullage etc at their meeting. Can an update be given if any correspondence has been received.	The General Manager
3	Rasmussen	Requested that the dip at the corner of Old Kurrajong Road and Bells Line of Road (near the slip lane) be investigated. When it rains quite a considerable amount of water pools at that location.	The Director Infrastructure Services
4	Rasmussen	Enquired as to whether any significant damage occurred in the Hawkesbury LGA during the recent storm event and if so what are the costs and is there a need to apply to the State Government for financial assistance for repair work.	The Director Infrastructure Services
5	Ross	Enquired as to whether the recorded message on Council's main switchboard line can be changed/updated.	The General Manager
6	Ross	Enquired as to whether the afterhour's phone line directory could be investigated as calls are not going through to the correct departments.	The General Manager
7	Ross	Enquired as to the status of the development of the Trade Waste Policy and the appropriate charge rates based on the review that was to have been conducted.	The Director Infrastructure Services
8	Ross	Requested if Councillors could be provided with the total dissolved solids level of both the major input elements of the South Windsor Sewage plant for the last six months.	The Director Infrastructure Services
9	Ross	Requested advice relating to the arrangements for the sewer connection between the John Morony Correctional Complex to the South Windsor Sewage Plant including tariffs and a general history of the matter.	The Director Infrastructure Services



**ORDINARY MEETING**

**Confidential Reports**

**Minutes:** 12 February 2019

**CONFIDENTIAL REPORTS**

**12 RESOLUTION:**

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

That:

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

**Item: 013 SS - Lease to Anthony Riley - Café - Ham Common, Part of 264 Hawkesbury Valley Way, Clarendon - (95496, 112106, 106692)**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it related to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

**Item: 014 SS - Property Matter - Lease of Shop 12, Wilberforce Shopping Centre - Stakks Pty Ltd - (95496, 112106, 99221, 116970)**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it related to details concerning the leasing of a Council property and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

**Item: 015 SS - YMCA NSW - Management and Operation of the Hawkesbury Leisure Centres - (95496)**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act, 1993 as it to details concerning tenders for the supply of goods and/or services to Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

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

**13 RESOLUTION:**

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

**ORDINARY MEETING**

**Confidential Reports**

**Minutes:** 12 February 2019

**Item: 013**                      **SS - Lease to Anthony Riley - Cafe - Ham Common, Part of 264 Hawkesbury Valley Way, Clarendon - (95496, 112106, 106692)**

**Previous Item:**            4, Ordinary (29 September 2015)

**Directorate:**              Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**14 RESOLUTION:**

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

That:

1. Council proceed to publicly exhibit and notify the proposed lease to Mr Anthony Riley for the café located in Ham Common, being Part of Lot 3 in Deposited Plan 1062683, 264 Hawkesbury Valley Way, Clarendon as outlined in the report, in accordance with Section 47 of the Local Government Act 1993.
2. At the expiration of the public notification exhibition process outlined in Part 1 above, the following action be taken:
  - a) Should any submissions be received regarding the proposed lease to Mr Anthony Riley, a further report be submitted to Council, or
  - b)
    - (i) Should no submissions be received, Council enter into a new lease with Mr Anthony Riley for the café located in Ham Common, being Part of Lot 3 in Deposited Plan 1062683, 264 Hawkesbury Valley Way, Clarendon, as outlined in the report.
    - (ii) Authority be given for any documentation in association with the matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Lessee, together with the advice that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

**ORDINARY MEETING**

**Confidential Reports**

**Minutes:** 12 February 2019

**Item: 014**                      **SS - Property Matter - Lease of Shop 12, Wilberforce Shopping Centre - Stakks Pty Ltd - (95496, 112106, 99221, 116970)**

**Previous Item:**    74, Ordinary (11 April 2017)

**Directorate:**              Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**15 RESOLUTION:**

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

That:

1. Council agree to enter into a variation of the lease with Stakks Pty Ltd for the property known as Shop 12, Wilberforce Shopping Centre, by amending the commencement date of the lease to the date that any Construction Certificate approval is granted.
2. Authority be given for the variation of the lease and any other relevant documentation in association with this matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Lessee, together with the advice that Council is not, and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such a resolution into effect has been agreed to and executed by all parties.

**ORDINARY MEETING**

**Confidential Reports**

**Minutes:** 12 February 2019

**Item: 015**                      **SS - YMCA NSW - Management and Operation of the Hawkesbury Leisure Centres - (95496)**

**Previous Item:**            88, Ordinary (13 May 2014)  
302 and 303, Ordinary (11 December 2018)

**Directorate:**              Support Services

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**MOTION:**

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

***Refer to RESOLUTION***

**16 RESOLUTION:**

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

That:

1. Council agree to enter into a Deed of Variation of the current Formal Instrument of Agreement with YMCA NSW and exercise the option for a further period of up to two years with YMCA NSW, commencing from 1 July 2019, for the management and operation of the Hawkesbury Leisure Centres, being the Oasis Aquatic and Leisure Centre and the Hawkesbury Indoor Stadium.
2. The General Manager be given delegated authority to negotiate the Deed of Variation of the current Formal Instrument of Agreement in regard to the option period of up to two years, commencing from, 1 July 2019.
3. Authority be given for the Deed of Variation to the current Formal Instrument of Agreement and any documentation in association with the matter to be executed under the Seal of Council.
4. Details of Council's resolution be conveyed to YMCA NSW, together with advice that Council is not, and will not, be bound by the terms of its resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

The meeting terminated at 9.10pm.

Submitted to and confirmed at the Ordinary meeting held on Tuesday, 26 February 2019.

.....  
Mayor



ordinary

section 2

mayoral minutes

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 26 February 2019

**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 26 February 2019

**SECTION 2 – Mayoral Minutes**

No Mayoral Minutes.



**ORDINARY MEETING**  
**SECTION 2 – Mayoral Minute**  
**Meeting Date:** 26 February 2019

ordinary

section 3

reports  
for determination

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 26 February 2019

**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 26 February 2019**

**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 016**                      **GM - Rethinking the Urban Forest - Inaugural Conference (79351, 84060)**

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to consider nomination and attendance of Councillors staff at the Rethinking the Urban Forest Inaugural Conference to be held on 24 May 2019.

**EXECUTIVE SUMMARY:**

Due to the Conference topic and its relevance to Council's business, Council may wish to consider representation at the Conference.

**RECOMMENDATION SUMMARY:**

Consideration be given to the attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the Rethinking the Urban Forest Inaugural Conference.

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**REPORT:**

**Context and Background**

Consideration is required regarding attendance at the Rethinking the Urban Forest Inaugural Conference which will be held at Marrickville on 24 May, 2019.

**Detailed History, including previous Council decisions**

The Rethinking the Urban Forest Inaugural Conference will be held at Marrickville on 24 May, 2019.

The inaugural "Rethinking the Urban Forest" Conference will bring together arborists, academics, activists, ecologists, planners, project managers and politicians from Sydney and beyond to discuss the benefits and the roadblocks to achieving a scaling up of urban forest planning and implementation in the face of climate change, habitat/biodiversity loss and a fast-growing city.

Cost of attendance at the Rethinking the Urban Forest Inaugural Conference will be \$250 plus travel expenses per delegate.

Total Budget for Financial Year 2018/2019	\$45,000
Expenditure to date	\$19,245
Outstanding Commitments (approx.)	\$1,459
Budget balance as at 14 February 2019 (approx. including outstanding commitments)	\$24,296

**Policy considerations**

The Policy regarding payment of Expenses and Provision of Facilities to Councillors should be considered as part of this report.

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**Consultation**

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

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

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

Our Environment

- 3.1 The natural environment is protected and enhanced - Value, protect and enhance our unique natural environment
  - 3.1.2 Act to protect and improve the natural environment including working with key agency partners.
- 3.2 To live sustainably and reduce our ecological footprint - Identify and make best use of our local resources and awareness of contribution to the environment
  - 3.2.1 Our community is informed and acts to reduce our ecological footprint.

**Discussion**

Consideration should be given in regard to the relevance of Conference to Council's business and available budget to cover costs of attendance.

**Financial Implications**

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2018/2019 Adopted Operational Plan.

**Fit For The Future Strategy Considerations**

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

**Conclusion**

That attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the Rethinking the Urban Forest Inaugural Conference to be held on 24 May 2019 be approved.

**RECOMMENDATION:**

That:

- 1. Attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the Rethinking the Urban Forest Inaugural Conference to be held on 24 May 2019 at a cost of \$250 plus travel expenses, per delegate be approved.
- 2. After returning from the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**Item: 017**                      **GM - Hawkesbury Sister City Association Program - 2019 Student Exchange Program (79351, 73610)**

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to inform Council that the Hawkesbury Sister City Association (Association) has selected six Hawkesbury Students to be part of the 2019 student exchange program to Council's sister city of Temple City, USA.

**EXECUTIVE SUMMARY:**

The student exchange program, which is part of Council's Sister City and Country Alliance Program Policy, provides for up to 12 students to visit each of Council's the sister cities per annum, being up to six students to each of Kyotamba and Temple City. At this time, the Association has selected the first six students for this year's Program to visit Temple City. The Association will advise further regarding the six students selected to travel to Kyotamba.

It has been the practice of Council throughout the operation of the Sister City Program to make a donation of \$500 to each student visiting a sister city to assist with travel and daily costs while overseas.

**RECOMMENDATION SUMMARY:**

The Report recommends that Council, donate \$500 to each of the six students participating in the 2019 student exchange program visit to Temple City.

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**REPORT:**

**Context and Background**

It has been past practice of Council to make a donation of \$500 to each student selected to visit a sister city, to assist with travel and daily costs while overseas.

**Detailed History, including previous Council decisions**

Council's sister city relationship with Kyotamba and Temple City provides for culture, sport and youth exchanges between our areas. The Program includes Council's activities with the sister cities, such as civic-cultural exchanges, and Association activities (Program partners) with counterpart international sister city associations, like cultural and youth exchanges.

Council's Sister City and City-Country Alliance Program Policy (the Policy) delegates authority to the Association to undertake appropriate exchange programs on Council's behalf with Council's two sister cities. The Policy requires Council and the Association to sign a sponsorship agreement in accordance with the Sponsorship Policy. The Sponsorship Policy also requires requests for Section 356 financial assistance to be reported to Council for determination.

A key activity of the Association is the annual student exchange program. This program provides the opportunity for up to 12 high school students to take part in exchange visits to Council's two international sister cities per annum. Students stay with host sister city families and the visits are coordinated with

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counterpart sister city associations in each country. In reply, students from Temple City and Kyotamba visit the Hawkesbury as part of their annual student exchange programs.

The Association undertakes an application and selection process, and it is the parents and/or guardians of students who primarily fund student travel costs. Students have been selected on the basis of being a resident of the Hawkesbury area or attending a Hawkesbury area school or a selective school outside the area in accordance with the Policy.

The Association have advised that the students selected to travel to Temple City will be travelling in April, 2019. The Association have therefore requested the Council donation for first six students earlier than the usual practice.

The Hawkesbury students selected by the Association to take part in the 2019 Program to Temple City are:

Ms Katelyn Derwin	Pitt Town - Arndell College
Ms Rose Ryan	Windsor - Arndell College
Mr Archer Dunncliff	Windsor Downs - Arndell College
Ms Clare Adamson	Bowen Mountain - St Marys Senior (formerly of Colo High School)
Mr Campbell Egan	Ebenezer - Colo High School
Ms Taylah Barbeitos	Pitt Town - Hawkesbury High School

The visiting students from Kyotamba and Temple City students will undertake their student exchange to the Hawkesbury during July/August 2019. The Association advises that Temple City students will arrive on 20 July, 2019 and depart on 18 August, 2019. At this time, dates are yet to be confirmed for the visiting Kyotamba students.

Throughout the operation of the Sister City Program it has been Council's practice to make a donation of \$500 to each student visiting a sister city to help with travel and daily costs while overseas.

#### **Policy considerations**

The donations proposed in this report are consistent with the provisions outlined in Council's Sister City and City-Country Alliance Program Policy

The donation has been included in this year's Operational Plan and is recommended for payment.

#### **Consultation**

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

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

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

#### Our 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.

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**Discussion**

Consideration should be given to providing funding assistance to each of the Hawkesbury students listed in this report to assist with travel expenses, in accordance with the Sister City Program.

**Financial Implications**

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2018/2019 Adopted Operational Plan.

**Fit For The Future Strategy Considerations**

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

**Conclusion**

The report proposes that funding amounting to \$500 for each Hawkesbury student selected to visit Temple City be approved. Such a contribution would be in accordance with the relevant policy and in keeping with Council's past practice in relation to this activity.

**RECOMMENDATION:**

That under the provisions of Section 356 of the Local Government Act, 1993, and in accordance with Council's Sister City Program Policy, Council donate \$500 to each of the following students participating in the 2019 student exchange program visit to Temple City being:

- Ms Katelyn Derwin
- Ms Rose Ryan
- Mr Archer Dunncliff
- Ms Clare Adamson
- Mr Campbell Egan
- Ms Taylah Barbeitos

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



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**CITY PLANNING**

**Item: 018**                      **CP - Outcome of Exhibition of Thompson Square Conservation Management Plan - (80242, 124414)**

**Previous Item:**            64, Ordinary (28 March 2017)  
                                 90, Ordinary (30 May 2017)  
                                 NM1, Ordinary (27 June 2017)  
                                 122, Ordinary (11 July 2017)  
                                 194, Ordinary (14 August 2018)

**Directorate:**              City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to advise Council of the outcome of the public exhibition for the Thompson Square Conservation Management Plan prepared by Lucas Stapleton Johnson - Heritage Planning and Architecture, and for Council to adopt the final Thompson Square Conservation Management Plan.

**EXECUTIVE SUMMARY:**

Council had previously resolved to prepare a Conservation Management Plan for Thompson Square, and updates on the progress of its preparation have been provided to the Heritage Advisory Committee on an ongoing basis.

Heritage Advisory Committee Members had provided comments and input in respect of the initial Draft Thompson Square Conservation Management Plan prepared by Lucas Stapleton Johnson - Heritage Planning and Architecture. These comments were used to finalise the Draft Conservation Management Plan.

Whilst not a statutory requirement, part of the progress towards the finalisation of the Thompson Square Conservation Management Plan was to invite public comment on the Plan prior to its formal endorsement and adoption by Council.

During public exhibition, a total of five submissions were received from individuals and the Roads and Maritime Services which provided comment on various aspects of the Thompson Square Conservation Management Plan, and which have been included as attachments.

These submissions have now been considered by Council Officers, Lucas Stapleton Johnson - Heritage Planning and Architecture, and Council's Heritage Advisory Committee. The final Thompson Square Conservation Management Plan is presented to Council for adoption.

**RECOMMENDATION SUMMARY:**

That following consideration of the five submissions and the subsequent amendments made to the draft, that Council adopt the Thompson Square Conservation Management Plan.

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**REPORT:**

**Context and Background**

Following consideration of a report on the Draft Thompson Square Conservation Management Plan at its Ordinary Meeting on 14 August 2018, Council resolved:

*"That:*

- 1. Council adopt the Draft Thompson Square Conservation Management Plan prepared by Lucas Stapleton, Johnson - Heritage Planning and Architecture, pending further community input following public exhibition for 28 days.*
- 2. Council Officers arrange meetings with relevant State Government agencies and organisations to discuss the document and how it might be applied now and into the future, specifically in regard to the continuation of works in Thompson Square.*
- 3. Following the public exhibition period, a further report is submitted to Council for final endorsement of the Draft Conservation Management Plan taking into consideration any comments received during the public exhibition period.*
- 4. Upon adoption, Council distribute the Conservation Management Plan to relevant State and Federal Government parliamentary representatives and agencies, and Council committees, as appropriate.*
- 5. The Conservation Management Plan be placed on Council's website and disseminated as a matter of urgency.*
- 6. Council seek an urgent face-to-face meeting with the Minister for the Environment, Local Government, and Heritage, and the Minister for Planning to discuss the impending desecration of our most significant historical landmark and to discuss specifically the continuation of works in Thompson Square."*

Following the resolution of Council at its Ordinary Meeting on 14 August 2018, the Thompson Square Conservation Management Plan was publically exhibited from Friday, 24 August 2018 to Monday, 24 September 2018.

Meetings have been held with relevant State Government agencies and organisations and Council staff are awaiting further feedback from such organisations in relation to how the document might be applied now and into the future.

A total of five submissions were received from individuals and the Roads and Maritime Services (attached as Attachments 1 to 5 to the report), which have been considered by Council Officers, Lucas Stapleton Johnson - Heritage Planning and Architecture, and Council's Heritage Advisory Committee.

**Consultation**

The Thompson Square Conservation Management Plan was placed on public exhibition under Council's Community Engagement Policy from 24 August to 24 September 2018. This involved public notice in The Courier, Council's web site and on Council's Your Hawkesbury Your Say community engagement site.

The submissions and responses to submissions prepared by Lucas Stapleton Johnson were considered by the Heritage Advisory Committee at its Meeting on 1 November 2018 who endorsed the proposed responses and proposed subsequent amendments to the draft Thompson Square Conservation Management Plan.

Attachment 6 includes a detailed response to the submissions, but in summary, the responses to each submission are provided below:

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**Submission 1**

A series of typographical errors and inconsistencies that were identified in the submission have been amended throughout the document.

As detailed in Attachment 6, other points raised in the submission were amended where supported by evidence, otherwise no further changes made to the draft document.

Agreed amendments included:

- Reference to the Pioneer Families memorial
- Correcting references to properties in George and Bridge Streets
- Clarification of Heritage Council approval requirements
- Reference to the flow of the river from west to east
- Correct reference to Bridge Street, and not Old Bridge Street
- Remove reference to protest from Policy 65

**Submission 2**

The submission provided comments in support of the Thompson Square Conservation Management Plan which are noted.

**Submission 3**

As detailed in Attachment 6, general comments regarding terminology and emphasis/interpretation of the Aboriginal history of the area were noted, and adjustment to text undertaken where necessary, including footnotes referencing other interpretations.

**Submission 4**

Raised concerns regarding the brick barrel drain, and the opportunity to create a display in Thompson Square similar to Parramatta. Interpretation of the archaeology discovered as part of the RMS investigations has previously been raised with RMS who are still developing an interpretation strategy.

**Submission 5**

The submission from RMS noted that whilst the Conservation Management Plan was being prepared at the same time as the design and development of the replacement bridge, that it should now reflect the approved and finished design.

In this respect, the Thompson Square Conservation Management Plan addresses the condition and configuration of the conservation area at the time of site inspections. The report commissioned by Council was not to provide conservation policies to support future works by RMS. It was prepared to provide conservation policies for the ongoing care and maintenance of the significance of the conservation area, and will be used for that purpose.

**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 Community

2.5 Cultural Development and Heritage

- 2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations.

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Our Assets

4.3 Places and Spaces

- 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.
- 4.3.5 Provision by Council of the administrative and civic spaces on behalf of the community including the Council's Administrative Buildings. Local Libraries, Gallery, Museum and heritage buildings.

Our Future

- 5.2 Management of Aboriginal and Non Aboriginal Heritage and the Built Environment - Value, protect and enhance our built environment as well as our relationship to Aboriginal and Non Aboriginal history.
  - 5.2.1 Our planning and actions will ensure that Aboriginal and Non Aboriginal heritage are integral to our City.

**Financial Implications**

At this time, there are no financial implications applicable to this report. However, the recommendations contained within the Thompson Square Conservation Management Plan, if adopted by Council, will have implications for future budgets and investment decisions of Council.

**Fit For The Future Strategy Considerations**

The proposal is currently aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. Any works identified will be considered as part of the City Deals Liveability Program funding.

**RECOMMENDATION:**

That Council adopt the final Thompson Square Conservation Management Plan attached as Attachment 7 to the report.

**ATTACHMENTS:**

- AT - 1 Submission 1
- AT - 2 Submission 2
- AT - 3 Submission 3
- AT - 4 Submission 4
- AT - 5 Submission 5
- AT - 6 Response to Submissions
- AT - 7 Final Thompson Square Conservation Management Plan (*Distributed under separate cover*)

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**AT - 1 Submission 1**

**From:** [REDACTED]  
**Sent:** Monday, 24 September 2018 9:42 PM  
**To:** Hawkesbury City Council  
**Subject:** Submission re Draft Thompson Square Conservation Management Plan

The exhibited Draft Thompson Square Conservation Management Plan is a remarkable document, but contains a number of errors as explained below. I concur with the recommendations and policies except for a few instances which I have noted below in italics.

Firstly, the numbering of pages is incorrect in 2 places. Following page 268, the page numbering of Section 5 begins at 259 instead of 269. Following page 312, the page numbering reverts back to page 255 instead of page 313 and then continues to increase by one for each page until finishing at page 302. The same error occurs in the page numbering in the index, so both the index and the individual pages require correction. The page numbers are out by 10 to begin with and then a further 47, and the entire document needs renumbering and indexing..

All references to page numbers in this submission are to the current page numbers, so those references after page 268 go back to 259, and after page 312 go back to 255-302.

Another error throughout the document, although sometimes shown correctly, is the description of the street known as The Terrace, which is frequently referred to as "the Terrace". Rather than report each instance as it occurs, the inaccuracy is contained in the following locations:

Page	Frequency
91	Once
133	Once
287	Once
293	Twice
294	Twice
295	Four times
297	Once

The word Hawkesbury is also incorrectly spelt as **Hawksbury** in the following locations:

Page	Frequency
5	Once
6	Four times

The word is also spelt incorrectly in a number of other instances but have the inclusion (sic) to indicate the error is in the title of the document from which it was drawn so does not require amendment.

Specific errors and comments are as follows.

At Page 5, the last sentence under section 1.3 states "Refer to Section 6: Constraints and Opportunities **or** further details" – the **or** should be **for**.

Pages 8-9. There is no inclusion of the abbreviation RMS in the list of abbreviations. It should be included here as it is used in numerous instances throughout the document to refer to Roads and Maritime Services.

Page 9. Under 1.7, the reference to Windsor Bridge Replacement **Scheme** should be to the Windsor Bridge Replacement **Project**.

Page 10. There are 2 references to the Hawkesbury City Council Heritage Committee. The correct title for that committee is Hawkesbury City Council Heritage **Advisory** Committee. This incorrect naming may also occur in a number of other places in the document.

Page 19. The last paragraph third sentence includes "near **the** where the Native Institution". It should read "near where the Native Institution" instead.

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Page 32. Under 2.2, the first paragraph third sentence begins "This report is **on** overview", but should read **an** overview, and the word **focussed** is incorrectly spelt with only one "s".

Under 2.2.1 the end of the first paragraph reads "eventually **became** Windsor" but should read **become**.

Page 53. The second last paragraph in italics includes "large **ad** commodious" which should read "large **and** commodious"

Page 56. Reference to the Windsor Bridge Replacement **Scheme** should be to the **Project**.

Page 105. Under 3.2.1 the first sentence includes "through the length of the Windsor between", which should have the "the" before Windsor removed to read "through the length of Windsor", or alternatively have the word town added after Windsor to be consistent with the wording used on page 109 under point 3.4.1.  
The second paragraph needs an opening bracket ( before the word "**upper**".

Page 128. The first sentence incorrectly refers to **Thompsons** Square instead of Thompson Square.

Page 136. The document makes many references using the term "noxious weeds", a term which appears to be outdated. As a public document, should these references be updated to the current term "priority weeds"?

Fig 3.45 refers to "the Hoop pine located at the south-eastern corner", but in fact is a picture of the Silky Oak in that corner, and the description should be amended accordingly.

Page 141. Under 3.8.1 reference is again incorrectly made to the Windsor Bridge replacement **Scheme** instead of **Project**. Reference to the CAWB protest should also reflect the protest has been running for over **five** years, not **four**

The reference to the "principal statue and memorial to Governor Macquarie" is incorrect, particularly since the "statue" is not permanent. The actual memorial is to the Pioneer families and the inscription reads "This Memorial Is / Dedicated To The Memory Of All The Pioneers / Of The Hawkesbury Valley / The Descendants Of The Listed Pioneer Families / Who Settled In The Hawkesbury Prior To 1828 / Have Contributed To The Erection Of This Plaque". There is no memorial to Macquarie in the TSCA. This error needs correction and may in fact be replicated elsewhere further in the document. (See page 289)

Page 146. Figure 3.68 is on the west side of the river bank lands, not the east. Figure 3.69 is also on the west side.

Page 147. Figure 3.76 is on the west river bank, not east. Figure 3.77 is on the east river bank lands, not west.

Page 148. Under 3.8.5, the first bullet point should refer to priority weeds, not noxious weeds. The second bullet point it is unclear whether the correct word should be "**kempt**" or "**kept**" with the latter being probably the more common term.

Page 153. The last paragraph begins "The construction of the Windsor Bridge in 1874 was the **impetuous**", however the correct term is **impetus**.

Page 157. Under 3.9.5 Thompson Square street continues **westward** below the Doctors House, not **eastward**.

Page 158. In the first paragraph, the 1819 brick wall defines the **eastern** boundary of the Macquarie Arms, not the **western** and delineates the **western** edge of the public space, not the **eastern**.

In the second paragraph, the buildings front the **western** side of the street not the **eastern** side.

Page 159. The third paragraph is factually incorrect, as the western side of Bridge Street does in fact have kerbing which I recently dug out of the accumulated debris and removed the weeds and overgrowth which had prevented it from being seen. The kerbing runs the full length of the road until it joins with The Terrace at the northern end. I will have to check to determine if it is sandstone or concrete kerbing, although the initial section nearest the roundabout below the Silky Oak is definitely sandstone.

Page 160. Figure 3.113 is adjacent to the Silky Oak, not the Hoop pine.

Page 164. Under 3.10.1, second paragraph the treated pine posts on the northern edge of The Terrace are on the **west** River bank lands, not the **east**. This is confirmed in Figure 3.124 which shows the rubbish bin at the northern end of Baker Street in the background.

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Page 190. The first sentence of the second paragraph incorrectly refers to **Thompsons** Square, not Thompson.

Page 191. The second paragraph under 4.1.2 appears incorrect, as it would appear grain was brought in **from** surrounding farms rather than **for** them.

Page 204. James Meehan should be described in the last paragraph as an **explorer**, not an **explore**.

Page 205. In reference to William Baker, the last sentence should be changed to **western extent**, not **extend**.

Page 226. In the second last paragraph, CAWB has occupied the Square for the past **5** years, not **4**.

Page 256. *The inclusion of the river bank to the Mean High Water Mark would result in the exclusion of the remains of the wharves. The detailed maritime archaeological strategy prepared by Cosmos Archaeology indicates the extent of the wharf does not exceed 10m in to the River, and it would seem appropriate to include this area in the TSCA to ensure that artefacts associated with the wharf are afforded the same protection as land based relics. The discussion prior to this point specifically refers to the wharves and punt so to exclude the underwater elements seems somewhat counter-intuitive.*

Page 257. The last paragraph where it refers to "its location **of** the top of a rise" would appear to mean either "**at**" the top or "**on**" the top, rather than "**of**" and the sentence should be corrected.

Page 259. In the first sentence the term "**evidence relation**" should most likely be replaced with "**evidence relating**", as it is repeated in the second sentence.

Page 265. The entry in relation to 81 George Street repeats the phrase "**be included**" in error.

Page 265 (second version). In Section 5 in the table with the heading Historic Associations, the second row contains an incomplete sentence beginning with "The transformation" and finishing with the word "**that**" with no full stop. It is unclear what this sentence was intending to convey and needs to be corrected by the report author.

Page 266 section 5. The first sentence beginning "Thompson Square" appears to contain an error where it ends "character of its building **and for named** an ex-convict, Andrew Thompson". It would appear this should say "**and is named after** an ex-convict".

Page 267 section 5. The last bullet point says "cater for **traveller** which" but should say **travellers** instead of the singular.

Page 273 section 5. The fourth row says "Fabric of modern brick wall north of **School of Exceptional**", whereas it should say **School of Arts building**.

*Two rows further down, reference is made to the 1934 canted rail fence around the upper reserve. It appears the author has not been able to see the fence on the western side of the lower reserve due to the screening around the WBRP site operations. It would be reasonable to assume that this fence, which has now been totally destroyed by RMS contractors, would have had equal High significance and ideally it should be included in this table along with other elements which have or will be destroyed by the bridge construction.*

Page 285. Under criterion (a), the statement that "Thompson Square was established in **1810**" appears incorrect as it seems to have been established in **1811**, not 1810, as indicated in Table 4.1.

Page 288. The very last bullet point beside the word "**settlement**" should be removed as the settlement actually belongs to the sentence in the bullet point previous.

Page 289. In the sentence immediately before Criterion (f), the word **State** should be bold to be consistent with the remainder of the section, ie indicating the values are significant at a **State** level.

Page 293. In Table 5.3 the references to Andrew Thompson's residence should show the location as Old Bridge **Street**, not **Road** and the brackets around the word **Old** are not required.

Page 296. In the row indicating "by 1835", the first reference to "Buildings on **Keys/Keys** lease" should read **Keys/Kays** to be consistent with the 5<sup>th</sup> column.

In the last row "**17 George Street**", it is assumed this actually refers to **19 Bridge Street**, and both instances of the incorrect usage need to be amended. It appears the Casey & Lowe report in the Appendices also contains this incorrect address however that report is include in its original form and can not therefore be adjusted.

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Page 302. Under section 6.6.1 Development Applications, the last sentence in the first paragraph states "Section 60 (S60) approval via the Heritage **Council is required for.**" ending with the full stop effectively mid sentence. This sentence needs to be completed to reveal what S60 approval is actually required for.

