



Ordinary Meeting
15 December 2025 at 6.00pm



AGENDA

Notice is hereby given that the Ordinary Meeting of the Hunter's Hill Council will be held in the Council Chambers at 22 Alexandra Street Hunters Hill on

Monday 15 December 2025

Beginning at 6.00pm for the purpose of considering and determining matters included in this agenda.

Nick Tobin
General Manager

Hunter's Hill Council Values

Our values are at the **HEART** of what we do and who we are. As such, we are represented by the following values:

Honesty

Excellence

Accountability

Respect

Teamwork



HUNTER'S HILL COUNCIL
COUNCIL CHAMBERS SEATING PLAN

MAYOR



CR KASSAB



CR VIRGARA



CR PRIESTON



CR LANE



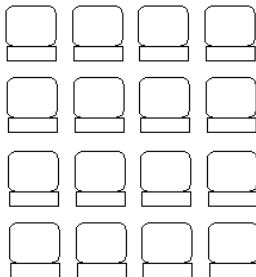
**CR TANNOUS-
SLEIMAN**



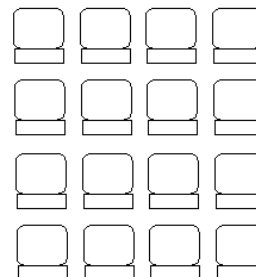
CR WILLIAMS



SPEAKER



GALLERY



ENTRANCE



ORDER OF BUSINESS

Prayer by Rev'd Michael Armstrong

Attendance, Apologies

Declarations of Interests

- 1 Confirmation of Minutes
- 2 Business Arising
- 3 Reports
- 4 Other Business

Charter of Respectful Behaviour

1. *Comments to be "task" focused + Focus on the issue*
2. *Actively listen + be attentive*
3. *Allow others to finish their point*
4. *Deliver solutions based comments*
5. *Develop your resilience*
6. *Be informed + ask questions*
7. *Seek to understand others*
8. *Be on time + use time wisely*
9. *Acknowledge differences or personal circumstances*
10. *Value each other's contributions*

HUNTER'S HILL COUNCIL

ORDINARY MEETING OF COUNCIL

15 December 2025

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Nil

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Nil

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5 - CORRESPONDENCE

Nil

6 - GENERAL BUSINESS

Nil

7 - QUESTIONS WITH NOTICE

7.1 Cr Marc Lane

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COMMENCEMENT

The meeting opened with Acknowledgement of Country and Prayer at 6pm.

IN ATTENDANCE

The Mayor Zac Miles, Deputy Mayor Julia Prieston, Councillors Carol Tannous Sleiman, Tatyana Virgara, Marc Lane, Ross Williams.

ALSO PRESENT

General Manager Nick Tobin, Director Community and Customer Services Annie Goodman, Director Infrastructure and Environmental Sustainability George El Kazzi, Chief Financial Officer Christian Menday, Director People and Culture Rosanna Guerra, Director Town Planning Steve Kourepis, Manager Communications and Events Shery Demian, Recording Jade Reed and Minute-taker Sarah Valentine.

APOLOGIES

Councillor Carla Kassab

A leave of absence was moved by Cr Tannous Sleiman and seconded by Cr Virgara and passed unanimously.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

DECLARATIONS OF INTEREST

The Mayor called for Declarations of Interest without response.

CONFIRMATION OF MINUTES

212/25 RESOLVED on the MOTION of Councillor Williams, seconded Councillor Tannous Sleiman

That the Minutes of Ordinary Meeting No. 4550, 30 October 2025 be confirmed.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	

Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

TABLING OF PETITIONS

PROCEEDINGS IN BRIEF

Nil

ADDRESSES FROM THE PUBLIC

PROCEEDINGS IN BRIEF

Please refer to Item 4.4.

COUNCIL REPORTS

4.1 HUNTER'S HILL COUNCIL ANNUAL REPORT 2024-25 AND PRESENTATION OF AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025

PROCEEDINGS IN BRIEF

Ms Sue Pritchard from the Audit Office of NSW presented a Report on the Conduct of the Audit to the meeting.

