



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 10 April 2018

location: council chambers

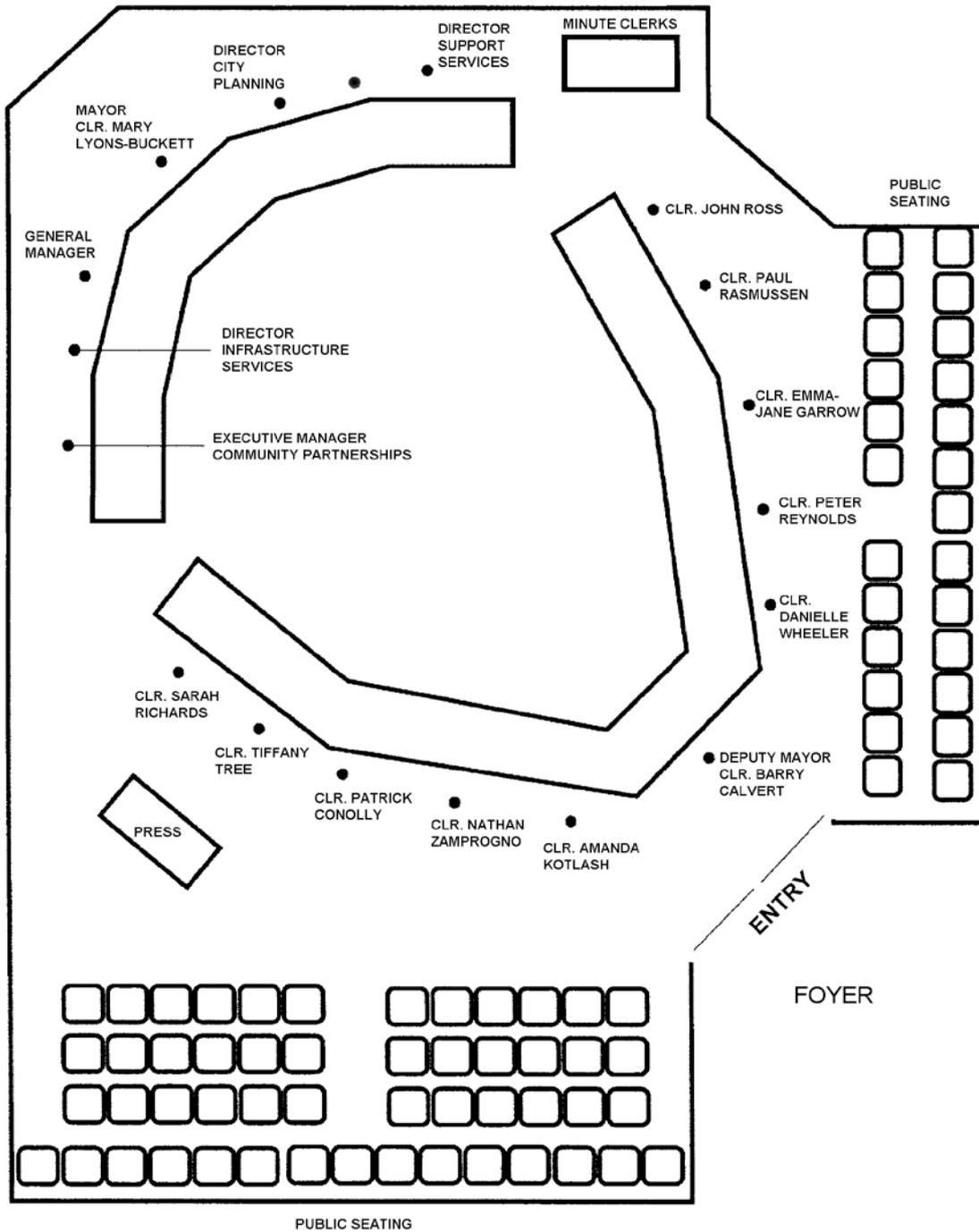
time: 6:30 p.m.



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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**PROCEDURAL MATTERS**

**Welcome**

The General Manager will address the Council meeting, mentioning:

- Acknowledgement of Indigenous Heritage
- 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.

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section 1

confirmation of minutes

**ORDINARY MEETING**

**SECTION 1 - Confirmation of Minutes**

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**SECTION 2 – Mayoral Minutes**

No Mayoral Minutes.

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**SECTION 3 – Reports for Determination**

**GENERAL MANAGER**

**Item: 085**                      **GM - 2018 Floodplain Management Australia National Conference (79351)**

**Directorate:**                General Manager

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**PURPOSE OF THE REPORT:**

The purpose of this report is to consider the nomination and attendance of Councillors and/or appropriate staff at the 2018 Floodplain Management Australia National Conference to be held from 29 May to 1 June 2018.

**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:**

Attendance of nominated Councillors and/or staff as considered appropriate by the General Manager, at the 2018 Floodplain Management Australia National Conference to be held from 29 May to 1 June 2018 be approved.

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**REPORT:**

**Context and Background**

Consideration is required regarding attendance at the 2018 Floodplain Management Australia National Conference which will be held in Queensland from 29 May to 1 June 2018.

**Detailed History, including previous Council decisions**

The 2018 Floodplain Management Australia National Conference will be held from 29 May to 1 June, 2018 on the Gold Coast.

It should be noted, that the although the Conference sessions commence on Wednesday, 30 May 2018, travel to the Conference will be required to be undertaken the day prior, being a date for Council's Ordinary meeting, Tuesday, 29 May 2018.

The Floodplain Management Australia, previously known as the Floodplain Management Association, has held their annual conference for over 50 years. The conference will include Australian and International keynote speakers, plenary and concurrent presentations.

Cost of attendance at the 2018 Floodplain Management Australia National Conference will be approximately \$2,960 per delegate.

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Budget for Delegate Expenses - Payments made:

Total Budget for Financial Year 2017/2018	\$48,000
Expenditure to date	\$19,667
Outstanding Commitments	\$0
Budget balance as at 3 April 2018 (approx. including outstanding commitments)	\$28,332

**Policy considerations**

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

**Consultation**

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

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

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

Our Community

- 2.1 Community safety is improved - Enable a shared responsibility for community safety and disaster management
  - 2.1.1 Meet the needs of our community through effective flood, fire and other natural disaster management plans that promote the protection of life, property and infrastructure.
  - 2.1.2 Make the Hawkesbury a friendly place where people feel safe.

**Discussion**

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

Where relevant, after returning from the Conference, it would be appropriate for delegates to 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.

**Financial Implications**

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2017/2018 Adopted Operational Plan. Considering should be given in regard to the relevance of Conference to Council's business and available budget to cover costs of attendance.

**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 2018 Floodplain Management Australia National Conference at an approximate cost of \$2,960 per delegate be approved.

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**RECOMMENDATION:**

That:-

1. Attendance of nominated Councillors and/or staff as considered by the General Manager, at the 2018 Floodplain Management Australia National Conference at an approximate cost of \$2,960 per delegate be approved.
2. Where relevant, after returning from the Conference, delegates are requested to 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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**INFRASTRUCTURE SERVICES**

**Item: 086**                    **IS - Hawkesbury Boating Events - Governor Phillip Park Exclusive Use Approval - (95495, 79354, 92138, 73829, 74204)**

**Directorate:**                Infrastructure Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek approval for a number of boating events to be held at Governor Phillip Park during the period from May 2018 to January 2019.

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

**EXECUTIVE SUMMARY:**

The Upper Hawkesbury Power Boat Club, Ski Racing NSW Inc. and NSW Waterski Federation Ltd are all seeking exclusive use of Governor Phillip Park for a number of race events for the 2018/2019 season.

The events include:

Sunday, 6 May 2018	The Double Dash
Saturday, 8 September 2018 and Sunday, 9 September 2018	The Hawkesbury 120 Water Ski Classic
Saturday, 15 September 2018 and Sunday, 16 September 2018	The Power Boat Spectacular
Saturday, 24 November 2018 and Sunday, 25 November 2018	The Bridge to Bridge Water Ski Classic
Saturday, 19 January 2019 and Sunday, 20 January 2019	'Australia versus USA' Boat Races.

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

**RECOMMENDATION SUMMARY:**

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

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**REPORT:**

**Context and Background**

The Upper Hawkesbury Power Boat Club, Ski Racing NSW Inc. and NSW Waterski Federation Ltd are all seeking exclusive use of Governor Phillip Park for the period from May 2018 to January 2019 for a number of events.

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The Upper Hawkesbury Power Boat Club have requested exclusive use for three events. These include:

1. Double Dash to be held on Sunday, 6 May 2018 from 9am – 5pm. They expect up to four hundred people.
2. Power Boat Spectacular to be held on Saturday, 15 September 2018 and Sunday, 16 September 2018 from 9am – 5pm. They expect up to five hundred people to this event. The event requires non-exclusive use for set up on Friday, 14 September 2018.
3. Australia versus USA Boat Races to be held on Saturday, 19 January 2019 and Sunday, 20 January 2019 from 9am – 5pm. They expect up to six hundred people to this event. The event requires non-exclusive use for set up on Friday, 18 January 2019

Ski Racing NSW Inc have requested exclusive use of Governor Phillip Park on Saturday, 8 September 2018 and Sunday, 9 September 2018 to conduct the annual Hawkesbury 120 Water Ski Classic, with non-exclusive use for set up on Friday, 7 September 2018.

NSW Waterski Federation Ltd have requested exclusive use of Governor Phillip Park on Saturday, 24 November 2018 and Sunday, 25 November 2018 to conduct the annual Bridge to Bridge Water Ski Classic, with non-exclusive use for set up on Friday, 23 November 2018.

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

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

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

Council has previously granted approval for "exclusive use" of Governor Phillip Park for this event for twelve years.

#### **Policy considerations**

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

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

#### **Consultation**

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

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

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

#### Our Future

- 5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.

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

**Financial Implications**

The matters raised in this report have direct financial implications, with the income from these events incorporated in the 2017/2018 and draft 2018/2019 Operational Plans.

**Fit For The Future Strategy Considerations**

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

**Conclusion**

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

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

**RECOMMENDATION:**

That:

1. Approval be granted to Upper Hawkesbury Power Boat Club Ski Racing NSW Inc for "exclusive use" of Governor Phillip Park for their Double Dash event held on Sunday, 6 May 2018; the Power Boat Spectacular to be held on Saturday, 15 September 2018 and Sunday, 16 September 2018 and the Australia versus USA Boat Races to be held on Saturday, 19 January 2019 and Sunday, 20 January 2019.
2. Approval be granted to Ski Racing NSW Inc for "exclusive use" of Governor Phillip Park for the 2018 Hawkesbury 120 Ski Race Classic to be held on Saturday, 8 September 2018 and Sunday, 9 September 2018.
3. Approval be granted to NSW Waterski Federation Ltd for "exclusive use" of Governor Phillip Park for the 2018 Hawkesbury annual Bridge to Bridge Water Ski Classic to be held on Saturday, 24 November 2018 and Sunday, 25 November 2018.
4. The approval be subject to the following conditions/documents:
  - a) Council's General Park Conditions.
  - b) Council's Fees and Charges.
  - c) The Windsor Foreshore Plan of Management.
  - d) The Governor Phillip Exclusive Use Policy.
  - e) The Governor Phillip Noise Policy.
  - f) A Traffic Management Plan which has been approved as part of the Special Event Application.
5. As the applicants have not advised alternative dates in the event of inclement weather or other circumstances, the General Manager be given authority to negotiate exclusive use on an alternate date, if required by the applicant.

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**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

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**SUPPORT SERVICES**

**Item: 087**                    **SS - Re-establishment of Existing Alcohol Free Zones and Establishment of a New Alcohol Free Zone - (95496, 112106)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to seek Council's endorsement to re-establish the existing alcohol-free zones and establish one new alcohol-free zone.

**EXECUTIVE SUMMARY:**

An Alcohol-Free Zone (AFZ) is an early intervention measure put in place to prevent irresponsible street drinking and incidents that can lead to serious crimes being committed. Once an Alcohol-Free Zone is established, it is an offence to drink alcohol at any time, on any street, or footpath, where the zone exists for the period of up to four years.

The current AFZs, located within the Hawkesbury Local Government Area, expired on the 31 December 2017. This report recommends that Council agree to re-establish all the previous Alcohol-Free Zones in the Hawkesbury Local Government Area, with approved outdoor dining and/or footpath trading areas being excluded, for a minimum period of four years. Further, it is recommended that Council establish one new Alcohol-Free Zone at the Kable Street Car Park.

**RECOMMENDATION SUMMARY:**

That Council agree to re-establish the existing Alcohol-Free Zones and establish one new Alcohol-Free Zone at Kable Street Car Park, 1 Kable Street, Windsor for a period of four years.