Page 307. Under 6.7.1, the first sentence requires an opening quotation mark before the second use of the word Thompson, so that it reads "... and as **"Thompson Square"**."

Page 311. In section 6.11.4 the first sentence reads **"prepared by Prepared by"**, and the duplication should be removed.

Page 312. In the first bullet point in section 6.11.5, the reference to downstream as **"(to the west)"** is incorrect, as the River runs from west to east and downstream is in fact **to the east**.

The fourth bullet point is incorrect as the removal and infilling of the road is **Bridge Street, not Old Bridge Street**.

*The last paragraph should probably be amended/updated to include the relevant findings of the Upper House Inquiry.*

**Note page numbering reverts back to 255 instead of continuing to page 313 from this point.**

*Page 256. Policy 4 should be amended if the northern boundary is to include the wharf remains which are in the area north of the MHWM. Refer discussion above.*

*Page 261. Policy 17 requiring systematic photographic surveys of the place needs to be actioned immediately so as to record as much of the existing framework before any further damage or destruction is carried out by the RMS.*

*Page 264. Policy 38 regarding collection and retention of artefacts needs to be communicated immediately to the RMS and other appropriate government departments such as the Department of Planning and Environment.*

Page 268. In Policy 47 fifth bullet point, there is a missing "i" from the phrase "In the Hawkesbury Regional Museum".

Page 270. In the item Streets and Roads, reference should be to Old Bridge **Street**, not Old Bridge **Road**.

*Page 271. Policy 56 would appear to be impossible given the State government determination to proceed with the WBRP. It might be necessary to remove this item or otherwise indicate that compliance with this policy has been taken out of Council control.*

*Page 272. Policy 58 is almost certain to cause a number of issues given existing activity in the area, particularly in regard to live entertainment at the Macquarie Arms Hotel. While the policy itself is admirable, the practical issues surrounding its implementation would be problematic. It may be necessary to amend this policy to refer to recorded music only rather than live music, which generally runs outside daylight hours except for Sunday afternoons, however consultation with affected businesses would appear to be required in order to achieve a satisfactory outcome.*

*Page 274. Policy 65 needs to be modified to allow an exemption for the existing protest by CAWB, currently in its sixth year, which clearly exceeds the 21 day maximum period.*

*Policy 67 is highly desirable but would appear to be outside of Council's control or jurisdiction.*

*Page 280. Policy 90 regarding collection and retention of artefacts needs to be communicated immediately to the RMS and other appropriate government departments such as the Department of Planning and Environment.*

Page 281. Under Views, the final word in the second paragraph should be amended from **strengthen** to **strengthened**, so that it concludes "retained and conserved and, in the case of the view looking south across the river, **strengthened**." This makes it consistent with retained and conserved.

Page 283. Policy 111 needs to be applied to all vegetated areas, including the river bank lands.

*Page 284. Policy 115 appears inconsistent with the apparent intentions of the RMS, as noted in the detailed maritime strategy prepared by Cosmos Archaeology and also the UDLP prepared for the RMS recently exhibited. The intent of this policy needs to be advised to the RMS as a matter of urgency.*

*Page 286. Policy 134 may not be consistent with the RMS plans and it may be necessary to confer further with the RMS to meet the policy objective.*



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*Page 288. Policies 148-151 are understandable but may have a detrimental impact on the businesses which utilise these facilities. Some of these businesses would have specifically purchased in the location expressly because of the existing facilities, and although from a heritage viewpoint the structures are not considered appropriate, their removal may have an overall larger detrimental effect on the tourist economy. Further work needs to be done to reach a beneficial and acceptable outcome in this regard.*

Page 289. Policy 158 again incorrectly refers to the Governor Macquarie memorial, rather than the correct description as the monument to Pioneer Families.

This is by no means an exhaustive review of the document, however it should serve to reduce the number of identified errors in what should be a sound basis for future development of the TSCA. As the "jewel in the crown" of Windsor, the place is without a doubt the most valuable asset in the heritage inventory, and should never have been subject to the ravages being imposed on it by the RMS and State government against the advice of their own experts.

Council and the authors/contributors to the development of this document should be congratulated on their thoroughness in research and preparation of an outstanding CMP.



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**From:** [REDACTED]  
**Sent:** Tuesday, 25 September 2018 6:12 PM  
**To:** Hawkesbury City Council  
**Subject:** Update to submission on Thompson Square CMP

Last night I made a submission regarding the Draft Thompson Square Conservation Management Plan.

Regarding Page 159, I made the following comment:

"Page 159. The third paragraph is factually incorrect, as the western side of Bridge Street does in fact have kerbing which I recently dug out of the accumulated debris and removed the weeds and overgrowth which had prevented it from being seen. The kerbing runs the full length of the road until it joins with The Terrace at the northern end. I will have to check to determine if it is sandstone or concrete kerbing, although the initial section nearest the roundabout below the Silky Oak is definitely sandstone."

I can advise that I have today checked the kerbing along the western side and it is definitely concrete once it goes north of the Silky Oak near the roundabout. It appears to revert to sandstone or similar when it joins up with The Terrace at the northern end, albeit very shallow and more in the nature of garden edging than a kerb and gutter as such.



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**AT - 2    Submission 2**

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** Monday, 24 September 2018 5:31 PM  
**To:** Hawkesbury City Council  
**Subject:** Thompson Square Conservation Area Windsor, NSW. Conservation Management Plan

Thank you for the opportunity to comment on the above plan.

Hawkesbury City Council must be commended for commissioning a Conservation Management Plan for such a significant heritage precinct as the Thompson Square Conservation Area. It is a detailed and thorough document and provides an excellent guide for future management.

Yours Faithfully

[REDACTED]  
[REDACTED]

Sent from [Mail](#) for Windows 10

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**AT - 3 Submission 3**

**Aboriginal perspectives on “Thompson Square Conservation Area, Windsor, NSW, Conservation Management Plan” and the council’s capacity to respond to the document.**

My comments on the council’s “Thompson Square Conservation Area, Windsor, NSW, Conservation Management Plan” must be placed in the following context:

- I am an Aboriginal resident who has written on the Hawkesbury’s frontier war and its consequences;
- I am a registered Aboriginal party with the RMS and have commented extensively on their CMP; and
- my comments on the council’s “Thompson Square Conservation Area, Windsor, NSW, Conservation Management Plan” are focused on the representations of the interactions of Aboriginal people and settlers and their significance.

**Comments**

**Page 11**

In addressing the “Aboriginal history of the Windsor area” the document does not come to terms with the reality that the colonial settlement of the Hawkesbury was an invasion of a place that belonged to someone else. However, later in the document there are six references to “Aboriginal country”.

The conflict was not “interracial”, nor was it about “relocation”. The nature of settlement is what the anthropologist Patrick Wolfe, in his essay *Settler Colonialism and the Elimination of the Native*, refers to as “the logic of elimination”. Wolfe argues “When invasion is recognized as a structure rather than an event, its history does not stop - or, more to the point, become relatively trivial - when it moves on from the era of frontier homicide. Rather, narrating that history involves charting the continuities, discontinuities, adjustments, and departures whereby a logic that initially informed frontier killing transmutes into different modalities, discourses and institutional formations as it undergirds the historical development and complexification of settler society. This is not a hierarchical procedure.”<sup>1</sup>

From this overarching premise Wolfe contextualised disease, killings, missions, reserves, removals, assimilation, interventions, etc., into a “logic of elimination”.

What this document refers to as “relocation” was the shattered remnants of traditional society trying to survive.

**Pages 11ff**

The “overview” is on the whole quite good. It recognizes that there was a frontier war on the Hawkesbury.

I don’t think it recognizes the complexities of early settlement. Small pox preceded Phillip’s boats into the Hawkesbury in 1789. Influenza outbreaks had devastating effects upon Aboriginal people. Settlers and Aboriginal people were thrown together in complex relationships. Sex and fear were probably powerful arbiters in early settlement.

<sup>1</sup> Page 402, Patrick Wolfe, *Settler colonialism and the elimination of the native*, *Journal of Genocide Research* (2006), 8(4), December, Pages 387–409, Routledge, Taylor and Francis Group.

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My understanding from the archaeology of Thompson Square is that there is evidence of Aboriginal people living on the Thompson Square sand-ridge some 26,000 years ago. This needs clarification, particularly as page 126 gives dates of 23,000 for Thompson Square and 33,000 for the Windsor Museum.

**Page 13**

Connor's map, figure 2.2, is wrong. Richmond Hill is not on the east side of the river. Whether the Kurringai ever existed is debatable.

**Page 15**

The document is correct in recognizing that drought and expansions in settlement precipitated conflict. However, repeating David Collins' assertion that Aboriginal attacks on the corn-fields were "depredations" rather than resistance confirms the commentary of Collins, Howe, etc. It perpetuates the myth that the settlement was legitimate and that Aboriginal attacks were criminal in nature.

**Page 16**

I am completely at a loss to understand what is meant by "Interwar-violence (1804-05) to 1814". I am puzzled by what is meant by "the second phase of conflict". The document does not make clear what was the "first phase of conflict", nor does it elucidate what is meant by conflict.

Conflict on the Hawkesbury only makes sense within the framework of Wolfe's Logic of elimination, "premised on the securing - the obtaining and the maintaining - of territory. This logic certainly requires the elimination of the owners of that territory, but not in any particular way. To this extent, it is a larger category than genocide."<sup>2</sup>

Wolfe's understandings of the significance of eliminating Aboriginal people from their land is essential to the settler narrative: "natives are typically represented as unsettled, nomadic, rootless, etc., in settler-colonial discourse. In addition to its objective economic centrality to the project, agriculture, with its life-sustaining connectedness to land, is a potent symbol of settler-colonial identity. ... The reproach of nomadism renders the native removable."<sup>3</sup>

This document continues to repeat Governor King's often quoted pledge to limit downstream settlement. It ignores the earlier part of the dispatch in which Governor King wrote "Being anxious to ascertain what number of people could be fixed on the lower part of the Hawkesbury and its branches, I directed the acting surveyor to make an accurate survey of the river from Portland Head to the entrance of Mullett Island."<sup>4</sup>

The 1804 fighting did not begin with the attack on Everingham's farm. It began with the placement of the Coromandel settlers at Portland Head.

**Page 128**

<sup>2</sup> Page 402, Patrick Wolfe, *Settler colonialism and the elimination of the native*, *Journal of Genocide Research* (2006), 8(4), December, Pages 387-409, Routledge, Taylor and Francis Group.

<sup>3</sup> Page 396, Patrick Wolfe, *Settler colonialism and the elimination of the native*, *Journal of Genocide Research* (2006), 8(4), December, 387-409.

<sup>4</sup> Pages 166-167, *Historical Records of Australia*, The Library Committee of the Commonwealth Parliament, 1915., Series 1, Volume V.

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I do not think that the “glass artefacts” are “tangible of evidence of post 1788 interracial interactions”. I suspect that they reflect Aboriginal people having to make do with what was available as they were not able to access traditional tool sources.

**Page 189 ff**

Despite acknowledging a 30,000 years Aboriginal presence in Thompson Square and the Windsor Museum site the document cannot acknowledge Aboriginal sovereignty, using instead the antiquated concept of “occupation”.

**Page 275-277**

The real tragedy of the Thompson Square controversy is highlighted on these pages. The Aboriginal presence in Thompson Square has been destroyed by archaeological salvage work and the building of the bridge will only confirm that destruction.

The failure of the Council to consult with the Aboriginal community on this is deeply disappointing.

**Appendix 5 (pageA21)**

**Page 66**

“Thompson Square Conservation Area, Windsor, NSW, Conservation Management Plan” is the first document relating to Thompson Square which recognizes that “Thompson Square is named after a man who as chief constable of Windsor was charged to lead a punitive expedition that set out from Windsor in 1805 and that resulted in the killing of Aboriginal people”. It is indeed a “sad history”.

**References**

**Pages 75**

Despite being referenced in the document my work has not been included in the references.

**Concerns**

I am concerned at Hawkesbury City Council’s capacity to negotiate with the RMS an interpretation plan for Thompson Square which gives an accurate representation of the Hawkesbury’s early history. I draw your attention in particular to page 64 of Appendix 5 of the council’s CMP ([https://www.hawkesbury.nsw.gov.au/data/assets/pdf\\_file/0014/115142/TSCA-CMP-Final-Issue-August-2018.pdf](https://www.hawkesbury.nsw.gov.au/data/assets/pdf_file/0014/115142/TSCA-CMP-Final-Issue-August-2018.pdf)): “Aboriginal community consultation has not been undertaken for this report, and it is recommended that this be undertaken to establish a fuller understanding of the Aboriginal heritage values and their significance that apply to the TSCA.” I do not think the council has a systemic cultural awareness of Aboriginal issues to address this. Again, the loss and destruction of these artefacts in their setting is a matter of grief.

I am concerned that the final interpretation plan for Thompson Square will only perpetuate settler mythology. The recent attack on Lachlan Macquarie’s statue makes me think that with 2020 being the 250<sup>th</sup> anniversary of Cook’s landing, Thompson Square will be the target for more attacks.

Please note, that my concerns are not directed at individuals. My concerns are systemic. I don’t think that Council has the capacity to know how to take stock of the issue and develop appropriate strategies.

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#### The Council Website

Helen Proudfoot's *Thematic History* first published in 1987 appears to be a source of many of the websites entries on Aboriginal people. The document's treatment of Aboriginal people and issues is dated and problematic. The heading "Appendix 1 Occupation by the Darug" on page 83 typifies the Eurocentric nature of the document.

On 13/08/17 I sent an email to the mayor regarding the representation of Aboriginal people in the council website. In the email I addressed a number of issues which remain unresolved:

- The negativity of "Prior to the European settlement of the area, the Dharug people were drawn to the banks of the Hawkesbury River (which they called the Deerubbin)"
- The exclusion of any direct reference on the "Community Profile" to an Aboriginal community profile yet there are two discrete links to "migration profiles" on the page.
- The use of the past tense in "Aboriginal people, particularly the Buruberongal clan of the Darug had a strong association with the area around Yarramundi Reserve"
- The historical inaccuracy of a plaque on a council wall, unveiled in 2016, which claims that Gombeeree and Yellomundi "contributed to the development of the Hawkesbury District".

The strategic community plan, which projects forward to 2036, under the heading "Management of Aboriginal and Non Aboriginal Heritage and the Built Environment" commits council to identifying "ways to become better connected with our Aboriginal people, their history and culture." The implication is that over the next eighteen years council will look at ways to talk to Aboriginal people. I suspect I won't be around in 2036 for that conversation.

#### The Museum

I asked the museum in 2016/17 about the whereabouts of the Aboriginal artefacts recovered from the museum site and was told that they were on loan to a phd student. Page 199 of the *Windsor Museum, NSW Aboriginal Archaeological & Cultural Salvage Excavation AHIP #2119*, contains a letter, dated 11<sup>th</sup> January 2007 from Evan Raper, Archaeologist Austral Archaeology to Gavin Martin, Archaeologist NSW Department of Environment and Conservation regarding the completion of the Aboriginal Archaeological Excavation at the Baker Street site. In the letter Evan Raper wrote "The excavation project has been positively received by all Aboriginal stakeholder groups and following analysis the salvaged artefacts are to be deposited within the completed museum extension, some to form part of an interpretative display. This is seen to be a fitting outcome for the project as a whole."

Sadly there is no "interpretative display" in the museum. Apparently, the artefacts are still on loan.

It is beyond my comprehension how the age of these artefacts, some of which date back over 30,000 years, is not recognized. It is simply beyond words to describe my grief at how these artefacts are treated.

#### Acknowledgement of Country

The Acknowledgement of Country protocol is widely observed. It is a powerful tool in encouraging thought and discussion. Over the years I have attended a number of talks at the library, the last being on the 12<sup>th</sup> of September 2018. At none of these talks has there been an Acknowledgement of Country. I don't know whether council have a policy on this protocol.

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The NSW government certainly has. See  
[https://archive.dpc.nsw.gov.au/\\_data/assets/pdf\\_file/0016/781/Indigenous\\_Ceremony.pdf](https://archive.dpc.nsw.gov.au/_data/assets/pdf_file/0016/781/Indigenous_Ceremony.pdf)



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**AT - 4   Submission 4**

[REDACTED]

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**From:** Your Hawkesbury Your Say <notifications@engagementhq.com>  
**Sent:** Thursday, 23 August 2018 4:13 PM  
**To:** Hawkesbury City Council; Melissa Barry  
**Subject:** Anonymous User completed Draft Thompson Square Conservation Management Plan

Anonymous User just submitted the survey 'Draft Thompson Square Conservation Management Plan' with the responses below.

**Name**

[REDACTED]

**Email**

[REDACTED]

**Postal Address**

[REDACTED]

**Please provide your submission below**

With the concerns about the brick barrel drains we should put it on display in Thompson square they have done so at parramatta I think it be good to be displayed for all to see .the bridge will be great if there was expressions of interest to not impact the buildings and the view .all in all I think it great the whole project it will bring Windsor to a new level for future generations .

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**AT - 5 Submission 5**



17<sup>th</sup> October 2018

Mr Peter Conroy  
General Manager  
Hawkesbury City Council  
366, George Street (PO Box 146)  
WINDSOR NSW 2756

Attention: Andrew Kearns

Dear Peter,

**Comments on the draft Thompson Square Conservation Management Plan**

Roads and Maritime Services (Roads and Maritime) has reviewed the *draft Conservation Management Plan, Lucas Stapleton Johnson & Partners, 7 August 2018, (CMP)* primarily for its consistency with the Windsor Bridge Replacement Project (WBRP). The following comments are provided:

1. The WBRP is an approved project under the former Part 5.1 of the *Environmental Planning and Assessment Act (SSI-4951)*, with conditions of approval that must be met. The conditions required the preparation of a Strategic Conservation Management Plan (SCMP), which has been approved by the Department of Planning and Environment. The conditions do not reference the CMP.
2. While the CMP was being prepared at the same time as the design and development of the replacement bridge, it should now reflect the approved and finished design. This may affect some of its description of the heritage values and recommended policies.
3. The CMP has a number of policies relating to heritage interpretation. As a condition of approval of the Windsor Bridge Replacement Project (WBRP) Roads and Maritime has prepared an Interpretation Strategy and an Interpretation Plan (Stage 1) prepared for the (WBRP).

While the CMP considers the heritage values and how these may be interpreted, the actively used public space requires broader considerations, which are outlined in the WBRP Interpretation Plan (stage 1). The CMP policies should complement and not restrict the scope of interpretation that communicates the heritage values of the place.

It is important to note that Roads and Maritime will be consulting with the Office of Environment and Heritage (OEH), the Council and other stakeholders prior during the

**Roads and Maritime Services**

Level 9, 27-31 Argyle Street Parramatta NSW 2124 |  
PO Box 973 Parramatta NSW 2124 | [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) | 13 22 13

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development of the final Interpretation Plan (Stage 2). This will provide an opportunity for further discussion on the appropriate types and content of the interpretation.

4. It should be recognised that Policies 41 and 88 will not apply to the WBRP and are relevant to future developments that will follow the completion of the WBRP.
5. Policy 56 requires the lower section of Thompson Square to be restored to its pre-existing condition following completion of the archaeological works. This is inconsistent with the approval for the WBRP and will not be possible.
6. The statement in Policy 67 that Bridge Street be restricted to light traffic is inconsistent with the current and proposed use of the road. This policy should be removed or amended to reflect the present and future use of Bridge Street.
7. Policies 38 and 90 require all artefacts to be stored in the Hawkesbury Museum. The completion of the archaeological analysis and recommendations it generates for the long-term management of the archaeological collection are not complete, and may recommend other options. The practicality of the policy is questionable considering the number and types of artefacts collected from under the WBRP. Roads and Maritime are willing to discuss the appropriate artefact retention policy for those artefacts collected under the WBRP.
8. The CMP should be updated to reflect the final Strategic Conservation Management Plan (SCMP) for the WBRP; presently it addresses the draft SCMP. Similarly it could be updated with the results of all archaeological investigations and analysis when these become available.

Should you wish to discuss these comments please contact me on 0421 044 177.

Yours sincerely

Graham Standen  
Senior Project Manager

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**AT - 6    Response to Submissions**

1

PUBLIC SUBMISSIONS	LSJ COMMENT/RESPONSE
<b>Submission 1</b>	
Numerous typos and inconsistencies throughout the text identified	Agreed- will be amended throughout
Page 136.	
The document makes many references using the term "noxious weeds", a term which appears to be outdated. As a public document, should these references be updated to the current term "priority weeds"?	Disagree- one of the relevant pieces of legislation in NSW for weeds is the <i>Noxious Weeds Act 1993</i> and so this term remains relevant. It also is the term easily recognised and understood by the broader community and therefore is an appropriate term to use in the CMP which caters for a wide audience.
The reference to the "principal statue and memorial to Governor Macquarie" is incorrect, particularly since the "statue" is not permanent. The actual memorial is to the Pioneer families and the inscription reads "This Memorial Is! Dedicated To The Memory Of All The Pioneers! Of The Hawkesbury Valley! The Descendants Of The Listed Pioneer Families / Who Settled In The Hawkesbury Prior To 1828! Have Contributed To The Erection Of This Plaque". There is no memorial to Macquarie in the TSCA. This error needs correction and may in fact be replicated elsewhere further in the document. (See page 289)	Agreed- will be amended in both locations.
Page 159.	
The third paragraph is factually incorrect, as the western side of Bridge Street does in fact have kerbing which I recently dug out of the accumulated debris and removed the weeds and overgrowth which had prevented it from being seen. The kerbing runs the full length of the road until it joins with The Terrace at the northern end. I will have to check to determine if it is sandstone or concrete kerbing, although the initial section nearest the roundabout below the Silky Oak is definitely sandstone.	No change to document. The CMP addresses the configuration and condition of the Conservation Area at the time the site inspections were conducted. When dealing with a large area consisting of numerous buildings, streets, public reserves etc. minor changes will constantly occur while the CMP is being prepared and after the CMP has been finalised. It would be a constant game of "catch up" if the CMP was to be altered to address all changes as they occurred.
I can advise that I have today checked the kerbing along the western side and it is definitely concrete once it goes north of the Silky Oak near the roundabout. It appears to revert to sandstone or similar when it joins up with The Terrace at the northern end, albeit very shallow and more in the nature of garden edging than a kerb and gutter as such.	

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2

PUBLIC SUBMISSIONS	LSJ COMMENT/RESPONSE
<p>Page 256. <i>The inclusion of the river bank to the Mean High Water Mark would result in the exclusion of the remains of the wharves. The detailed maritime archaeological strategy prepared by Cosmos Archaeology indicates the extent of the wharf does not exceed 10m in to the River, and it would seem appropriate to include this area in the TSCA to ensure that artefacts associated with the wharf are afforded the same protection as land based relics. The discussion prior to this point specifically refers to the wharves and punt so to exclude the underwater elements seems somewhat counter-intuitive.</i></p>	<p>Noted- no change to document. The brief was to prepare a CMP for the Thompson Square Conservation Area as defined by the State Heritage listing for the area and this excluded the Hawkesbury River and the river bank. Although the CMP recommends extending the boundaries of the Conservation Area, an investigation of the river bed of the Hawkesbury River was not undertaken and a marine archaeologist was not consulted as part of this project and therefore the consultant team are not in position to recommend the inclusion or otherwise of the river bed of the Hawkesbury. This does not preclude further work being undertaken in the future to investigate marine archaeology along the river bed and for the CMP to be amended based on the outcome of these investigations, if this was required by Council.</p>
<p>Two rows further down, reference is made to the 1934 canted rail fence around the upper reserve. It appears the author has not been able to see the fence on the western side of the lower reserve due to the screening around the WBRP site operations. It would be reasonable to assume that this fence, which has now been totally destroyed by RMS contractors, would have had equal High significance and ideally it should be included in this table along with other elements which have or will be destroyed by the bridge construction.</p>	<p>Noted- no change to document. As discussed above, the CMP can only address the configuration and condition of the Conservation Area at the time the site inspections were conducted. A CMP cannot address individual elements that have already been removed/destroyed. Reconstruction/reinstatement of the 1930s fence to the reserve could form part of the Interpretation Plan for the conservation area.</p>
<p>Page 296. In the last row "17 George Street", it is assumed this actually refers to 19 Bridge Street, and both instances of the incorrect usage need to be amended. It appears the Casey &amp; Lowe report in the Appendices also contains this incorrect address however that report is include in its original form and can not therefore be adjusted</p>	<p>Agreed- will amend.</p>
<p>Page 302. Under section 6.6.1 Development Applications, the last sentence in the first paragraph states "Section 60 (S60) approval via the Heritage Council is required for." ending with the full stop effectively mid sentence. This sentence needs to be completed to reveal what S60 approval is actually required for.</p>	<p>Agreed- will amend.</p>

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PUBLIC SUBMISSIONS	LSJ COMMENT/RESPONSE
In the first bullet point in section 6.11.5, the reference to downstream as "(to the west)" is incorrect, as the River runs from west to east and downstream is in fact to the east.	Agreed- will amend.
Page 312. The fourth bullet point is incorrect as the removal and infilling of the road is <b>Bridge Street, not Old Bridge Street</b> . <i>The last paragraph should probably be amended/updated to include the relevant findings of the Upper House Inquiry.</i>	Agreed- will amend. A footnote will be added referencing the findings of the Inquiry.
Page 256. <i>Policy 4 should be amended if the northern boundary is to include the wharf remains which are in the area north of the MHHM. Refer discussion above.</i>	Noted- no change to document. See discussion above.
Page 271. <i>Policy 56 would appear to be impossible given the State government determination to proceed with the WBRP. It might be necessary to remove this item or otherwise indicate that compliance with this policy has been taken out of Council control</i>	Noted- no change to document. The CMP is written to provide policies for the care and maintenance of the significance of the place in the best of all possible worlds. Some policies will not be achievable- not just because of the WBRP but for other reasons as well. However this does not negate the recommendations that the policies make for the preferred treatment of the significant elements in the conservation area.
Page 272. <i>Policy 58 is almost certain to cause a number of issues given existing activity in the area, particularly in regard to live entertainment at the Macquarie Arms Hotel. While the policy itself is admirable, the practical issues surrounding its implementation would be problematic. It may be necessary to amend this policy to refer to recorded music only rather than live music, which generally runs outside daylight hours except for Sunday afternoons, however consultation with affected businesses would appear to be required in order to achieve a satisfactory outcome.</i>	Noted- no change to document. This policy was adjusted based on recommendations by the Heritage Committee. The implementation of the policy is for Council to determine.
Page 274. <i>Policy 65 needs to be modified to allow an exemption for the existing protest by CAWB, currently in its sixth year, which clearly exceeds the 21 day maximum period.</i>	Agreed- the word "protests" will be deleted from the policy.