213/25 RESOLVED on the MOTION of Councillor Tannous Sleiman, seconded Councillor Virgara

1. That the report be received and noted.
2. That Council endorse the Hunter's Hill Council Annual Report 2024-25.
3. That the presentation of Annual Financial Statements for the year ended 30 June 2025, incorporating the General Purpose Financial Statements and the Special Schedules, be received and noted in accordance with section 419 of the Local Government Act 1993.
4. That a copy of the Annual Report be posted on Council's website and provided to the Minister for Local Government and any other persons or bodies as required by legislation.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	

Councillor Ross Williams	
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The MOTION was CARRIED unanimously

4.2 QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2025

PROCEEDINGS IN BRIEF

214/25 RESOLVED on the MOTION of Deputy Mayor Prieston, seconded Councillor Virgara

1. That Council adopts the Quarterly Budget Review Statement – September 2025 report in accordance with clause 203 of the Local Government (General) Regulation 2021.
2. That Council endorses the budget variations in this report.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

4.3 YOUTH PROGRAMS AND SERVICES

PROCEEDINGS IN BRIEF

Councillor Tannous Sleiman left the meeting at 07:05 pm.

Councillor Tannous Sleiman returned to the meeting at 07:06 pm.

RECOMMENDATION

1. That the report be received and noted.

215/25 RESOLVED on the AMENDED MOTION of Deputy Mayor Prieston, seconded Councillor Tannous Sleiman

1. The report be received and noted.
2. That Council approves the establishment of a "**Youth Mental Health Pilot Program**" to run in 2026 to address youth mental health within the Hunters Hill Municipality by hosting and coordinating the delivery of workshops at

Hunters Hill Town Hall (or such other suitable space) for young people in the Municipality by Enlighten Education and the Man Cave.

3. That Council directs the General Manager, through the relevant Council officer, to develop a project plan for the pilot, including timeline, performance metrics and community engagement.
4. That Council authorise the General Manager to allocate up to \$9,000 from the surplus Community Grants and the 28 July 2025 for the implementation, management, and evaluation of the pilot program.
5. That Council requires a final report detailing the outcomes, cost-effectiveness and recommendation for:
 - a. full implementation of the program including by hosting future programs offered by other organisation for primary school aged students, young adults, educators and parents; or
 - b. cessation of the program; or
 - c. amendment of the program,

to be presented to Council no later than the December 2026 meeting.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	Deputy Mayor Julia Prieston
Councillor Carol Tannous Sleiman	Councillor Marc Lane
Councillor Tatyana Virgara	Councillor Ross Williams

The MOTION was CARRIED on the casting vote of the Mayor

4.4 REVISED CODE OF MEETING PRACTICE - FOR ADOPTION

PROCEEDINGS IN BRIEF

Ms Annette Gallard addressed the meeting. Ms Gallard was granted an extension of time (moved by Cr Williams, seconded Cr Lane and carried unanimously).

Mr Jim Sanderson addressed the meeting. Mr Sanderson was granted an extension of time (moved by Cr Williams, seconded Cr Tannous Sleiman and carried unanimously).

RECOMMENDATION

That Council:

1. That Council adopt the revised Code of Meeting Practice; and

2. That a further review of the Code of Meeting Practice be undertaken within 12 months of election of new council, or in line with any legislative updates.

An AMENDMENT was moved by Cr Ross Williams seconded by Cr Marc Lane:

That Council:

1. That Council adopt the revised Code of Meeting Practice; and
2. That a further review of the Code of Meeting Practice be undertaken within 12 months of election of new council, or in line with any legislative updates.
3. That Council elects not to hold a public forum under Part 4.1 of the model provisions but substitutes a supplementary provision to facilitate public participation by retaining the current Part 4 in our Code of Meeting Practice.

Deputy Mayor Prieston foreshadowed the original recommendation in the paper.