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**REPORT:**

**Context and Background**

The object of an Alcohol-Free Zone (AFZ) is an early intervention measure to prevent the escalation of irresponsible street drinking to incidents involving serious crime. Once an AFZ is established, it is an offence to drink alcohol at any time, on any street, or footpath, where the zone exists for the period of up to four years.

The irresponsible consumption of alcohol on/in roads, footpaths and carparks, can compromise the safe use of the same by members of the public, and the establishment of an AFZ assists in the prevention of incidents associated with irresponsible street drinking.

Once an AFZ is established, it applies 24 hours per day, seven days per week, for the full four years. Whilst Council sets the AFZs, they are enforced by the Police Local Area Command.

The current AFZs, located within the Hawkesbury Local Government Area (Hawkesbury LGA), expired on the 31 December 2017. The process of re-establishing the AFZs in the LGA was commenced late last year; however, there was a delay due to the request received for an additional AFZ. Council staff decided that further consultation was required to ensure the appropriate community members, businesses and agencies were informed of the proposal.

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In accordance with the provisions of the Local Government Act, 1993, and the Ministerial Guidelines on Alcohol-Free Zones (the Guidelines), Council must now consider the re-establishment of the AFZs in the Hawkesbury LGA.

Prior to initial public exhibition, Hawkesbury Local Area Command (Police) requested Council establish a new AFZ in the Kable Street Car Park located at 1 Kable Street, Windsor. This new location was included in the public consultation outlined below.

As required under the Guidelines, the public consultation process has been undertaken, and included the following:

- A published notice of the proposal in the Hawkesbury Courier on 22 February 2018, allowing inspection of the proposal and inviting representations or objections within 30 days (from the date of publication). The notice referred to the specific location of the proposed AFZs and the place and time at which the proposal may be inspected.
- Copies of the proposals were sent to Hawkesbury Local Area Command (Police) as well as all liquor licensees, secretaries of registered clubs and principals of local schools, whose premises border on, or adjoin, or are adjacent, to the proposed zones, inviting representations or objections within 30 days (from the date of sending the copy of the proposal).
- Other organisations such as Nepean Migrant Access Inc. and NSW Drug Awareness Council, have also been informed with a copy of the proposal for the re-establishment of the AFZs within the Hawkesbury LGA, inviting representations or objections within 30 days (from the date of sending the copy of the proposal).

The current location of the AFZs and Kable Street Car Park, proposed to be established from the period of 1 May 2018 to 30 April 2022, as indicated on the attached maps (Attachments 1 to 9 to this report), are as follows:

- **The roads and footpaths of the following blocks having boundaries of:**
  - Francis Street, West Market Street, Windsor Street and Bosworth Street, Richmond - including Coles Car Park in Richmond.
  - East Market Street, Windsor Street, West Market Street and March Street, Richmond.
  - George Street, Campbell Street, Mullinger Lane and Argyle Street, South Windsor - including the roads, footpaths and car parks of South Windsor Shopping Centre.
  - Charles Street, Elizabeth Street, Grose Vale Road and William Street, North Richmond
- **The roads and footpaths at the following locations:**
  - East Market Street, Richmond - between Francis Street and Windsor Street, Richmond.
  - Toxana Street, Richmond - between Francis Street and Windsor Street, Richmond.
  - Windsor Street, Richmond - between East Market Street and Paget Street, Richmond.
  - West Market Street, Richmond - between Lennox Street and March Street, Richmond.
  - East Market Street, Richmond - between March Street and Lennox Street, Richmond.
  - March Street, Richmond – between East Market Street and Paget Street, Richmond
  - Paget Street, Richmond – between March Street and Windsor Street, Richmond
  - George Street, Windsor - from the roundabout in Thompson Square to the corner of Arndell Street, Windsor.
  - Eldon Street, Pitt Town - between Grenville Street and Chatham Street, Pitt Town.
  - Along The Terrace, Windsor - adjoining Howe Park.
  - Windsor Mall, George Street, Windsor.
- **The car parks and service roads at the following locations:**
  - Corner of Bells Line of Road and Pitt Lane, North Richmond.

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- Glossodia Shopping Centre at 162 Golden Valley Drive, Glossodia.
- McGraths Hill Shopping Centre at Phillip Place McGraths Hill - being the block bounded by Phillip Place, Redhouse Crescent and McGraths Hill Community Centre.
- Wilberforce Shopping Centre at 15 King Road, Wilberforce.
- Kurmond Village Shopping Centre at 519 – 521 Bells Line of Road, Kurmond
- Woodhills Car Park, Richmond.
- Kable Street Car Park, Windsor.

As at the closing date, being 23 March 2018, the Hawkesbury Local Area Command (Police) had confirmed support of the re-establishment of AFZs and establishment one the new AFZ, and no other submissions were received.

In regard to Council's AFZs and the effect on approved Outdoor Dining areas located in Windsor Mall, the Windsor Mall Policy states as follows:

**Windsor Mall Policy:**

**"7.2 Alcohol Free Zone**

*Windsor Mall is an Alcohol Free Zone. Activities requiring the service of alcohol need to be approved by Council and will be subject to a resolution to temporarily suspend the Alcohol Free Zone."*

The Ministerial Guidelines applicable to AFZs state, as follows:

**Ministerial Guidelines on Alcohol Free Zones:**

**"Alcohol-Free Zones and Alfresco Dining**

*In some circumstances an alcohol-free zone may be proposed for an area that includes footpath alfresco dining areas for cafés and restaurants which fall within the zone. When a council issues a licence for the use of public footpaths for such dining use in an alcohol-free zone, it must impose conditions on the licensee (eg restaurant operator) about the requirements of the zone, including clear delineation and control of the licensed area from the alcohol-free zone."*

Although the object of an AFZ is to prevent irresponsible street drinking, it is acknowledged that they currently also prevent licensed premises, with an approved outdoor dining and/or footpath trading area, to serve alcohol within the approved areas and maximise the potential use of their outdoor areas.

It is further acknowledged that outdoor dining areas increase the potential of a business and enhance the vibrancy of an area and, as such, options should be available for alcohol to be served and consumed within an approved outdoor dining area, associated with a licensed premises.

Council has the power to suspend or cancel, either in full or in part, an AFZ during its period of operation, to respond to a situation which may arise within the area of the AFZ. Such suspension or cancellation would, however, require a resolution of Council.

Where Council resolves to exclude an area within an AFZ (by way of a suspension or cancellation, in part), to enable the patrons of a licensed premises to consume alcohol within the approved outdoor dining area, it must impose conditions on the licensee about the requirements of the AFZ, including clear delineation and control of the licensed area from the AFZ. Appropriate signage, indicating the exclusion from an area within an AFZ, must also be clearly displayed.

Accordingly, it is recommended that Council re-establish the AFZ's currently located within the Hawkesbury LGA and establish a new AFZ at Kable Street Car Park.

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#### Consultation

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

#### Financial Implications

The matters raised in this report have direct financial implications. This proposal will require that current signage to be updated. The expenditure applicable is provided for in the 2017/2018 Adopted Operational Plan.

#### Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted 2017/2018 Operational Plan, which will adversely impact on Council's financial sustainability.

#### Conclusion

Maintaining the existing AFZs and establishing a new AFZ at Kable Street Car Park would support Council's commitment to providing safe environments for our community and visitors to the area. Therefore, it is recommended that Council endorse the continuation of the existing AFZs and the introduction of the Kable Street Car Park AFZ for a further minimum period of four years.

#### RECOMMENDATION:

That:

1. In accordance with the provisions of the Local Government Act 1993, the consumption of alcohol in the areas outlined in the report, be prohibited for the period from 1 May 2018 to 30 April 2022, by the establishment of the Alcohol Free Zones in the Hawkesbury Local Government Area, with the following exclusion:
  - a) In accordance with the Ministerial Guidelines on Alcohol Free Zones, Council exclude approved outdoor dining and/or footpath trading areas associated with appropriately licensed venues from the relevant alcohol free zones, subject to:
    - i. Appropriate development consent;
    - ii. Appropriate approval/licensing by the relevant liquor authority;
    - iii. Clear delineation and control of the licensed area from the AFZ by the licensee;
    - iv. Appropriate signage, indicating the exclusion from an area within an AFZ, to be clearly displayed;

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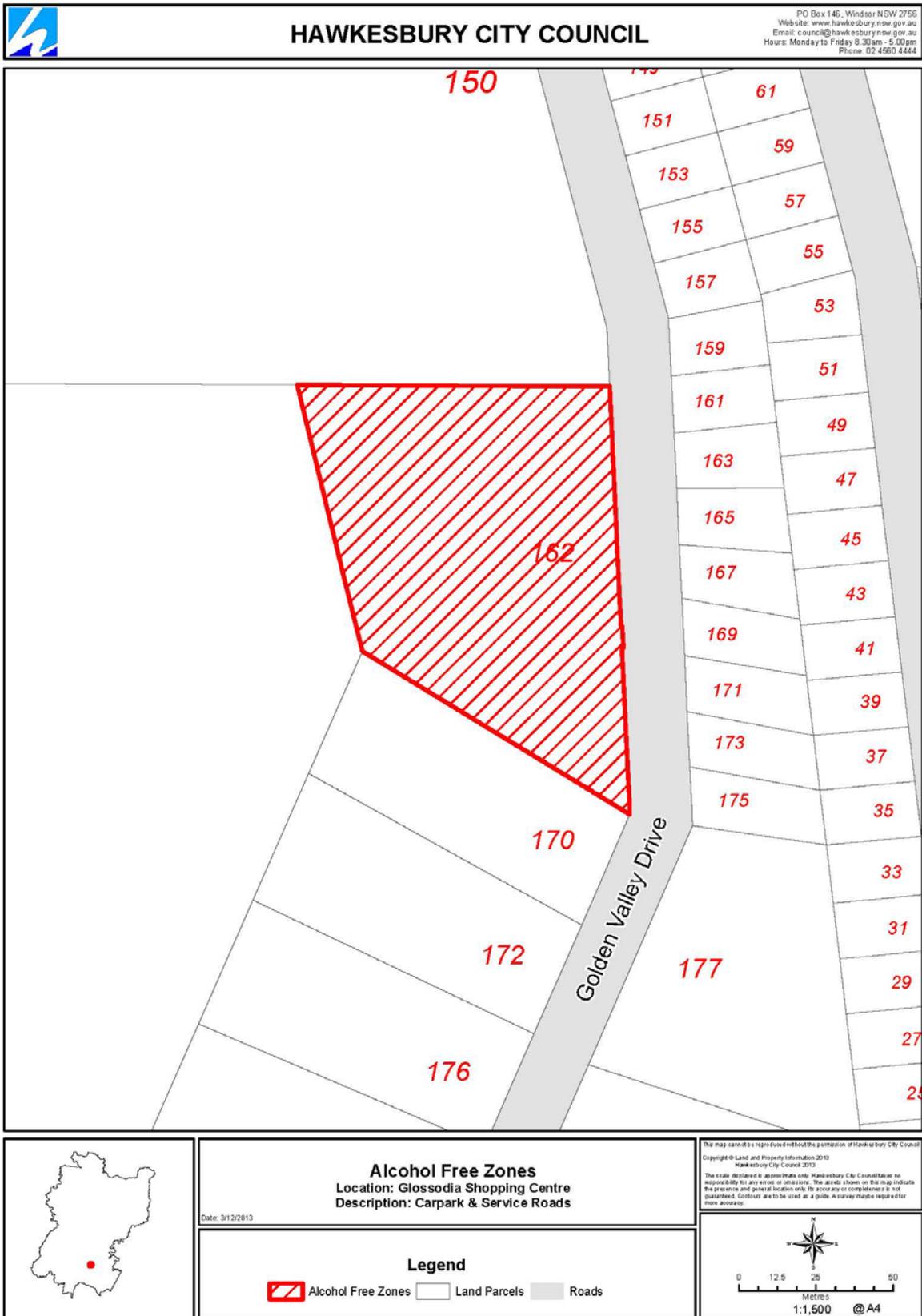
- v. The Windsor Mall Policy and the Outdoor Dining and Footpath Trading Policy, being adhered to.
2. Public notification (including the erection of signage and an advertisement in the Hawkesbury Courier) be given for the re-establishment of the Alcohol Free Zones, for the period from 1 May 2018 to 30 April 2022, as indicated in the report.

**ATTACHMENTS:**

- AT - 1** Map of Glossodia identifying the location of the Alcohol Free Zones.
- AT - 2** Map of Kurmond identifying the location of the Alcohol Free Zones.
- AT - 3** Map of McGraths Hill identifying the location of the Alcohol Free Zones.
- AT - 4** Map of North Richmond identifying the location of the Alcohol Free Zones.
- AT - 5** Map of Pitt Town identifying the location of the Alcohol Free Zones.
- AT - 6** Map of Richmond identifying the location of the Alcohol Free Zones.
- AT - 7** Map of South Windsor identifying the location of the Alcohol Free Zones.
- AT - 8** Map of Wilberforce identifying the location of the Alcohol Free Zones.
- AT - 9** Map of Windsor identifying the location of the Alcohol Free Zones.