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PUBLIC SUBMISSIONS	LSJ COMMENT/RESPONSE
<i>Policy 67 is highly desirable but would appear to be outside of Council's control or jurisdiction.</i>	Noted- no change to document.
<i>Page 283. Policy 111 needs to be applied to all vegetated areas, including the river bank lands.</i>	Noted. The conservation policies apply to the recommended extended boundaries of the conservation area which include the river bank lands.
<i>Page 286. Policy 134 may not be consistent with the RMS plans and it may be necessary to confer further with the RMS to meet the policy objective.</i>	Noted- no change to document. The implementation of the policy is for Council to determine.
<b>Submission 3</b>	
<p>General comments regarding terminology and emphasis/interpretation of the Aboriginal history of the area, eg.</p> <ul style="list-style-type: none"> <li>• I don't think it recognizes the complexities of early settlement.</li> <li>• The document is correct in recognizing that drought and expansions in settlement precipitated conflict. However, repeating David Collins' assertion that Aboriginal attacks on the corn-fields were "depredations" rather than resistance confirms the commentary of Collins, Howe, etc. It perpetuates the myth that the settlement was legitimate and that Aboriginal attacks were criminal in nature.</li> </ul>	Noted- Dominic Steele has been asked to review and adjust text where necessary and/or include footnotes referencing other interpretations.
<p>My understanding from the archaeology of Thompson Square is that is that there is evidence of Aboriginal people living on the Thompson Square sand-ridge some 26,000 years ago. This needs clarification, particularly as page 126 gives dates of 23,000 for Thompson Square and 33,000 for the Windsor Museum.</p>	<p>Noted. No change to document.</p> <p>The text on page 126 is discussing the archaeological investigations undertaken for the WBRP in 2016 and states:</p> <p>"It is likely to be the remnants of a source-bordering dune. Dating (OSL) indicates these deposits contain cultural materials older than 23,000 years in age. They appear visually and compositionally similar to the nearby Hawkesbury Regional Museum archaeological site which contained archaeology dating to between 33,000 and 8,000 years BP."</p>

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5

PUBLIC SUBMISSIONS	LSJ COMMENT/RESPONSE
<p>Page 13</p> <p>Connor's map, figure 2.2, is wrong. Richmond Hill is not on the east side of the river. Whether the Kuringgai ever existed is debatable.</p>	<p>Noted- no change to document. It is someone else's work.</p>
<p>Page 16</p> <p>I am completely at a loss to understand what is meant by "Interwar-violence (1804-05) to 1814". I am puzzled by what is meant by "the second phase of conflict". The document does not make clear what was the "first phase of conflict", nor does it elucidate what is meant by conflict.</p>	<p>Noted- "Interwar- violence" refers to ongoing conflict that occurred between the times of what has come to be recognised as times of war in the Hawkesbury region.</p> <p>Noted- Dominic Steele has been asked to review and adjust text where necessary.</p>
<p>I do not think that the "glass artefacts" are "tangible of evidence of post 1788 interracial interactions". I suspect that they reflect Aboriginal people having to make do with what was available as they were not able to access traditional tool sources.</p>	<p>Noted- no change to document. "Interracial interactions" can mean a variety of intersections between two cultural groups including Aboriginal people making do with what was available- i.e. the discards from the settlers.</p>
<p>Despite acknowledging a 30,000 years Aboriginal presence in Thompson Square and the Windsor Museum site the document cannot acknowledge Aboriginal sovereignty, using instead the antiquated concept of "occupation".</p>	<p>Noted- Dominic Steele has been asked to review and adjust text where necessary.</p>
<p>Pages 75</p> <p>Despite being referenced in the document my work has not been included in the references.</p>	<p>Agreed- will amend the references.</p>
<p><b>RMS submission dated 17<sup>th</sup> October 2018</b></p>	
<p>While the CMP was being prepared at the same time as the design and development of the replacement bridge, it should now reflect the approved and finished design. This may affect some of its description of the heritage values and recommended policies.</p>	<p>Noted- no change to document. The CMP addresses the condition and configuration of the conservation area at the time the site inspections were undertaken and this report was not commissioned to provide conservation policies to support future works by RMS, rather it was commissioned to provide conservation policies for the ongoing care and maintenance of the significance of the conservation area.</p>



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PUBLIC SUBMISSIONS	LSJ COMMENT/RESPONSE
While the CMP considers the heritage values and how these may be interpreted, the actively used public space requires broader considerations, which are outlined in the WBRP Interpretation Plan (stage 1). The CMP policies should complement and not restrict the scope of interpretation that communicates the heritage values of the place.	Noted- no change to document. As above.
It should be recognised that Policies 41 and 88 will not apply to the WBRP and are relevant to future developments that will follow the completion of the WBRP.	Noted- no change to document. As above.
The statement in Policy 67 that Bridge Street be restricted to light traffic is inconsistent with the current and proposed use of the road. This policy should be removed or amended to reflect the present and future use of Bridge Street.	Noted- no change to document. As above.
Policies 38 and 90 require all artefacts to be stored in the Hawkesbury Museum. The completion of the archaeological analysis and recommendations it generates for the long-term management of the archaeological collection are not complete, and may recommend other options. The practicality of the policy it is questionable considering the number and types of artefacts collected from under the WBRP. Roads and Maritime are willing to discuss the appropriate artefact retention policy for those artefacts collected under the WBRP.	Noted- no change to document. As above.
The CMP should be updated to reflect the final Strategic Conservation Management Plan (SCMP) for the WBRP; presently it addresses the draft SCMP. Similarly it could be updated with the results of all archaeological investigations and analysis when these become available.	Noted- no change to document. As above.

oooO END OF REPORT Oooo

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**Item: 019**                      **CP - Delivery Program 2017 - 2021 - Six Month Progress Report 1 July 2018 - 31 December 2018 - (124414, 95498)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to inform Council of progress in implementing Council's Delivery Program 2017 – 2021 for the period from 1 July 2018 to 31 December 2018.

**EXECUTIVE SUMMARY:**

Council's Delivery Program 2017 – 2021 details the principal activities to be undertaken by Council over a four year period to implement strategies of the Hawkesbury Community Strategic Plan 2017 – 2036.

The Operational Plan 2018/2019 commenced on 1 July 2018. The table attached to this report shows the progress in achieving the Delivery Program activities for the period from 1 July 2018 to 31 December 2018.

**RECOMMENDATION SUMMARY:**

That the information be received.

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**REPORT:**

**Context and Background**

Council's Delivery Program 2017 – 2021 details the principal activities to be undertaken by Council over a four year period to implement strategies of the Hawkesbury Community Strategic Plan 2017 – 2036.

Section 404 of the *Local Government Act 1993* requires that “regular progress reports are provided to the council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every 6 months”. The Delivery Program states that the projects, programs and activities of the relevant Operational Plan will be used as the basis of this report.

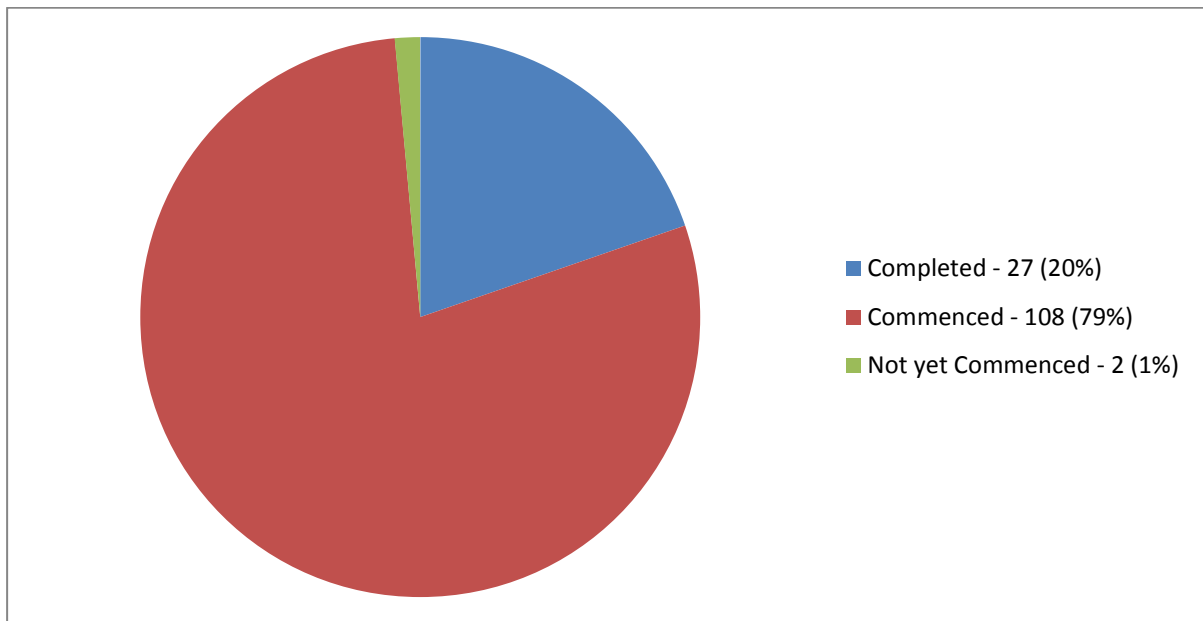
The Operational Plan 2018/2019 commenced on 1 July 2018. The table attached to this report shows the progress in achieving the Delivery Program activities for the period 1 July 2018 to 31 December 2018.

In summary, Table 1 below provides an overview of progress against the 137 Operational Plan 2018/2019 actions for the six monthly reporting period. Overall 27 (20%) of the actions have been completed, 108 actions (79%) have been commenced, and 2 actions (1%) have not commenced.

Further details can be found in the full report attached.

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**Table 1: Operational Plan 2018 – 2019, 6 monthly Progress Report**



**Consultation**

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

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

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

Our Leadership

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

1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.

**Discussion**

The attached table to this report provides details with respect to progress in achieving the principal activities of Council's Delivery Program 2017 – 2021 for the period from 1 July 2018 to 31 December 2018.

**Financial Implications**

There are no financial implications from the preparation of this report.

**Fit For The Future Strategy Considerations**

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

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**Conclusion**

This report is to inform Council of progress in implementing Council's Delivery Program 2017 – 2021 for the period from 1 July 2018 to 31 December 2018.

**RECOMMENDATION:**

That the information be received.

**ATTACHMENTS:**

**AT - 1**    Delivery Program 2017 - 2021 Progress Report: 1 July 2018 - 31 December 2018 - *(Distributed under separate cover)*

**oooO END OF REPORT Oooo**

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**SUPPORT SERVICES**

**Item: 020**                      **SS - December 2018 Quarterly Budget Review Statement - (95496, 96332)**

**Previous Item:**            143, Extraordinary (13 June 2018)

**Division:**                      Support Services

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**PURPOSE OF THE REPORT**

The purpose of this report is to inform Council of its current and projected financial performance and financial position and to seek adoption of proposed changes required to the Budget within the 2018/2019 Adopted Operational Plan.

**EXECUTIVE SUMMARY**

In accordance with legislation, within two months of the end of each quarter, Council is required to review its progress in achieving the financial objectives set out in its Operational Plan. Council's Responsible Accounting Officer must prepare and submit to Council a budget review statement that shows:

- the estimate of income and expenditure as originally set out in the statement of the council's revenue policy included in the operational plan for the relevant year
- a revised estimate of the income and expenditure for that year.

The Responsible Accounting Officer has revised Council's income and expenditure for the 2018/2019 financial year as at 31 December 2018. This report has revised estimates in line with Council's financial performance as:

- at the end of December 2018
- projected for the remainder of the financial year.

The attachment to this report also provides information on Council's financial performance and financial position for the second quarter of the 2018/2019 financial year, and the resulting financial position including the Budget variations proposed.

The unfavourable Budget variations are in excess of proposed favourable variations. The Quarterly Budget Review Statement - December 2018 therefore includes a number of variations that result in an overall Deficit budgeted position. It is proposed that the Deficit will be funded through savings and the Contingency Reserve, resulting in an overall balanced budget being maintained.

This report also recommends remedial action to rectify the budgeted position for the remainder of this financial year, and for the 2019/2020 financial year, to ensure Council remains on track to achieve the required 2021 Fit for the Future Ratios as planned in its Long-Term Financial Plan.

**RECOMMENDATION SUMMARY**

That Council receive the information contained in this report and that the Budget adjustments, as summarised in the report and detailed in Attachment 1 to the report, be adopted.

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**REPORT:**

**Context and Background**

Clause 203 of the Local Government (General) Regulation 2005 stipulates that the Responsible Accounting Officer of a council must prepare and submit to the Council a Budget Review Statement within two months after the end of each quarter (except the June quarter).

Accordingly adjustments to the adopted Budget were submitted to and adopted by Council on 27 November 2018 as part of the September Quarterly Budget Review Statement. The December Quarterly Budget Review Statement has now been prepared in accordance with the Division of Local Government Circular 10/32 dated 10 December 2010 and is attached as Attachment 1 to this report.

**Detailed History, including previous Council decisions**

Council adopted its Operational Plan for 2018/2019 on 13 June 2018. Subsequently, on 28 August 2018, Council adopted budgets to be carried forward from 2017/2018 to the 2018/2019 financial year. Accordingly, the amounts carried forward were added to the Budget included within the Adopted 2018/2019 Operational Plan.

Further adjustments to the adopted Budget were submitted to and adopted by Council on 27 November 2018 as part of the September Quarterly Budget Review Statement.

**Policy considerations**

Clause 203 of the Local Government (General) Regulation 2005 requires a revised estimate of income and expenditure for the year to be prepared by reference to the estimate of income and expenditure set out in the Operational Plan for the year.

**Consultation**

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

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

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

Our Leadership

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

**Discussion**

Financial Position

The adopted 2018/2019 Operational Plan was developed in the context of the Long Term Financial Plan. The adopted Operational Plan was supported by a "balanced" budget when taking into account net transfers from Reserves and excluding the impact of non-cash items. The adopted budgeted operating performance result was a deficit of \$3.3M. This deficit position was consistent with the financial trajectory of the Long Term Financial Plan, wherein short term deficits will provide us with the flexibility to move to surplus and achieve the Fit For The Future Ratios.

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As a result of subsequent budget adjustments, amounts were carried over from the 2017/2018 financial year. The September Quarterly Budget Review also amended the budget and recorded a deficit of \$7.7M. In doing so the overall balanced budget position was maintained.

In reviewing Council's financial performance as at the end of December 2018, a number of external factors have been identified that have impacted negatively on Council's financial performance against the 2018/2019 Adopted Operational Plan. These factors and associated budgets, if not addressed, will continue to have an impact on Council's financial performance against the 2018/2019 adopted Operational Plan for the remaining of the financial year.

Council's adopted 2018/2019 Operational Plan has fully allocated the available resources and funding to works, services and projects. Accordingly, Council has limited capacity to respond to adverse external influences.

The external factors having a significant impact are:

- The current economic environment
- A downturn in the property market
- A 52% per annum increase in electricity costs as a result of a new contract
- A number of planning matters requiring significant, lengthy legal advice

In addition, Council has also found it difficult to recruit key staff in certain areas. This has also impacted on income in some areas.

The impact of these factors on Council's budgeted financial performance is detailed below.

In revising estimates, a conservative approach has been taken. Unfavourable trends relating to income outside Council's control are proposed to be adjusted to reflect the anticipated performance up the 30 June 2019. Unfavourable trends relating to expenditure outside Council's control are also proposed to be adjusted for the same period. Income and expenditure within Council's control are the basis of remedial action recommended later in this report to address the reported unsatisfactory financial position.

The attachment to this report (distributed under separate cover) includes an executive summary of Council's financial performance as at the end of the second quarter of 2018/2019, and provides further details within financial reports provided.

The attachment also details all the major budget variations proposed in this Quarterly Budget Review. The majority of the proposed variations are minor or not operationally significant in nature. Variations that are considered more significant and that require Council's attention are listed below.

The more significant items of the December 2018 Quarterly Budget Review include:

- ***Income Adjusted as a result of Property Market Downturn – Net Unfavourable Variance \$373K***

The Sydney Property Market has experienced a significant downturn as a result of the following factors:

- Tighter lending conditions due to APRA imposed prudential legislation, the Banking Royal Commission and reduction in property values making it more difficult for lenders to use equity to refinance or gain bridging finance;
- Deferrals in property investments due to the upcoming election and changes proposed for the gearing of property and Capital Gains Tax,
- Market correction to the property boom; and
- Reduced foreign investment due to the slowing of the global economy.



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There are several income lines that are impacted by the property market, with reduced housing sales and slower levels of development and housing construction.

As a result of the property market down turn and the associated drop in lodgements, the following unfavourable variances are included in this Quarterly Budget Review, in order to adjust the budget to the forecasted end of year result:

- Development Applications reduced by \$177K. As at the end of the reporting period had earned 37% of full year budget, being \$294K of \$791K;
- Construction Certificates reduced by \$53K. As at the end of the reporting had earned 35% of the full year budget, being \$88K of \$251K;
- Civil Construction Compliance reduced by \$50K. As at the end of the reporting period had earned 15% of the full year budget, being \$11K of \$70K;
- Plumbing and Drainage Inspections reduced by \$39K. As at the end of the reporting period had earned 39% of the full year budget, being \$181K of \$460K;
- Occupation Certificates reduced by \$28K. As at the end of the reporting period had earned 26% of the full year budget, being \$18K of \$70K; and
- Complying Development reduced by \$26. As at the end of the reporting period had earned 37% of the full year budget, being \$54K of \$144K.

While the full year impact has been projected and adjusted for, these income lines are influenced by the macro-economic climate and may fluctuate outside of these projections over the remainder of the financial year. If this occurs, further adjustments either favourable, or unfavourable, will be required in the March 2019 Quarterly Budget Review.

• ***Electricity – Unfavourable Variance \$205K***

Electricity costs have been contained over the last four years, ranging between \$775K and \$886K per annum. The cost containment was a result of a contract in place until 31 December 2018. The contract for electricity was procured through Local Government Procurement. The new contract has significant increases, with a 52% annual increase commencing 1 January 2019. Based on this increase an unfavourable variance of \$205K has been incorporated into the Quarterly Budget Review. The proposed adjustment will address the financial impact of this price increase for the remainder of the financial year. Going forward this increase will be partly off set by Council's 2018/2019 Budget initiatives in relation to solar panels.

• ***Legal Expenses – Unfavourable Variance \$300K***

There have been a number of large legal matters this year, which have resulted in the actuals as at the end of the reporting period exceeding the full year budget. Legal expenditure is difficult to predict, both in relation to timing of expenditure and the amount to be incurred. Based on the analysis of the known cases currently in progress, an unfavourable variance of \$300K has been included. Part of this variance (\$15kM) has been funded through the Legal Services Reserve, as detailed later in the report.

• ***Car-Parking Fine Income – Net Unfavourable Variance \$78K***

A net unfavourable variance of \$78K is included in this Quarterly Budget Review as a result of income not being achieved due to staffing shortfalls. The projected income for the full year, based on income received as at the end of the reporting period, is \$587K. This is a sensitive area and as such it is important that we recruit suitably skilled and experienced staff. Depending on availability, this can be partly addressed by engaging agency staff. Based on these increased resources, the income budget has been set at \$615K.

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- ***Vacancy Savings – Net Favourable Variance \$368K***

In anticipation of the potential deterioration in the broader economic conditions, a number of positions have not been filled. These positions will now be deferred to 1 July 2019 in order to off-set the unfavourable variances experienced this Quarterly Budget Review. The deferral of the filling of these vacancies will reduce employee costs by \$313K, associated program costs by \$25K and the purchase of a leaseback vehicle of \$30K. Management also reviewing alternative methods of delivering the functions to be delivered by these positions.

- ***Rural Fire Service Reimbursement – Unfavourable Variance \$24K***

In line with payments received by the Rural Fire Service, an unfavourable variance of \$24K has been included in this Quarterly Budget Review. The 2018/2019 Budget was based on prior year amounts, which have been \$150K over the prior two financial years. The impact of a changed methodology to calculate the reimbursement was unknown at the time of setting the 2018/2019 Budget. An amount of \$126K was received in December 2018.

- ***Fire Safety Statements – Unfavourable Variance \$26K***

The Quarterly Budget Review includes a decrease in the income projected to be earned in relation to annual Fire Safety Statements. The 2018/2019 Budget was established based on projections from the implementation of recommendations arising from a review on this service. Management is currently in the process of focusing staff on this Program to improve this projected result.

- ***Interest Income – Net Favourable Variance \$179K***

A net favourable variance of \$179K is included in this Quarterly Budget Review to adjust the amount budgeted for interest income. An amount of \$71K was earned above the forecasted total as at the end of the reporting period, due to a larger than budgeted amount being held in Council's investment portfolio.

An amount of \$108K is also included, being the forecasted interest income to be earned on a \$16.5M loan estimated to be drawn down in April 2019. This loan is for infrastructure required to be completed prior to the associated developer contributions being received for the Vineyard Precinct. The loan was approved by Council at the Ordinary Meeting 26 June 2018.

- ***Australia Day Event***

This event was held for the first time in January 2018 with over 4,000 residents attending Governor Phillip Park. In order to enhance the event and to address decline in sponsorship, \$20K has been reallocated from the Banner Program to fund the Australia Day event in accordance with a Council Resolution made at the Ordinary Meeting 30 December 2018. This adjustment has no bottom line impact as it is simply a reallocation from existing funds between different projects. Over 5,000 residents attended the January 2018 event.

- ***Grants – Additional works and programs totalling \$60K***

A number of adjustments relating to grant funding successfully secured by Council, are included in this Quarterly Budget Review. These adjustments have a nil effect on the Budget position, as amounts included for income have a corresponding amount for expenditure. The securing of grant funding assists Council to undertake works otherwise not funded through Council's available funds.

There is one major adjustment relating to grant funding as outlined below:

- *Crown Lands Plan of Management* – In line with advice received from NSW Office of Local Government, Council will receive \$60K to assist with the development of Plans of Management for Crown Reserves under Council's care and control.

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- ***Reserve Funded Adjustments***

The following adjustments are within internally or externally restricted funds, and consequently have nil impact on Council's overall position:

- *Section 64A Plan Reserve* – An increase of \$1.5M for Section 64 Plan Development Contributions (Sewer) has been included, in line with contributions received. The associated increase in interest income to be allocated to this Reserve of \$45K is also incorporated in this Quarterly Budget Review.
- *Section 7.11 Plan Reserves* – In order to provide infrastructure for the Vineyard Precinct, prior to the approval of the relevant Section 7.11 Plan (currently being considered by the Independent Pricing and Regulatory Tribunal), a \$16.5M loan will be drawn this financial year. An amount of \$490K has been included to cover the associated loan repayment costs.

An amount of \$77K was credited to a developer for works-in-kind completed. An adjustment reducing projected income for the financial year is included in this Quarterly Budget Review.

Based on updated projected closing reserve balances, an additional \$24K of interest income will be allocated to these Reserves.

- *Vineyard Loan Reserve* – As referred to above, Council will be drawing down a \$16.5M loan to fund \$1.2M of works to be delivered for the Vineyard Precinct, in line with a Council Resolution dated 26 June 2018. Council was successful in obtaining an interest subsidy through the Low Cost Loan Initiative from the Department of Planning and Environment, which will provide \$70K of subsidy in 2018/2019. Adjustments for this have been included in this Quarterly Budget Review.
- *Redbank Voluntary Planning Agreement Reserve* – In line with contributions received, an additional \$25K has been included in this Quarterly Budget Review.
- *Workers Compensation Reserve* – Several large cases have been managed during the first half of the financial year, with \$244K spent against a budget of \$175K. An additional \$75K has been included to cover the over-expenditure. Further adjustments are likely to be required in the March Quarterly Budget Review.
- *Legal Services Reserve* – This reserve was established to cover unexpected large cases, outside budget projections. As reported above, an additional \$300K is required to cover expected legal expenses for the remainder of the financial year. In order to mitigate this unfavourable variance, an amount of \$125K is proposed to be taken from the Legal Services Reserve. This will leave another \$125K in the reserve to absorb any future unexpected expenses.
- *Local Infrastructure Renewal Scheme Reserve* – An amount of \$160K was required to urgently refurbish a timber bridge on Colo Heights Road, Colo Heights. The originally proposed works under the Timber Bridge Replacement Program, funded by the Local Infrastructure Renewal Scheme were completed in 2017/2018. Interest was earned on the unspent loan balances throughout this program and allocated back to the Reserve. It is proposed to use part of the interest earned to fund the \$160K required, as the work involved refurbishment of a timber bridge.
- *Unspent Contributions Reserve* – In line with advice from the Roads and Maritime Services, an amount of \$27K was released from this Reserve in relation to Natural Disaster funding received for a storm event in 2015/2016, when the associated expenditure occurred.
- *Domestic Waste Management Reserve* – A favourable variance is included in this Quarterly Budget Review of \$50K in relation to the sale of plant, which was projected to occur in

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2017/2018, but occurred this financial year. In order to cover additional costs incurred for the disposal of dumped waste, a \$26K increase is required.

- *Waste Management Facility Reserve* – The Building Management System requires replacement, which is estimated at \$51K. This replacement is required earlier than projected.
- *Sewerage Reserves* – Favourable variances of \$122K for the deferral of plant replacement, in line with a review undertaken, and \$82K for annual charges exceeding budgetary projections have been included in this Quarterly Budget Review. Unfavourable variances include \$135K for reactive breakages, \$132K for additional funds required for unforeseen work in the Relining Program and increases in electricity costs of \$123K, due to contract increases as referred to earlier in the report. The procurement of the computer system has resulted in an additional \$37K being required. As part of the review of the computer system, it was identified that there is no redundancy of the sewer computer network. If the system fails, then significant costs will be incurred to use manual processes to prevent any public health risk. It is proposed in this Quarterly Budget Review to provide the necessary redundancy of this system, which is estimated at \$73K.

The Quarterly Budget Review Statement includes a number of minor adjustments and reallocation of funds that have not been detailed above. Further details can be found in the attachment to this report.

#### Contingency Reserve

Council established a Contingency Reserve for the purpose of to building up funding that could be accessed should a Budget Deficit arise due to unfavourable unforeseen circumstances. Over the years Council was able to set funds aside through favourable Budget variations.

As detailed in this report, external factors outside Council's control have resulted in proposed unfavourable budget variations not being able to be completely offset by favourable budget variations, resulting in a budgeted overall Deficit position, and a deteriorating Projected Operating Performance result.

It is proposed to utilise the Contingency Reserve, in line with the purpose it was intended for, and fund the projected budgeted Deficit overall accordingly. This will result in an overall balanced budget position to be maintained.

#### Performance against Financial Sustainability Benchmarks

The table below provides an update of Council's performance against the Financial Sustainability Benchmarks, as determined as part of the Fit for the Future Framework.

**Table 1**

Financial Sustainability Ratio	Benchmark	Original Budget 18/19	Amended Budget 18/19 After Dec Quarterly Budget Review
Operating Performance	>= 0	-0.06	-0.141
Own Source Revenue	> 60%	82.5%	85.2%
Asset Renewal	> 100%	92.4%	134.3%
Infrastructure Backlog	< 2%	2.60%	1.1%
Asset Maintenance	> 100%	100.3%	86.5%
Debt Service	0%-20%	1.1%	2.18%
Real Operating Expenditure per Capita	Decrease	Decrease	Increase

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As shown in table above, the proposed amendments included in the December Quarterly Budget Review will result in changes to the projected Financial Sustainability Ratios:

- a. The Operating Performance Ratio deteriorates to -0.141 due to a decrease in projected operating income and increased expenditure since the adoption of the 2018/2019 Original Budget.
- b. Asset Maintenance Ratio declines due to the required maintenance being adjusted as part of the 2017/2018 financial audit I thereby increasing the short fall.
- c. The Real Operating Expenditure per Capita no longer meets the benchmark due to the aforementioned increases. Operating expenditure since the adoption of the 2018/2019 original budget.

**Financial Implications**

The subject of this report does not directly align with a specific FFTF Strategy, but does impact on the overall FFTF objectives, being to attain financial sustainability and meet all FFTF benchmarks by 2020/2021.

As detailed above, the proposed Budget variations result in a budgeted Deficit position being projected for the financial year ending 30 June 2019.

In accordance with legislation, if the Responsible Officer's Opinion is that Council's financial position is not satisfactory, a recommendation in regard to remedial action but be submitted to Council for consideration.

The Responsible Accounting Officer recommends the following remedial actions are undertaken, wit the aim of re aligning Council's budgeted resulted with its Long Term Financial Plan:

- Focus staff on revenue generation activities, within the limits of service delivery obligations
- Review of Programs and Projects
- Place staff vacancies on hold until 1 July 2019
- Built in a provision to fund any remaining budget shortfall in the 2018/2019 Budget in the Draft 2019/2020 Operational Plan

It is proposed that Council does not alter funding available for Infrastructure Projects.

**Conclusion**

The unfavourable Budget variations are in excess of proposed favourable variations. The Quarterly Budget Review Statement - December 2018 therefore includes a number of variations that result in an overall Deficit budgeted position. It is proposed that the Deficit will be funded through savings and the Contingency Reserve, resulting in an overall balanced budget being maintained.

In August 2010, it was reported to Council that the Contingency Reserve was established to provide a source for meeting, if necessary, deficits in future quarterly reviews.

In the opinion of the Responsible Accounting Officer, whilst Council is not in a satisfactory short term financial position, it can remain on track to achieve the required Fit for the Future Ratios as planned in its Long-Term Financial Plan. This will require actions to be taken to ensure financial performance is brought back in line with the Long Term Financial Plan over the remainder of the financial year.

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**RECOMMENDATION:**

That:

1. The information contained in the report be received.
2. The Quarterly Budget Review Statement – December 2018 be adopted.
3. The Contingency Reserve be utilised to fund the budgeted Deficit in the amount of \$236,283
4. Council note the remedial actions outlined in the report that have been recommended by the Responsible Accounting Officer.

**ATTACHMENTS:**

**AT - 1** The Quarterly Budget Review Statement – December 2018 - *(Distributed under separate cover)*

**oooO END OF REPORT Oooo**

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**Item: 021**                      **SS - Proposed Lease Agreement with Girl Guides Australia NSW & ACT for use of portion of Holland's Paddock, 50 The Terrace, Windsor - (95496, 96328)**

**Previous Item:**            89, Ordinary (29 April 2008)  
                                 118, Ordinary (30 June 2009)  
                                 264, Ordinary (29 November 2016)  
                                 180, Ordinary (31 July 2018)

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

This report has been prepared to advise Council of the outcome of the public notification of Council's intention to enter into a 21 year lease with Girl Guides Australia NSW & ACT for the exclusive use of that portion of Holland's Paddock, The Terrace Windsor.

**EXECUTIVE SUMMARY:**

An arrangement has existed since at least 1956, relating to the use of a building within Holland's Paddock by the Windsor Girl Guides. In 2005, Council adopted a Plan of Management covering Holland's Paddock which recommended that a formal lease be made between Council and the Girl Guides Association for the use and maintenance of the girl guides hall.

In November 2016, Council approved preferred terms for the proposed 21 year lease. In September 2017, the Girl Guides Association confirmed their acceptance of the proposed terms.

Holland's Paddock is classified as community land under the Local Government Act 1993. Under Section 47 of the Local Government Act 1993, Council is required to give public notice of its intention to enter into a lease on community land. In July 2018, Council resolved to give public notice of the proposed lease arrangement with Girl Guides Australia NSW & ACT for the exclusive use of that portion of Holland's Paddock on which the Windsor Girl Guides Hall sits.

Public notice of the lease proposal was given in accordance with the requirements of Section 47 of the Local Government Act 1993. The public notice period commenced on 22 November 2018 for a period of 37 days. No submissions were received.

As no submissions were received, the report recommends that Council grant a 21 year lease with Girl Guides Association Australia NSW & ACT.

The recommendation will give effect to specific recommendations within the adopted Plan of Management covering Holland's Paddock relating to the use and maintenance of the girl guides hall and Council's previous resolutions relating to this matter.

**RECOMMENDATION SUMMARY:**

That Council proceed to enter into a 21 year lease with Girl Guides Australia NSW & ACT in accordance with the lease conditions outlined within this report.