216/25 RESOLVED on the MOTION of Councillor Williams, seconded Councillor Lane

That Council:

1. That Council adopt the revised Code of Meeting Practice; and
2. That a further review of the Code of Meeting Practice be undertaken within 12 months of election of new council, or in line with any legislative updates.
3. That Council elects not to hold a public forum under Part 4.1 of the model provisions but substitutes a supplementary provision to facilitate public participation by retaining the current Part 4 in our Code of Meeting Practice.

RECORD OF VOTING	
For	Against
Councillor Carol Tannous Sleiman	Mayor Zac Miles
Councillor Tatyana Virgara	Deputy Mayor Julia Prieston
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED

4.5 CODE OF CONDUCT - ANNUAL COMPLAINT STATISTICS

PROCEEDINGS IN BRIEF

217/25 RESOLVED on the MOTION of Councillor Williams, seconded Councillor Tannous Sleiman

1. That the report be received and noted.
2. That Hunter's Hill Council's Code of Conduct Complaint Statistics is forwarded to the Office of Local Government.

RECORD OF VOTING	
For	Against

Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

4.6 HUNTERS HILL MUSIC 2026

PROCEEDINGS IN BRIEF

218/25 RESOLVED on the MOTION of Councillor Virgara, seconded Councillor Tannous Sleiman

1. That Council supports the Hunters Hill Music Society 2026 season by waiving the hire fee for the Hunters Hill Town Hall on 29 March, 28 June, 10 October and 29 November 2026, in the amount of approximately \$3200.
2. That Hunters Hill Music Society is required to pay a bond of \$1000 for 2025 concert series.
3. That Hunters Hill Music Society be required to pay a fee to cover the cost of cleaning the Hunters Hill Town Hall following the events in the amount of \$180 for each concert event.
4. That Hunters Hill Music Society pay fees for any additional requirements including the use of the grand piano.
5. That any after-hours callouts to Council Officers during the event will be charged at \$160 per hour, minimum one hour, as per Council's fees and charges.
6. That Hunters Hill Music Society is required to acknowledge Council's sponsorship of the season in its marketing collateral.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

4.7 DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY IN OCTOBER 2025**PROCEEDINGS IN BRIEF**

Deputy Mayor Prieston left the meeting at 07:55 pm.

219/25 RESOLVED on the MOTION of Councillor Williams, seconded Councillor Tannous Sleiman

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously (noting Deputy Mayor Prieston was absent from Chambers for the vote).

4.8 DEVELOPMENT APPLICATIONS DETERMINED BY THE LOCAL PLANNING PANEL IN OCTOBER 2025**PROCEEDINGS IN BRIEF**

Deputy Mayor Prieston returned to the meeting at 07:57pm.

Councillor Lane declared an interest in this item and left the meeting at 07:57pm.

220/25 RESOLVED on the MOTION of Councillor Williams, seconded Councillor Tannous Sleiman

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Ross Williams	

The MOTION was CARRIED unanimously (noting Cr Lane was absent from Chambers for the vote).

4.9 INVESTMENTS REPORT AS AT 31 OCTOBER 2025

PROCEEDINGS IN BRIEF

Councillor Lane returned to the meeting at 07:59pm.

221/25 RESOLVED on the MOTION of Councillor Tannous Sleiman, seconded Councillor Williams

1. That the report on Investments held at 31 October 2025, prepared in accordance with clause 212 of the Local Government (General) Regulation 2021, be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

4.10 MINUTES OF THE CLARKE'S POINT RESERVE AND MORTS RESERVE PLAN OF MANAGEMENT COMMUNITIY ADVISORY COMMITTEE (CAG) MEETING

PROCEEDINGS IN BRIEF

222/25 RESOLVED on the MOTION of Councillor Tannous Sleiman, seconded Councillor Virgara

1. That the minutes be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

QUESTIONS WITH OR WITHOUT NOTICE

Nil

COUNCIL IN CLOSED SESSION

223/25 RESOLVED on the MOTION of Councillor Williams, seconded Councillor Tannous Sleiman

1. THAT pursuant to Section 10A subsections 2 & 3 and Section 10B of the *Local Government Act, 1993* (as amended) the following items on the agenda for the Ordinary Council meeting be dealt with in Closed Session for the reasons specified below.
2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.