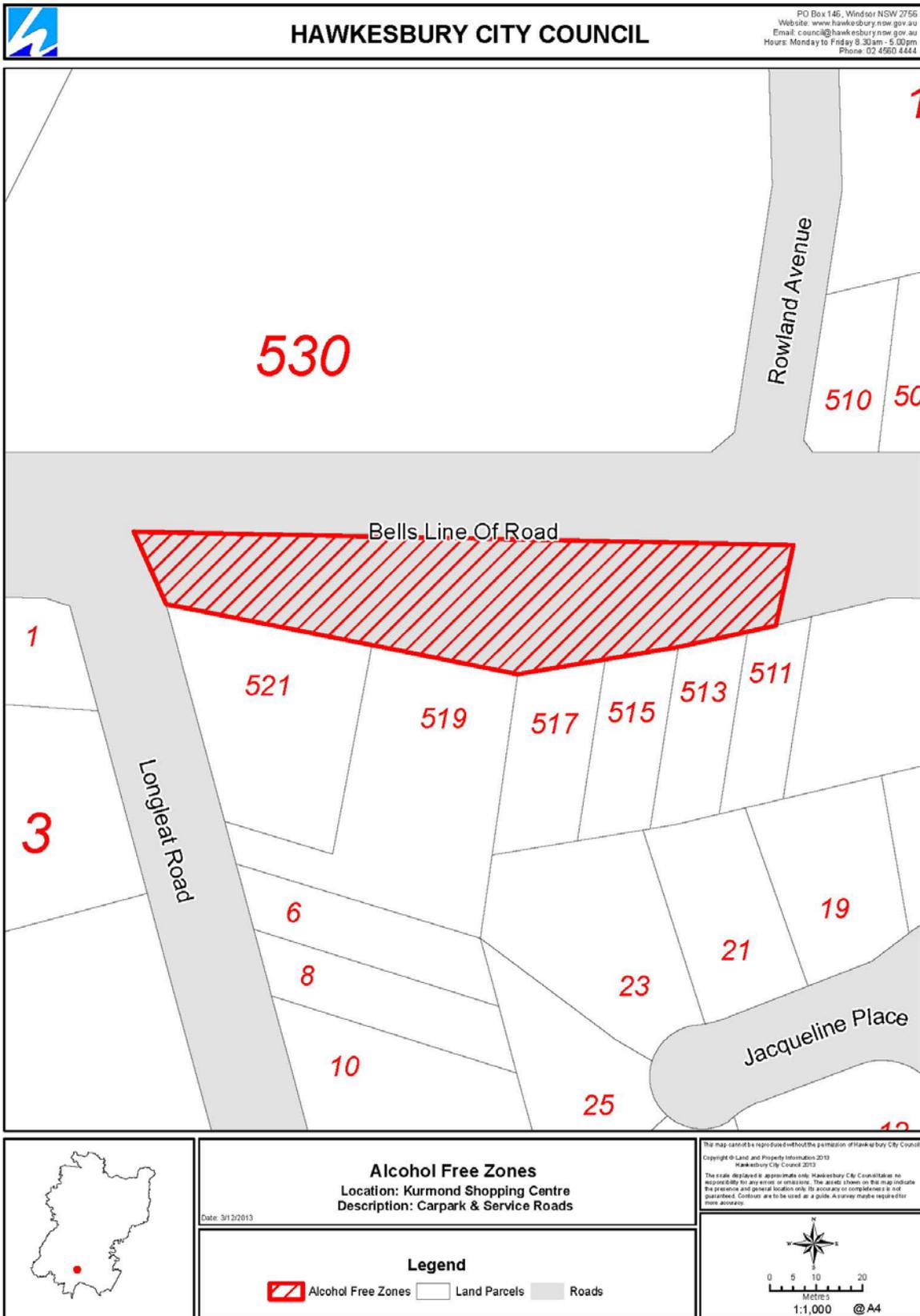
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**AT - 1 Map of Glossodia identifying the location of the Alcohol Free Zones**



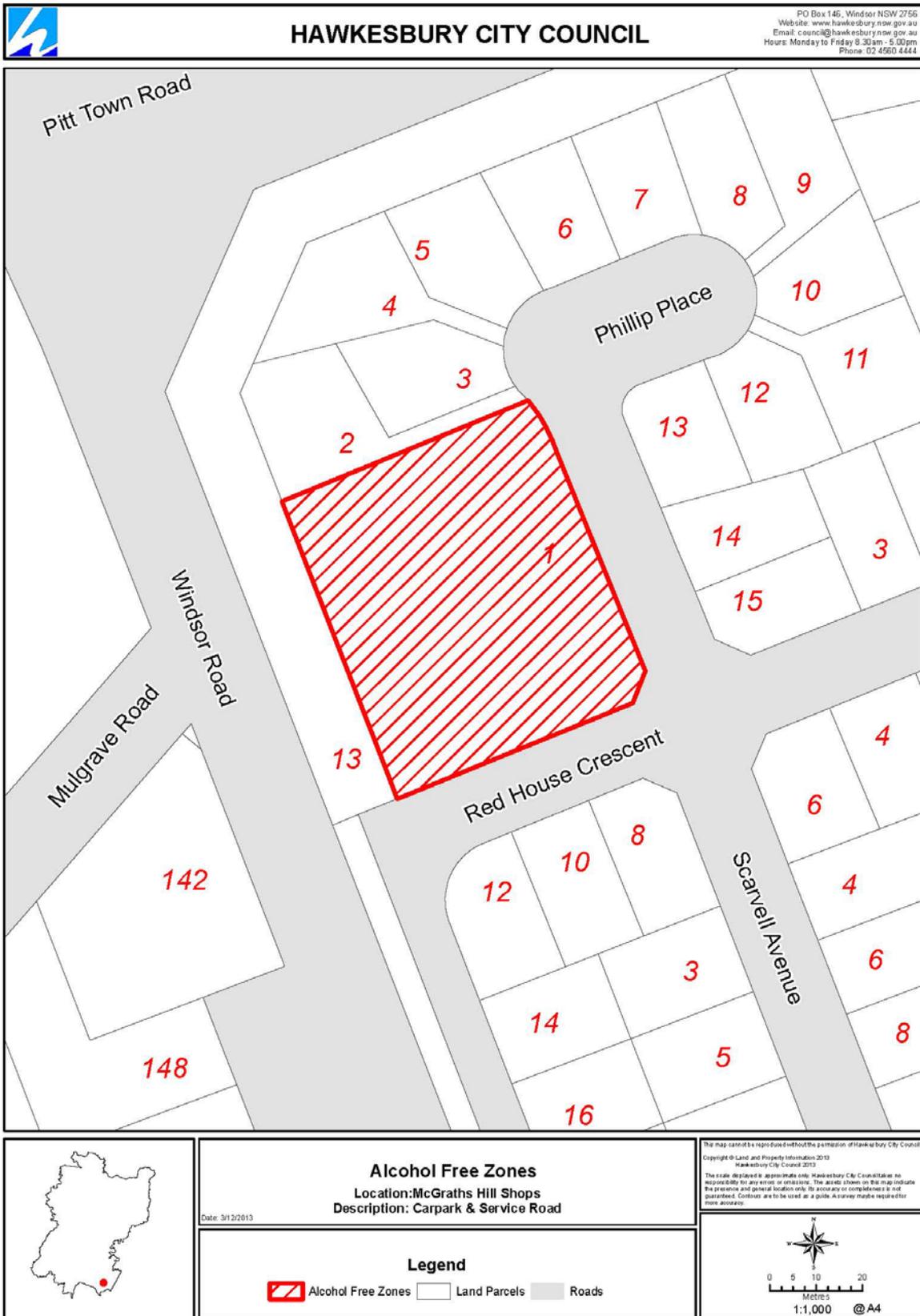
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**AT - 2 Map of Kurmond identifying the location of the Alcohol Free Zones.**



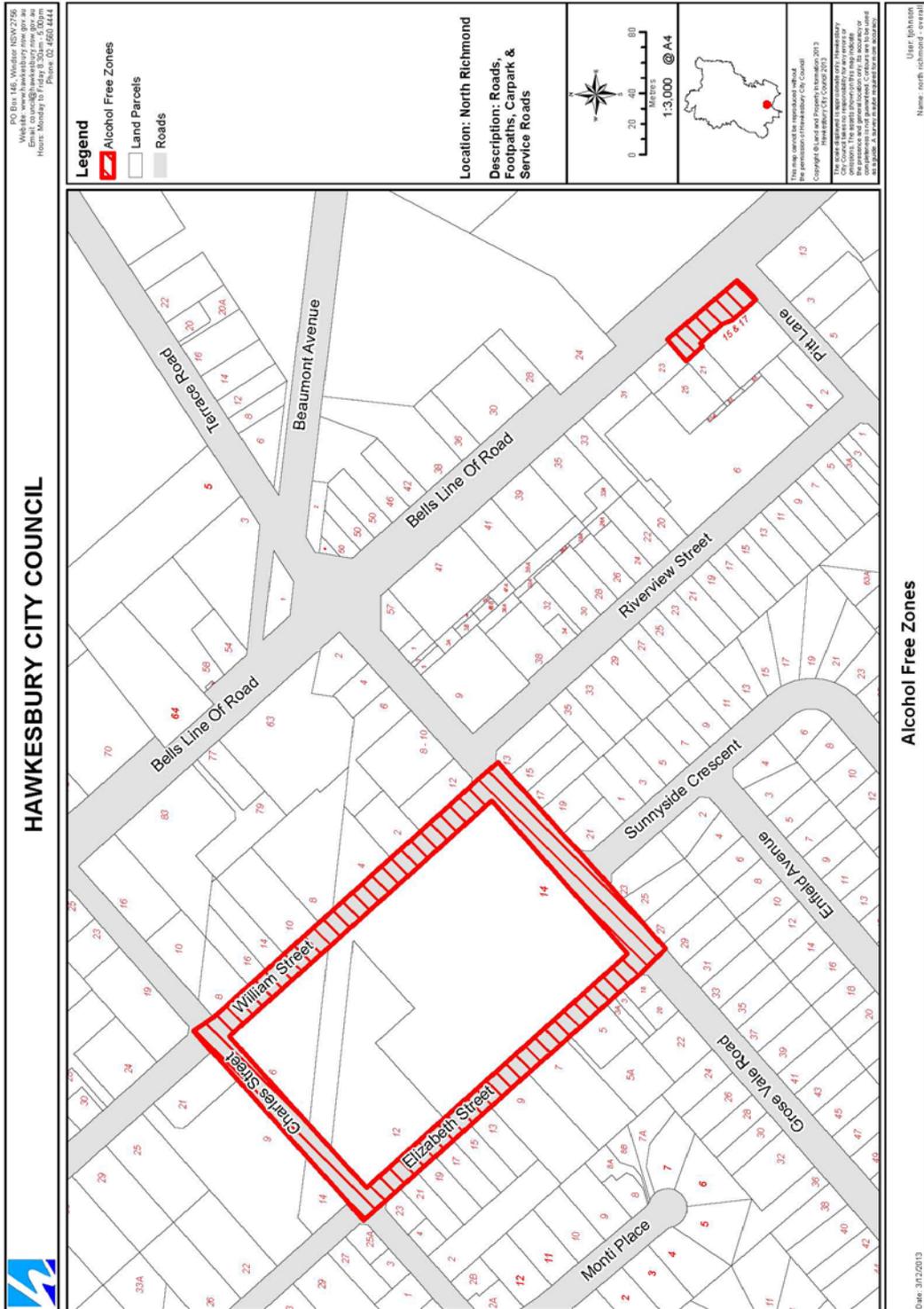
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**AT - 3 Map of McGraths Hill identifying the location of the Alcohol Free Zones.**