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**Detailed History, including previous Council decisions**

In 2005, Council adopted a Plan of Management for Holland's Paddock which included provision for a formal lease arrangement between Council and the Girl Guides Association for the girl guides hall. Finalisation of leasing arrangements were deferred pending the reconstruction of the girl guides hall.

In 2008, Council approved terms for a five year lease for the use of the girl guides hall by the Girl Guides Association. The lease was not executed as the Association requested a longer lease term.

In 2009, Council agreed to consider a lease term of 21 years. Finalisation of the revised leasing arrangements were deferred pending the review of the Holland's Paddock POM.

In 2013, Council adopted the Windsor Foreshore POM, which replaced the Holland's Paddock POM. The requirement for a formal lease arrangement was retained with specific conditions proposed for maintenance, upkeep and sub-leasing.

In November 2016, Council approved preferred terms for a proposed 21 year lease.

In July 2018, Council resolved to undertake the public notification process in accordance with Section 47 of the Local Government Act 1993 to give public notice of Council's intention to enter into a lease agreement with Girl Guides Australia for the exclusive use of a portion of Holland's Paddock.

**Policy considerations**

In November 2016, Council approved the terms for the proposed 21 year lease as outlined below:

Lessor:	Hawkesbury City Council
Lessee:	Girl Guides Association NSW & ACT
Licensed Area:	That portion of Holland's Paddock covering the building envelope of the girl guides hall, and immediate surrounds, including the public car park.
Permitted Use:	Activities related to and incidental to girl guides and the achievement of the objectives of the Girl Guides Association of Australia, including fundraising in support of the Girl Guides Association, community based activities and ancillary uses including the sub-leasing of the hall for the purpose of community meetings.
Term of Lease:	21 years
Commencement Date:	Upon registration of subdivision plan
Option:	Nil. In final year of agreement Council to enter non-binding discussion with Girl Guides Australia regarding future arrangements for use of the site.
Rental:	\$1 per annum
Insurance:	\$20M Public Liability Insurance. Building and Contents Insurance and Workers Compensation Insurance. All insurance policies should note Council's interest in the property as the Lessor.
Outgoings:	100% payable by Girl Guides Association (NSW).
Maintenance:	The Lessee will to the satisfaction of the Lessor maintain the premises in good repair and properly maintained in all respects. Such repairs to include structural and capital repairs as required or as identified by the Lessor.  The Lessee will implement a periodic building testing and maintenance

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program as devised by the lessor and provide evidence to the satisfaction of the lessor of the completion of the program.

The Lessee will be responsible for the general maintenance and upkeep of landscaped areas and grass borders in a tidy and safe manner. The Lessee will also ensure that the car park adjacent to the premises is kept safe and tidy including but not limited to the collection and placement of litter into receptacle bins and the collection and removal of debris.

Refurbishment: The Lessee must, at its own cost, refurbish the Building in the 10<sup>th</sup> and 20<sup>th</sup> year of the Term to a standard and manner approved prior by the Lessor.

Other Conditions The Lessee will maintain public access to the car park adjacent to the building.

In September 2017, the Girl Guides Association confirmed their acceptance of the proposed terms.

#### Public Notification of Proposed Lease

In July 2018, Council resolved to give public notice of its intention to enter into a lease agreement with Girl Guides Australia NSW & ACT. To meet the requirement of the Section 47 of the Local Government Act 1993, Act the following public notification process was undertaken:

- the proposed lease was advertised in the Council notices section of the Hawkesbury Courier;
- signage was placed on Holland's Paddock advising residents of Council's intention to enter into a lease;
- notices were posted to 48 adjoining businesses and private properties;
- a notice was included in the Community Consultation page of Council's website.

The information provided to the public in relation to the proposal covered the matters required to be included in the public notice as follows:

- information identifying the community land concerned;
- the purpose for which the land will be used under the proposed lease;
- the term of the proposed lease;
- identified Girl Guides Australia as the entity to whom the proposed lease was to be granted;
- a statement that submissions in writing may be made to the Council concerning the proposal.

The public notification period commenced on 22 November 2018, for a period of 37 days. No submissions in relation to the proposed lease were received.

As no submissions were received, it is proposed that Council proceed to grant a 21 year lease with Girl Guides Association Australia NSW & ACT with respect to a portion of Holland's Paddock on which the Windsor Girl Guides Hall sits.

#### Policy considerations

The proposed lease is consistent with the Windsor Foreshore POM and the public notification process undertaken in relation to this matter complies with the requirements of Section 47 of the Local Government Act 1993.

#### Consultation

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The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy as the matter deals with a proposal to which a statutory public notice process is required. As outlined in the report, the required elements of the public notification process were implemented.

It should also be noted that the proposal to execute a formal lease with the Girl Guides Australia NSW & ACT was included as a recommendation within the 2005 Holland's Paddock POM and the 2013 Windsor Foreshore POM both of which were the subject of a community consultation and public exhibition process.

**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

- 2.2 Participation in recreational and lifestyle activities is increased
  - 2.2.1 Healthy, active ageing programs are promoted in partnership with government agencies and community organisations.
  - 2.2.2 Encourage active participation in a range of sporting and recreational pursuits.
- 2.3 Community partnerships continue to evolve
  - 2.3.1 Encourage and facilitate community partnerships.
  - 2.3.2 Support and expand active volunteering.
  - 2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.
  - 2.3.4 Develop opportunities for active involvement of residents in the management of parks and public spaces in the Hawkesbury.
- 2.4 Community wellbeing and local services
  - 2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.
  - 2.4.2 Provide flexible services that can adapt to changing community needs and service demands.
- 2.5 Cultural Development and Heritage
  - 2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life.
  - 2.5.2 Provide community and cultural services through a range of affordable and accessible facilities.
  - 2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations.

**Discussion**

In determining its response to the recommendations outlined in this report Council should be guided by the provisions of the POM covering Holland's Paddock as well the long-standing relationship between Council and the Girl Guides Association.

The Community Strategic Plan requires Council to promote the participation of residents in the management of Council assets and the provision of affordable and accessible facilities. The report advocates the execution of formal arrangement which will support this outcome. It will also give effect to specific recommendations adopted by Council for the girl guides hall.

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**Financial Implications**

There are no financial implications applicable to this report. Should Council resolve to grant a 21 year lease with Girl Guides Australia NSW & ACT Council's Solicitors will be engaged to prepare the required documentation. Funds have been provided in the 2018/2019 Adopted Operational Plan to cover these legal expenses.

**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 2018/2019 Operational Plan, which will adversely impact on Council's financial sustainability.

**Conclusion**

The report recommends that Council progress the implementation of a specific recommendation within a Plan of Management which has been adopted by Council concerning the use and lease of the girl guides hall. Granting the proposed 21 year lease will give practical effect to this recommendation.

The proposed lease arrangement is consistent with a number of strategies within the Hawkesbury Community Strategic Plan. It will also directly support the infrastructure management objectives of Council's Fit for the Future framework by establishing a formal partnership for the management and maintenance of a council asset.

**RECOMMENDATION:**

That:

1. Council approve the lease with Girl Guides Australia NSW & ACT with respect to a portion of Holland's Paddock, 50 The Terrace, Windsor in accordance with the lease conditions outlined within this report.
2. Authority be given for any documentation in association with the matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to the proposed Lessee, together with the advice that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**ORDINARY MEETING**

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

**Item: 022**                      **ROC - Human Services Advisory Committee - 22 November 2018 - (124414, 123486)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Human Services Advisory Committee Meeting held on 22 November 2018.

**RECOMMENDATION SUMMARY:**

The matters contained within the attached minutes of the Human Services Advisory Committee have no policy or financial implications to Council. The recommendations contained in the attached minutes are to be adopted by Council.

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**REPORT:**

**Discussion**

The Human Services Advisory Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). There are no matters that require specific consideration by Council.

**RECOMMENDATION:**

That the Minutes of the Human Services Advisory Committee Meeting held on 22 November 2018 be received and noted.

**ATTACHMENTS:**

**AT - 1**     Minutes of the Human Services Advisory Committee held on 22 November 2018.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**AT - 1 Minutes of the Human Services Advisory Committee held on 22 November 2018**

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This meeting commenced at 9.30am.

**Present:** Councillor Barry Calvert, Hawkesbury City Council  
Councillor Emma-Jane Garrow, Hawkesbury City Council  
Mr Simon Griffin, Community Representative  
Ms Kerry Dolaghan, Community Representative  
Mr Ben Jackson, Community Representative  
Ms Vickie Shackley, Community Representative  
Ms Birgit Walter, Community Representative  
Mr Peter Webb, Community Representative

**Apologies:** Councillor Sarah Richards, Hawkesbury City Council  
Councillor John Ross, Hawkesbury City Council  
Mr Andrew Kearns, Hawkesbury City Council  
Mr Strephon Billingham, Community Representative  
Ms Karen Kobier, Community Representative  
Ms Stephanie Oatley, Community Representative

**In Attendance:** Ms Linda Perrine, Hawkesbury City Council  
Mr Joseph Litwin, Hawkesbury City Council  
Mr Michael Laing, Hawkesbury City Council  
Ms Megan Ang, Hawkesbury City Council  
Ms Jodie Tillinghast - Minute Taker, Hawkesbury City Council

**RESOLVED** on the motion of Mr Simon Griffin and seconded by Ms Kerry Dolaghan that the apologies be accepted.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr Griffin and seconded by Ms Dolaghan that the Minutes of the Human Services Advisory Committee held on the 26 July 2018, be confirmed.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**Attendance Register of Human Services Advisory Committee**

<b>Member</b>	<b>22.112018</b>			
Councillor Barry Calvert	✓			
Councillor Emma-Jane Garrow	✓			
Councillor Sarah Richards	A			
Councillor John Ross	X			
Mr Simon Griffin	✓			
Ms Kerry Dolaghan	✓			
Mr Ben Jackson	✓			
Ms Vickie Shackley	✓			
<b>Member</b>	<b>22.112018</b>			
Ms Birgit Walter	✓			
Mr Peter Webb	✓			
Mr Strephon Billingham	A			
Ms Karen Kobier	A			
Ms Stephanie Oatley	A			

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

**SECTION 3 - Reports for Determination**

**Item: 1**                      **HSAC - Election of Chairperson and Deputy Chairperson - (123486, 124414)**

**Directorate:**              City Planning

*Ms Linda Perrine called for nominations for the position of Chairperson.*

A nomination was received for Councillor Calvert.  
Councillor Calvert accepted the nomination.

A nomination was received for Councillor Garrow  
Councillor Garrow declined the nomination.

**MOTION:**

RESOLVED on the motion of Councillor Garrow, seconded by Mr Griffin

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION**

That an election for the position of Chairperson of the Human Services Advisory Committee for the 2018/2019 term of the Committee be carried out.

**ORDINARY MEETING**  
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As there were no other nominations Ms Perrine declared Councillor Calvert as the Chairperson of the Human Services Advisory Committee for the 2018/2019 term of the Committee.

*Ms Perrine handed the meeting over to the incoming Chair.*

Councillor Calvert assumed the Chair.

*Councillor Calvert called for nominations for the position of Deputy Chairperson.*

A nomination was received for Mr Webb.  
Mr Webb accepted the nomination.

**MOTION:**

RESOLVED on the motion of Councillor Garrow, seconded by Mr Griffin.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That an election for the position of Deputy Chairperson of the Human Services Advisory Committee for the 2018/2019 term of the Committee be carried out.

As there were no other nominations Councillor Calvert declared Mr Webb as the Deputy Chairperson of the Human Services Advisory Committee for the 2018/2019 term of the Committee.

**Item: 2**                      **HSAC - Report - Update on Recommendations from the Affordable Housing Working Group - (123486, 124414)**

**Previous Item:**        1, HSAC (27 July 2017)  
                              1, HSAC (9 November 2017)  
                              1, HSAC (26 July 2018)

**Directorate:**            City Planning

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**DISCUSSION:**

- An overview of the report was provided. Committee members expressed interest in possibly having the business that constructs the Garden Flats/Studios having a stand at the 2019 Hawkesbury Show. The question was raised if it should go through Council or not.
- The committee enquired as to whether the Homelessness survey is going to be carried out each year.
- There was a suggestion that the Western Sydney University could be approach in relation to affordable accommodation regarding the housing on campus.

**RECOMMENDATION TO COMMITTEE:**

That the Human Services Advisory Committee:

1. Receive and note this information.
2. Receive ongoing updates at future Committee meetings on the progress of Council's adopted recommendations from the Affordable Housing Working Group.

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

RESOLVED on the motion of Councillor Garrow, seconded by Councillor Mr Griffin.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the Human Services Advisory Committee:

1. Receive and note this information.
2. Receive ongoing updates at future Committee meetings on the progress of Council's adopted recommendations from the Affordable Housing Working Group.

**SECTION 5 - General Business**

A presentation by Luke Young from RSL Life Care was given regarding the services that they provide to the aged care community.

**Community Wellbeing Action Framework.**

- Working Group have met on six occasions.
- The wellbeing domains that the Working Group has received information associated with are Social & Community, Education & Skills and Economic and Safety.
- Representatives from Nepean Blue Mountains Local Health District and Nepean Blue Mountains Primary Health Network Health met with Council 13 August 2018 where development of an MOU with Council followed by a health-led local action plan was discussed. Due to limited staff resources, commencement of this piece of work has been scheduled for 2019.

**Homelessness Update**

**Response to Rough Sleepers**

- The General Manager and Council staff participated in a Homelessness Interagency meeting convened by Police – 3 meetings held to date.
- Interagency activities to date include joint site visits to encampments (Council and Wentworth Community Housing), census of rough sleepers to develop individual profiles and joint assertive outreach at Hawkesbury Helping Hands food services to broaden agency relationships with rough sleepers.
- Council specific activities include updating the Homelessness Resource Card & Customer Service contact list, review of homelessness protocol & practical application of the protocol
- The Mayor & GM met with the State Member – opportunity to present case for additional funding to be allocated to increase social housing stock in the Hawkesbury area.
- Council staff from Northern Beaches and Penrith Councils to attend Hawkesbury Council to brief Community Services and Compliance Staff on their more interventionist approach.

**ORDINARY MEETING**  
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**Homeless hub:**

- Stakeholder meeting 4 September to brief participants on Council resolution where an outline for proposed working brief for the hub was presented to services.
- Staff now preparing a Terms of Reference for a stakeholder group to develop an agreed working brief for the project

**'Get Ready – West of the River' Disaster Preparedness and Resilience Project.**

The project has been led by the Foundation for Rural and Regional Renewal (FRRR).

Its purpose is to develop a 'community led' approach to build resilience and disaster preparedness in our communities west of the

The main group met twice in the second half of 2018 and four working groups were formed:

- 2 groups focused on major infrastructure west of the river: a new fire station; and a new hospital/medical centre.
- 2 groups focused on Community Awareness/Education, and Community Connection.

The 'Strengthening Our Community Connections' working group met twice and then once with FRRR to discuss the next steps towards a funded 'community led' project.

The next meeting of the wider group is on 5 December 2018 to 'pitch' ideas for a funded project/s for 2019.

**Platform Youth Services**

The Committee enquired into whether Platform Youth Services were losing their funding. Ms Ang informed the Committee that Platform is not losing funding but is having a change to their service. The Committee requested a Mayoral Minute be submitted to a Council Meeting to lobby for maintaining a level of emergency accommodation for youth in the Hawkesbury.

The meeting terminated at 11:25am

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Item: 023**                      **ROC - Hawkesbury Civic and Citizenship Advisory Committee - 27 November 2018 - (96972, 79356, 79351)**

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Hawkesbury Civic and Citizenship Advisory Committee, held on 27 November 2018.

**RECOMMENDATION SUMMARY:**

Whilst the matters contained within the attached minutes of the Hawkesbury Civic and Citizenship Advisory Committee have no policy or financial implications to Council, an observation was made during the process that Council may want to give some consideration to the observation related to the number of nominations received. The attached minutes are therefore presented for consideration by Council.

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**REPORT:**

**Discussion**

The Hawkesbury Civic and Citizenship Advisory Committee met on 27 November 2018 to discuss the nominations for the 2019 Australia Day Awards. There were several nominations for each category in which the Committee discussed and determined the final winners. The categories for the 2019 Australia Day Awards for which nominations were received:

- Citizen of the Year
- Volunteer Person of the Year
- Community Arts Award
- Local Hero Award
- Environment Award
- Community Organisation of the Year

A number of the categories for which awards are usually received did not receive any nominations in 2019. Council may therefore wish to convene a workshop of interested Councillors and Committee members to discuss options for enhancing the level of participation in the current awards.

The outcome of the Minutes were sensitive in nature and required an embargo on the release of information.

**RECOMMENDATION:**

That:

- The minutes of the Hawkesbury Civic and Citizenship Advisory Committee held on 27 November 2018 be received and noted.
- A workshop be convened to discuss options for improving community participation in the awards.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date:** 26 February 2019

**ATTACHMENTS:**

**AT - 1** Minutes - Hawkesbury Civic and Citizenship Advisory Committee – 27 November 2018

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**AT - 1 Minutes - Hawkesbury Civic and Citizenship Advisory Committee – 27 November 2018**

Minutes of the Meeting of the Hawkesbury Civic and Citizenship Committee held in Council Committee Rooms, Windsor, on 27 November 2018, commencing at 4:06pm.

**ATTENDANCE**

**Present:** Councillor Sarah Richards, Hawkesbury City Council  
 Councillor Nathan Zamprogno, Hawkesbury City Council  
 Mr David Bertenshaw, Community Representative  
 Ms Melissa Barry, Community Representative  
 Mr Barry Adams, Community Representative

**Apologies:** Councillor Patrick Conolly, Hawkesbury City Council  
 Ms Elizabeth Hitches, Hawkesbury City Council  
 Mr Ian Jack, Community Representative  
 Mr Ted Brill, Community Representative

**In Attendance:** Ms Suzanne Stuart, Hawkesbury City Council  
 Ms Kaysie Cordi, Hawkesbury City Council

**RESOLVED** on the motion of Mr Bertenshaw and seconded by Councillor Richards that the apologies be accepted.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr Bertenshaw and seconded by Ms Barry that the Minutes of the Hawkesbury Civic and Citizenship Committee held on the 9 April 2018, be confirmed, subject to it being recorded that the attendance record was incorrect in stating that Councillor Zamprogno was present at that meeting, Councillor Zamprogno was an apology.

**Attendance Register of Hawkesbury Civic and Citizenship Committee**

Member	27.11.2018			
Councillor Patrick Conolly	X			
Councillor Sarah Richards	✓			
Councillor Nathan Zamprogno	✓			
Mr David Bertenshaw	✓			
Ms Melissa Barry	✓			
Mr Barry Adams	✓			
Ms Elizabeth Hitches	X			
Mr Ian Jack	X			
Mr Ted Brill	X			

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



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**SECTION 2 – Reports for Determination**

**Item: 1            HCAC - Election of Chairperson and Deputy Chairperson - (96972)**

**Directorate:**            General Manager

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*Ms Suzanne Stuart called for nominations for the position of Chairperson.*

A nomination was received for Mr Bertenshaw  
Mr Bertenshaw accepted the nomination.

**MOTION:**

RESOLVED on the motion of Councillor Richards, seconded by Ms Barry.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION**

That an election for the position of Chairperson of the Hawkesbury Civic and Citizenship Committee for the 2018/2019 term of the Committee be carried out.

As there were no other nominations Ms Stuart declared Mr Bertenshaw as the Chairperson of the Hawkesbury Civic and Citizenship Committee for the 2018/2019 term of the Committee.

*Ms Stuart handed the meeting over to the incoming Chair.*

Mr Bertenshaw assumed the Chair.

Mr Bertenshaw *called for nominations for the position of Deputy Chairperson.*

A nomination was received for Mr Adams.  
Mr Adams accepted the nomination.

**MOTION:**

RESOLVED on the motion of Mr Bertenshaw, seconded by Councillor Richards.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That an election for the position of Deputy Chairperson of the Hawkesbury Civic and Citizenship Committee for the 2018/2019 term of the Committee be carried out.

As there were no other nominations Mr Bertenshaw declared Mr Adams as the Deputy Chairperson of the Hawkesbury Civic and Citizenship Committee for the 2018/2019 term of the Committee.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**Item: 2                      Selection of the 2019 Hawkesbury Australia Day Awards Recipients - (96972)**

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**DISCUSSION:**

- The committee discussed the nominations for each category of awards.

**RECOMMENDATION TO COMMITTEE:**

That the nominations be accepted and the award recipients determined for the 2019 Hawkesbury Australia Day Awards.

Councillor Richards declared a less than significant non-pecuniary conflict of interest in this matter as she is on the Relay For Life Committee with Rebecca Tulk who was nominated Citizen of the Year and no further action is required.

**Citizen of the Year**

RESOLVED on the motion of Councillor Richards, seconded by Mr Adams.

That Ross Matheson be awarded Citizen of the Year.

**Volunteer Person of the Year**

RESOLVED on the motion of Mr Adams, seconded by Councillor Richards.

That Betty Kelly be awarded Volunteer Person of the Year.

RESOLVED on the motion of Councillor Richards, seconded by Mr Adams.

That Phillip Hurst be also awarded Volunteer Person of the Year.

**Community Arts Award**

RESOLVED on the motion of Councillor Zamprogno, seconded by Mr Adams.

That no suitable nominations for the Community Arts Award were received, so the nominations were digarded.

**Local Hero Award**

RESOLVED on the motion of Councillor Zamprogno, seconded by Mr Adams

That Sherri McMahon be awarded the Local Hero Award.

**Environment Award**

RESOLVED on the motion of Ms Barry, seconded by Councillor Richards

That Windsor High School be awarded the Environment Award.

**ORDINARY MEETING**  
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**Community Organisation of the Year Award**

RESOLVED on the motion of Councillor Richards, seconded by Ms Barry.

That City Slickers be awarded Community Organisation of the Year Award.

**SECTION 3 – Reports for Information**

**Item: 3            Australia Day Overview - (96972)**

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**DISCUSSION:**

- Proposal to hold the Citizenship and Australia Day Awards on the evening prior to 'Australia Day on the Hawkesbury'

**RECOMMENDATION TO COMMITTEE:**

That the attached 2018 Australia Day Overview be noted.

RESOLVED on the motion of Ms Barry, seconded by Councillor Richards.

That the attached 2018 Australia Day Overview be noted.

**Item: 4            2019 Australia Day Events - (96972)**

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**DISCUSSION:**

- The inaugural Australia Day on the Hawkesbury was held on the banks of the Hawkesbury River on Friday, 26 January 2018. The morning events included a Citizenship Ceremony and the Australia Day Awards. During the afternoon more than 4,000 people came along to celebrate with food and drink, games and fireworks. The event was hosted by Hawkesbury City Council and sponsored by Windsor RSL, Richmond Club, Crowne Plaza, RAAF Richmond, Hawkesbury Race Club and Hawkesbury Gazette.
- After delivering the event in 2018 there is an expectation in the community that Council will deliver a bigger and better event in 2019. Significant planning has gone into providing a community event for the people of the Hawkesbury where locals can come and enjoy what the Hawkesbury has to offer. The events will include a Citizenship Ceremony and Australia Day Awards Ceremony on Friday, 25 January 2019 at the Hawkesbury Gallery in the Deerubbin Centre and Australia Day on the Hawkesbury in the afternoon of Saturday, 26 January 2019, at Governor Phillip Park.

**RECOMMENDATION TO COMMITTEE:**

RESOLVED on the motion of Ms Barry, seconded by Councillor Richards.

That the report 2019 Australia Day event be noted.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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**SECTION 5 - General Business**

A criteria matrix will be created for each committee to use in the upcoming Civic and Citizenship Committee meetings to accurately assess the nominations for the Hawkesbury Sports Awards and Hawkesbury Australia Day Awards.

The corporate communications team will be creating this document and will distribute prior to the next meeting 9 April 2019.

The meeting terminated at 4:41pm.

Submitted to and confirmed at the Hawkesbury Civic and Citizenship Committee meeting held on 9 April 2019.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Item: 024**                      **ROC - Audit Committee - 5 December 2018 - (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 meeting, held on 5 December 2018.

Council, at its previous meeting held on 12 February 2019, considered this matter and resolved as follows:

*"That the consideration of this matter be deferred to the next Council Meeting on 26 February 2019 pending a further meeting with Councillors Ross, Rasmussen, and Conolly (Alternate delegate) and the Mayor Councillor Calvert, Deputy Mayor Councillor Lyons-Buckett, and the General Manager."*

The General Manager has met with the Mayor, Deputy Mayor and Councillors in accordance with the above resolution and the matter is now re-submitted for consideration at this meeting.

**RECOMMENDATION SUMMARY:**

Item 3 contained within the Minutes attached as Attachment 1 to this report of the Audit Committee has policy or financial implications to Council, and as such requires special consideration by Council.

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

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**REPORT:**

**Discussion**

The Audit Committee met on 5 December 2018 and discussed the following items:

**Reports**

- Item 1     2017/2018 and 2018/2019 Internal Audit Programs Update
- Item 2     Internal Audit Management Action List and Summary Report - November 2018
- Item 3     Review of Council's Risk Register - Potential Risks
- Item 4     Waste Management Facility and Environmental Management Plan Compliance Review
- Item 5     Developer Contributions Review
- Item 6     Committee Self-Assessment Review for the period September 2017 - September 2018
- Item 7     Finance Reports
- Item 8     Audit - 2017/2018 General Purpose and Special Purpose Financial Statements
- Item 9     Meeting Dates for 2019

**General Business**

- Item A     Risk Register Review - Final Report

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- Item B External Auditors
- Item C Committee Contact Details

Item 3 has policy or financial implications and requires Council's endorsement.

**Item 3 - Review of Council's Risk Register - Potential Risks**

In June 2018 Council engaged InConsult Pty Limited to conduct a review of Council's Corporate Risk Register, originally prepared in August 2010.

The purpose of the review was to:

- achieve a greater understanding of Council's current risk exposure
- identify potential actions and controls that Council could implement to manage these risks to an acceptable level.

At its meeting on 12 September 2018, the Audit Committee considered an interim report in relation to the Risk Register Review. In doing so the Audit Committee resolved to request the General Manager to prepare a report outlining how the Council might begin the process of addressing the following potential risks outlined in the preliminary findings of the Risk Register Review:

- Policy for flood prone land
- Infrastructure and contribution planning
- Asbestos management
- Governance in relation to third party organisations
- Management of volunteers
- Cemetery management

At a subsequent Council meeting held on 30 October 2018, Council endorsed the Audit Committee recommendation.

**Options for addressing Corporate Risks**

A number of the issues identified in the interim report are already in hand and are being actively pursued within the organisation. For example, in the case of:

- Policy for flood prone land

In mid-2017 the State Government released its Resilient Valley Resilient Communities – The Hawkesbury Nepean Valley Flood Risk Management Strategy.

In response Council engaged consultants to advise it on the development of a Council response to the State Government Strategy.

All Councils located within the Hawkesbury Nepean Valley are currently awaiting the release of the:

- Final Flood Strategy
- Final Flood Data and Flood Levels
- The re-interpretation/ re-definition / re naming of the Probable Maximum Flood (PMF)

Until this information is released, Council is unable to progress the resolution of this matter any further.

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- Infrastructure and contribution planning

A report in relation to the Review of Developer Contributions was considered by the Audit Committee. The report contains numerous observations as to how this area of Council operations can be better managed, in particular:

- Better tracking of finances, including payments, costings and expenditure against outcomes
- The development and implementation of Policies and Procedures – in relation to matters such as land acquisition and the review of plans
- Monitoring Voluntary Planning Agreements and Work's In Kind Arrangements
- The multiplicity of plans and there co-ordination

The Management Executive Group have also considered the Audit report and in response an internal team is being established to work across the organisation in addressing the findings of the Audit Report.

- Asbestos management

At its meeting on 28 August 2018 Council adopted its Asbestos Policy – Refer Item 207  
[http://www.hawkesbury.nsw.gov.au/\\_data/assets/pdf\\_file/0003/115725/ORD\\_AUG2\\_BP\\_Att1toItem207.pdf](http://www.hawkesbury.nsw.gov.au/_data/assets/pdf_file/0003/115725/ORD_AUG2_BP_Att1toItem207.pdf)

Council staff are currently in the process of developing the Implementation Plan for the Asbestos Policy, including:

- Confirming responsibilities
- Developing systems and procedures
- Developing workflows

Once this has been completed an accompanying training program will be developed to facilitate the rollout of the Policy across the organisation.

- Management of volunteers

Volunteers currently support the activities of Council relation to such diverse issues as:

- The operation of the Gallery, Library, Museum and Animal Shelter
- Bush care and bushland regeneration
- Gardening and maintenance activities in rural villages.

Improving arrangements for volunteers was identified in the development of the 2018/2019 Operational Plan and resources were allocated to provide more comprehensive policy, recruitment, training and supervision in respect of volunteers.

A report is currently being prepared for consideration by the Management Executive Group, subsequent to which it will be presented to the Staff Consultative Committee for their consideration and endorsement.

Notwithstanding the above progress, action is still required in respect of the following matters as highlighted in the interim report in relation to the Risk Register.

- Governance in relation to third party organisations

It is proposed to engage InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue. Key features of the program are likely to include:

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- Confirming all third party relationships that are currently in place across the organisation – e.g. Peppercorn Services, Sister Cities, Hawkesbury Sports Council, Hawkesbury River County Council
- Identifying “Best Practice” examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council
- Engaging with each organisation/entity to:
  - Explain the purpose of the project i.e. to identify and manage Council risks in relation to the activities that the third party undertake on behalf of Council
  - Evaluation of the third party against “Best Practice”
  - The identification of any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.
  - The identification of any opportunities to better manage the relationship and thereby mitigate potential risks going forward.