8.1 Tenders for provision of the legal services

Item 8.1 is confidential in accordance with s10A(2)(c) of the *Local Government Act* because it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

OPEN COUNCIL RESUMED

224/25 RESOLVED on the MOTION of Councillor Tannous Sleiman, seconded Councillor Virgara

That at 8.09pm the meeting resume in Open Council and the gallery be invited back into the Chamber.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

REPORT OF COUNCIL IN CONFIDENTIAL SESSION

The Mayor advised that during closed session, 1 resolution was passed as follows.

1. That the following firms be appointed to Council's Legal Services Panel for (up to five) years from the date of contract commencement and in accordance with tender submissions:
 - a. Hall & Wilcox
 - b. Marsdens Law Group
 - c. Pikes Verekers Lawyers
 - d. Wilshire Webb Staunton Beattie
2. That all tenderers be advised of the outcome and thanked for their interest in participating in Council's tender for Provision of Legal Services.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Julia Prieston	
Councillor Carol Tannous Sleiman	
Councillor Tatyana Virgara	
Councillor Marc Lane	
Councillor Ross Williams	

The MOTION was CARRIED unanimously

CONCLUSION

The meeting concluded at 8.10pm.

I confirm that these Minutes are a true and accurate record of Ordinary Meeting No. 4551 held on 17 November 2025.

.....
Mayor Zac Miles
MAYOR

.....
Nick Tobin
GENERAL MANAGER

ITEM NO	: 4.1
SUBJECT	: LEASING OF PART ROAD RESERVE ADJACENT TO 1 NELSON PARADE, HUNTERS HILL
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: REPORT TO COUNCIL AND THE COMMUNITY ON MATTERS OF PUBLIC INTEREST VIA MAYORAL MINUTES AND STAFF REPORTS
REPORTING OFFICER	: JEFF ELLIS

Ref:806116

PURPOSE

To consider a proposal for a five (5) year lease to the owners of 1 Nelson Parade, Hunters Hill of land totalling approximately 170 sqm adjacent to 1 Nelson Parade, Hunters Hill (the **Road Reserve**) under the NSW Roads Act 1993.

RECOMMENDATION

1. That prior to granting a lease of the subject road reserve for a five (5) year period, appropriate notice be provided in accordance with Division 2, Section 154 of the NSW Roads Act 1993 No 33.
2. That agreement in principle be reached with the owner of 1 Nelson Parade, Hunters Hill providing that the lessee meets all reasonable legal, valuation and surveying costs associated with the leasing process. This agreement is required prior to undertaking actions 3, 4 and 5.
3. That a valuation of the area, on an annual lease fee basis, be sought from a registered valuer.
4. That a survey of the proposed leased area be prepared by a registered surveyor.
5. That a lease be prepared for the road reserve lease.
6. That on completion of the five (5) actions a lease be executed on the basis of a five (5) year term.

BACKGROUND

With a long history of encroachments and domestic landscaping of the road reserve, this matter has remained unresolved since as early as 1993. It is proposed to rectify the situation by establishing a lease within the road reserve to legalise the situation.

REPORT

The subject of this report is a portion of the Road Reserve, consisting of a rectangular strip of land located adjacent to 1 Nelson Parade, Hunters Hill.

The subject area is not readily accessible to the public and is presently maintained by the owner of 1 Nelson Parade. The area proposed for lease measures approximately 160 square metres

and includes several historic building encroachments, such as pool surrounds, a pergola structure, and landscaping features.



Figure 1 Context plan

It is proposed that the leased area be a rectangular strip of land, parallel to the eastern boundary of 1 Nelson Street, with a width commensurate with a line one (1) metre east of the existing pergola structure, subject to survey.

Within the leased area there is to be no additional structures permitted (term of lease) and at the end of the lease and if no new lease is entered, that the encroachments be removed.