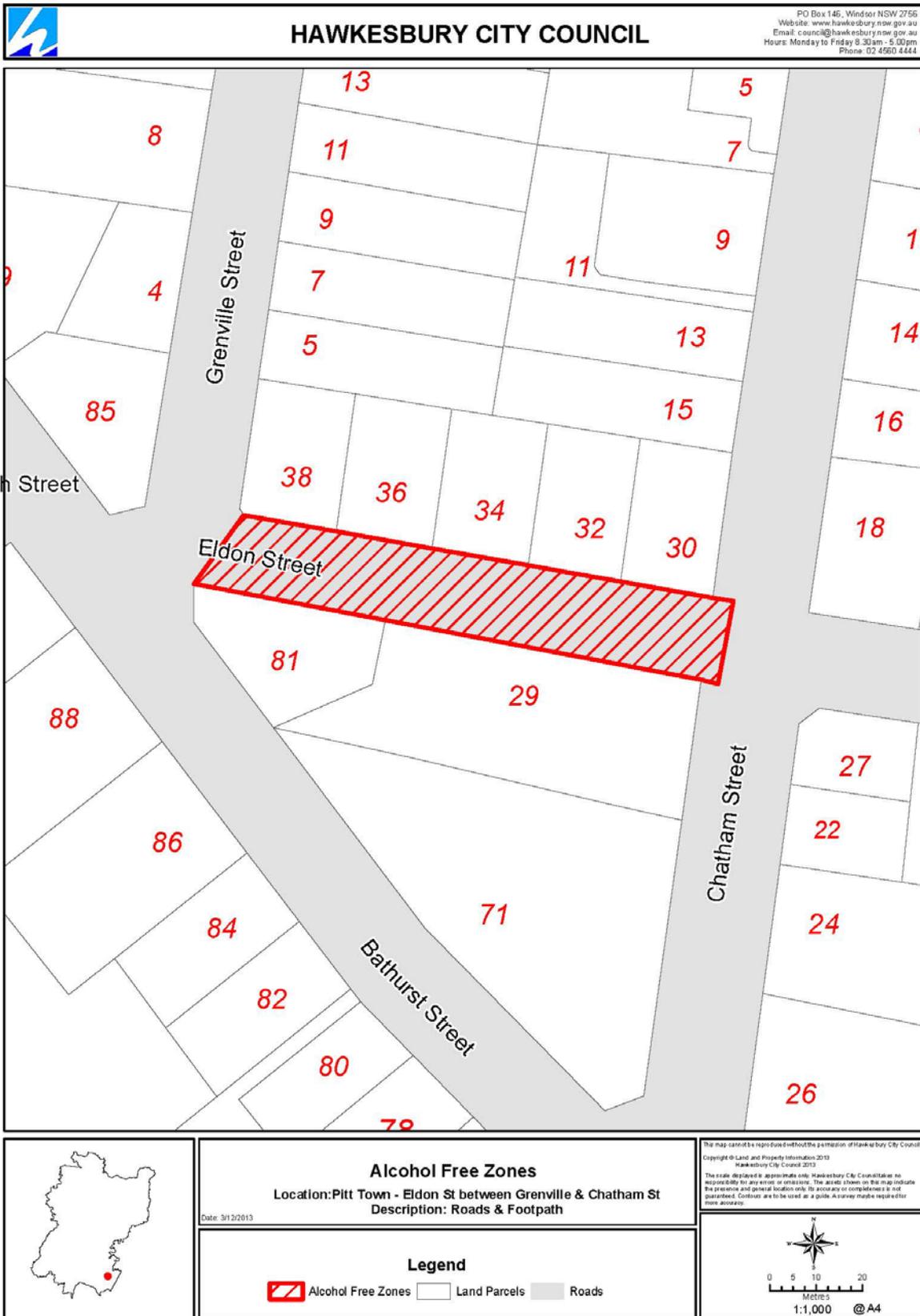
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**AT - 4 Map of North Richmond identifying the location of the Alcohol Free Zones.**



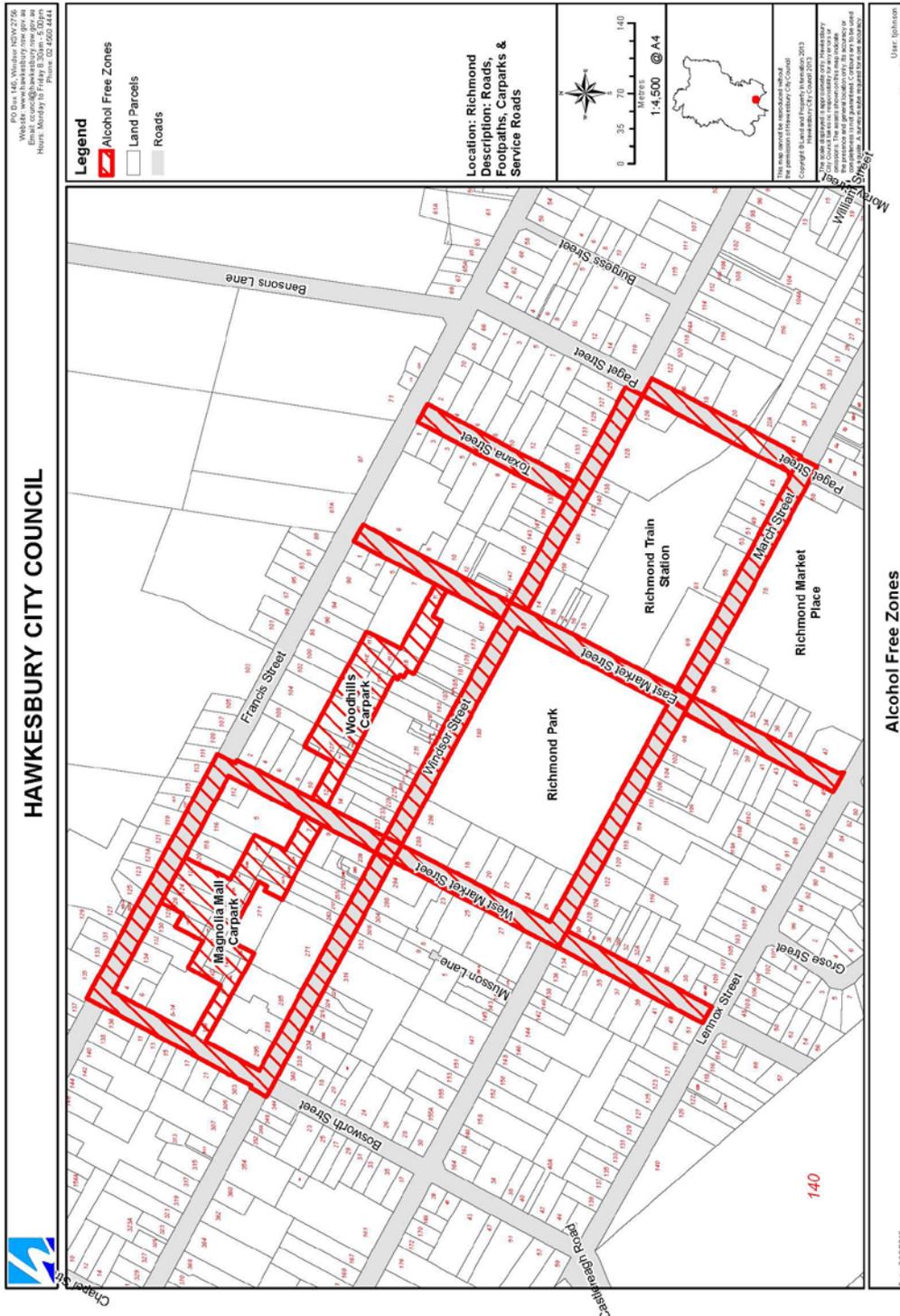
**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 10 April 2018**

**AT - 5 Map of Pitt Town identifying the location of the Alcohol Free Zones.**



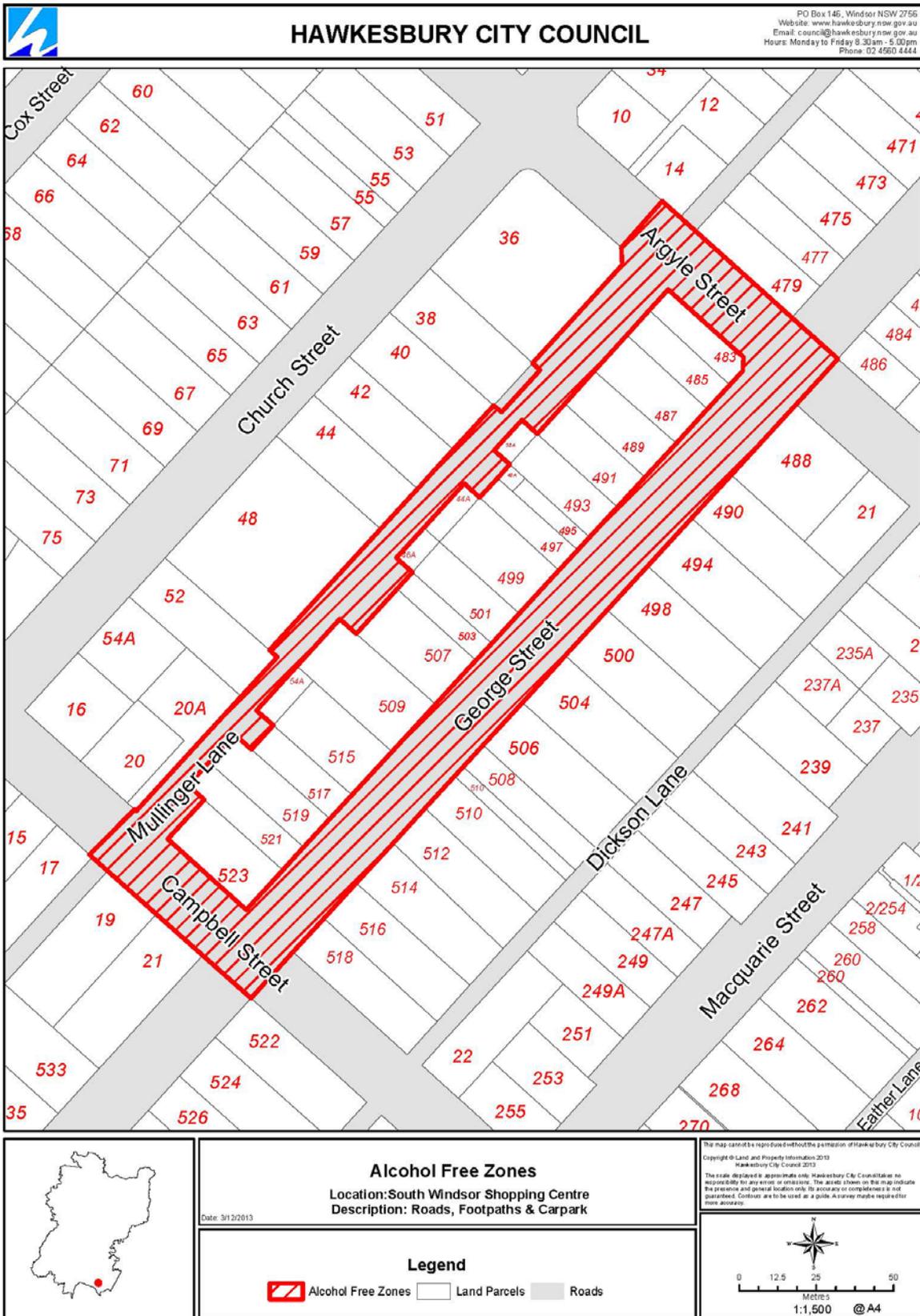
**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 10 April 2018**

**AT - 6 Map of Richmond identifying the location of the Alcohol Free Zones.**



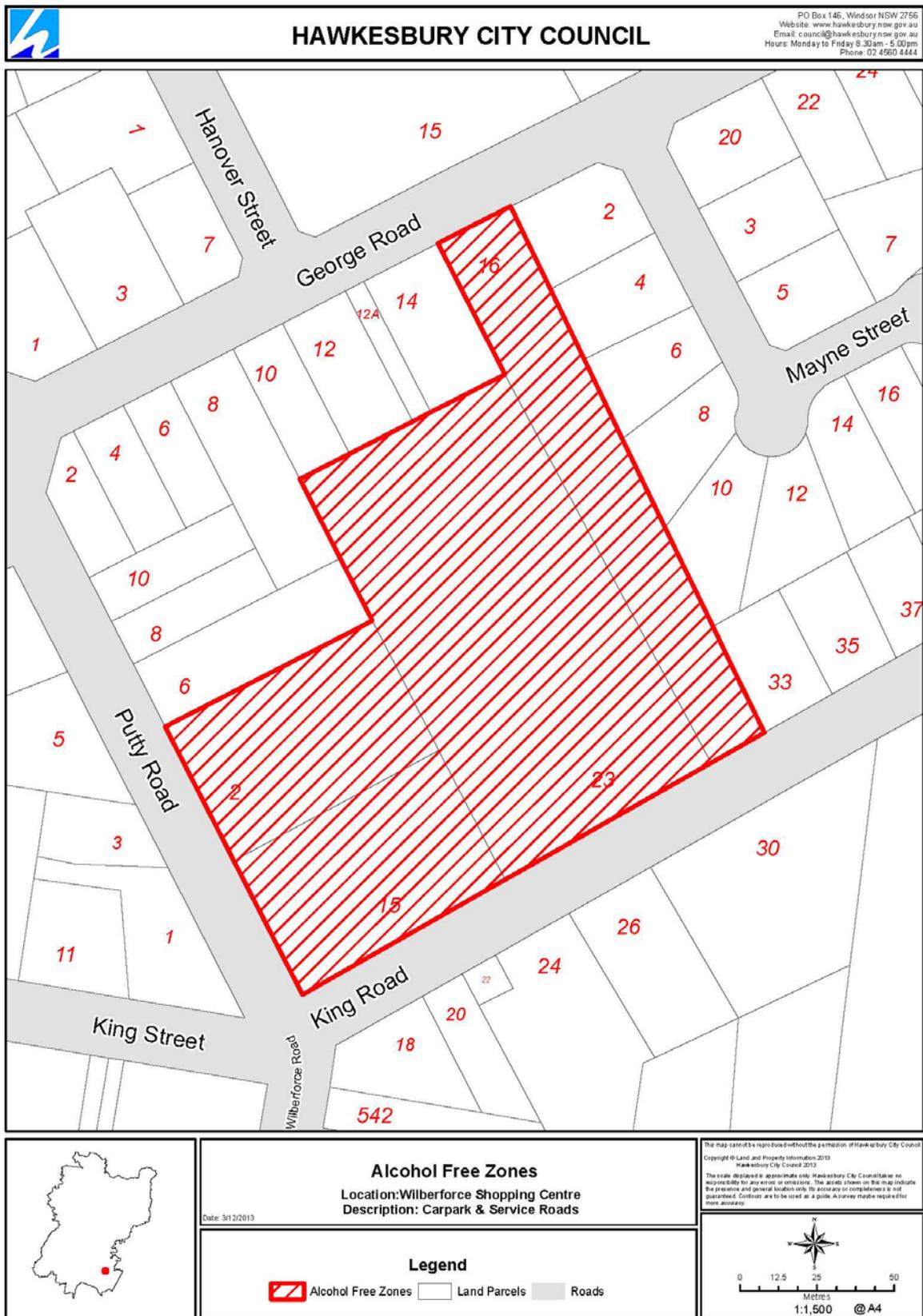
**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 10 April 2018**