At this point in time it is not proposed to initiate a formal Audit in respect of this issue. As such it is recommended that the progression of this initiative be reported back to the Audit Committee.

- Cemetery management

Council staff have developed a Business Process Improvement methodology, an outline of which will be presented to the Audit Committee. Council has also recruited a Business Analyst and has commenced the process of recruiting an Organisation Development Officer to support the Business Process Improvement Program. Cemetery Management will be added to the future works program in relation to Business Process Improvement.

The Audit Committee, at its meeting on 5 December 2018, considered this matter and resolved as follows:

*"That Council:*

1. *Note the approaches suggested by the General Manager as to how the Council might begin the process of addressing the potential risks outlined in the preliminary findings of the Risk Register Review.*
2. *Specifically endorse the methodology outlined in the report in relation to third party relationships, in particular:*
  - a. *The engagement of InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue*
  - b. *Key features of the program are likely to include:*
    - i. *Confirming all third party relationships that are currently in place across the organisation*
    - ii. *Identifying “Best Practice” examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council*
    - iii. *Engaging with each organisation/entity to:*
      - *Explain the purpose of the project i.e. to identify and manage Council Risks in relation to the activities that the third party undertake on behalf of Council*
      - *Evaluate the third party against “Best Practice”*
      - *Identify any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.*
      - *Identify any opportunities to better manage the third party relationship and thereby mitigate potential risks going forward*



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- c. *The progression of this initiative be reported back to the Audit Committee.*
- 3. *Note the Business Process Improvement methodology outlined in the report, and endorse Cemetery Management being added to the future works program in relation to Business Process Improvement.”*

**RECOMMENDATION:**

That in relation to the Minutes of the Audit Committee Meeting held on 5 December 2018:

- 1. Council receive and note the Committee Minutes in respect of Items 1, 2, 4, 5, 6, 7, 8 and 9, and General Business.
- 2. Council endorse the Committee Recommendation in respect of Item 3, namely:

*"That Council:*

- 1. *Note the approaches suggested by the General Manager as to how the Council might begin the process of addressing the potential risks outlined in the preliminary findings of the Risk Register Review.*
- 2. *Specifically endorse the methodology outlined in the report in relation to third party relationships, in particular:*
  - a. *The engagement of InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue*
  - b. *Key features of the program are likely to include:*
    - i. *Confirming all third party relationships that are currently in place across the organisation*
    - ii. *Identifying “Best Practice” examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council*
    - iii. *Engaging with each organisation/entity to:*
      - 1. *Explain the purpose of the project i.e. to identify and manage Council Risks in relation to the activities that the third party undertake on behalf of Council*
      - 2. *Evaluate the third party against “Best Practice”*
      - 3. *Identify any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.*
      - 4. *Identify any opportunities to better manage the third party relationship and thereby mitigate potential risks going forward*
  - c. *The progression of this initiative be reported back to the Audit Committee.*
- 3. *Note the Business Process Improvement methodology outlined in the report, and endorse Cemetery Management being added to the future works program in relation to Business Process Improvement.”*

**ATTACHMENTS:**

**AT - 1** Minutes - Audit Committee - 5 December 2018.

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**AT - 1 Minutes - Audit Committee - 5 December 2018**

The meeting commenced at 4.14pm.

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<b>Present:</b>	Councillor Paul Rasmussen, Hawkesbury City Council Councillor John Ross, Hawkesbury City Council Ms Nisha Maheshwari, Community Representative
<b>Apologies:</b>	Mr Craig Bennett, Community Representative Ms Ellen Hegarty, Community Representative
<b>In Attendance:</b>	Mr Peter Conroy, Hawkesbury City Council Mr Laurie Mifsud, Hawkesbury City Council Ms Emma Galea, Hawkesbury City Council Mr Chris Amit, Hawkesbury City Council Ms Lynne Bruce - Internal Audit Coordinator, The Centium Group Ms Yas Wickramasekera, The Centium Group Mr Kenneth Leung, Audit NSW - By Conference Call Mr Alexio Chibika, PricewaterhouseCoopers - By Conference Call Ms Jan Readford, Minute Secretary, Hawkesbury City Council

*Mr Chris Amit left the meeting at 5.10pm.*

*Mr Alexio Chibika and Mr Kenneth Leung joined the meeting at 5.40pm by conference call for Item 8, and then left the meeting at 6.12pm.*

*Ms Wickramasekera and Ms Bruce left the meeting at 5.39pm.*

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**REPORT:**

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Councillor John Ross that the apologies be accepted.

**Attendance Register of Audit Committee**

Member	5/12/2018
Councillor Paul Rasmussen	✓
Councillor John Ross	✓
Councillor Patrick Conolly (Alternate)	N/A
Mr Craig Bennett	A
Ms Ellen Hegarty	A
Ms Nisha Maheshwari (Chair)	✓

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

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Councillor Paul Rasmussen and seconded by Councillor John Ross that the Minutes of the Audit Committee held on the 12 September 2018, be confirmed.

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**SECTION 3 - Reports for Determination**

**Item: 1      AC - 2017/2018 and 2018/2019 Internal Audit Programs Update - (95496, 91369, 79351)**

**Division:**                      Support Services

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**DISCUSSION:**

- The Committee noted the 2017/2018 Internal Audit Program has now been finalised.
- Ms Maheshwari noted that the Committee, at its previous meetings, was in agreement with having a similar scope to allow management to work on the recommendations that came through. It is good to hear that there has been a start on Items 3 and 4 in the 2018/2019 Internal Audit Program.
- Ms Wickramasekera advised that the Procurement Review will be an extensive piece of work and will take a significant amount of time and resources. Ms Maheshwari noted that it is scheduled over two quarters.

**OFFICER'S RECOMMENDATION:**

That:

1. The progress against the 2017/2018 Internal Audit Program, as attached in Attachment 1 to this report, be received and noted.
2. The progress against the 2018/2019 Internal Audit Program, as attached in Attachment 2 to this report, be received and noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That:

1. The progress against the 2017/2018 Internal Audit Program, as attached in Attachment 1 to this report, be received and noted.
2. The progress against the 2018/2019 Internal Audit Program, as attached in Attachment 2 to this report, be received and noted.

**Item: 2      AC - Internal Audit Management Action List and Summary Report - November 2018 - (95496, 79351, 91369)**

**Division:**                      Support Services

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**DISCUSSION:**

- Mr Mifsud advised that overall the overdue actions, since the last update, have dropped from eight down to three. In future, all completed actions will be dropped off. There is currently one 'Significant' action that is overdue.

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- Cllr Rasmussen, being a member of Council's CivicRisk West/ CivicRisk Mutual Committee, enquired about claims that are reported, some significant, in terms of risk. Ms Wickramasekera advised that these are captured through Council's WHS process and risk process, and by management. Mr Conroy indicated that Council has not had a proper approach in the past to enterprise risks, however, this is now being built into Branch Manager's Business Plans. In time, this will be reported to the Audit Committee.
- Mr Conroy advised that in the recent past, Council did have a resource in WHS, however the position did not expand to include the full scope of the enterprise risk process. Considerable work has been undertaken in this area by the Director Support Services and Chief Financial Officer, and Council plans to appoint a new resource by mid-2019.

**OFFICER'S RECOMMENDATION:**

That the attached Internal Audit Action List and Summary Report be received and noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the attached Internal Audit Action List and Summary Report be received and noted.

**Item: 3 AC - Review of Council's Risk Register - Potential Risks (95496, 79351, 91369)**

**Directorate:** General Manager

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**DISCUSSION:**

- Mr Conroy referred to Council's appointment of InConsult Pty Ltd, and the subsequent request by the Audit Committee at its last meeting on 12 September 2018, for an interim report on the potential risks outlined in the preliminary findings of the Risk Register Review. Mr Conroy advised that a number of the actions identified in the preliminary findings are underway, particularly in respect of the management of volunteers, asbestos and cemetery management.
- Ms Maheshwari enquired about the background of Council's consultant, InConsult Pty Ltd. Mr Mifsud advised that InConsult Pty Ltd is a leader in risk management, business continuity, and governance in local government, with a number of specialist staff. Mr Conroy advised that InConsult Pty Ltd are also engaged by Civic Risk Mutual to carry out work.

**OFFICER'S RECOMMENDATION:**

That the Audit Committee:

1. Note the approaches suggested by the General Manager as to how the Council might begin the process of addressing the potential risks outlined in the preliminary findings of the Risk Register Review.

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2. Specifically endorse the methodology outlined in the report in relation to third party relationships, in particular:
  - a. The engagement of InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue
  - b. Key features of the program are likely to include:
    - i Confirming all third party relationships that are currently in place across the organisation
    - ii Identifying “Best Practice” examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council
    - iii Engaging with each organisation/entity to:
      - Explain the purpose of the project i.e. to identify and manage Council Risks in relation to the activities that the third party undertake on behalf of Council
      - Evaluate the third party against “Best Practice”
      - Identify any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.
      - Identify any opportunities to better manage the third party relationship and thereby mitigate potential risks going forward
  - c. The progression of this initiative be reported back to the Audit Committee.
3. Note the Business Process Improvement methodology outlined in the report, and endorse Cemetery Management being added to the future works program in relation to Business Process Improvement.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor John Ross, seconded by Councillor Paul Rasmussen.

That Council:

1. Note the approaches suggested by the General Manager as to how the Council might begin the process of addressing the potential risks outlined in the preliminary findings of the Risk Register Review.
2. Specifically endorse the methodology outlined in the report in relation to third party relationships, in particular:
  - a. The engagement of InConsult Pty Limited to work with Council staff to develop and implement a program to address this issue
  - b. Key features of the program are likely to include:
    - i Confirming all third party relationships that are currently in place across the organisation
    - ii Identifying “Best Practice” examples of third party relationships, the attributes of which can be used to evaluate the arrangements that currently exist within Council
    - iii Engaging with each organisation/entity to:
      - Explain the purpose of the project i.e. to identify and manage Council Risks in relation to the activities that the third party undertake on behalf of Council
      - Evaluate the third party against “Best Practice”

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- Identify any third party activities that have the potential to impact on Council in terms of Health and Safety, Environmental, Financial, Legal and Reputational etc.
  - Identify any opportunities to better manage the third party relationship and thereby mitigate potential risks going forward
- c. The progression of this initiative be reported back to the Audit Committee.
3. Note the Business Process Improvement methodology outlined in the report, and endorse Cemetery Management being added to the future works program in relation to Business Process Improvement.

**Item: 4 AC - Waste Management Facility and Environmental Management Plan Compliance Review - (95496, 91369, 79351)**

**Division:** Support Services

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**DISCUSSION:**

- Mr Conroy referred to Council's review of its Work Health Safety System and advised that, in time it is likely that the Environmental Management System will be incorporated into the same program.
- Mr Amit advised that Council has taken remediation measures with erosion. A consultant has been engaged to develop an Erosion Control Plan and a Sediment Control Plan. The Community Recycling Centre (CRC) has been commissioned, and will cater for recycled waste.
- Ms Maheshwari referred to the delay in submitting the Environment Protection Authority (EPA) Annual Return and to the administrative process to ensure this occurs at the required time. Clr Rasmussen also enquired if the EPA sends out a reminder notice. Mr Amit indicated that Council does provide its returns within the required timeframes, however, there have been two instances in the past of delays in providing returns. Protocols have been put into place to ensure this does not occur in the future. Mr Amit also advised that the EPA does provide a reminder.
- Ms Wickramasekera referred to 2.1 and the reference to stockpiles and inadequate controls, and 2.3 with inadequate supervision of the tip face. Mr Amit suggested that Council look at resourcing this area for when a load is being placed, and also suggested that further scrutiny be given to the sharing of duties in the area.
- Clr Ross suggested that should Council staff not have enough time to review the site in terms of the aspects raised by the audit, then could consideration be given to engage consultants already engaged to conduct works at the Waste Management Facility, to review the aspects raised by the audit. Mr Conroy advised that this will be investigated.

**OFFICER'S RECOMMENDATION:**

That the Internal Audit Report prepared by The Centium Group Pty Ltd on Council's Waste Management Facility and Environmental Management Plan, and included as Attachment 1 to this report, be received and noted.

**ORDINARY MEETING**  
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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the Internal Audit Report prepared by The Centium Group Pty Ltd on Council's Waste Management Facility and Environmental Management Plan, and included as Attachment 1 to this report, be received and noted.

**Item: 5 AC - Developer Contributions Review - (95496, 91369, 79351)**

**Division:** Support Services

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**DISCUSSION:**

- Ms Galea referred to Item 8 on the Audit Committee Agenda, relating to the handover process in place for assets, and advised that currently the process relies on staff to complete the correct documentation and provide it to the correct staff member.
- Cllr Rasmussen enquired if the process associated with Developer Contributions can be automated, as it appears complex. Ms Galea agreed that process improvement is required, and that to commence this process, Council has already established a workflow process for new starters, which has been successful. A Working Group has also been formed to work through the process and to ensure all processes are captured.
- Ms Wickramasekera advised that the same review has been conducted across other councils, and the issues are the same, with the biggest being framework.
- Ms Galea advised if Council automates the process, there will be less risk. The system relies on the capture of the right data. In terms of delivery, it sits with the person signing off. There is a process where a developer is required to be there, and an engineer would sign as owner of the project. A lot of assets are captured at the end when checks are done, and Council will automate this process.
- Ms Galea advised that when Council did the work for Fit for the Future (FFTF) we tried to capture everything that needs to go into Council's Long Term Financial Plan. Managers are also now responsible for putting it into their works plans.
- Mr Conroy advised that one of the essential things with Development Applications is to follow the established process, and to ensure the Section 64 contributions are calculated correctly and applied to those properties that would be eligible for these contributions.

**OFFICER'S RECOMMENDATION:**

That the Internal Audit Report prepared by The Centium Group on Developer Contributions, included as Attachment 1 to this report, be received and noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor John Ross, seconded by Councillor Paul Rasmussen.

That the Internal Audit Report prepared by The Centium Group on Developer Contributions, included as Attachment 1 to this report, be received and noted.

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**Item: 6      AC - Committee Self-Assessment Review for the period September 2017 - September 2018 - (95496, 91369, 79351)**

**Division:**                      Support Services

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**DISCUSSION:**

- Mr Mifsud advised that in accordance with the Audit Committee Charter, the five Audit Committee members completed the Audit Committee Self-Assessment template. The overall rating based on the responses from all five Audit Committee members, for all the criteria, averaged 4.4 out of 5.
- The Audit Committee Self-Assessment Review will be conducted annually in September.
- The Self-Assessment Review period of September 2017 - September 2018, coincided with the time of year the Audit Committee commenced its term, and coincides with the appointment of Council's Committees.

**OFFICER'S RECOMMENDATION:**

That the information regarding the Audit Committee Self-Assessment detailed in this report is received and noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the information regarding the Audit Committee Self-Assessment detailed in this report is received and noted.

**Item: 7      AC - Finance Reports - (95496, 79351, 91369)**

**Division:**                      Support Services

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**DISCUSSION:**

- Cllr Rasmussen noted that the Finance Reports had also been reported to Council.

**OFFICER'S RECOMMENDATION:**

That the information regarding the September 2018 Budget Review Statement and the October 2018 Investment Report, be received and noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.



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That the information regarding the September 2018 Budget Review Statement and the October 2018 Investment Report, be received and noted.

**Item: 8      AC - Audit - 2017/2018 General Purpose and Special Purpose Financial Statements - (95496, 79351, 91369)**

**Division:**                      Support Services

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**DISCUSSION:**

- Ms Galea welcomed Mr Kenneth Leung, of the NSW Audit Office and Mr Alexio Chibika, of PricewaterhouseCoopers, who joined the meeting by conference telephone.
- Mr Chibika advised that the NSW Audit Office gave a presentation on the 2017/2018 General Purpose and Special Purpose Financial Statements at the Council Meeting held on 13 November 2018.
- Mr Chibika highlighted the following areas for attention by Council, resulting from the audit conducted by the NSW Audit Office, and Ms Galea indicated, as follows:
  - **Fair value assessment for Council's infrastructure, property, plant and equipment**
    - The existing process for the review of fair value will be documented and carried out on an annual basis, commencing 2019/2020.
    - Detailed explanation for a significant drop in valuation will be sourced from the Valuer, and system specific in-house assessments will commence earlier.
  - **Revaluation process of Council land**
    - A procedure will be developed to ensure the accurate recording in Council's Fixed Asset Register of Crown Land in line with the Department of Industry's – Crown Land Register.
  - **Assessment of Fire Services Assets**
    - The value of the Fire Services' Red Fleet, with an approximate value of \$5.1 million, and not recognised in the Financial Statements, will be reconsidered in the next audit by the NSW Audit Office. Council will reapproach NSW Fire Services for its list of Red Fleet.
  - **Assessment of New Australian Accounting Standards**
    - Staff will attend the Office of Local Government information sessions in February 2019, and Council will engage resources to conduct a formal process of review of the impact the new Accounting Standards, so that changes are implemented ahead of time.
- Ms Galea advised that Council has a plan to address all the issues raised in the audit, which will include a request to the NSW Audit Office to review the Terms of Reference for the next audit, to minimise the risk that anything has been overlooked, and to obtain confirmation that Council is doing the right thing.

**OFFICER'S RECOMMENDATION:**

That the information regarding the 2017/2018 General Purpose and Special Purpose Financial Statements and associated Schedules, as detailed in this report and attachments, is received and noted.

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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the information regarding the 2017/2018 General Purpose and Special Purpose Financial Statements and associated Schedules, as detailed in this report and attachments, is received and noted.

**Item: 9      AC - Meeting Dates for 2019 - (95496, 91369, 79351)**

**Division:**                      Support Services

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**OFFICER'S RECOMMENDATION:**

That the Audit Committee meeting dates for 2019, as outlined in the report, be approved.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor John Ross.

That the Audit Committee meeting dates for 2019, as outlined in the report, be approved.

**SECTION 4 - General Business**

**A.      Risk Register Review - Final Report**

Mr Mifsud advised that in regard to the Final Report of the Risk Register Review:

- There is still a volume of work to be finalised.
- The consultant has interviewed all the managers throughout the organisation. Managers are now reviewing their risk registers.
- Directors will review the content of risk registers for each branch.
- A report will then go to MANEX before being reported to the Audit Committee.

**B.      External Auditors**

Ms Galea advised that Council's new External Auditors will attend the next meeting to be held in March 2019.

**C.      Committee Contact Details**

Councillor Ross referred to Mr Bennett's notification regarding his attendance at this meeting, and requested that the contact details for the Audit Committee members, that is, email and telephone, be circulated to the Audit Committee. Mr Mifsud advised the list will be provided.

The meeting terminated at 6.27pm.

Submitted to and confirmed at the meeting of the Audit Committee held on 20 March 2019.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Item: 025**                      **ROC - Floodplain Risk Management Advisory Committee - 6 December 2018 - (86589, 124414)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Floodplain Risk Management Advisory Committee, held on 6 December 2018.

**RECOMMENDATION SUMMARY:**

Items 2 and 3 contained within the attached Minutes of the Floodplain Risk Management Advisory Committee have policy or financial implications to Council, and as such require specific consideration by Council.

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

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**REPORT:**

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following items are of particular note to Council:

**Item: 2 FRMAC – Presentation – Insurance Council of Australia**

Mr Karl Sullivan, General Manager – Policy, Risk & Disaster, from the Insurance Council of Australia (ICA) presented at the Heritage Advisory Committee meeting on 1 November 2018 which was also attended by Members of the Floodplain Risk Management Advisory Committee.

The purpose of the report was to review the list of topics covered in the presentation regarding insurance of heritage and non-heritage building in flood liable areas, and to discuss any issues that may have arisen from the presentation.

Topics covered in the discussions included:

- Be clear on messages Council wants to get out into the community
- Make messages consistent
- It is not Council that makes flood levels
- Put on the Council website Hawkesbury's flood levels
- The community are opting out of flood insurance but unaware that may also exclude storm water insurance
- Look at Tweed example of Council giving data to ICA including flood heights
- Alert people to opportunity to use insurance brokers

Following consideration of the matters discussed, the Committee resolved as follows:

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*"That the Floodplain Risk Management Advisory Committee recommends that Council:*

- 1. Explore opportunities for Civic Mutual to take on insurance for specialty areas.*
- 2. Investigate ways in which to alert people to insurance brokers.*
- 3. Investigate provision of an education program, including insurance resilience and loss of power.*
- 4. Call for assessment of the extent of power loss west of the river during flood events.*
- 5. Propose to the Australian Local Government Association the matter of rising insurance premiums, loss of power be taken up as an issue.*
- 6. Advocate for government to lower stamp duty on insurance policies."*

**Item: 3 FRMAC - Disaster and Emergency dashboards for "At Risk" Council Areas**

The report to the Floodplain Risk Management Advisory Committee advised that a number of Councils have recently introduced Disaster and Emergency Dashboards to their suite of information services available on Council Web Sites.

These services provide live updates on road conditions, weather warnings, fire incidents, power outages, flood alerts, bush fire alerts and school closures, all in one location.

Residents can also sign up to Early Warning Networks to receive alerts for severe weather warnings directly.

The Disaster and Emergency Dashboards provide residents with a single point of reference to keep up to date with vital information before, during and after a disaster or emergency events.

The dashboards which can be book marked to a smart device, have been designed to be user-friendly, adaptable to different devices and readily available without the need for a subscription, log-in or app download.

This avoids the need to visit multiple websites and social media pages to find information during an emergency, as this information can be accessed directly from the dashboard.

Examples of current Disaster and Emergency Dashboards can be found at the following web sites:

<https://disaster.lismore.nsw.gov.au/>

<http://regionwatch.gladstone.qld.gov.au/>

<http://disaster.cairns.qld.gov.au/>

<http://emergency.northburnett.qld.gov.au/>

Indicative costs associated with providing such a dashboard to Councils is around \$10,000 set up including the first year of hosting the site, with an ongoing annual fee of around \$5000 per year dependent upon how much information each Council wants their dashboard to have.

Discussions by the Committee on this report included the following:

- The Committee considered the benefits of developing a Disaster and Emergency dashboard
- Council should consider the Integrated Emergency Management System in Victoria
- Council should consider the Flood Smart dashboard used by Parramatta Council

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

- Indicative costs of \$10,000 for set up and \$5,000 on going
- Existing systems use commercial servers given very high usage
- Importance/need for emergency icons to be the same nationally

Following consideration of the matters discussed, the Committee resolved as follows:

*"That the Floodplain Risk Management Advisory Committee recommends that:*

- 1. The information contained in the report be received.*
- 2. The Floodplain Risk Management Advisory Committee recommend that Council investigate the feasibility of developing a Disaster and Emergency Dashboard."*

**RECOMMENDATION:**

That:

1. The Minutes of the Floodplain Risk Management Advisory Committee Meeting held on 6 December 2018 be received and noted.
2. In relation to Item 2 of the Minutes, Council endorse the recommendation of the Floodplain Risk Management Advisory Committee, namely that Council:
  - a) Explore opportunities for Civic Mutual to take on insurance for speciality areas.
  - b) Investigate ways in which to alert people to the availability of insurance brokers.
  - c) Investigate the provision of an education program, including insurance resilience and loss of power.
  - d) Call for assessment of the extent of power loss west of the river during flood events.
  - e) Propose to the Australian Local Government Association the matter of rising insurance premiums, and loss of power be taken up as an issue.
  - f) Advocate for the government to lower stamp duty on insurance policies.
3. In relation to Item 3 of the Minutes, Council endorse the recommendation of the Floodplain Risk Management Advisory Committee, namely that Council investigate the feasibility of developing a Disaster and Emergency Dashboard.

**ATTACHMENTS:**

**AT - 1** Minutes – Floodplain Risk Management Advisory Committee – 6 December 2018

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**AT - 1 Minutes - Floodplain Risk Management Advisory Committee - 6 December 2018**

The meeting commenced at 4.01pm.

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<b>Present:</b>	Councillor Mary Lyons-Buckett, Chairperson Councillor Paul Rasmussen, Deputy Chairperson Councillor Amanda Kotlash, Hawkesbury City Council Councillor Danielle Wheeler, Hawkesbury City Council Ms Carol Edds, Community Representative Mr Kevin Jones, SES Ms Margaret Mackisack, Community Representative Mr Harry Terry, Community Representative Mr Kim Ford, Community Representative
<b>Apologies:</b>	Councillor Peter Reynolds, Hawkesbury City Council Mr Peter Cinque (OAM), SES Snr Inspector, Robert Bowman, Department Primary Industries Sadeq Zaman, Office of Environment and Heritage
<b>In Attendance:</b>	Ms Sue Ribbons iNSW Ms Katie Moulton, Western Region Office Community Engagement Coordinator, SES Ms Madeleine Dignam, Infrastructure NSW Ms Linda Perrine, Hawkesbury City Council Mr Andrew Kearns, Hawkesbury City Council Mr Chris Amit, Hawkesbury City Council Ms Tracey Easterbrook - Minute Taker, Hawkesbury City Council

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**REPORT:**

**RESOLVED** on the motion of Ms Edds and seconded by Ms Mackisack that the apologies be accepted.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Councillor Lyons-Buckett and seconded by Ms Edds that the Minutes of the Floodplain Risk Management Advisory Committee held on the 25 October 2018, be confirmed.

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**SECTION 3 - Reports for Determination**

<b>Item: 2</b>	<b>FRMAC - Presentation - Insurance Council of Australia - (86589, 124414)</b>
<b>Previous Item:</b>	General Business FRMAC (25 October 2018)
<b>Directorate:</b>	City Planning

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**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**RECOMMENDATION SUMMARY:**

That Floodplain Risk Management Advisory Committee Members review the list of topics covered in the presentation by Mr Karl Sullivan, General Manager - Policy, Risk & Disaster, Insurance Council of Australia, regarding insurance of heritage and non-heritage buildings in flood liable areas, and discuss any issues that may have arisen from this presentation.

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**DISCUSSION:**

- Discussion occurred on the presentation provided by the Insurance Council of Australia (ICA) at the Heritage Advisory Committee on 1 November 2018.
- Be clear on messages Council wants to get out into the community.
- Make messages consistent.
- It is not Council that makes flood levels.
- Put on the Council website Hawkesbury flood levels.
- The community are opting out of flood insurance but unaware that may also exclude storm water insurance.
- Insurance to have to best available data.
- Look at Tweed example of Council giving data to ICA including floor heights.
- Alert people to opportunity to use insurance brokers.

**RECOMMENDATION TO COMMITTEE:**

That Floodplain Risk Management Advisory Committee Members review the list of topics covered in the presentation by Mr Karl Sullivan, General Manager - Policy, Risk & Disaster, Insurance Council of Australia, regarding insurance of heritage and non-heritage buildings in flood liable areas, and discuss any issues that may have arisen from this presentation.

**MOTION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Ms Edds.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Kotlash, seconded by Ms Edds.

That the Floodplain Risk Management Advisory Committee recommends that Council:

1. Explore opportunities for Civic Mutual to take on insurance for specialty areas.
2. Investigate ways in which to alert people to insurance brokers.
3. Investigate provision of an education program, including insurance resilience and loss of power.
4. Call for assessment of the extent of power loss west of the river during flood events.
5. Propose to the Australian Local Government Association the matter of rising insurance premiums, loss of power be taken up as an issue.
6. Advocate for government to lower stamp duty on insurance policies.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Item: 3**                      **FRMAC - Disaster and Emergency Dashboards for "At Risk" Council Areas - (86589, 124414)**

**Directorate:**              City Planning

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**RECOMMENDATION SUMMARY:**

That the Floodplain Risk Management Advisory Committee recommend that Council investigate the feasibility of developing a Disaster and Emergency Dashboard.

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**DISCUSSION:**

- The Committee considered the benefits of developing a Disaster and Emergency dashboard.
- Council should consider the Flood Smart dashboard used by Parramatta.
- Council should consider the Integrated Emergency Management Systems in Victoria
- Indicative costs \$10,000 for set up \$5,000 on going
- Existing systems use commercial servers given very high usage.
- Importance/need for emergency icons to be the same nationally

**RECOMMENDATION TO COMMITTEE:**

That:

1. the information contained in this report be received.
2. the Floodplain Risk Management Advisory Committee recommend that Council investigate the feasibility of developing a Disaster and Emergency Dashboard.

**MOTION:**

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

***Refer to RESOLUTION***

**COMMITTEE RECOMMENDATION:**

That the:

1. the information contained in this report be received.
2. the Floodplain Risk Management Advisory Committee recommend that Council investigate the feasibility of developing a Disaster and Emergency Dashboard.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**SECTION 4 - Reports for Information**

**Item: 4**                      **FRMAC - Get Ready West of the River - Disaster Preparedness and Resilience Project Update - (86589, 124414)**

**Directorate:**              City Planning

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**RECOMMENDATION SUMMARY:**

That the information be received and noted.

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**RECOMMENDATION TO COMMITTEE:**

That the information be received and noted.

**MOTION:**

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

**COMMITTEE RECOMMENDATION:**

That the information be received and noted.