Outside of the leased area, there should be no activity associated with 1 Nelson Parade. To this end, it is recommended that the lease boundary be fenced at the lessee's cost, with bushland-appropriate fencing (1200mm black PVC-coated mesh fencing to Council's specification) to both demarcate the boundary and provide a level of protection from domestic pets (term of lease).

It is anticipated that the lease income received will be allocated to maintenance and bushland regeneration within the Nelson Parade Road reserve.

CONCLUSION

In conclusion, the proposed lease of part of the Road Reserve land adjacent to 1 Nelson Parade addresses the long-standing issue of encroachments. It will mitigate environmental impacts and generate income for maintenance and bushland regeneration in the vicinity, benefiting the community and ensuring sustainable land use.

FINANCIAL IMPACT ASSESSMENT

Lease fees will provide additional income to aid the maintenance and bushland regeneration within the Nelson Parade Road reserve.

ENVIRONMENTAL IMPACT ASSESSMENT

It is considered that the proposed lease, including its terms, will mitigate environmental impacts. Additionally, the income will aid in the maintenance and bushland regeneration within the remaining road reserve, resulting in a positive environmental outcome

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.2
SUBJECT	: ROAD SAFETY PLAN
STRATEGIC OUTCOME	: SAFE WALKING, CYCLING, AND ACTIVE TRAVEL IS SUPPORTED AND ENCOURAGED WITH IMPROVED INFRASTRUCTURE.
ACTION	: REVIEW AND DELIVER THE PAMP AND BIKE PLAN
REPORTING OFFICER	: KEVIN CHANG

Ref:806019

PURPOSE

To finalise the detailed design for the road safety treatments on Route HH1 from Alexandra Street to Valentia Street along Alexandra Street, Ferry Street, Woolwich Road, Gale Street and The Point Road.

RECOMMENDATION

1. Site 1: Adopt the detailed design with minor updates incorporating community feedback and proceed with procurement for construction.
2. Site 3,4,5: Adopt the detailed design with minor updates incorporating community feedback and proceed with sourcing funding for construction.
3. Site 15: Adopt the detailed design with minor updates incorporating community feedback and proceed with sourcing funding for construction.

REPORT

Council has been considering the design of a number of traffic calming options in the following locations:

Location	Scope	Description
Site 1 Alexandra Street at Hunters Hill P.S Alexandra Street at Stanley Road Alexandra Street at Ellesmere Avenue	Upgrade crossing to wombat crossing.	Funding approved for detail design and construction under Road Safety Grant. To be completed by Dec 2026.
Site 3 and Site 4 Alexandra Street at Ady Street Ferry Street at Alexandra Street	Wombat crossing on Alexandra Street at Ady, median island, kerb extension.	This proposal will encourage motorists to slow down in the shopping area. Safety is improved for pedestrians and cyclists.

Site 5 Ferry Street/Foss Street	Footpath continuation across Foss Street.	Continuation of the footpath reduce speeds, improve pedestrian access and local amenity.
Site 15 Woolwich Road/Franki Avenue	Remove existing speed hump replacing with raised crossing and ancillary improvement works.	The existing road hump is confused for a raised pedestrian crossing causing a safety hazard for pedestrians. The raised crossing will also slow vehicles for cyclists.

COMMUNITY CONSULTATION

Public Consultation was undertaken from 13 October 2025 to 25 November 2025. Council exhibited the detail design on Council's website and ten (10) responses were received. The response showed full support of the proposal with the following summary:

Engagement Statistics: 18 visitors, 10 contributors, 10 responses. The outcome of the consultation was presented at the Councillor Briefing on 8 December 2025.

Suggestions to be taken into consideration when finalising the designs:

- Accessibility details
- Minimise Parking loss
- Planter bed design and height level differences
- Minimise Maintenance requirements
- the design of the planter beds, especially at Site 1
- some elements (e.g., kerb blisters or road narrowing) at Site 1 may affect cyclist comfort.
- Preference to retain the existing shared path width and markings near the school gate at Site 1. Reduce width of garden beds.