**AT - 7 Map of South Windsor identifying the location of the Alcohol Free Zones.**



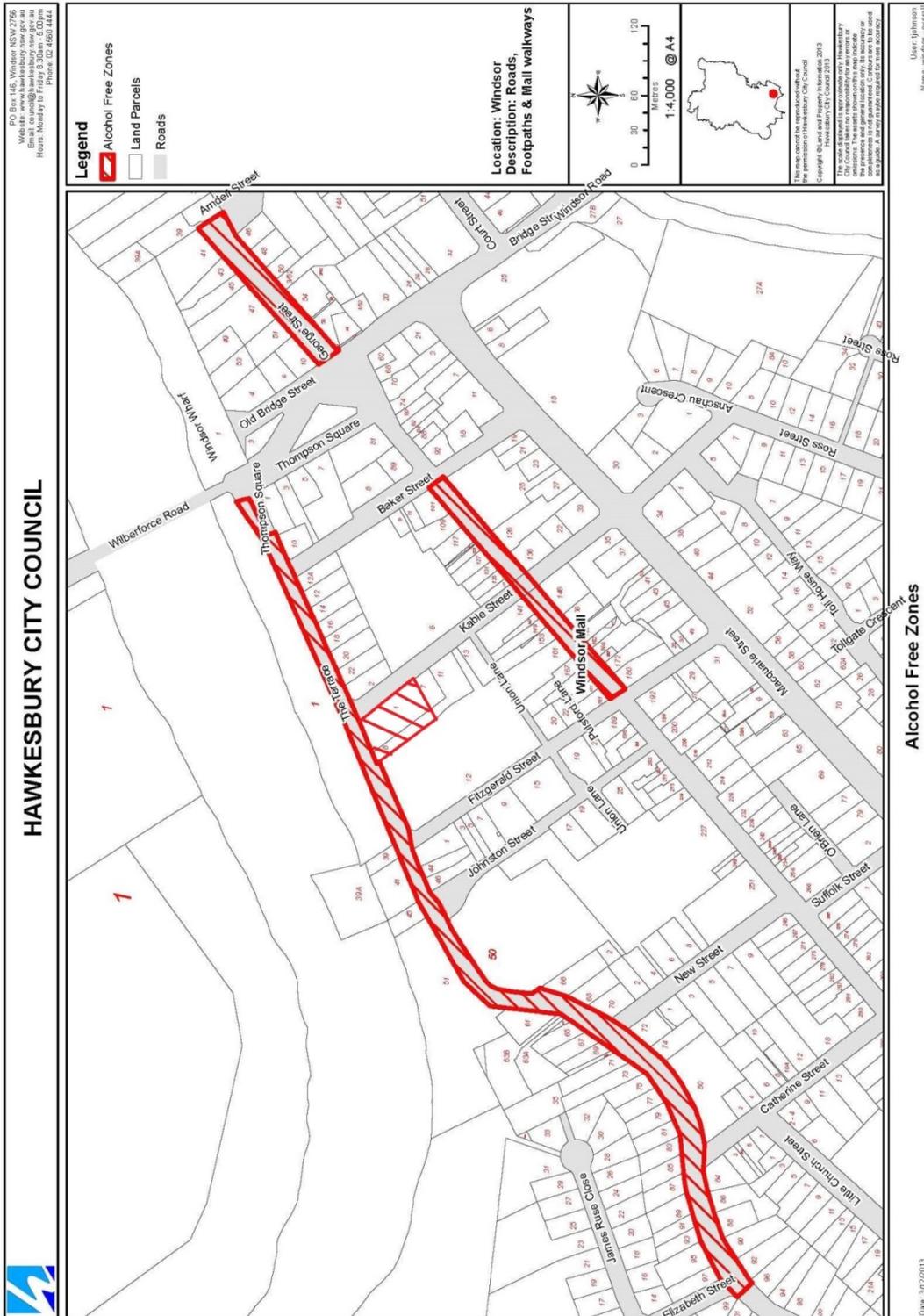
**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
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**AT - 8 Map of Wilberforce identifying the location of the Alcohol Free Zones.**



**ORDINARY MEETING**  
**SECTION 3 – Reports for Determination**  
**Meeting Date: 10 April 2018**

**AT - 9 Map of Windsor identifying the location of the Alcohol Free Zones.**



oooO END OF REPORT Oooo

**ORDINARY MEETING**

**SECTION 3 – Reports for Determination**

**Meeting Date:** 10 April 2018

ordinary

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of committees

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

**Meeting Date:** 10 April 2018

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 April 2018**

**SECTION 4 – Reports of Committees**

**Item: 088**                      **ROC - Audit Committee - 7 February 2018 - (95496, 91369, 79351, 121470)**

**Directorate:**                Support Services

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**PURPOSE OF THE REPORT:**

The purpose of this report is to present the Minutes of the Audit Committee, held on 7 February 2018.

**RECOMMENDATION SUMMARY:**

The matters contained within the minutes attached as Attachment 1 to this report of the Audit Committee have no policy or financial implications to Council. It is recommended that the minutes be received and noted by Council.

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**REPORT:**

**Discussion**

The Audit Committee met on 7 February 2018 and discussed the following items:

- Status Report - Management Responses to Audit Recommendations - December 2017
- Accounts Payable Review
- Commercial Leases and Property Management Review
- Meeting Dates for 2018
- Internal Audit Management Plan 2017-2020

**RECOMMENDATION:**

That the Minutes of the Audit Committee held on 7 February 2018 be received and noted.

**ATTACHMENTS:**

**AT - 1**    Minutes of the Audit Committee held on 7 February 2018.

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

**Meeting Date:** 10 April 2018

**AT - 1 Minutes - Audit Committee - 7 February 2018**

Minutes of the Meeting of the Audit Committee held in the Tebbutt Room, in the Deerubbin Centre, Windsor, on Wednesday, 7 February 2018, commencing at 4.05pm.

**ATTENDANCE:**

**Present:** Councillor Paul Rasmussen, Hawkesbury City Council  
Councillor John Ross, Hawkesbury City Council  
Mr Craig Bennett, Community Representative  
Ms Ellen Hegarty, Community Representative  
Ms Nisha Maheshwari, Community Representative

**In Attendance:** Mr Laurie Mifsud, Hawkesbury City Council  
Ms Emma Galea, Hawkesbury City Council  
Mr Mark Upcroft - PricewaterhouseCoopers  
Ms Yas Wickramasekera, Blue Mountains City Council  
Mr Stephen James, Centium  
Ms Jan Readford - Minute Secretary, Hawkesbury City Council

**REPORT:**

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

**Attendance Register of Audit Committee**

<b>Member</b>	<b>7/2/2018</b> Postponed from 6/12/2017			
Councillor Paul Rasmussen	✓			
Councillor John Ross	✓			
Councillor Patrick Conolly (Alternate)	N/A			
Mr Craig Bennett	✓			
Ms Ellen Hegarty	✓			
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 Mr Craig Bennett that the Minutes of the Audit Committee meetings held on the 14 June 2017 and 13 September 2017, be confirmed.

**ORDINARY MEETING**  
**SECTION 4 – Reports of Committees**  
**Meeting Date: 10 April 2018**

**SECTION 3 - Reports for Determination**

**Item: 1 AC - Status Report - Management Responses to Audit Recommendations - December 2017 - (95496, 91369, 79351, 121470)**

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**DISCUSSION:**

- Ms Maheshwari enquired if the management responses list were all in relation to the audit conducted in 2016/2017. Ms Galea advised there were other audits included.
- Ms Maheshwari noted that an updated status report would be provided to future meetings.

**RECOMMENDATION TO COMMITTEE:**

That the attached Status Report on Management Responses regarding Audit recommendations be noted.

RESOLVED on the motion of Ms Ellen Hegarty, seconded by Mr Craig Bennett.

That the attached Status Report on Management Responses regarding Audit recommendations be noted.

**Item: 2 AC - Accounts Payable Review - (95496, 91369, 79351, 121470)**

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**DISCUSSION:**

- Mr James advised that a detailed analysis was done on 13 control areas, particularly those that incur the most significant inherent risk. In addition, we considered whether any of the ICAC Port Botany recommendations were relevant for implementation. Of the 13 areas reviewed, the effectiveness of 10 were singled out, with four found to be satisfactory/effective, and six found to require attention.
- Ms Wickramasekera advised it has been recommended that system access controls be implemented in line with Audit Office recommendations.
- Ms Galea referred to the checks and balances required, and in particular to EFT Sure software, which is capable of cleaning up data and checking bank accounts for accuracy in relation to the supplier, the payment and bank.
  - Mr Bennett enquired if any of Council's employees use Factor-in. This software will flag when funds are going to a different entity rather than a bank. Ms Galea advised the software is new and would need to be reviewed.
  - Ms Wickramasekera advised the supplier has an ABN and the bank has to be aware of that number. Some of the tests conducted were to catch that. The Botany Bay recommendations were considered as well.
  - Ms Galea advised it's about how we automate things. The EFT software will reduce the amount of things we have to do ourselves. Nothing can be stolen from us as they do not have access. The provider has a big database.
- Ms Galea advised that some communication was around updating procedures, in particular for Purchase Orders and Works Orders.
- Ms Maheshwari referred to Item 2 on Page 7 in relation to Works Orders, and enquired if the same person can both request and approve the Works Order. Ms Galea advised that the

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

**Meeting Date:** 10 April 2018

Works Order System requires that a quote be obtained, and that the Works Order number be noted on the Purchase Order. It was found, in relation to Works Orders, that there were issues relating to the process, not delegation. The issue has been raised with the relevant staff. In terms of the suppliers, payment is made in accordance with the Purchase Order.

- Ms Wickramasekera noted that the right level of approval is obtained before commencing work with the supplier. Ms Galea advised that Council has implemented compulsory orders; however, there are some gaps to be addressed. The process for requiring a Purchase Order for purchases will be reinforced. Mr Upton noted that people always find ways around the system. Ms Wickramasekera advised that Council needs to make sure it has a transparent process.
- Ms Wickramasekera advised that the Internal Audit Program is a risk based program. The audit has reviewed the controls, and recommendations have been made to rectify any areas of concern. Ms Galea advised that Council also conducted a self-audit and any areas found have been rectified in consultation with relevant Director.
- Mr Upton indicated that the Internal Audit Program covers the whole of Council. The Auditors see things as a total, Council is compared with every other site, and we should not be complacent.
- Clr Rasmussen enquired in terms of Purchase Orders if suppliers have been paid that should not have been paid. Ms Wickramasekera advised the audit has suggested that some manual systems be taken away. Ms Galea advised that there are times when you do not have to have a Purchase Order and this exemption goes to the General Manager for approval.
- Mr Mifsud advised that many Purchase Orders are raised annually for known expenses, for example, the expenses associated with catering Council meetings and briefings.
- Clr Rasmussen enquired about the type of occurrence that would require an Emergency Order. Ms Galea advised that emergency procurement is intended for when true emergencies arise, such as a fire.
- Ms Maheshwari indicated it would be useful to receive a sequential update on the recommendations. Ms Wickramasekera advised that a monthly update will be provided, together with a quarterly report that will include all matters, including those that have now been closed off.