**SECTION 5 - General Business**

- (a) Presentation by Infrastructure NSW Madeleine Dignam on Communities of Concerns Flood
  - Get Ready Bligh Park and South Windsor in 2019
- (b) Infrastructure NSW
  - Sue Ribbons to present Hazard Mapping at the next meeting on Thursday, 14 February 2019
  - Regional Flood Study now 4 volumes including 20 page summary
  - Event on 24 March will take place on Mapping
- (c) Electricity
  - Identify the location of substations, request what level of flood the Fairey Road, South Windsor substation is inoperable and how long it is likely to be impacted
  - Need to determine the effect and when it is going to happen and how often.
  - Noted that 1 in 5 Flood 9.9m, 2 metres higher than previously indicated by RMS documentation.
  - Letter regarding Richmond Bridge Duplication Project, \$¼ Billion confirm what is the purpose, contact The Hon. Dominic Perrottet MP whether there is a commitment and an amount and purpose
- (d) SES
  - Flood event last week as a consequence of an inland low
  - Charged the Grose River and almost closed Richmond bridge
  - Good practise to get in, regarding contact
  - Opt in, improve communications

The meeting terminated at 6.03pm

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Item: 026**                      **ROC - Environmental Sustainability Advisory Committee - 10 December 2018 - (124414, 126363)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Environmental Sustainability Advisory Committee Meeting held on 10 December 2018.

**RECOMMENDATION SUMMARY:**

The matters contained within the attached minutes of the Environment Sustainability Advisory Committee have no policy or financial implications to Council. The recommendations contained in the attached minutes are to be adopted by Council.

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**REPORT:**

**Discussion**

The Environment Sustainability Advisory Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). There are no matters that require specific consideration by Council.

**RECOMMENDATION:**

That the Minutes of the Environmental Sustainability Advisory Committee Meeting held on 10 December 2018 be received and noted.

**ATTACHMENTS:**

**AT - 1**    Minutes of the Environmental Sustainability Advisory Committee held on 10 December 2018.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**AT - 1 Minutes of the Environmental Sustainability Advisory Committee held on 10 December 2018**

The meeting commenced at 5.04pm.

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**Present:** Ms Olivia Leal-Walker, Community Representative, Chairperson  
Councillor Amanda Kotlash, Hawkesbury City Council, Deputy Chairperson  
Councillor Danielle Wheeler, Hawkesbury City Council  
Councillor John Ross, Hawkesbury City Council  
Mr David Gregory, Community Representative  
Ms Jennifer Moses, Community Representative  
Dr Jane De Gabriel, Office of Environment and Heritage  
Mr Eric Brocken, Community Representative

**Apologies:** Mr Andrew Kearns, Hawkesbury City Council

**In Attendance:** Ms Linda Perrine, Director City Planning, Hawkesbury City Council  
Mr Charles Liggett, Placemaking Coordinator, Hawkesbury City Council  
Mr Justin Murphy, Waste Education Officer, Hawkesbury City Council  
Mr Lachlan McClure, Building & Associated Services Manager  
Dr Ian Knowd, Hawkesbury Harvest  
Councillor Mary Lyons-Buckett,  
Ms Kylie Wade-Ferrell - Minute Secretary, Hawkesbury City Council

*The Deputy Chair opened the meeting at 5:04pm (in the temporary absence of the Chair).*

*Jennifer Moses left the meeting at 7:40pm.*

**RESOLVED** on the motion of Councillor Kotlash and seconded by Councillor Ross that the apology be accepted.

The Deputy Chair introduced Dr Knowd from Hawkesbury Harvest to make his presentation to the Committee. He introduced himself as CEO and Secretary of Hawkesbury Harvest and had been an office holder since 2000.

*5:10pm - The Chair arrived and resumed the Chair responsibilities.*

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Ms Leal-Walker and seconded by Mr Gregory that the Minutes of the Environmental Sustainability Advisory Committee held on the 17 September 2018, be confirmed.

A query was raised by Ms Leal-Walker regarding Item 2: Hawkesbury City Council Solar Program - Installation of Panels on Council Facilities and referred to point 3 "The Committee also highlighted the need for caution and to have tracking and reporting systems to download"

Councillor Kotlash advised that point referred to Solar Panels and Mr McClure advised anyone is able to download relevant statistics from a public website.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Attendance Register of Sustainability Advisory Committee**

Member	10.12.2018			
Councillor Amanda Kotlash	✓			
Councillor John Ross	✓			
Councillor Danielle Wheeler	✓			
Ms Olivia Leal-Walker	✓			
Mr David Gregory	✓			
Ms Jennifer Moses	✓			
Dr Jane De Gabriel	✓			
Mr Eric Brocken	✓			

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

**SECTION 3 - Reports for Determination**

**Item: 2 ESAC - Election of Chairperson and Deputy Chairperson - (12441, 126363)**

**Division:**                      City Planning

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**DISCUSSION:**

*Ms Perrine called for nominations for the position of Chairperson.*

**RECOMMENDATION TO COMMITTEE:**

That an election for the position of Chairperson and Deputy Chairperson of the Hawkesbury Environmental Sustainability Advisory Committee for the 2018/2019 term of the Committee be carried out.

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*Mrs Perrine called for nominations for the position of Chairperson.*

Mr Gregory nominated Ms Leal-Walker.  
Moved by Mr Gregory, Seconded by Councillor Wheeler.

Ms Leal-Walker accepted the nomination.

**MOTION:**

RESOLVED on the motion of Mr Gregory, seconded by Councillor Wheeler.

***Refer to COMMITTEE RECOMMENDATION***

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**COMMITTEE RECOMMENDATION**

That an election for the position of Chairperson of the Hawkesbury Sustainability Advisory Committee for the 2018/2019 term of the Committee be carried out.

Ms Perrine declared Ms Leal-Walker as the Chairperson of the Hawkesbury Sustainability Advisory Committee for the 2018/2019 term of the Committee.

*Ms Perrine called for nominations for the position of Deputy Chairperson.*

Dr De Gabriel nominated Councillor Kotlash.  
Moved by Dr De Gabriel, Seconded by Mr Brocken.

Councillor Kotlash accepted the nomination.

**MOTION:**

RESOLVED on the motion of Dr De Gabriel, seconded by Mr Brocken.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That an election for the position of Chairperson and Deputy Chairperson of the Hawkesbury Sustainability Advisory Committee for the 2018/2019 term of the Committee be carried out.

Ms Perrine declared Councillor Kotlash as Deputy Chairperson of the Hawkesbury Sustainability Advisory Committee for the 2018/2019 term of the Committee.

**Item: 3**                      **ESAC - Sustainability Advantage Program and Draft Sustainability Strategy - (12441, 126363)**

**Division:**                      City Planning

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**DISCUSSION:**

- Queries were raised in terms of Council's timing on this matter. Ms Perrine advised it is to commence in 2019. When the group has prioritized the tasks, it is then possible to identify where resources should be directed.
- 
- Another meeting was requested to discuss the matter further, including the priorities with some 'Best Practice' examples to be provided.

**RECOMMENDATION TO COMMITTEE:**

That the Environmental Sustainability Advisory Committee review the Sustainability Advantage Program's Action Plan Report, and provide advice to Council in terms of identifying priorities.

Additionally, that the Committee provide input on the Draft Hawkesbury Sustainability Strategy prior to any further work proceeding on the draft.

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**MOTION:**

RESOLVED on the motion of Mr David Gregory, seconded by Ms Jennifer Moses.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

***Refer to COMMITTEE RECOMMENDATION***

That:

1. The information be received and noted
2. A separate meeting, in addition to the already set Environmental Sustainability Advisory Committee meeting, be planned to discuss the priorities identified in the Sustainability Advantage Program Action Plan report and the Draft Hawkesbury Sustainability Strategy.

**Item: 4**                      **ESAC - Increasing Resilience to Climate Change - LGNSW and OEH Grants - (12441, 126363)**

**Division:**                      City Planning

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**DISCUSSION:**

- Mr Murphy advised that Local Government NSW is partnering with the Office of Environment and Heritage where grants are on offer to Local Government to deliver projects aimed at increasing resilience to climate change, with the grants being between \$30,000 and \$120,000 for a specific project.

The reason for the action plans being included in this report is due to the requirement that Council's application for funding reference needs to be made to an adaptation plan.

- Mr Murphy advised that in 2012 Council commissioned a risk assessment report into planning and natural hazards at a broad picture scale.

There were eight target areas in the report which included: emergency management, climate change in growth areas, bush fire risk management, roads and bridge maintenance, natural environment i.e. erosion control, heritage and community infrastructure protection particularly from storms.

- Mr Murphy asked the Committee, out of the eight themes if one stood out to them that Council could apply for a grant.
- Dr De Gabriel asked what capacity does Council have to offer? Instead of leaving it to the Committee to decide, what is feasible for Council to achieve?
- Ms Perrine advised that one of her actions is to amend the structure which includes the creation of a role around environmental sustainability, which has to go through an internal process before this can be achieved. The internal process needs to be undertaken before going to market and then there will be a dedicated resource to run this.

As an organisation, we have not been able to advise this committee of which direction to take and the preference would be to not apply for funding at the moment when it does not have the capacity to deliver the required resources.

- Mr Murphy advised that this was the first round of grants and there would be more offered in the future.
- Ms Perrine recommended that this matter be considered in subsequent funding rounds until Council is in a better position with our strategy and we have the information and know where to put our energy and resources.

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- Councillor Wheeler commented that a lot of discussion on the Floodplain Risk Management Committee last week was around emergency management and some sort of dash board which is something that crosses both of these committees. If a staff member could be employed with knowledge around natural disaster: flood, bushfire and heat and perhaps use grants for a more defined project like that of other Council's that are doing it successfully.
- Ms Perrine commented that we still needed our strategies in place and advised that within six months it was hoped to have a staff member in place, and grants could start to be investigated.

**RECOMMENDATION TO COMMITTEE:**

That the Environmental Sustainability Advisory Committee provide input into identifying the highest priority in terms of climate change adaptation to inform Council's *"Increasing Resilience to Climate Change"* grant application.

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**MOTION:**

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

***Refer to COMMITTEE RECOMMENDATION***

That the:

1. Information be received and noted.
2. Environmental Sustainability Advisory Committee recommends that Council wait for the release of the second round of grants before submitting a grant application.

**Item: 5**                      **ESAC - Increased Tree Canopy - (124414, 126363)**

**Division:**                      City Planning

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**DISCUSSION:**

- Ms Leal-Walker advised that Council has reviewed Blacktown and Penrith City Council's programs and handed around the species list.
- Ms Perrine advised that there is some work that can be undertaken around this project and the 5 million trees for Greater Sydney project. Council could look at combining it's energy in both ways for both initiatives so we have undertaken some research and there are learnings that we can take from other Councils. From the discussions with other parts of this organisation, there are opportunities where initiatives can be picked out and link them for work we want to do across the Local Government area and then also more specifically we can apply for funding under the 5 million trees grant, but target where we want to plant them.
- The problem that occurs with tree planting, isn't the tree planting, but the ongoing maintenance.
- Ms Moses advised that for the first time ever, Penrith has a \$200,000 tree planting budget, which has never happened before. Penrith plans to plant 400+ trees in the St Marys area and has gone to tender for 45L and 10/200L trees as a trial in these areas. A popup event at the

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park was set up in the vicinity of where these trees will be planted showing residents the trees that had been chosen, showed them the leaves, showed them the flowers, and gave away mature plants with all the information, including a letterbox drop.

- Ms Perrine commented that the consultation/engagement process with the community is vital and ownership then means that it isn't just council trying to maintain the trees.
- If we can get money for tree planting, great, but we will put it into where we are directly managing and the evolution of this is where we try to increase the tree canopy and the consultation / engagement process is so important.
- The question was asked if anything was planned in terms of North Richmond now the Gum trees had been taken down by the RMS. Councillor Wheeler commented that isn't on Council controlled land and Councillor Kotlash advised that the RMS would have to do something, but no reply had been received by the RMS when asked previously.
- Councillor Wheeler suggested that Council could offset a little of it by doing something in the car park at North Richmond.

Ms Leal-Walker referred to the Proposed Recommendations in the report as a lot of what had been spoken about was referred to in the recommendations:

**Proposed Recommendation #1 – Strategy for Dealing with Climate Change**

Ms Leal-Walker commented that an Urban Heat Strategy is more appropriate, not a Climate Change Strategy.

**Proposed Recommendation #2 – Streetscape Design Guidelines**

Ms Perrine advised that Streetscape Design Guidelines was needed for general streetscape, not just trees.

Hawkesbury City Council doesn't have a standard Streetscape Design Guideline that suits the public and private domain so we need one that is applicable for both.

**Proposed Recommendation #3 – Progressive Improvement of Urban Canopy**

Councillor Wheeler suggested that this start in Windsor, Richmond and South Windsor that have been targeted and then can spread to other areas, which is something that Council can fund and is a higher priority.

Ms Leal-Walker asked if it would then be the intention to feed into the Urban Heath Strategy. Councillor Wheeler advised that the funding was coming from the City Deals Project and is around liveability and climate adaptation has to be a key part of that and Urban Heat has to be addressed as it has a economical impact on our Town Centres.

Ms Perrine commented that when Council has an Urban Heat Strategy, by default, this will include an Urban Canopy Strategy.

Ms Moses offered to provide a copy of the Penrith Report to Ms Perrine.

**Proposed Recommendation #4 – Apply for Grant Funding Develop Above Strategies**

Ms Perrine advised that any grant funding on offer will be applied for, however strategies do need to be in place prior to any funding being applied for.

Ms Leal-Walker suggested that grants not be applied for until Strategies are in place.

Mr Gregory suggested looking for grant funding for a person to develop the strategies that can then lead to applying for further funding.



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**Proposed Recommendation #5 – Use of Cool Street Models**

AND

**Proposed Recommendation #6 – Recommended Species List to be Developed**

Ms Perrine will liaise with the Parks section in order to nominate something from the 5m tree range.

Look to set up a pilot program and focus efforts to marry up the grants on offer with what Park Management Plans have identified as needing planting and tree nominations i.e. Bligh Park's new play equipment needing 0-10m Tree Canopy.

Councillor Wheeler requested that the 'not just special interest groups' be taken out.

Mr Gregory suggested that the reference to Species List should be changed to Criteria for Trees.

Mr Gregory asked if some sort of a time frame should be put on this i.e 12 months. Ms Perrine commented that when there is further discussion with the Committee around the Scoping Exercise for the Environmental Sustainability Strategy, that is when projects are able to be prioritised. It was suggested that the matter be revisited around timeframes and prioritisation.

**Proposed Recommendation #7 – Reducing the Impact of Urban Heat Island Effect**

Ms Perrine advised that Council has three years to develop the LEP.

**Proposed Recommendation #8 – Consideration of a Tree Replacement Policy**

Councillor Kotlash asked if this policy referred to somewhere else on the property as trees were removed from an area for a specific reason.

Ms Perrine advised that it is to be replaced anywhere on the property with no reduction in the number of trees on a property.

Council to report in six months time on how this project is moving along.

**Proposed Recommendation #9 – Street Trees Included in Council's Asset Register**

No discussion

**RECOMMENDATION TO COMMITTEE:**

That the information is received, and the Environmental Sustainability Advisory Committee provides advice to Council on the matter prior to a report being prepared for consideration by Council.

---

**MOTION:**

RESOLVED on the motion of Mr Gregory, seconded by Ms Leal-Walker.

***Refer to COMMITTEE RECOMMENDATION***

That the information is received, and the Environmental Sustainability Advisory Committee provide advice to Council on the matter prior to a report being prepared for consideration by Council, and that Council be requested to report back to the Committee on how the project is progressing after six months.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Item: 6**                      **ESAC - Five Million Trees for Greater Sydney - Local Government Grant Program - (12441, 126363)**

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**DISCUSSION:**

- Ms Leal-Walker advised that in summary we were going to review what options were out there with existing plans.

**RECOMMENDATION TO COMMITTEE:**

That the Environmental Sustainability Advisory Committee provide advice to Council on the proposed grant application under the Five Million Trees for Greater Sydney Grant Fund.

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**MOTION:**

RESOLVED on the motion of Mr Gregory, seconded by Ms Moses.

***Refer to COMMITTEE RECOMMENDATION***

That the information be received and noted.

**SECTION 4 - Reports for Information**

**Item: 7**                      **ESAC - NSW Koala Strategy Workshop Held on 27 November 2018 - (12441, 126363)**

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**DISCUSSION:**

- Nil

**RECOMMENDATION TO COMMITTEE:**

That the information be received and noted.

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**MOTION:**

RESOLVED on the motion of Mr Gregory, seconded by Ms Moses.

***Refer to COMMITTEE RECOMMENDATION***

That the information be received and noted.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**SECTION 5 - General Business**

**A). Dr Ian Knowd – Hawkesbury Harvest**

Dr Ian Knowd of Hawkesbury Harvest presented to the Committee on the topics of the potential for food production tourism, and support for small scale producers of fresh produce in the Hawkesbury.

**B). Update on Council's Energy Efficiency and Solar Panel Installation**

Council's Building and Associated Services Manager updated the Committee on the current status of Council's Energy Efficiency and Solar Panel Installation Programs.

It should also be noted that SSROC have been contacted with respect to presenting on their Our Energy Future Program, and Officers are looking to secure a date for such a presentation in early 2019.

**C). Cities Power Partnership and Electric Vehicle Charging for Local Government**

The Deputy Mayor, Councillor Mary Lyons-Buckett addressed the Committee on the Cities Power Partnership Program and Electric Vehicle Charging for Local Government after attending a recent meeting on this matter.

**D). City of Sydney Forum – "Creating a Planning Pathway to Net Zero Buildings"**

Mr Murphy advised that Council is part of this ongoing project organised by the City of Sydney that is looking at how new buildings, new development and new precincts are aiming at net zero carbon emissions from buildings.

The largest contributor to green-house gas emissions is energy use from buildings within Greater City. Council has an aim to being a carbon neutral city and the NSW Government and City of Sydney aim to be carbon neutral by 2050 through that project. Your planning tools will drive new developments and new buildings to have less carbon emissions. There will be more forums planned and some actions will come out of that.

Sydney City are looking at updating all planning tools as they haven't kept up the pace with the changing requirements.

**E). Installation of Water Refill Stations**

Congratulations were offered on the installation of the water refill stations that had been installed in the following locations:

- Richmond Park
- Ham Common
- Howe Park
- Windsor Mall

The meeting terminated at 8:05pm

Submitted to and confirmed at the meeting of the Environmental Sustainability Advisory Committee held on 10 December 2018.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Item: 027**                      **ROC - Environmental Sustainability Advisory Committee - 4 February 2019**  
**(124414, 126363)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Environmental Sustainability Advisory Committee Meeting held on 4 February 2019.

**RECOMMENDATION SUMMARY:**

Item a) raised in General Business contained within the attached Minutes of the Environmental Sustainability Advisory Committee has policy or financial implications to Council, and as such requires specific consideration by Council.

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

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**REPORT:**

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

**Matters Raised in General Business**

**Item: a) - Information/Briefing Session – Randwick Council Representatives Regarding “Our Energy Future” Program**

The Committee welcomed Mr Peter Maganov, Sustainability Manager - Randwick Council and Mr Sam Kelley, Sustainability Projects and Reporting Officer - Randwick Council to the Meeting via teleconference to provide a presentation on Randwick Council's experience with the "Our Energy Future Program". A copy of the presentation is attached to the minutes.

Mr Kelley advised that whilst going through the powerpoint presentation, questions from the Committee were welcomed. Questions raised and answered during the presentation are provided in italics in the attached Minutes.

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

- "(a) Council investigate the promotion of solar and energy efficiency at the Council's Hawkesbury Show display in order to gauge community interest and to enable interested persons to sign up and register their interest.*
- (b) Following the Hawkesbury Show, the Committee review the applicable level of interest from the community."*

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**RECOMMENDATION:**

That:

1. The Minutes of the Environmental Sustainability Advisory Committee Meeting held on 4 February 2019 be received and noted.
2. In relation to matter a) in General Business of the Minutes, Council endorse the recommendation of Environmental Sustainability Advisory Committee, namely that:
  - a) *Council investigate the promotion of solar and energy efficiency at the Council's Hawkesbury Show display in order to gauge community interest and to enable interested persons to sign up and register their interest.*
  - b) *Following the Hawkesbury Show, the Committee review the applicable level of interest from the community.*

**ATTACHMENTS:**

- AT - 1** Minutes of the Environmental Sustainability Advisory Committee held on 4 February 2019
- AT – 2** Copy of the “Our Energy Future” presentation by Randwick Council representatives (*distributed under separate cover*)

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**AT - 1 Minutes - Environmental Sustainability Advisory Committee - 4 February 2019**

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The meeting commenced at 5.04pm.

**Present:** Ms Olivia Leal-Walker, Community Representative, Chairperson  
Councillor Amanda Kotlash, Hawkesbury City Council, Deputy Chairperson  
Councillor Danielle Wheeler, Hawkesbury City Council  
Councillor John Ross, Hawkesbury City Council (arrived 5.11pm)  
Mr Eric Brocken, Community Representative  
Mr David Gregory, Community Representative  
Ms Jennifer Moses, Community Representative  
Dr Jane De Gabriel, Office of Environment and Heritage

**Apologies:** Nil

**In Attendance:** Mr Andrew Kearns, Hawkesbury City Council  
Mr Grant Davies - Committee Officer, Hawkesbury City Council

*Councillor John Ross arrived at the meeting at 5.11pm.*

**WELCOME**

The new Committee Officer was introduced and advised that requests for agenda items would still be forwarded to the Strategic Planning Section.

It was advised that there would be a presentation via teleconference at 5.15pm from Randwick Council in relation to the "Our Energy Future Program".

A reminder was provided to all Committee Members to be mindful of the Code of Conduct and Declarations of Interest and that a link would be provided following the meeting.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr Brocken and seconded by Councillor Kotlash that the Minutes of the Environmental Sustainability Advisory Committee held on the 10 December 2018, be confirmed subject to the following amendments:-

1. A number of items attributed to Mr Gregory had not been raised by Mr Gregory. In particular, he had not raised the issue pertaining to Criteria for Trees as discussed on page 9 of the minutes. Future minutes will be amended to remove reference to individual Committee members.
2. A number of items had Mr Gregory as the mover or seconder and it was understood that the movers had been shared around by the meeting attendees. In particular, the motion pertaining to the NSW Koala Strategy Workshop on Item 7 of the minutes had been moved by Mr Brocken rather than by Mr Gregory.
3. The issue raised in General Business pertaining to Cities Power Partnership and Electric Vehicle Charging for Local Government was discussed at length but given only a brief mention in the minutes. It was noted that information had been tabled at the meeting on this issue by Councillor Lyons-Buckett which should be included in the minutes.
4. Mr Gregory sought clarification that the resolution carried with respect to Item 5 - Increased Tree Canopy required that a report be submitted back to Council in 6 months on the entire issue of Increased Tree Canopy.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

## Attendance Register of Environmental Sustainable Advisory Committee

Member	04/02/2019	13/05/2019	16/09/2019	09/12/2019
Ms Olivia Leal-Walker	✓			
Councillor Amanda Kotlash	✓			
Councillor Danielle Wheeler	✓			
Councillor John Ross	✓			
Mr David Gregory	✓			
Ms Jennifer Moses	✓			
Dr Jane De Gabriel	✓			
Mr Eric Brocken	✓			

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

### SECTION 4 - Reports for Information

**Item:1**                      **ESAC - Citizen Science Project - Urban Microclimate (12441, 126363)**

**Previous Item:**        NM Increased Tree Canopy (79351, 138882) 12 December 2017

**Division:**                City Planning

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#### **OFFICER'S RECOMMENDATION::**

That the Committee receive this report regarding Council's participation in this UNSW Citizen Science Project.

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#### **DISCUSSION:**

- A copy of the City Planning Report had been distributed with the agenda.
- It was agreed to get developers, builders and designers involved. Involvement by students was also envisaged.

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RESOLVED on the motion of Ms Moses and seconded by Ms Leal-Walker.

#### **COMMITTEE RECOMMENDATION**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

That the Committee receive this report regarding Council's participation in this UNSW Citizen Science Project.

**SECTION 5 - General Business**

**a) Information/Briefing Session - Randwick Council Representatives Regarding "Our Energy Future" Program**

The Committee welcomed Mr Peter Maganov, Sustainability Manager - Randwick Council and Mr Sam Kelley, Sustainability Projects and Reporting Officer - Randwick Council to the Meeting via teleconference to provide a presentation on Randwick Council's experience with the "Our Energy Future Program". A copy of the presentation is appended to these minutes.

Mr Kelley advised that whilst going through the powerpoint presentation, questions from the Committee were welcomed. Questions raised and answered during the presentation are provided in italics.

**Solar**

There are 50,000 private dwellings with 150,000 residents in the Randwick LGA, 40% of which were renting and 75% of dwellings are medium or high density. There are 2,700 solar installations amounting to 4.5% of all dwellings with an average install of 26 per month.

**Campaign Strategy**

The strategy was carried out over a period of 1 month and included E news, social media, mail out, printed media and stalls at community events. Information sessions were held at the end of the campaign and these had proven to be fruitful.

***What exactly is being promoted?***

*General energy saving and solar tips. Also promoted the helpline which deals with energy based questions.*

***Is the campaign branded Randwick City Council?***

*It is promoted under the "Our Energy Future Program" run by Randwick City Council.*

***Why is Randwick undertaking the Program?***

*To reduce energy bills and emissions and to reduce confusion in the market regarding quotes. To provide independent advice. Also to provide background knowledge on solar to the community.*

***Who provides the hotline?***

*Moreland. It would be useful for Council staff to have some background in the solar industry.*

***What resources are targeted at the Program?***

*One person 20% of the time and a budget for 2018/19 of \$32,700.*

***Has any grant funding been obtained?***

*Randwick Council has an environmental levy.*

***Who does the installations?***

*A procurement process is undertaken backed by ATA and must meet criteria outlined by the "Our Energy Future Program".*

**Pros of Program**

- Ability to refer all residents to hotline or OEF website
- Outsourcing of procurement process.
- Information sessions provided positive feedback.



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

- Based on results it is a valued program in the community.

**Cons of Program**

- Time intensive part is producing communications content and marketing material.
- Limited take up of non -solar services. ie led lighting, home energy assessments.
- More follow up required for people who request quotes but did not install.
- Limited transparency with regards to the specific types of models installed.
- Lack of detail in quarterly reporting.

***What sorts of complaints are received?***

*Some concerns were raised in relation to comparison of quotes with respect to different types of panels and inverters. Also concerns were raised with respect to the lack of follow up in relation to quotes.*

***Technology is changing quickly. Do the installers keep updating their technology?***

*There is a defined list which is updated every 12 months.*

***Costs are changing quickly as well. Is the community being restricted by having a revision only every 12 months?***

*Mr Kelley will investigate the matter and provide a response.*

***Why is there a low take up on battery energy assessments?***

*The market just seems very focused on solar at present.*

***Do workshops address solar or energy efficiency?***

*There are 6 different workshops available, for example energy saving in winter. Each workshop usually involves a small section on solar and batteries. Workshops, however, can be tailored to suit individual needs.*

***Did Council consider subsidizing a better energy future?***

*The Council has considered this but it is understood that no Councils are doing this at present.*

**Results**

Over an 18 month period, 7 workshops were held with 343 attendees.

**OEF Solar Installs**

Quotes 1323, sales 129 and a total saving of 541kw.

It should be noted that people who come to the information sessions may install solar outside of the program.

***Who pays the quotation fee?***

*The installer.*

***Does OEF undertake commercial works?***

*Yes but focusses mainly on residential and apartments.*

***How many installations compared to the number of quotations undertaken would make the program worthwhile?***

*Although exact numbers are not available, \$30,000 can get 30kw installed on a Council building. A total of 541kw was achieved in the program which leverages quite a deal of resident's monies.*

***Did any installers resign due to the small take up?***

*No.*

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
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***Who pays for the procurement process?***

*This matter can be investigated.*

Mr Kelley and Mr Maganov were thanked for their informative presentation.

**FURTHER DISCUSSION**

- The City of Parramatta program (Positive Charge) was raised and the Committee agreed that similar questions with relation to take up following that Council's involvement in the Program would be worthwhile.
- Questions and comments were raised in terms of whether the service is worthwhile. Does the Committee consider that encouraging people to take up solar is the right approach and if so, what is the best way to go about it? It was noted that Council does not have the resources and knowledge to have a dedicated worker dealing with this program.
- Council could encourage residents to undertake any measures to move to being carbon neutral.
- Could Council go into partnership with the commercial sector?
- Perhaps rather than providing a quote in the first instance, a workshop could be held addressing reductions in power usage.
- What is WSROC doing?
- There is a need to talk more strategically.
- Should Council await the commencement of the Sustainability Officer position?
- It was noted that Council did not have \$32,000 in the budget at present but could look to commence outlaying budgetary monies.
- Could Council consider an interim model to gauge interest from the community?

**COMMITTEE RECOMMENDATION:-**

RESOLVED on the motion of Ms Leal-Walker, seconded by Mr Brocken, that:-

- (a) Council investigate the promotion of solar and energy efficiency at the Council's Hawkesbury Show display in order to gauge community interest and to enable interested persons to sign up and register their interest.
- (b) Following the Hawkesbury Show, the Committee review the applicable level of interest from the community.

***b) NSW Government's Release of Large-Scale Solar Energy Guidelines***

Information pertaining to the release of new guidelines had been distributed with the agenda.

The information was noted.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**c) Advertising of Sustainability Officer**

A query was raised in terms of when the Sustainability Officer Position would be advertised.

Advice was provided that a new structure of the Department was currently being considered including where the Sustainability Officer position fitted within that structure. Advertising could not be undertaken until this review was undertaken.