CONCLUSION

The final detailed designs will take into consideration the feedback received from the consultation process.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report. The projects will be Grant funded.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

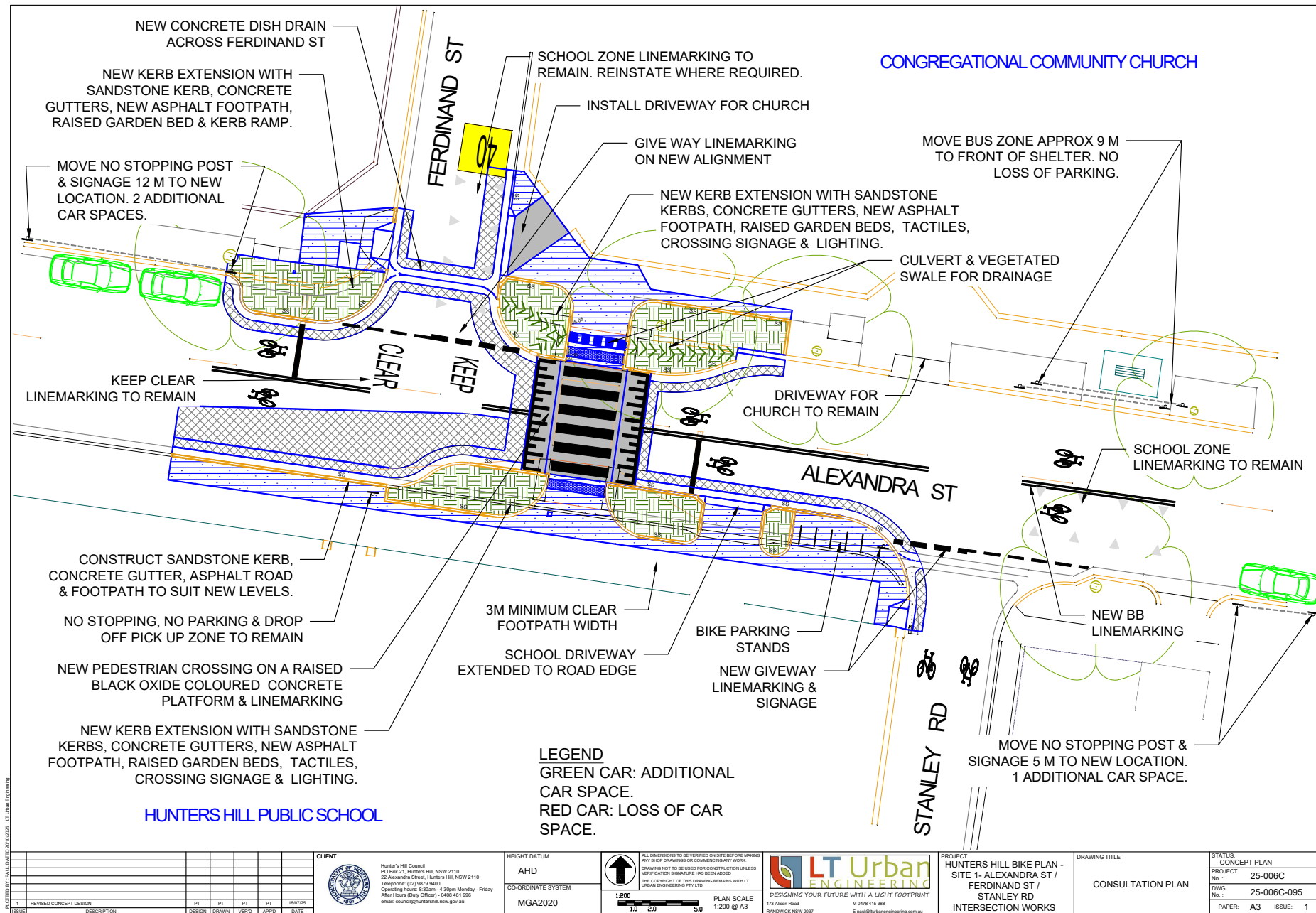
There is no direct social impact on Council arising from Council consideration of this matter.