**RECOMMENDATION TO COMMITTEE:**

That:

1. The Internal Audit Report prepared by Centium Pty Ltd – Accounts Payable Review be received and noted.
2. The ongoing actions of Council staff in relation to finalising the internal arrangements to guide completion of the audit process as outlined in the report be noted.

**COMMITTEE RECOMMENDATION:**

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

That:

1. The Internal Audit Report prepared by Centium Pty Ltd – Accounts Payable Review be received and noted.

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

**Meeting Date:** 10 April 2018

2. The ongoing actions of Council staff in relation to finalising the internal arrangements to guide completion of the audit process as outlined in the report be noted.

**Item: 3 AC - Commercial Leases and Property Management Review - (95496, 91369, 79351, 121470)**

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**DISCUSSION:**

- Mr James advised that the aim of the audit was to look at the controls and processes and evaluate the risks to the commercial leases. There are two types of property i.e. community and operational (commercial) property. There are nine control areas, as outlined on Pages 3 & 4.
- Ms Galea advised that Council's Property staff are in the Corporate Services and Governance area of Council, which falls under the direction of the Director of Support Services, Mr Laurie Mifsud. The Community buildings fall under the Building and Associated Services Manager, which falls under the direction of the Director Infrastructure Services. However, in terms of community, fall under Community Services.
- Ms Galea noted that the list of actions specifies the responsible officer at the management level. The owner is always the Director, and the responsible officer will be the relevant manager.
- Mr Mifsud advised that a significant amount of work is already underway, has already been achieved, or is the current practice. It was found that there were a number of existing procedures that had not been updated.
- Ms Maheshwari referred to Item 2.2 on Page 12 and enquired if all leases are reviewed by Council and if the process is time constraining.
  - Mr Mifsud advised that leases are reported to Council under Confidential at the Council meeting.
  - Councillor Ross added that the leases are always reviewed by Council's valuers, K D Woods and Associates.
  - Mr Mifsud advised that Council staff source the independent valuation for the property, then work to achieve the valuation or better it. Council is advised of the outcome.
- Mr Bennett referred to Item 5.1 on Page 27, noting that one of the recommendations was to appoint a Property Management Advisory Panel.
  - Mr James referred to Item 5.1 on Page 15 where the seven reasons are listed for appointing a Property Management Advisory Panel which will be independent and specialised.
  - Mr Bennett noted that the Panel does go outside for independent valuations.
  - Ms Wickramasekera advised that the recommendations were about process benchmarking.
- Mr Bennett enquired who would be on the Advisory Panel. Ms Galea advised it would include staff.
- Councillor Rasmussen called to mind Council's Colonial Drive property which did not sell. If we had a panel, it could have been sold. I think it's a good recommendation.
- Mr James advised that some councils do adopt this approach. The panel would have staff and specialists on site on it.

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

**Meeting Date:** 10 April 2018

- Mr Mifsud advised that Council has enough expertise to make this decision and have it covered, noting the advice sourced from its solicitors and other specialists when required.
- Councillor Rasmussen acknowledged the work of all those concerned with the audit and advised the report was excellent.

**RECOMMENDATION TO COMMITTEE:**

That

1. The Internal Audit Report prepared by Centium Pty Ltd – Commercial Leasing and Property Management be received and noted.
2. The ongoing actions of Council staff in relation to finalising the internal arrangements to guide completion of the audit process as outlined in the report be noted.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Ms Ellen Hegarty, seconded by Mr Craig Bennett.

That

1. The Internal Audit Report prepared by Centium Pty Ltd – Commercial Leasing and Property Management be received and noted.
2. The ongoing actions of Council staff in relation to finalising the internal arrangements to guide completion of the audit process as outlined in the report be noted.

**Item: 4 AC - Meeting Dates for 2018 - (95496, 91369, 79351, 121470)**

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**DISCUSSION:**

- Mr Mifsud advised that due to a clash with a number of other happenings at Council, it has become necessary to move the previously proposed meeting dates for 2018, to the following:
  - Wednesday - 4.00pm - 21 March 2018
  - Wednesday - 4.00pm - 20 June 2018
  - Wednesday - 4.00pm - 19 September 2018
  - Wednesday - 4.00pm - 5 December 2018
- Ms Hegarty provided an apology for the meeting of 21 March 2018.

**RECOMMENDATION TO COMMITTEE:**

That the Audit Committee meeting dates for 2018, as outlined in the report, be approved.

**COMMITTEE RECOMMENDATION:**

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

That the Audit Committee meeting dates for 2018, as proposed at the Audit Committee Meeting, be adopted.

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

**Meeting Date: 10 April 2018**

**Item: 5      AC - Internal Audit Management Plan 2017-2020**

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**DISCUSSION:**

- Ms Maheshwari enquired if the Audit Committee can expect to receive an update each quarter on the progress of the 2017/2018 Internal Audits. Ms Wickramasekera advised that the Committee will be sent an updated Action List by email.

**RECOMMENDATION TO COMMITTEE:**

That the Committee receive and note the Internal Audits to be undertaken in the 2017/2018 financial year, included as Attachment 2 to the report.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Ms Helen Hegerty.

That the Committee receive and note the Internal Audits to be undertaken in the 2017/2018 financial year, included as Attachment 2 to the report.

**SECTION 4 - General Business**

There were no matters raised.

The meeting terminated at 5:30pm.

Submitted to and confirmed at the meeting of the Audit Committee held on 21 March 2018.

**oooO END OF REPORT Oooo**

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

**Meeting Date:** 10 April 2018

**Item: 089**                      **ROC - Floodplain Risk Management Advisory Committee - 15 February 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 15 February 2018.

**RECOMMENDATION SUMMARY:**

Item 1 contained within the attached minutes of the Floodplain Risk Management Advisory Committee has policy or financial implications to Council, and as such requires specific consideration by Council.

General Business items have no policy or financial implications for Council and are presented for information only.

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**REPORT:**

**Discussion**

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.

**Item: 1    Update on 2017/2018 Office of Environment and Heritage Floodplain Management Grants Program**

The Committee considered a report in relation to an update on Council's various grant applications through the 2017/2018 Office of Environment and Heritage Floodplain Management Grants Program. Council had been notified that all five grant applications, namely:

- (a) Community Flood Education and Resilience - Suburb Specific Floodsafe Guides
- (b) Hawkesbury Flooding Book and Supporting Video Production
- (c) Investigation and Feasibility Study for Voluntary House Raising Scheme
- (d) Business Floodsafe Breakfast Program
- (e) Hawkesbury Flood Icon/Marker Installation

were unsuccessful in obtaining grant funding for various reasons. It was indicated in the feedback from the Office of Environment and Heritage that part of the reason that the applications were unsuccessful was that the detail was generally considered by the Office of Environment and Heritage to be inconsistent with the outcomes of the Hawkesbury Nepean Valley Flood Risk Management Strategy. It should be noted that the 2017/2018 Floodplain Management Grants Program closed in March 2017 and the Strategy was released in May 2017.

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

*That:*

1.    *The information be noted and received.*

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

**Meeting Date:** 10 April 2018

2. *Council officers consult with Infrastructure NSW, Office of Environment & Heritage and State Emergency Services with respect to packaging of potential applications for future flood grant funding opportunities.*
3. *Officers prepare an interim list for this Committee to review potential projects for grant funding.*
4. *Documentation in support of future grant applications be obtained from stakeholders, where possible.*

During General Business, the Committee received updates on:

- Implementation of the Hawkesbury Nepean Flood Risk Management Strategy; and
- Warragamba Dam Raising Proposal - WaterNSW "Pop-up "Information Sessions

Additionally, information relating to the NSW Flood Data Portal released by the Minister for Emergency Services was also discussed as was the list of potential road upgrades for flood evacuation that was previously sought in 2014 by the Stakeholder Reference Panel for the Hawkesbury Nepean Flood Management Review.

All items in General Business were noted, and as such at this stage have no specific policy or financial implications for Council to consider, and are presented for information only.

**RECOMMENDATION:**

That:

1. The Minutes of the Floodplain Risk Management Advisory Committee, held on 15 February 2018 be received and noted.
2. In relation to Item 1 of the Minutes, that:
  - (a) Council officers consult with Infrastructure NSW, Office of Environment & Heritage and State Emergency Services with respect to packaging of potential applications for future flood grant funding opportunities.
  - (b) Officers prepare an interim list for this Committee to review potential projects for grant funding.
  - (c) Documentation in support of future grant applications be obtained from stakeholders, where possible.

**ATTACHMENTS:**

**AT - 1** Minutes of the Floodplain Risk Management Advisory Committee, held on 15 February 2018

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

**Meeting Date:** 10 April 2018

**AT - 1 Minutes of the Floodplain Risk Management Advisory Committee**

**held on 15 February 2018**

The meeting commenced at 4pm.

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**Present:** Councillor Mary Lyons-Buckett, Chairperson  
Councillor Paul Rasmussen, Deputy Chairperson  
Councillor Amanda Kotlash, Hawkesbury City Council  
Councillor Peter Reynolds, Hawkesbury City Council  
Councillor Danielle Wheeler, Hawkesbury City Council  
Ms Carol Edds, Community Representative  
Mr Kim Ford, Community Representative  
Ms Margaret Mackisack, Community Representative  
Mr Maurice Smith, Community Representative  
Mr Harry Terry, Community Representative  
Mr Harry Panagopoulos, Office of Environment and Heritage

**Apologies:** Mr Peter Cinque (OAM), SES  
Mr Matthew Owens, Hawkesbury City Council  
Snr Inspector, Robert Bowman, Department Primary Industries  
Mr Kevin Jones, SES

**In Attendance:** Ms Sue Ribbons iNSW  
Mr Stephen Yeo iNSW  
Mr Andrew Kearns, Hawkesbury City Council  
Mr Chris Amit, Hawkesbury City Council  
Ms Robyn Kozjak - Minute Secretary, Hawkesbury City Council

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**REPORT:**

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

**CHANGE TO ORDER OF BUSINESS:**

The Chair moved to bring General Business forward to facilitate a presentation by Ms Ribbons and Mr Yeo of iNSW to update the Committee on the implementation of the Hawkesbury Nepean Flood Risk Management Strategy.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Councillor Reynolds and seconded by Councillor Kotlash that the Minutes of the Floodplain Risk Management Advisory Committee held on the 7 December 2017, be confirmed.

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

**Meeting Date: 10 April 2018**

**Attendance Register of Floodplain Risk Management Advisory Committee**

Member	7/12/17	15/02/18			
Councillor Mary Lyons-Buckett	✓	✓			
Councillor Amanda Kottash	✓	✓			
Councillor Paul Rasmussen	A	✓			
Councillor Danielle Wheeler	✓	✓			
Councillor Peter Reynolds	✓	✓			
Ms Carol Edds	✓	✓			
Mr Harry Terry	A	✓			
Ms Margaret Mackisack	✓	✓			
Mr Kim Ford	✓	✓			
Mr Maurice Smith	✓	✓			
Snr Inspector Robert Bowman - (Dept. Primary Industries)	A	A			
Mr Kevin Jones - (SES Headquarters)	A	A			
Mr Peter Cinque OAM - (SES Sydney Western Division)	A	A			
Mr Harry Panagopoulos - (Office of Environment & Heritage)	✓	✓			

**Key:** A = Formal Apology

✓ = Present

X = Absent - no apology

Amendment to previous Minutes in relation to discussion on the feasibility of a 1:100 elevated flood evacuation road from Chapel Street Richmond to Hanna Match Nth Richmond - Maurie Smith

- Mr Smith referred to an anomaly with the previous minutes in relation to funding for an elevated flood evacuation road. The minutes should be corrected to indicate that out of the budget for local road upgrades (2018) investigations could commence regarding the project. There was no undertaking that funds were available to complete the project, as the previous minutes reflect.

4:12pm - Ms Ribbons and Mr Yeo commenced their presentation on the implementation of the Hawkesbury Nepean Flood Risk Management Strategy including an outline of consultation processes associated with the Warragamba Dam EIS.

- Reference was made to flood awareness walking tours around Windsor undertaken last year which were very popular and it was suggested more of these walks be scheduled in the future.
- An enquiry was raised regarding the timeframe for an emergency management pilot. Evacuation should be prioritised and in this regard officers have asked the SES to attend meetings regularly to provide updates.
- It was agreed officers would also make contact with representatives of the Office of Emergency Management to invite them to attend a FRMAC meeting and present on how the Emergency Management system operates (flow chart to assist with understanding on how it works).
- Members agreed it would be beneficial for the Hawkesbury to have a 'one stop shop' facility to co-ordinate emergency management matters. This could be through a co-ordinating body/committee such as the Office of the Hawkesbury Nepean and options for future governance could be considered.