**COMMITTEE RECOMMENDATION**

RESOLVED on the motion of Mr Gregory and seconded by Ms Leal-Walker.

That an update and timeline on the new position of Sustainability Officer be provided to the Environmental Sustainability Advisory Committee.

**d) Wetlands Working Group**

The Committee was advised by a member that the Wetlands Working Group had been meeting and indicated that the Group's aims included:-

- Promoting wetlands in particular
- Assess the currently held wetlands
- Increase coordination entities
- Work with on ground work leading to rehabilitation of wetlands.

It was advised that the Group wished to come under the auspices of Council and would also like to have a representative on the Committee.

A comment was provided that these decisions had been made by a subcommittee of the Working Group and had not been ratified by the wider Group.

It was further added that there would need to be a constitutional change should a member of the Working Group be invited on the Committee.

**e) Sustainability Advantage Program and Draft Sustainability Strategy**

An update was provided to the Committee following its previous meeting which had resolved to hold a separate session to discuss the priorities identified in the Sustainability Advantage Program Action Plan report and the Draft Hawkesbury Sustainability Strategy.

**f) Five Million Trees for Greater Sydney - Local Government Grant Program**

An update was provided on the grant application there had been submitted for Bligh Park and South Windsor under the 5 Million Trees Program.

**g) Western Sydney University Student on the ESAC**

An update was provided on the invitation for a Western Sydney University student to join the Committee.

An appointment is expected before the next meeting.

**ORDINARY MEETING**  
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h) Brunch in the Bush event in Londonderry Reserve

Advice was provided that a Brunch in the Bush event would be held at Londonderry Reserve on 23 February 2019. Details of the event are available at:-<https://www.eventbrite.com.au/e/free-brunch-in-the-bush-with-conservation-volunteers-australia-tickets-53943883608>

i) Re-Use Centre

An enquiry was made in terms of the building available for reuse at the waste facility.

It was noted that the matter would be raised at the next meeting of the Waste Management Advisory Committee.

j) Waste Management Advisory Committee

A request was made for an update on the issues currently being discussed by the Waste Management Advisory Committee.

The meeting terminated at 6:51pm

oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Item: 028**                      **ROC - Human Services Advisory Committee - 7 February 2019 - (124414, 123486)**

**Directorate:**                City Planning

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Human Services Advisory Committee Meeting held on 7 February 2019.

**RECOMMENDATION SUMMARY:**

The matters contained within the attached minutes of the Human Services Advisory Committee have no policy or financial implications to Council. The recommendations contained in the attached minutes are to be adopted by Council.

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**REPORT:**

**Discussion**

The Human Services Advisory Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). There are no matters that require specific consideration by Council.

**RECOMMENDATION:**

That the Minutes of the Human Services Advisory Committee Meeting held on 7 February 2019 be received and noted.

**ATTACHMENTS:**

**AT - 1**    Minutes of the Human Services Advisory Committee held on 7 February 2019.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**AT - 1 Minutes of the Human Services Advisory Committee held on 7 February 2019**

This meeting commenced at 9.30am.

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<b>Present:</b>	Councillor Barry Calvert, Hawkesbury City Council Ms Kerry Dolaghan, Community Representative Mr Ben Jackson, Community Representative Ms Vickie Shackley, Community Representative Mr Peter Webb, Community Representative Councillor John Ross, Hawkesbury City Council Mr Strephon Billingham, Community Representative
<b>Apologies:</b>	Councillor Sarah Richards, Hawkesbury City Council Ms Stephanie Oatley, Community Representative Ms Birgit Walter, Community Representative Councillor Emma-Jane Garrow, Hawkesbury City Council Mr Simon Griffin, Community Representative
<b>In Attendance:</b>	Ms Linda Perrine, Hawkesbury City Council Mr Michael Laing, Hawkesbury City Council Ms Megan Ang, Hawkesbury City Council Mr Andrew Kearns, Hawkesbury City Council Ms Amanda Carroll Minute Taker, Hawkesbury City Council

RESOLVED on the motion of Ms Shackley and seconded by Mr Jackson that the apologies be accepted.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr Webb and seconded by Ms Dolaghan that the Minutes of the Human Services Advisory Committee held on 22 November 2018 be confirmed.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Attendance Register of Human Services Advisory Committee**

Member	7.2.2019	2.5.2019	25.7.2019	21.11.2019
Councillor Barry Calvert	✓			
Councillor Emma-Jane Garrow	A			
Councillor Sarah Richards	A			
Councillor John Ross	✓			
Mr Simon Griffin	A			
Ms Kerry Dolaghan	✓			
Mr Ben Jackson	✓			
Ms Vickie Shackley	✓			
Ms Birgit Walter	A			
Mr Peter Webb	✓			
Mr Strephon Billingham	✓			
Ms Karen Kobier	X			
Ms Stephanie Oatley	A			

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

**SECTION 4 - Reports for Information**

**Item: 2**                      **HSAC - Update on Recommendations from the Affordable Housing Working Group. (123486, 124414)**

**Previous Item:**        Item 1, HSAC Report (27 July 2017)  
                               Item 1 HSAC Report (9 November 2017)  
                               Item 1 HSAC Report (26 July 2018)  
                               Item 2 HSAC Report (22 Nov 2018)

**Directorate:**            City Planning

**DISCUSSION:**

*Councillor John Ross entered the meeting at 9:59 am*

- A further update was provided on the implementation of the Affordable Housing Working Group (AHWG) strategies/actions under the four headings of Partnership, Planning, Property and Providing Leadership.
- An update was provided on the Heading Home, Ending Homelessness Here! launch at the Springwood Theatre and Community Hub.
- Affordable Housing event - Committee members who attended the Springwood Forum felt that the practical aspect was good. If a similar forum were to occur within the Hawkesbury it

**ORDINARY MEETING**  
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should include multiple displays and a larger venue, such as the Showground. Potentially tie in with a Home Show type event. Given timing and the next committee meeting, material will be distributed separately to committee members.

- An overview of 3 proposed seminars to be held across several LGAs during 2019 on Affordable Housing was provided. Blue Mountains Council has been invited to host one of these seminars. This invitation followed the successful Affordable Housing event hosted by Blue Mountains Council.
- A question was raised as to the possibility of Hawkesbury Council hosting such an event. The Committee will be provided feedback about the success or otherwise of the Blue Mountains event. Further information and feedback regarding the likelihood of Hawkesbury holding such an event and possible venues and timeframes will be forwarded to Committee members out of session.

**RSL Life Care**

- Concerns were highlighted that the 2/3 bedroom model priced at \$650K and a Nursing home product of \$500K didn't address affordability.
- Concern that private companies were not addressing the needs of single people.
- Only if more affordable products were available should this be considered further.
- RSL model doesn't address what Affordable Housing Working Group strategy calls for.
- Models such as the Nepean Shores model should be investigated.
- Committee members highlighted that the Avina proposal involving a larger scale complex indicates that there is commercial interest in this type of development.
- Questions were raised around data and whether we knew numbers and how many more affordable housing dwellings were needed.
- Currently using ABS and anecdotal information - need clear indicators and should work towards that.
- The Committee requested clarification around Hawkesbury City Council Policy on Affordable Housing. City Planning Officers will provide a further update at the next committee meeting.

---

**OFFICER RECOMMENDATION**

That the Human Services Advisory Committee

1. Receive and note this information.
2. Receive ongoing updates at future Human Services Advisory Committee meetings on the progress of Council's adopted recommendations from the Affordable Housing Working Group.

**MOTION**

Resolved on the motion of Ms Dolaghan, seconded by Mr Billingham



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Refer to *COMMITTEE RECOMMENDATION*:**

That the Human Services Advisory Committee:

1. Receive and note this information.
2. Receive ongoing updates at future Human Services Advisory Committee meetings on the progress of Council's adopted recommendations from the Affordable Housing Working Group.
3. Receive a report on possible land available for affordable housing development, and consideration of an Expression of Interest process for the provision of affordable housing on the identified land that is available.

**Item: 3**                      **HSAC - Get Ready West of the River - Disaster Preparedness and Resilience Project Update (123486, 124414)**

**Previous Item:**        HSAC General Business Item (22 Nov 2018)

**Directorate:**           City Planning

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**Discussion**

- An overview of the report and recommendations from the Get Ready West of the River - Disaster Preparedness and Resilience Project being undertaken by the Foundation for Rural and Regional Renewal was provided.
- Following broad support for the proposed Connected Streets Project, members of the Strengthening Community Connection group are meeting to prepare plans for the next steps and commencing preparation of a funding submission to the Foundation for Rural and Regional Renewal (FRRR).
- It was noted that the Project will be coordinated through the Office of Emergency Management. Following meetings held in December 2018 two members of the Human Services Advisory Group have been appointed to an Advisory Group representing Hawkesbury City Council.
- It was noted that the Human Services Advisory Group does not have a specific role and that the report is for information only. Councillor Lyons-Buckett and Mr Webb are members of the Get Ready West of the River - Disaster Preparedness and Resilience group in addition to council officers.
- The Office of Emergency Management will be holding workshops in April for Community Resilience. The workshops will be looking at establishing networks and identifying local natural hazards.

**OFFICER RECOMMENDATION**

That the:

1. Information is received.
2. Human Services Advisory Committee members continue to receive updates about the priority projects and partnerships of the Get Ready West of the River - Disaster Preparedness and Resilience Project.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**MOTION:**

Resolved on the motion of Mr Webb, seconded by Ms Shackley

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION**

That the Human Services Advisory Committee:

1. Information is received.
2. Human Services Advisory Committee members continue to receive updates about the priority projects and partnerships of the Get Ready West of the River - Disaster Preparedness and Resilience Project
3. Human Services Advisory Committee members receive further advice pertaining to the Office of Emergency Management Community Resilience Workshops when information becomes available.

**SECTION 5 - General Business**

**Western Parkland City Liveability Program**

- A question was raised about the recent Media Release around the Western Parkland City Liveability Program.
- The Human Services Advisory Group were advised that Hawkesbury was successful in its application through the City Deal for funding that a Federal and State initiative for a program of Urban design to enhance the liveability of the townships of Windsor, South Windsor and Richmond.
- An Expression of Interest has been published for a Consultant to assist develop and implement the Project across the townships.
- Council has previously formed a Town Centres Masterplan working group to develop the Project. Councillors Wheeler (Chair) and Garrow (Deputy Chair) are on the Working Group.

The meeting terminated at 10:56 am

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**Item: 029**                      **ROC - Local Traffic Committee - 11 February 2019 - (80245)**

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 11 February 2019. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

**RECOMMENDATION SUMMARY:**

The matters contained within the attached minutes of the Local Traffic Committee have no policy or financial implications to Council. The recommendations contained in the attached minutes are to be adopted by Council.

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**REPORT:**

**Discussion**

The Local Traffic Committee met on 11 February 2019 and discussed the following items:

- Special Event Traffic - Mountain Lagoon Endurance Ride Weekend 2019
- Special Event Traffic - Convict 100 Mountain Biking Event 2019
- Traffic Matter - Proposed School Bus Zone and No Stopping Zone in Comleroy Road, Kurrajong
- Traffic Matter - General Road and Traffic Matters - Pilot of Mobile Speed Warning Signs

**RECOMMENDATION:**

That the minutes of the Local Traffic Committee held on 11 February 2019 be received and the recommendations therein be adopted and noted.

**ATTACHMENTS:**

**AT - 1**     Minutes - Local Traffic Committee - 11 February 2019

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**AT - 1 Minutes - Local Traffic Committee - 11 February 2019**

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on 11 February 2019, commencing at 3pm.

**ATTENDANCE**

**Present:** Mr Christopher Amit, Hawkesbury City Council, (Chair)  
Inspector Peter Jenkins, NSW Police Force  
Mr David Lance, Roads and Maritime Services  
Mr Steve Grady, Busways

**Apologies:** Councillor Peter Reynolds, Hawkesbury City Council

**In Attendance:** Ms Meagan Ang, Hawkesbury City Council  
Ms Cathy Mills, Hawkesbury City Council

Mr Christopher Amit advised the Committee that the position of Chair is to be undertaken in accordance with RMS (formerly RTA) Guidelines "Delegation to Councils for Regulation of Traffic" Section 5.3 which states that the meeting is to be convened by a Council Representative, either voting or non-voting. On this basis Mr Amit is to take up the position of the Chair for this meeting as agreed to with Councillor Reynolds.

The Chairman tendered an apology on behalf of Councillor Peter Reynolds advising that Councillor Reynolds concurred with the contents of the Local Traffic Committee agenda which included the minutes of the previous meeting as well as the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on their behalf.

RESOLVED on the motion of Inspector Peter Jenkins, seconded by Mr David Lance, RMS that the apologies be accepted.

**SECTION 1 - Minutes**

**Item 1.1 Confirmation of Minutes**

The Committee resolved on the motion of Mr Christopher Amit, seconded by Councillor Peter Reynolds (proxy), that the minutes from the previous meeting held on Monday, 14 January 2019 be confirmed.

**Item 1.2 Business Arising**

There was no Business Arising from the previous minutes.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**SECTION 2 - Reports for Determination**

**Item: 2.1      LTC - Mountain Lagoon Endurance Ride Weekend - March 2019 - Mountain Lagoon and Upper Colo (Hawkesbury) - (80245, 85005, 82375)**

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**REPORT:**

**Introduction**

An application has been received from Zone One of The NSW Endurance Riders' Association seeking approval (in traffic management terms) to conduct the Mountain Lagoon Endurance Ride Weekend on Saturday, 30 and Sunday, 31 March 2019, in and around the Mountain Lagoon and Upper Colo area.

The event organiser has advised:

- This is the second year for this event.
- This event builds on the very successful "Training Ride Weekend" which was held in April 2018.
- Based at Mountain Lagoon, the event comprises of an offering of several different length ridden horse endurance events.
- The event is using the same ride base and similar tracks as the 2018 event.
- The Ride Base will be at 1315 Mountain Lagoon Road, Mountain Lagoon which is bounded by both Mountain Lagoon Road and Sams Way. Access to the course will be from Sams Way.
- Parking will be available at the Ride Base.
- The course is similar to other events held in this area
- Both competitive and non-competitive events will be held over the weekend. On Saturday non-competitive introductory and training rides of shorter distances of 10 km, 20 km and 40 km will be held. On Sunday a competitive 80 km event will be held along with the non-competitive rides of shorter distances of 10 km, 20 km and 40 km.
- The event is timed and not a race.
- The event will be undertaken between 4am and 5pm on the Saturday and Sunday.
- Approximately 100 participants are expected for the event.
- Route for the Rides are:

80 Kilometre Ride:

First Leg = 40 Kilometres:

- Commence from the Ride Base located at 1315 Mountain Lagoon Road and enter the course by turning left onto Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left at Comleroy Road,
- Travel along Comleroy Road and turn right into Gees Arm Fire Trail,
- Travel along Gees Arm Fire Trail North to the turn-around point and return along Gees Arm Fire Trail North and turn right into Comleroy Road,

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- Travel along Comleroy Road to the Upper Colo Road junction and turn left into Upper Colo Road,
- Travel along Upper Colo Road to the Fire Shed and turn left to enter the Wards Track,
- Travel along Wards Track through the National Park and turn left into Males Ridge Track and then into Gaspers Track,
- Travel along Gaspers Track and follow the T3 Track into Sams Way,
- Travel along Sams Way back to the Ride Base.

Second Leg = 40 Kilometres:

- Commence from the Ride Base located at 1315 Mountain Lagoon Road and enter the course by turning left onto Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn right into No.1350 Mountain Lagoon Road,
- Go through to the rear of the property and turn right into the National Park and travel along the boundary fence heading west,
- Follow the boundary to No. 1228 Mountain Lagoon Road and cut through the adjacent property back to Mountain Lagoon Road and turn left,
- Travel along Mountain Lagoon Road and turn left into North Wheeny Creek Fire Trail,
- Travel along North Wheeny Creek Fire Trail to the end and turn-around and return along North Wheeny Creek Fire Trail and turn right into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left into Tootie Creek Fire Trail,
- Travel along Tootie Creek Fire Trail to the end and turn-around and return along Tootie Creek Fire Trail and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left into Long Ridge Fire Trail,
- Travel along Long Ridge Fire Trail to the turn-around point and follow Long Ridge Fire Trail to the rear of No. 31 Bean Lane and go through the property to Bean Lane,
- Travel along Bean Lane to No 32 Bean Lane and go through to the rear of the property and follow the trail through private property to Sams Way.
- Turn left into Sams Way and travel along Sams Way back to the Ride Base.

40 Kilometre Ride:

- Same route as the second leg of the 80 Kilometre ride

20 Kilometre Ride:

- Commence from the Ride Base located at 1315 Mountain Lagoon Road and enter the course by turning left onto Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn right into No.1350 Mountain Lagoon Road,
- Go through to the rear of the property and turn right into the National Park and travel along the boundary fence heading west,
- Follow the boundary to No. 1228 Mountain Lagoon Road and cut through the adjacent property back to Mountain Lagoon Road and turn left,
- Travel along Mountain Lagoon Road and turn right into Tootie Creek Fire Trail,
- Travel along Tootie Creek Fire Trail to the end and turn-around and return along Tootie Creek Fire Trail and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left into Long Ridge Fire Trail,
- Travel along Long Ridge Fire Trail to the turn-around point and follow Long Ridge Fire Trail to the rear of No. 31 Bean Lane and go through the property to Bean Lane,
- Travel along Bean Lane to No 32 Bean Lane and go through to the rear of the property and follow the trail through private property to Sams Way.
- Turn left into Sams Way and travel along Sams Way back to the Ride Base.

10 Kilometre Ride:

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- Commence from the Ride Base located at 1315 Mountain Lagoon Road and enter the course by turning left onto Sams Way,
  - Travel along Sams Way and turn left into Mountain Lagoon Road,
  - Travel along Mountain Lagoon Road and turn right into No.1350 Mountain Lagoon Road,
  - Go through to the rear of the property and turn right into the National Park and travel along the boundary fence heading west,
  - Follow the boundary to No. 1228 Mountain Lagoon Road and cut through the adjacent property back to Mountain Lagoon Road and turn left,
  - Travel along Mountain Lagoon Road and turn right into Long Ridge Fire Trail,
  - Travel along Long Ridge Fire Trail to the turn-around point and follow Long Ridge Fire Trail to the rear of No. 31 Bean Lane and go through the property to Bean Lane,
  - Travel along Bean Lane to No 32 Bean Lane and go through to the rear of the property and follow the trail through private property to Sams Way.
  - Turn left into Sams Way and travel along Sams Way back to the Ride Base
- Where the course covers trafficable roads, as with the previous event, the following will be in place:
    - A Marshall is to be in place to stop horses crossing whilst vehicles pass,
    - At any junction where horses cross or access roads that are main access gates, the Marshall is to notify Traffic of the conditions ahead,
    - Signage shall be in place stating the following: Horses on Road, Horses crossing. In areas where the road narrows or is windy; Drive Slowly Horses on Road is to be provided.
  - Road Inventory
    - Comleroy Road – Unsealed,
    - Mountain Lagoon Road – Sealed/Unsealed,
    - Sams Way – Unsealed,
    - Upper Colo Road – Sealed/Unsealed,
    - Roads on private property and within the National Park,
    - The Colo River will not be crossed as part of the route.

Refer to Attachments 1 "Event Course Map – Mountain Lagoon Endurance Ride Weekend 2019".

### **Discussion**

It would be appropriate to classify the event as a "Class 2" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 6447711):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Event Course Map,
5. Copy of Insurance Policy which is valid to 01 January 2019,
6. Copy of Consultation letter to Residents,
7. Copies of correspondence forwarded to the NSW Ambulance Service, NSW Rural Fire Service, Fire and Rescue NSW and SES.

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**RECOMMENDATION TO COMMITTEE:**

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Mountain Lagoon Endurance Ride Weekend event in and around the Mountain Lagoon and Upper Colo area, planned for Saturday, 30 and Sunday, 31 March 2019 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

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



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- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4j. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4m. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to the resident has been submitted to Council;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4p. access is to be maintained for businesses, residents and their visitors;
- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4r. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);

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- 4s. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4w. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

**APPENDICES:**

**AT - 1** Event Course Map – Mountain Lagoon Endurance Ride Weekend 2019

**AT - 2** Special Event Application - (ECM Document Set ID No. 6447711) - *see attached*

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**LEGEND:**

- 80km LEG ONE ROUTE (Red line with arrow)
- 80km LEG TWO ROUTE (Black line with arrow)
- 40km ROUTE (Pink line with arrow)
- 20km ROUTE (Blue line with arrow)
- 10km ROUTE (Green line with arrow)

**TURN AROUND POINTS**

- Green star symbol
- Blue star symbol
- Pink star symbol
- Black star symbol
- Red star symbol

**RIDE BASE**

- Orange shaded area

**SCALE:** 1:45,000 @ A3  
SHEET 01 OF 01

**MOUNTAIN LAGOON ENDURANCE RIDE**

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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Inspector Peter Jenkins, seconded by Mr David Lance.

Support for the Recommendation:        Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Mountain Lagoon Endurance Ride Weekend event in and around the Mountain Lagoon and Upper Colo area, planned for Saturday, 30 and Sunday, 31 March 2019 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

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- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4j. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4m. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to the resident has been submitted to Council;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4p. access is to be maintained for businesses, residents and their visitors;

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- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4r. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4s. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4w. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

**Item: 2.2      LTC - Convict 100 Mountain Biking Event 2019 - St Albans (Hawkesbury) - (80245, 85193)**

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**REPORT:**

An application has been received from Maximum Adventure Pty Ltd seeking approval (in traffic management terms) to conduct the Convict 100 Mountain Biking Event 2019 - St Albans, on Saturday, 4 May 2019.

The event organiser has advised;

- The event is a Mountain Bike (Cycling) Endurance Race in and around the St Albans and Macdonald Valley areas.
- The event has been held for 14 years and was previously known as the Dirk Works 100 Kilometre Classic.
- The event gets its name from the old Convict trail it traverses.
- The event enjoys the continued support of the St Albans RFS and local community.
- The event will be undertaken between 6:30am and 6pm.
- Approximately 1,200 participants are expected for the event.
- Approximately 75 spectators and their vehicles are expected. Parking will be available on private land.

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- There are 3 courses for the event; 100, 68 and 44 kilometres.
- The start and finish of the race will be in the town of St Albans, on Wharf Street.
- The event route is similar to previous years.
- It is proposed to close a section of Wharf Street, between Bulga Street and Wollombi Road, St Albans (100 metre long sealed section), commencing from 8am on Friday, 3 May 2019, through to 6pm on Saturday, 4 May 2019.
- Alternate access is available via Wollombi Road and Bulga Street.
- The event will impact on residents of Wharf Street between Wollombi Road and Bulga Street accessing their properties.
- Consultation has been undertaken with the adjoining property owners, who have provided support in writing, relating to the proposed road closure. Arrangements will be made with these residents to allow access when requested.
- Participants will compete on a two-leaf clover route format, covering approximately 100 kilometres of fire trail, single track and dirt roads through the National Parks, private properties and public roads.
- The course will be clearly marked for riders to follow.
- Marshalls with high visibility vests and radios will be positioned at junctions, warning cyclists of on-coming traffic and the track ahead.
- Signs will be positioned throughout the course to warn other users of the event.
- The event route will cross the Macdonald River at the two points shown on the Event Route Plan contained in Attachment 1. Crossing of the Macdonald River will be undertaken either by walking across if the water level is ankle deep and safe to do so or alternatively utilising a 'pontoon bridge' configuration at each location. Permission is currently being sought from the adjoining property owners on either side of the River, who in the past have provided consent.
- Spectators and participants can park in the day parking area on private land along Settlers Road as indicated in Attachment 2.

**Discussion:**

It would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may impact minor traffic and transport systems, which includes the proposed road closure along the specified route, and there may be a low scale disruption to the non-event community.

The endurance mountain biking event is predominantly on tracks within the Parr State Conservation Area, Yengo National Park, private properties and on the following public roads;

- Bulga Street – Sealed Road.
- Settlers Road – Sealed and Unsealed Road.
- Shepherds Gully Road – Unformed Road.
- St Albans Road – Sealed Road.
- Upper Macdonald Road – Unsealed Road.
- Webbs Creek Mountain Road - Unsealed Road
- Wharf Street – Sealed Road.
- Wollombi Road – Sealed and Unsealed Road.
- Wrights Creek Road - Unsealed Road.
- Macdonald River – Two river crossing points

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The event is also traversing along the Great Northern Road, which is under the care and control of the National Parks and Wildlife Service - (Office of Environment and Heritage).

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) is to be submitted to the Transport Management Centre (TMC) for authorisation due to the proposed road closure of Wharf Street, between Bulga Street and Wollombi Road, St Albans (100 metre long sealed section).

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No. 6450631):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Event Information including Traffic Control Plans (TCPs),
5. Event Route Plans,
6. Road Closure/Detour Plan,
7. Copy of Insurance Policy which is valid to 11 February 2019,
8. Copy of Property owner letters relating to the proposed road closure.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Convict 100 Endurance Mountain Biking Event 2019 - St Albans, event planned for Saturday, 4 May 2019 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted – which includes the road closure of a section of Wharf Street between Bulga Street and Wollombi Road, St Albans, commencing from 8am on Friday, 3 May 2019, through to 6pm on Saturday, 4 May 2019; and the following conditions:

**Prior to the event:**

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



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acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally council has an events template which can be provided to assist in identifying and controlling risks);

- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as a road closure is proposed for a section of Wharf Street between Bulga Street and Wollombi Road, St Albans commencing from 8am on Friday, 3 May 2019, through to 6pm on Saturday, 4 May 2019; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating the submitted Traffic Control Plans (TCPs) to Council for acknowledgement and the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) for concurrence;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure of a public road and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4i. the event organiser is to obtain the relevant approval to cross the Macdonald River from the Roads and Maritime Services - RMS (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use the Parr State Conservation Area, Yengo National Park and the Great Northern Road; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;

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- 4m. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4n. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4o. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road closure, detour route and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4p. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4q. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closure, detour route and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4r. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closure, detour route and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4s. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

**During the event:**

- 4t. access is to be maintained for businesses, residents and their visitors;
- 4u. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4v. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4w. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4x. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, including the road closure points, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4y. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4z. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4aa. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for

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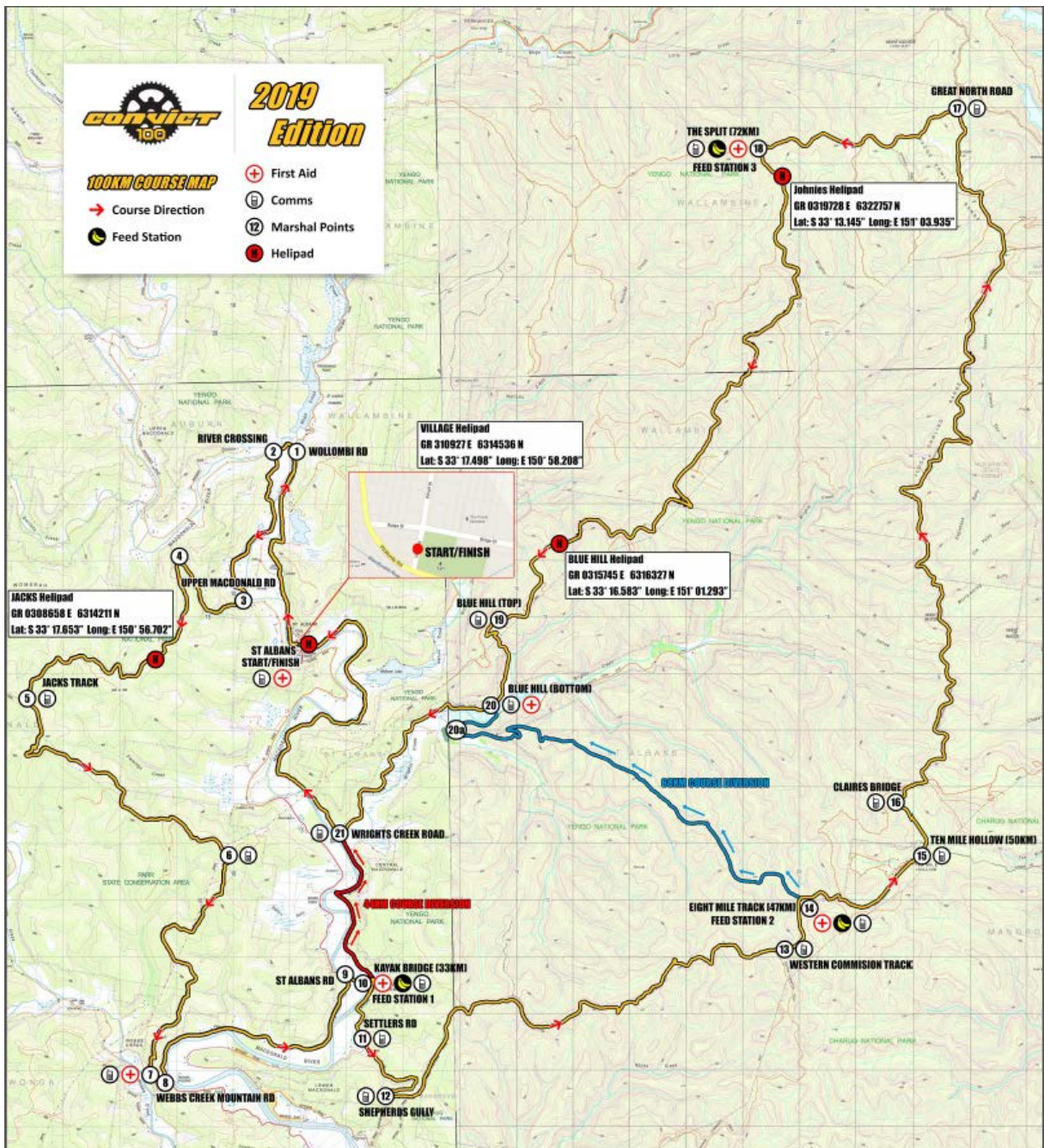
the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