4:53pm - The presentation was completed and the Chair thanked Ms Ribbons and Mr Yeo.

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

**Meeting Date:** 10 April 2018

**SECTION 4 - Reports for Information**

**ITEM: 1**                    **FRMAC - Update on 2017/18 Office of Environment & Heritage Floodplain Management Grants Program - (86589, 124414)**

**Previous Item:**        5, FRMAC (31 August 2017)  
                              4, FRMAC (20 April 2017)  
                              5, FRMAC (16 February 2017)  
                              2, FRMAC (18 February 2016)

**Directorate:**            City Planning

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**DISCUSSION:**

- The Committee was advised applications for grant funding for the 2017/2018 grants round were not successful for varying reasons provided by the Office of Environment & Heritage (OEH).

It was indicated in the feedback from the OEH that the detail in the application was generally considered to be inconsistent with the outcomes coming out of the Hawkesbury Nepean Valley Flood Risk Management Strategy.

- Grants have recently opened (7 February until 28 March 2018) for the 2018/2019 round of funding under the NSW Floodplain Management Program and Floodplain Grants Scheme.
- Discussion arose in relation to ways to better present future applications. It was suggested projects such as flood studies, channel widening works and flood warning assessments may be viewed by assessors more favourably. Communication projects would also be worth pursuing.

*5:07pm - Councillor Lyons-Buckett left the meeting.*

*Councillor Rasmussen, Deputy Chair, assumed the Chair's role.*

- It was suggested the packaging of future applications should also include supporting documentation (where possible) from the SES, iNSW, this Committee and the Mayor of HCC to substantiate the Council's need for funding.

*5:15pm - Mr Yeo left the meeting.*

- Officers will prepare a list of potential projects for grant funding for the Committee's review. In this regard it was suggested a mobile 'flood trailer' equipped with flood modelling, catchment maps etc be considered for inclusion in the list.

*5:25pm - Councillor Reynolds left the meeting.*

**RECOMMENDATION TO COMMITTEE:**

That the information be noted and received.

**MOTION:**

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

***Refer to COMMITTEE RECOMMENDATION***

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

**Meeting Date:** 10 April 2018

**COMMITTEE RECOMMENDATION:**

That:

1. The information be noted and received.
2. Council officers consult with Infrastructure NSW, Office of Environment & Heritage and State Emergency Services with respect to packaging of potential applications for future flood grant funding opportunities.
3. Officers prepare an interim list for this Committee to review potential projects for grant funding.
4. Documentation in support of future grant applications be obtained from stakeholders, where possible.

**SECTION 5 - General Business**

Update from iNSW on Implementation of the Hawkesbury Nepean Flood Risk Management Strategy

Update provided by Ms Ribbons and Mr Yeo - information noted.

Warragamba Dam Raising Proposal - WaterNSW "Pop-up "Information Sessions

Update provided by Ms Ribbons and Mr Yeo - information noted.

NSW Flood Data Portal released by the Minister for Emergency Services

Information noted.

- Reference was made to a list of potential road upgrades for flood evacuation which was previously sought (in 2014) by the Stakeholder Reference Panel for the Hawkesbury Nepean Valley Flood Management Review. It was suggested that the list should be made available to the FRMAC.

Officers have subsequently provided the following information in relation to potential road enhancements which were identified and provided to the Government for its consideration. It is noted the sites are mainly regional routes.

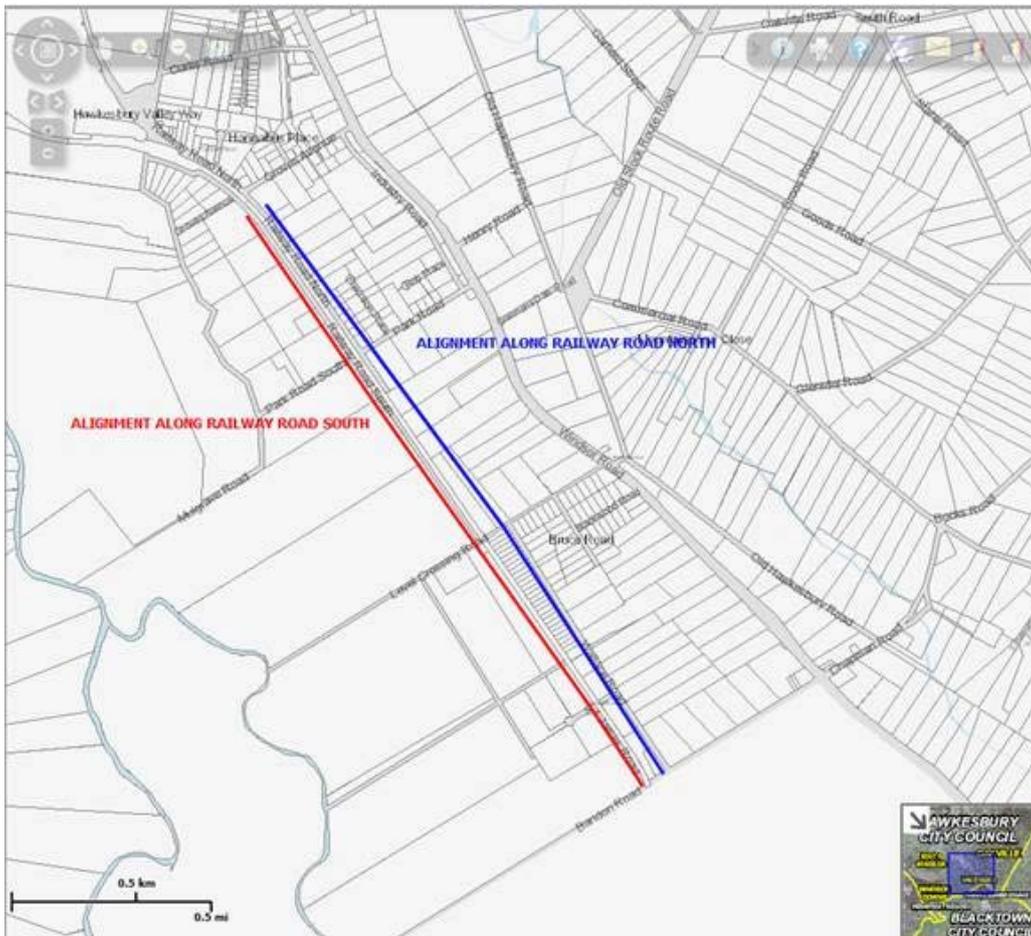
1. *SES have previously undertaken traffic modelling for the overall network. It appears that they will be undertaking further modelling. The results of this modelling will indicate lane capacity requirements for evacuation. An example of this would be the evacuation of South Windsor in a northerly direction towards the Windsor Flood Evacuation Route (WFER) via the Cox Street railway crossing. An example of an intersection would be Argyle Street at George Street which is controlled by a round-a-bout. Currently single lane capacity is required, as such the existing intersection configuration would be considered satisfactory. Any changes to the lane capacity may require a change to the make-up of the intersection. No change proposed.*
2. *Widening or duplication of the Windsor Flood Evacuation Route (WFER) - Jim Anderson Bridge - which currently extends from Day Street, Windsor to Groves Avenue, Mulgrave. Current structure caters for the 1% flood (1:100). The current lane configuration is 2 lanes and for evacuation, 3 lanes are potentially required. The curvilinear nature of the road may not allow for 3 lanes to operate in a safe manner. SES have been in discussion with RMS to formulate a strategy on allowing for 2*

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SECTION 4 – Reports of Committees

Meeting Date: 10 April 2018

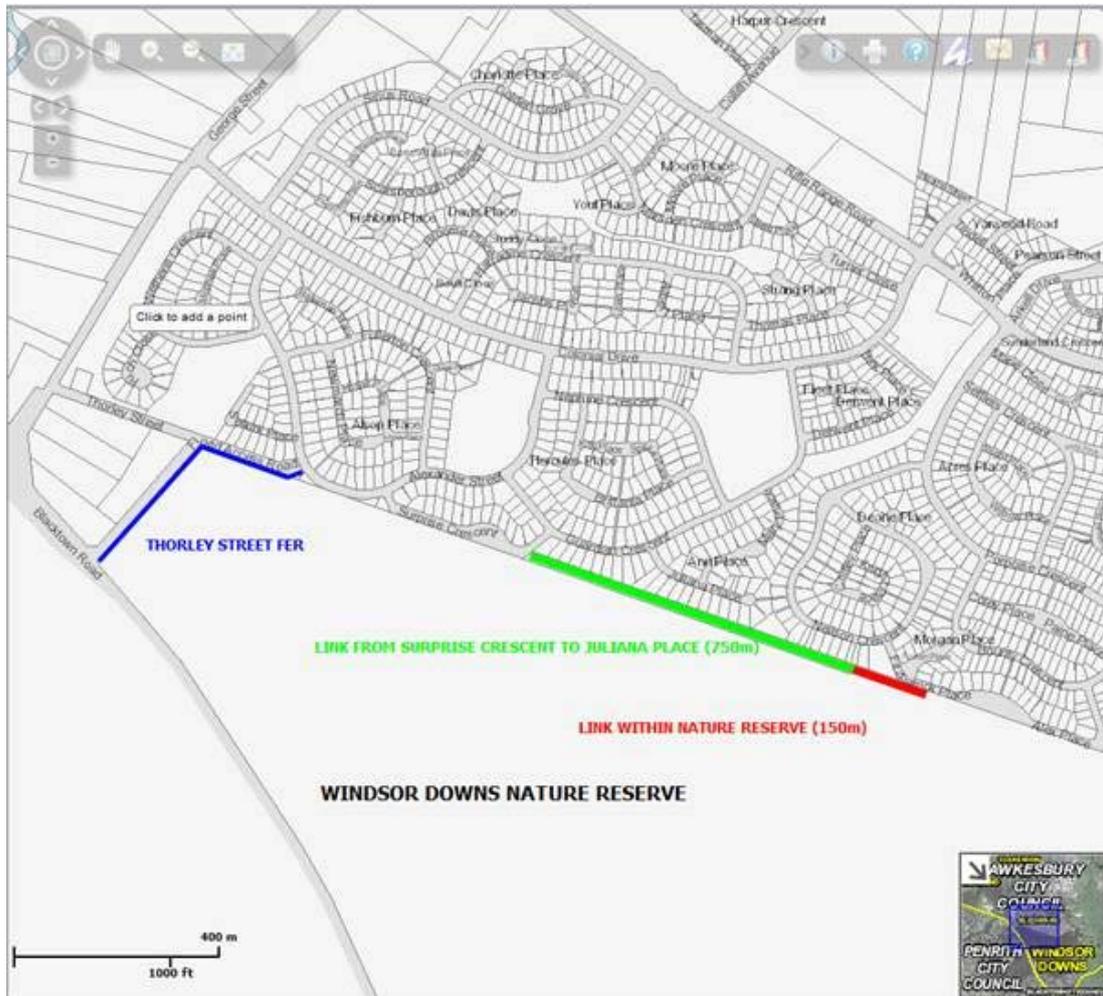
- outbound and 1 inbound lane during a flood event requiring evacuation. An option would be to investigate the potential of either widening or duplicating this road. Cost to be determined by RMS.
3. *Improvements to the intersection of the WFER and Groves Avenue to provide a smooth transition to access the Railway Crossing point east of this intersection. The railway crossing point connects Railway Road North to Railway Road South. Cost to be determined by RMS.*
  4. *Providing a direct connection from the existing WFER (1:100) near Groves Avenue to Bandon Road - extension to the south-east. This could be undertaken by continuing the WFER along Railway Road North to Park Road, across private land with a possible connection to and including Wallace Road. Alternatively, the Railway Crossing Point between Railway Road North and Railway Road South can be utilised and Rail Road South extended to Bandon Road. Approximate distance from Groves Avenue to Bandon Road is 2900 metres. Bandon Road has been listed as a potential Link road between Windsor Road and Richmond Road as part of the NW Growth Centre works. Having the evacuation route link directly to this Link road will have many benefits. Cost to be determined by RMS.*



5. *Thorley Street FER Extension - (1:100 combined with 500 year local event). Some documentation was provided to you during the meeting. The extension of the current Thorley Street FER is required for a distance of approximately 850 metres. A section of land is currently within the Windsor Downs Nature Reserve. Project cost is in the order of \$4,000,000. An attachment is provided with further information to support this project.*

ORDINARY MEETING  
SECTION 4 – Reports of Committees

Meeting Date: 10 April 2018



- Reference was made to the Study completed by iNSW in 2012 recommending that the long term option for the traffic issues at North Richmond was the construction of a four lane bridge with a 1 in 20 year flood immunity down river of the existing North Richmond bridge at a cost benefit analysis of \$2.8M. The timing of the proposal was 2021 to 2036. Council was not on the list of stakeholders and it was believed it should be included and should be proactive in discussions at a high level to ensure that projects are supported to improve the safety of residents and not pushing more traffic into Richmond and North Richmond.

5:48pm - Mr Amit left the meeting.

The meeting closed at 5:49pm.

oooO END OF REPORT Oooo

**ORDINARY MEETING**

**SECTION 4 – Reports of Committees**

**Meeting Date:** 10 April 2018

ordinary

section 5

notices of motion

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date:** 10 April 2018

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 10 April 2018**

**SECTION 5 – Notices of Motion**

**Item: 090**                      **RM - Resolution 375 - Conservation Management Plan - 1029 St Albans Road, Lower Macdonald - Lot 1 DP 605179 - (79351, 95498, 124414)**

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**Submitted by:** Councillor Reynolds

**RESCISSION MOTION:**

That Resolution No. 375 from Council's meeting held on 28 November 2017, be rescinded.

**BACKGROUND:**

Council, at its Meeting held on 28 November 2017, resolved to approve and adopt the Conservation Management Plan (CMP) for St Joseph's Church at St Albans.

However, it has since been brought to my attention that:-

- The boundary surveys are inaccurate.
- The CMP shows the cemetery is located within the St Joseph's property when 80% of the cemetery is located on neighbouring property.
- The CMP imposes obligations to upkeep the cemetery. Because of the above errors these obligations are now borne by a neighbour and not the owner of St Joseph's.
- The CMP states the policies in the document should be reviewed by "all relevant parties". The neighbour is a relevant party and was not given opportunity to review the document, leading to the issues generating this Rescission Motion.
- The CMP is inaccurate and misleading when it states the cemetery holds the remains of 40 First Fleeters. The Federation of First Fleeters State there are no graves of First Fleeters in the cemetery.

As this document is adopted by Council and becomes official including display in the Library for public viewing, it needs to be accurate for legal and historical reasons.

If this motion is adopted, I will be proposing to move a further motion, wherein Council will request the author of the Conservation Management Plan to correct and resubmit the Conservation Management Plan for endorsement by Council.

**NOTE BY MANAGEMENT:**

Council's resolution of 28 November 2017 regarding the Conservation Management Plan - 1029 St Albans Road, Lower Macdonald - Lot 1 DP 605179, was as follows:

*"That:*

1. *Council as the consent authority approve the 'Conservation Management Plan for St Joseph's Catholic Church (Former) prepared by Edwards Planning and dated July 2017 for Lot 1 DP 605179, known as 1029 St Albans Road, Lower Macdonald.*
2. *The applicant be advised that the approval of the Conservation Management Plan does not approve any change of use or works to the property that require a separate planning approval. Any future application for change of use or works will be subject to the full merit assessment criteria, such as parking, traffic, noise, operating hours, number of persons at the site, etc., that is relevant to that application."*

**ORDINARY MEETING**  
**SECTION 5 – Notices of Motion**  
**Meeting Date: 10 April 2018**

**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:** 10 April 2018

**Item: 091**                      **NM1 - Warragamba Dam Raising - (79351)**

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**Submitted by:** Councillor Zamprogno

**NOTICE OF MOTION:**

That:

1. Hawkesbury Council renews its support for the proposal of raising Warragamba Dam to provide flood mitigation as outlined in the *Hawkesbury Nepean Floodplain Review Taskforce report, 'Resilient Valley, Resilient Communities'*, because it will mitigate the severity and duration of future floods, and because it will save life and property in the Hawkesbury.
2. Council write to the State Member, the relevant Minister, and Infrastructure NSW to convey this support.

**BACKGROUND:**

The raising of Warragamba Dam is a critical and long awaited piece of infrastructure that will mitigate against flooding that originates within the Warragamba catchment, which is over half of the total catchment that feeds into the Hawkesbury River.

There has been much activity and discussion on flood mitigation in previous terms of Council and from its Flood Risk Advisory Committee, chaired by the Mayor. Council resolved, for example as long ago as October 1996 to express support for raising the dam by 23 metres.

More recently, Council resolved, on 26 September last year to accept new objectives for our Floodplain Management Committee which included:

*“To assist the Council in advocating, consideration of, and implementing the strategies contained within the Hawkesbury Nepean Floodplain Review Taskforce report, 'Resilient Valley, Resilient Communities' in partnership with relevant state agencies and stakeholders.” (my emphasis). Prior to that, the FMC already had a remit which included “to recommend to Council measures to reduce flood risk to Council's infrastructure and buildings”*

The *Resilient Valley, Resilient Communities* plan's signature initiative proposes to raise the dam wall by 14 meters, and there is an agreement between NSW and the Commonwealth to fully fund the project for completion by the early 2020s.

The commitment to raise the dam wall was made in June 2016, and the *Resilient Valley* document has been in-hand since early 2017. The committee, and Council as a whole have neglected its objectives by not resolving a position in relation to this revamped plan.

This is despite an abundance of detailed work stretching back decades to show that this proposal remains the best of the alternatives available and should be supported now. An EIS will follow later this year, but is not a document that will add any information likely to tip the balance between ecological risks upstream, and life and property downstream. The 1995 EIS took seven years to complete and was ratified by a panel of three independent and international experts, and it was modelling a dam even higher than the current proposal.

A generation of residents since the last flood in 1992 have grown up with no first-hand knowledge of flooding. The present proposal models an average reduction in damage by 75%, fully \$5 billion less (by 2040) than if no measure proceeds, along with proportionate saving of life along with property.

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

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This Notice of Motion is spurred by a recognition of rising and organised opposition to the dam-raising proposal, bringing a danger that misinformation will prevail, and that the bipartisanship necessary between State and Federal governments to complete the project may not endure, unless support is shown publicly.

It is therefore timely that Hawkesbury Council, representing the community most at risk, makes its stand now.

**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: 10 April 2018**

**Item: 092**                    **NM2 - Representations regarding the Proposed Bells Line of Road and M9 Road Corridors - (79351)**

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**Submitted by:** Councillor Garrow

**NOTICE OF MOTION:**

That Council write to The Hon. Dominic Perrottet, MP and the NSW State Government regarding the proposed Bells Line of Road and M9 declared road corridors asking the following: -

1.     Why are there no meetings being held for the Hawkesbury residents affected by the M9 corridor, namely in the Vineyard and Maraylya areas.
2.     Why has the Local Member met and consulted specifically with residents of Windsor Downs to ensure the route is changed, but has not met with residents of any of the other effected areas.

**FINANCIAL CONSIDERATIONS:**

There are no financial implications applicable to this report.

**NOTE BY MANAGEMENT:**

This matter was submitted as 'Question for Next Meeting' at the Council Meeting held on 27 March 2018. As the Question directed Council staff to undertake specific action on the matter, a Notice of Motion is required.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**  
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**Meeting Date: 10 April 2018**

**QUESTIONS FOR NEXT MEETING**

**Item: 093**                      **Councillor Questions from Previous Meetings and Responses - 30 January 2018 - (79351)**

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**REPORT:**

**Question - 30 January 2018**

#	Councillor	Question	Response
9	Reynolds	Enquired as to whether the bins at Upper Colo Reserve have been removed? If so, could the bins be reinstated.	The Director Infrastructure Services advised that no bins have been removed from Upper Colo Reserve. Bins have also been installed at the park adjacent to the bridge on Upper Colo Road.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 10 April 2018

**Item: 094**

**Councillors Questions from Previous Meetings and Responses - 13 March 2018 - (79351)**

**REPORT:**

**Follow up question arising from response provided at the Council Meeting held on 13 March 2018:**

<b>Councillor</b>	<b>Question</b>	<b>Response</b>
Garrow	In relation to the response provided to Question 1 asked at the Council meeting on 13 March 2018, it was requested that a breakdown of costs could be provided for Code of Conduct complaints received for the term of this Council of where breaches of the Code were found and where there was no breach found.	The General Manager advised that from 17 September 2016 to 3 April 2018, Code of Conduct complaints against Councillors and the General Manager have cost \$14,750 (excluding GST), made up as follows:- <ul style="list-style-type: none"><li>• No breach of Code = \$14,750 (excluding GST)</li><li>• Breach of Code = \$ Nil</li></ul> These costs are for the engagement of the Code of Conduct Reviewers to investigate the complaints.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING****Confidential Reports**

Meeting Date: 10 April 2018

Item: 095

**Councillor Questions from Previous Meetings and Responses - 27 March 2018  
- (79351)****REPORT:****Questions - 27 March 2018**

#	Councillor	Question	Response
1	Calvert	Enquired as to whether Council has been invited to prepare a submission for the NSW Government regarding the proposed Bells Line of Road and M9 declared road corridors.	The Acting Director of City Planning is aware of the consultation being undertaken by Transport for NSW and will be making a submission.
2	Garrow	Enquired as to whether Council could write to The Hon. Dominic Perrottet and the NSW State Government regarding the proposed Bells Line of Road and M9 declared road corridors asking the following:- 1. Why are there no meetings being held for the Hawkesbury residents affected by the M9 corridor, namely the Vineyard, Oakville and Maraylya areas. 2. Why has the local member met and consulted specifically with residents of Windsor Downs to ensure the route is changed but has not met with residents of any of the other effected areas.	The General Manager advised that as this question directs staff to undertake specific action in relation to this matter, a Notice of Motion is required.  Councillor Garrow has submitted a Notice of Motion that appears in Section 5 of the Business Paper.
3	Garrow	Enquired whether Council can make a clear statement to the community that the recent corridor announcements are a State Government decision.	The General Manager advised that the Mayor has since consulted with Councillors individually and forwarded a letter to affected land owners.
4	Garrow	Enquired as to what is Council's procedure to inspect/clean ovals prior to them being used for training sessions or games.	The Director Infrastructure Services advised that sports grounds are generally managed by Hawkesbury Sports Council (HSC) on behalf of Council. HSC has protocols for site inspection by teams prior to use to ensure the site is safe. Council staff also check surrounding areas during general maintenance and mowing activities.

**ORDINARY MEETING****Confidential Reports**

Meeting Date: 10 April 2018

#	Councillor	Question	Response
5	Ross	Requested an update on the actions associated with Notice of Motion 3 from the Council Meeting on 9 May 2017.	<p>The General Manger advised that Notice of Motion 3 related to consultation initiated by Government Agencies and the role of "Council" in formulating responses. A number of case studies were mentioned in the motion.</p> <p>The manner in which Government Agencies initiate and undertake consultations with Councils, together with the time they provide for Council to respond, varies significantly and ultimately is at the discretion of the government agency. In more recent times, with the move to twice monthly.</p> <p>Councillor Briefings, an increased range and quantity of material is being presented to Councillors via this forum, at the conclusion of which Council has the option of requesting that a report be presented to Council.</p> <p>This matter is still being examined and it is proposed to be the subject of a Councillor Briefing before a report is presented back to Council.</p>

**ORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 10 April 2018

#	Councillor	Question	Response
6	Ross	Requested an update on the actions associated with Notice of Motion 6 from the Council Meeting on 9 May 2017.	<p>The General Manger advised that Notice of Motion 6 related to the Elf Mushroom Composting Facility and called for a report to be prepared to Council.</p> <p>Subsequent to the Notice of Motion, preliminary investigations were undertaken, including a site inspection by staff and a review of the relevant State Government Planning Approvals. As a consequence a further site inspection was arranged for Councillors on Saturday 25 November 2017.</p> <p>During the course of the site inspection it became apparent that a new <i>bio- filter</i> technology was being introduced on the site, a technology that had the potential to eliminate off-site affects associated with odours emanating from the composting. At the time of the inspection the likely commissioning date for the new technology in the first half of 2018.</p> <p>As elements of the new technology come in line they are being progressively tested and commissioned. The site is proposed to be fully commissioned, tested and operational by June 2018.</p> <p>Council staff a currently liaising with representatives of the Elf Mushrooms Composting Facility to confirm a further site inspection once the new <i>bio-filter</i> technology is fully operational.</p> <p>Once the new Technology has been commissioned and tested a comprehensive report will be presented to Council.</p>

oooO END OF REPORT Oooo

**ORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 10 April 2018

**CONFIDENTIAL REPORTS**

**Item: 096**                    **IS - T00060 - Provision of a Septic Tank and Collection Well Effluent Removal Service - (95495, 112179)**

**Directorate:**                Infrastructure Services

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**REASON FOR CONFIDENTIALITY**

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

*Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) of the Act as it relates to Provision of a Septic Tank and Collection Well Effluent Removal Service Tender No. T00060 and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

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**ORDINARY MEETING**

**Confidential Reports**

**Meeting Date:** 10 April 2018

**Item: 097**                    **SS - Licence to Tomra Collection Pty Ltd - Part of 1 Kable Street, Windsor - (95496, 92432, 112106)**

**Directorate:**                Support Services

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**REASON FOR CONFIDENTIALITY**

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

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

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

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ordinary  
meeting

end of  
business  
paper

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