**APPENDICES:**

- AT - 1** Event Route Plan – 44, 68 and 100 Kilometre Route - Convict 100 Mountain Biking Event 2019 - St Albans
- AT - 2** Event Centre Map - Convict 100 Mountain Biking Event 2019 - St Albans
- AT - 3** Wharf Street Road Closure Plan - Convict 100 Mountain Biking Event 2019 - St Albans
- AT – 4** Special Event Application - (ECM Document Set ID No. 6450631) - *see attached*

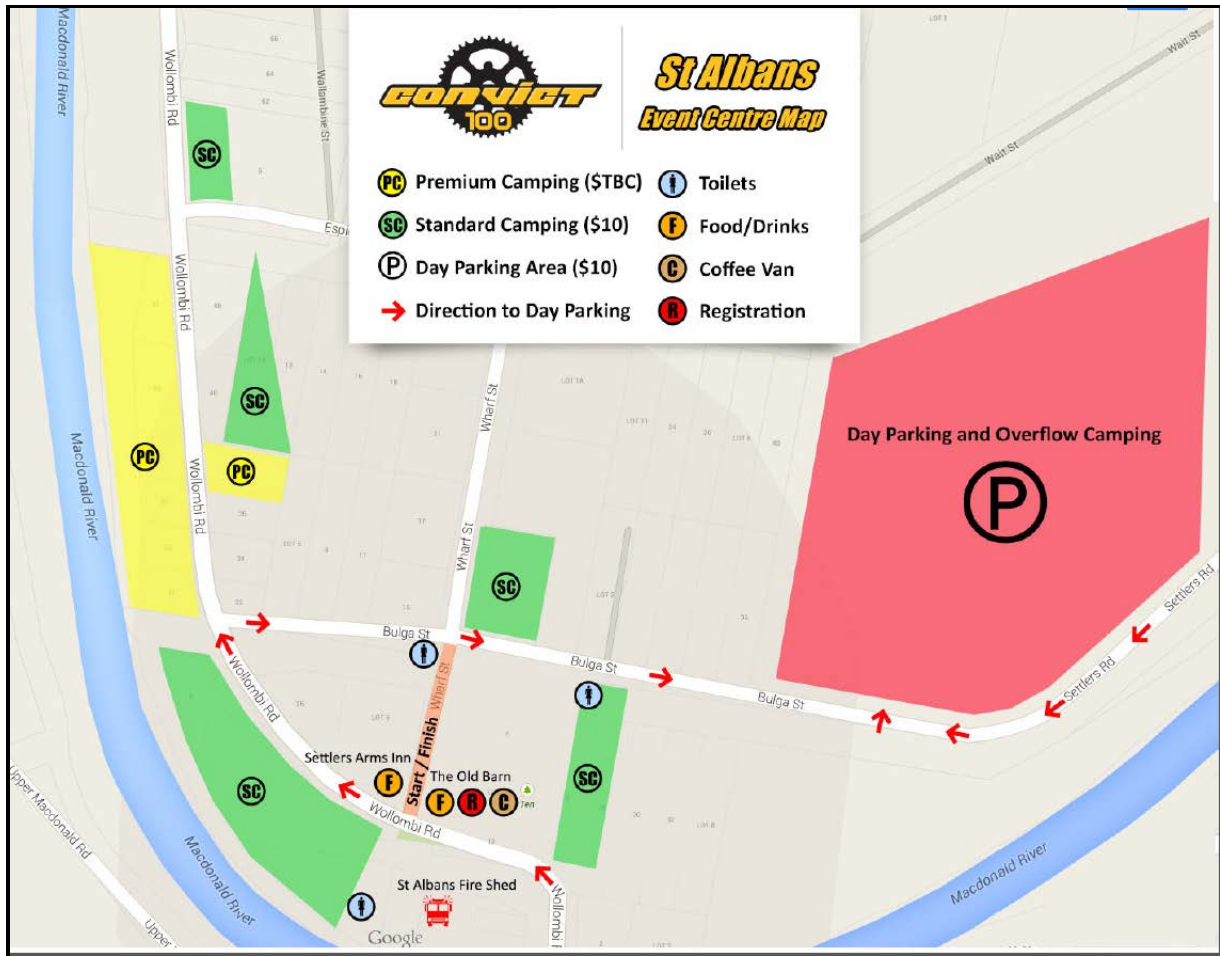
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**AT – 1 Event Route Plan – 44, 68 and 100 Kilometre Route - Convict 100 Mountain Biking  
Event 2019 - St Albans**



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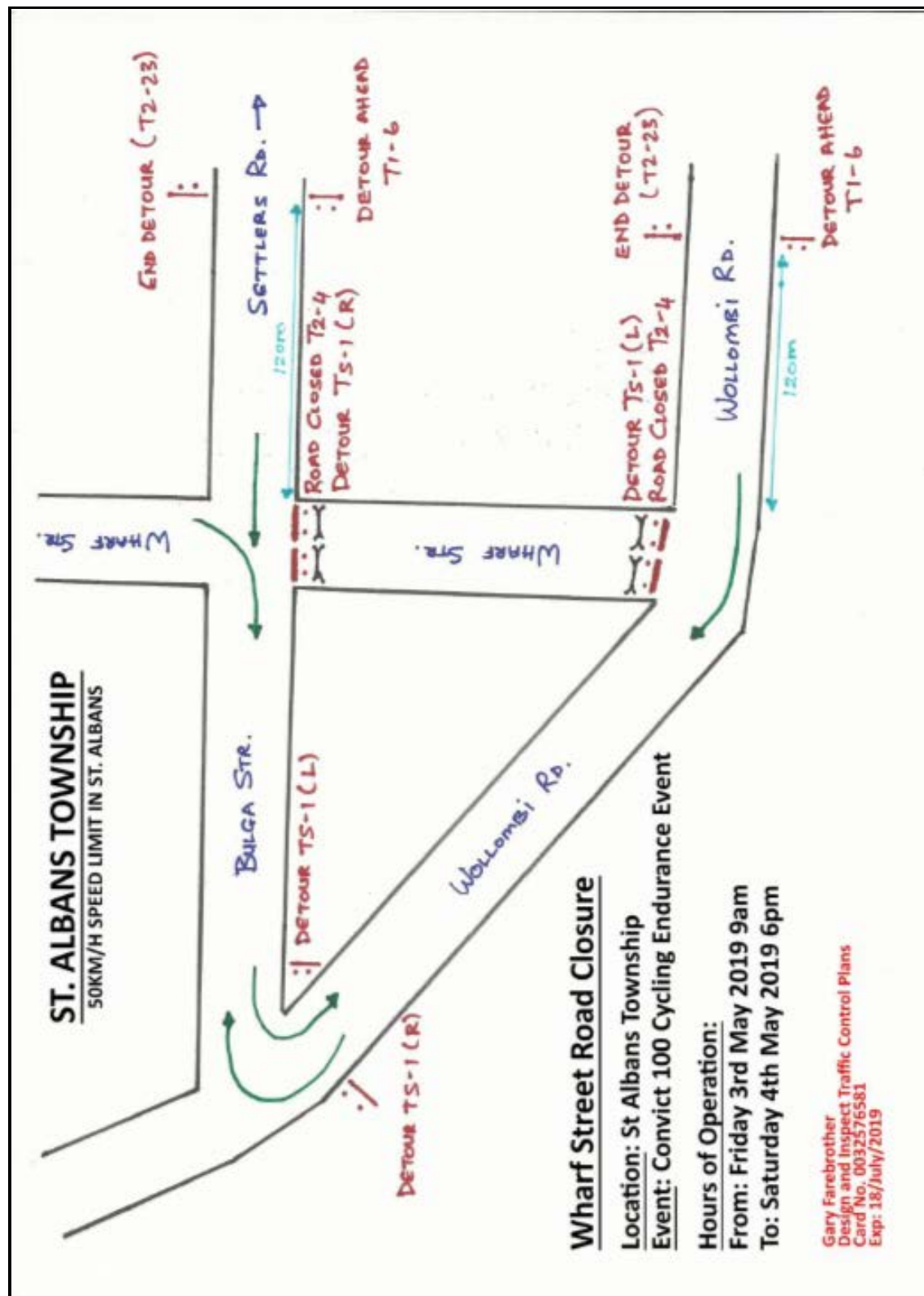
**AT – 2 Event Centre Map - Convict 100 Mountain Biking Event 2019 - St Albans**





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**AT - 3 Wharf Street Road Closure Plan - Convict 100 Mountain Biking Event 2019 - St Albans**



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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Inspector Peter Jenkins, seconded by Mr David Lance.

Support for the Recommendation:        Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Convict 100 Endurance Mountain Biking Event 2019 - St Albans, event planned for Saturday, 4 May 2019 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted – which includes the road closure of a section of Wharf Street between Bulga Street and Wollombi Road, St Albans, commencing from 8am on Friday, 3 May 2019, through to 6pm on Saturday, 4 May 2019; and the following conditions:

**Prior to the event:**

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

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- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as a road closure is proposed for a section of Wharf Street between Bulga Street and Wollombi Road, St Albans commencing from 8am on Friday, 3 May 2019, through to 6pm on Saturday, 4 May 2019; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating the submitted Traffic Control Plans (TCPs) to Council for acknowledgement and the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) for concurrence;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event involves the closure of a public road and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4h. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4i. the event organiser is to obtain the relevant approval to cross the Macdonald River from the Roads and Maritime Services - RMS (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use the Parr State Conservation Area, Yengo National Park and the Great Northern Road; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4m. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4n. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4o. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road closure, detour route and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4p. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;



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

**During the event:**

- 4t. access is to be maintained for businesses, residents and their visitors;
- 4u. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4v. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4w. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4x. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, including the road closure points, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4y. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4z. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4aa. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

**Item: 2.3      LTC - Proposed School Bus Zone and No Stopping Zone in Comleroy Road, Kurrajong, adjacent to Hawkesbury Independent School (Hawkesbury) - (80245, 36585, 125358, 137536)**

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

Busways is requesting the installation of a School Bus Zone adjacent to the indented bus bay along Comleroy Road, Kurrajong, along the frontage of Hawkesbury Independent School. The proposed School Bus Zone would operate during the School zone times and on School days (8.00am-9.30am and 2.30pm-4.00pm). In addition to the School Bus Zone, Busways have requested a No Stopping zone to be provided on the opposite side of the road and to operate at the same times as the School Bus Zone. The length of each zone is approximately 30 metres.

Busways have indicated that there have been safety issues in and around where they are to pick up students. These issues have been raised by the Bus drivers as well as the senior driver trainer from their depot. There is no formal School Bus Zone at this location. Busways operate four school bus services to the school, (two in the AM and two in the PM) and drivers are encountering issues with vehicles parking in what is used as a bus turning bay which is north of the school gate on Comleroy Road.

The main issue is during the PM pick up times when vehicles are parked within the turning bay and as such, buses are unable to turn into the bay to pick up students. One service travels north on Comleroy Road, turns into the bay, picks up students then turns right again onto Comleroy Road and travels in a northerly direction to Comleroy Road Public School. Not only is there an issue with vehicles being parked in the turning bay, but there are often vehicles parked on Comleroy Road opposite the bay that also restricts the turning from the bay onto Comleroy Road. The second PM bus arrives from the north along Comleroy Road and often has to double park to pick up students.

Busways have met with the Principal at the school in order to have co-operation between the parents and the buses however, the parents are ignoring the requests of the Principal and still parking within the bay and on Comleroy Road. The Principal is aware that the formalisation of the zones would occur if the parents continued to ignore these requests.

The advice from the driver trainer and drivers is that if the issues were to continue then the drivers will not turn into the turning bay to jeopardise the safety of the bus or the possibility of striking a vehicle or even a child walking between vehicles. This would result in students having to cross Comleroy Road to access the Bus.

To ensure the safety of the students it is proposed that the School Bus Zone and No Stopping zone as requested by Busways be provided. The location of the proposed School Bus Zone is to commence approximately 15 metres from the boundary of No 316 (Hawkesbury Independent School) and No 328 Comleroy Road and extend for a distance of 30 metres in a south easterly direction. The proposed No Stopping zone is to be provided on the opposite side of the road (western side of Comleroy Road adjacent to No 315) and positioned directly opposite to the School Bus Zone. Both Zones will operate "8.00am-9.30am and 2.30pm-4.00pm School Days".

**RECOMMENDATION TO COMMITTEE:**

That:

1. A School Bus Zone operating "8.00am-9.30am and 2.30pm-4.00pm School Days", be provided along Comleroy Road, Kurrajong, commencing approximately 15 metres from the boundary of No 316 (Hawkesbury Independent School) and No 328 Comleroy Road and extending for a distance of 30 metres in a south easterly direction as outlined in Attachment 1.
2. A 30 metre No Stopping zone operating "8.00am-9.30am and 2.30pm-4.00pm School Days", be provided along Comleroy Road, Kurrajong, adjacent to No 315 and positioned directly opposite the proposed School Bus zone as outlined in Attachment 1.

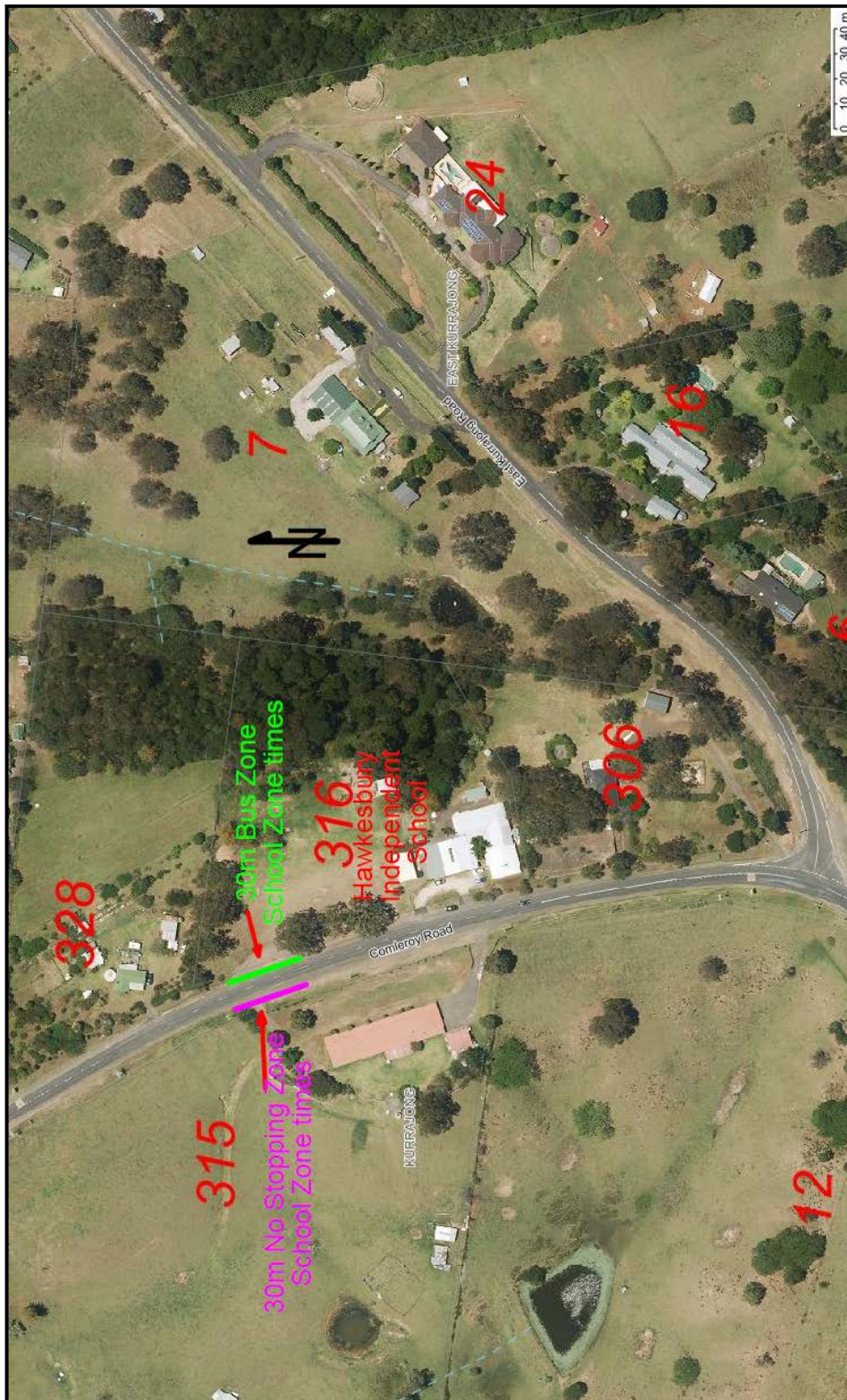
**ORDINARY MEETING**  
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**APPENDICES:**

- AT - 1** Site Plan - Proposed School Bus Zone and No Stopping Zone in Comleroy Road, Kurrajong, adjacent to Hawkesbury Independent School

ORDINARY MEETING  
SECTION 4 – Reports of Committees  
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**AT - 1 Site Plan - Proposed School Bus Zone and No Stopping Zone in Comleroy Road, Kurrajong, adjacent to Hawkesbury Independent School**



**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 26 February 2019**

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Inspector Peter Jenkins, seconded by Mr David Lance.

Support for the Recommendation:      Unanimous support

That:

1. A School Bus Zone operating "8.00am-9.30am and 2.30pm-4.00pm School Days", be provided along Comleroy Road, Kurrajong, commencing approximately 15 metres from the boundary of No 316 (Hawkesbury Independent School) and No 328 Comleroy Road and extending for a distance of 30 metres in a south easterly direction as outlined in Attachment 1.
2. A 30 metre No Stopping zone operating "8.00am-9.30am and 2.30pm-4.00pm School Days", be provided along Comleroy Road, Kurrajong, adjacent to No 315 and positioned directly opposite the proposed School Bus zone as outlined in Attachment 1.

**SECTION 3 - Reports for Information**

There are no Reports for Information.

**SECTION 4 - General Business**

**Item: 4.1      LTC - General Road and Traffic Matters - (Hawkesbury) - (80245)**

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**REPORT:**

Ms Ang advised the Committee that the Road Safety Steering Committee including representatives from Hawkesbury Police Area Command, Roads and Maritime Services (RMS) and Hawkesbury City Council held a meeting on 18 December 2018. At that meeting approval was given to use RMS Road Safety funds to purchase a mobile speed warning sign for the purposes of piloting its use in School Zones.

Updates regarding the implementation of the pilot and results obtained from the pilot, will be reported to the Local Traffic Committee at future meetings.

**APPENDICES:**

There are no supporting documents for this report.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Inspector Peter Jenkins, seconded by Mr David Lance that the information be received.

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held on Monday, 11 March 2019 at 3pm in the Small Committee Room.

The meeting terminated at 3:50pm.

oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date:** 26 February 2019

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 26 February 2019**

**SECTION 5 – Notices of Motion**

**Item: 030**                      **NM1 - Investigate Costs of Increased Kerbside Rubbish Collections**

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**Submitted by:** Councillor Conolly

**NOTICE OF MOTION:**

That Council investigate the costs of increasing the number of kerbside collections available to residents each year, and a report be prepared for Council to consider the matter.

**FINANCIAL CONSIDERATIONS:**

There are no financial implications applicable to this report.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**



**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 26 February 2019**

**Item: 031**                      **NM2 - Richmond Bridge Duplication - (79351, 125612, 80106, 138882, 138881)**

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**Submitted by:** Councillors Lyons-Buckett, Rasmussen, Wheeler and Kotlash

**NOTICE OF MOTION:**

That Council:

1. Prioritise the need for a bypass of Richmond and North Richmond over duplication of the Richmond Bridge in its current location.
2. Convey this position to the RMS currently conducting the *Early Consultation on Richmond Bridge Duplication Project*. Additionally express our wish that the bypass investigations be based on:
  - (a) Hawkesbury City Council traffic data studies,
  - (b) A detailed strategic transport plan of the Hawkesbury basin,
  - (c) Flood evacuation capacity and interaction with existing flood evacuation routes,
  - (d) Consideration of heritage value.
3. Nominate a delegation to attend a meeting with the Minister for Roads, Maritime and Freight - The Hon. Melinda Pavey MP, the Shadow Minister for Roads, Maritime and Freight - Ms Jodi McKay, MP and the appropriate RMS Officers to convey this position.

**BACKGROUND:**

This motion is brought by four Councillors present at the Floodplain Risk Management Advisory Committee (FRMAC) meeting held on 14 February 2019. Due to the time lag between the meeting and when Committee minutes are presented to an ordinary Council meeting, this motion seeks to obtain a Council position on the Richmond Bridge Duplication Project to convey it to the relevant parties within the consultation period.

The FRMAC members agreed to this course of action and the content of the motion.

It became apparent during discussions at the Committee meeting regarding the consultation for the Richmond Bridge Duplication Project that individual Council committees were having input which raised issues relative to flood and heritage concerns, yet Council does not hold a specific position on the preferred priority of the proposed bridge project.

This motion seeks to confirm the preference for an option which bypasses the townships rather than filter traffic through them in a manner which limits the capacity to alleviate existing and future traffic concerns and maximise connection to flood evacuation routes.

**FINANCIAL CONSIDERATIONS:**

There are no financial implications applicable to this report.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING****Questions for Next Meeting****Meeting Date:** 26 February 2019**QUESTIONS FOR NEXT MEETING****Item: 032****Councillor Questions from Previous Meetings and Responses - 12 February 2019 - (79351)****REPORT:****12 February 2019**

#	Councillor	Question	Response
1	Zamprogno	Requested information on the number of complaints received and any enforcements regarding the odours at the Hypro Petcare facility at Wilberforce.	<p>The Director City Planning advised that over the past 12 months there have been a handful of complaints received with one more regular complainant. In response to the complaints staff have attended the premises a number of times, as well as conducting drive-by 'odour checks' at various times. Staff met with the Managing Director to discuss the complaints, and discuss the management systems. Hypro currently have four systems/processes to monitor and mitigate offensive odour – Scrubber, deodoriser, VOC sensor/sampler and scrubber foul water flushing. In February 2019 Hypro increased the scrubber foul water flushing rate.</p> <p>Subsequently further reports of odour have been received and advice given by Council to the operator, for corrective actions to mitigate odour emission. The most recent of these reports occurred this week, and Council has been in phone and email contact with both the complainant and Hypro regarding this. An odour assessment was also conducted adjacent the complainants address. A review of the documentation submitted from Hypro in regard to odour mitigation from processes is currently under way.</p> <p>Arrangements are being made for further inspection of the facility, for possible compliance actions which may be linked to the odour and operations generally.</p>

# ORDINARY MEETING

## Questions for Next Meeting

Meeting Date: 26 February 2019

#	Councillor	Question	Response
1 (cont'd)			Council is mindful that this operation and the site in question is not the only potential source of odours in this vicinity, due to the array of industrial and agricultural activities that operate in the locality, so verification linking the odour reported and source has to be verified against environmental data available e.g. wind direction and strength. Council has noted that not all reports of odour received coincide with the weather data in relation to the direction of the report being received. This aspect is an important part of the consideration as to the extent of regulatory actions that may be undertaken.
2	Lyons-Buckett	Enquired as to whether there has been any response from the Member for Hawkesbury's office regarding the questions the Mayor raised in relation to sullage, etc. at their meeting. Can an update be given if any correspondence has been received.	<p>The General Manager advised that the Mayor and General Manager have met with the Member for Hawkesbury on two occasions, on 15 November 2018 and 15 February 2019. Over the course of these meetings the following matters were discussed:-</p> <ol style="list-style-type: none"> <li>1. Resilient Valley Resilient Communities</li> <li>2. Third River Crossing - Hawkesbury River</li> <li>3. Homelessness</li> <li>4. Footpaths – George Street Bligh Park</li> <li>5. Pitt Town – Railways Station Car Park</li> <li>6. Crown Land Roads</li> <li>7. Sullage Pump Outs</li> <li>8. Container Deposit Scheme</li> <li>9. Settlers Road, St Albans</li> <li>10. Hawkesbury Visitor Economic Advisory Committee</li> <li>11. Hawkesbury Paddlewheeler</li> <li>12. Lower Portland Ferry</li> <li>13. Ebenezer School Crossing</li> <li>14. Bells Line of Road</li> <li>15. PCYC</li> </ol> <p>Some initial information from Sydney Water was tabled in relation to sullage pump outs and is the subject of ongoing discussions. In relation to the other matters, they are still under investigation and no formal responses have yet been received.</p>

**ORDINARY MEETING****Questions for Next Meeting****Meeting Date:** 26 February 2019

3	Rasmussen	Requested that the dip at the corner of Old Kurrajong Road and Bells Line of Road (near the slip lane) be investigated. When it rains quite a considerable amount of water pools at that location.	The Director Infrastructure Services advised that the matter was being investigated in conjunction with RMS.
4	Rasmussen	Enquired as to whether any significant damage occurred in the Hawkesbury LGA during the recent storm event and if so what are the costs and is there a need to apply to the State Government for financial assistance for repair work.	<p>The Director Infrastructure Services advised that no significant damage to Council infrastructure has occurred as a result of recent storm events. There have been fallen trees and branches and these have been attended to by Council staff and contractors.</p> <p>No natural disaster declaration has been made, which is a necessary precursor to claiming financial assistance.</p>
5	Ross	Enquired as to whether the recorded message on Council's main switchboard line can be changed/updated.	The General Manager advised that the voice recording for the Message on Hold service is created by an external provider. The same external provider has been engaged by more than 200 Local Governments across Australia. Regular updates are recorded to provide the community with information on current programs.
6	Ross	Enquired as to whether the afterhours phone line directory could be investigated as calls are not going through to the correct departments.	The General Manager advised that the after-hours phone directory has been investigated with all of the after-hours diversions reviewed. Whilst there is no specific after-hours service for either "Traffic Matters" or "Building Services", there is an after-hours service for "Emergency Road, Drainage and Vandalism Problems". There are no recorded complaints regarding the service and/or calls being misdirected.

**ORDINARY MEETING****Questions for Next Meeting****Meeting Date:** 26 February 2019

7	Ross	Enquired as to the status of the development of the Trade Waste Policy and the appropriate charge rates based on the review that was to have been conducted.	<p>The Director Infrastructure Services advised that, following representations made by two businesses when Council was considering amendments to the Trade Waste Policy in May 2017, Council deferred the matter and consulted with key stakeholders.</p> <p>Consultation was undertaken and is ongoing. As a result of actions arising by both Council (changed treatment procedures) and businesses, the levels of total dissolved solids (essentially salts) has been reduced to acceptable levels at the discharge point at the treatment plant.</p> <p>An effluent improvement notice has been issued to one trade waste customer, to achieve ongoing improvements to the waste stream.</p> <p>As this involves potentially significant changes to the operations of that customer Council is negotiating to achieve an acceptable timeframe for those improvements.</p> <p>It is expected that a further report will be brought to Council in the next three months.</p>
8	Ross	Requested if Councillors could be provided with the total dissolved solids level of both the major input elements of the South Windsor Sewage plant for the last six months.	The Director Infrastructure Services advised that details of the concentration of Total Dissolved Solids will be provided separately to Councillors.

**ORDINARY MEETING****Questions for Next Meeting****Meeting Date:** 26 February 2019

9	Ross	Requested advice relating to the arrangements for the sewer connection between the John Morony Correctional Complex to the South Windsor Sewage Plant including tariffs and a general history of the matter.	<p>The Director Infrastructure Services advised that Council accepts waste water from the John Morony Correctional Complex (JMCC) (located in the Penrith LGA) to its South Windsor Sewer Treatment Plant via a privately constructed and maintained pipeline. This has been ongoing since 1991. JMCC has paid a contribution towards the construction of the treatment plant (headworks contribution) in accordance with the volume discharged and the relevant contributions plan.</p> <p>Council charges for the operation and treatment of the waste water only, as the JMCC is responsible for the pipeline and pump system. Currently this treatment charge is \$1.55/kl and is applied to all flows.</p> <p>A higher charge of \$3.10/kl applies to other trade waste customers as flows from those premises also require maintenance and operation of the pipe network and pump stations.</p> <p>(Costs of treatment and plant operation are approximately equal to the management and renewal of the pipe conveyance network).</p> <p>It should be noted that the volume based charge for trade waste (conveyance and treatment) of \$3.10/kl aligns with the charge for residential customers, based on average residential premises discharge.</p>
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**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**Confidential Reports**  
**Meeting Date: 26 February 2019**

**CONFIDENTIAL REPORTS**

**Item: 033**                      **CP - Appointment of Community Representative to the Waste Management Advisory Committee - (124414, 95249, 95498)**

**Previous Item:**              Council Meeting, 13 November 2018

**Directorate:**                City Planning

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**REASON FOR CONFIDENTIALITY**

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

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

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

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**ORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 26 February 2019

**Item: 034**                      **SS - Expressions of Interest for the Provision of Code of Conduct Review Services - (95496)**

**Directorate:**                Support Services

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**REASON FOR CONFIDENTIALITY**

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

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

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

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ordinary  
meeting

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