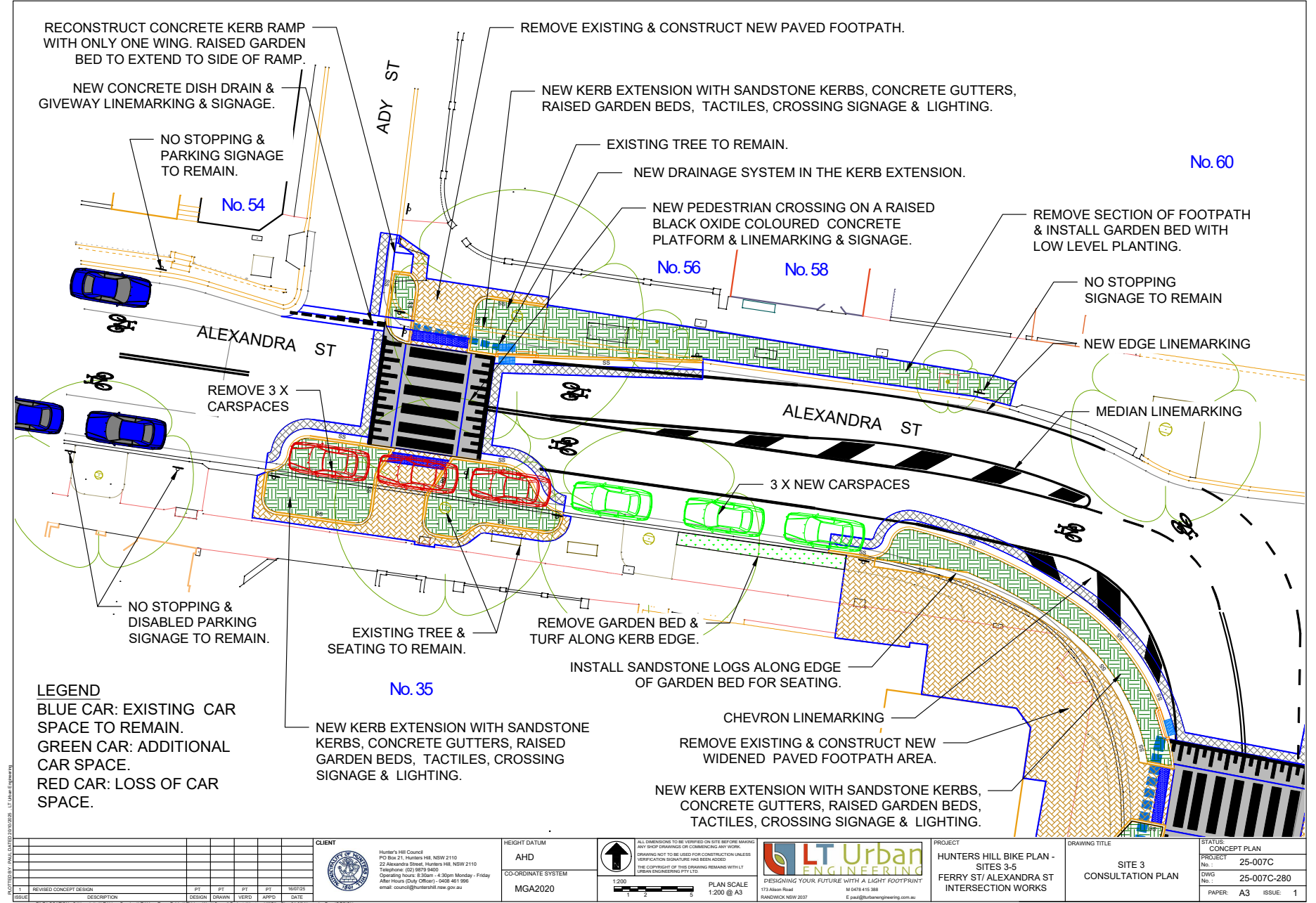
RISK ASSESSMENT

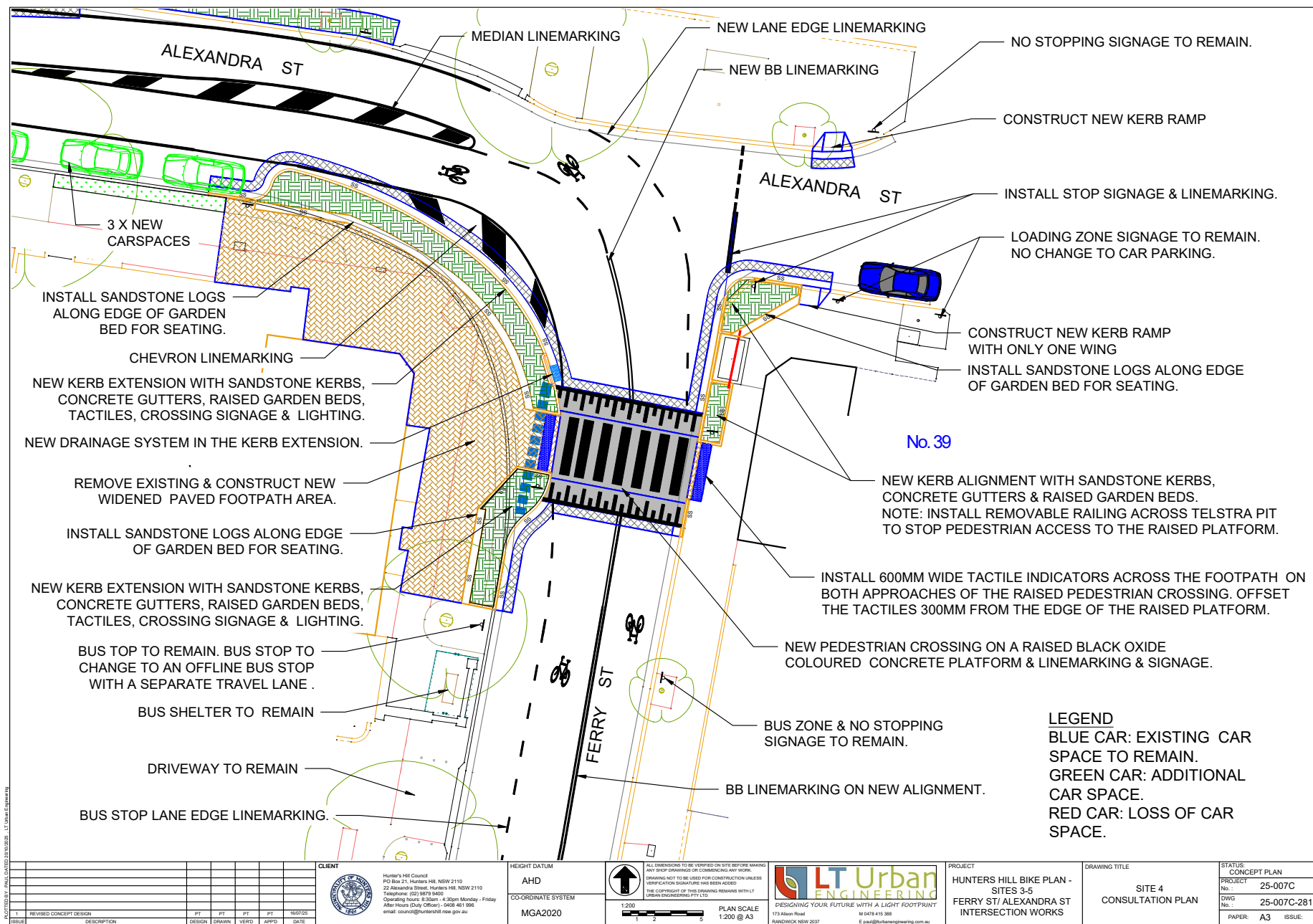
Grant funding for Site 1 may be withdrawn if milestones are not met and council may need to pay back what was spent. Safety improvements may not be achieved if the projects are not supported.

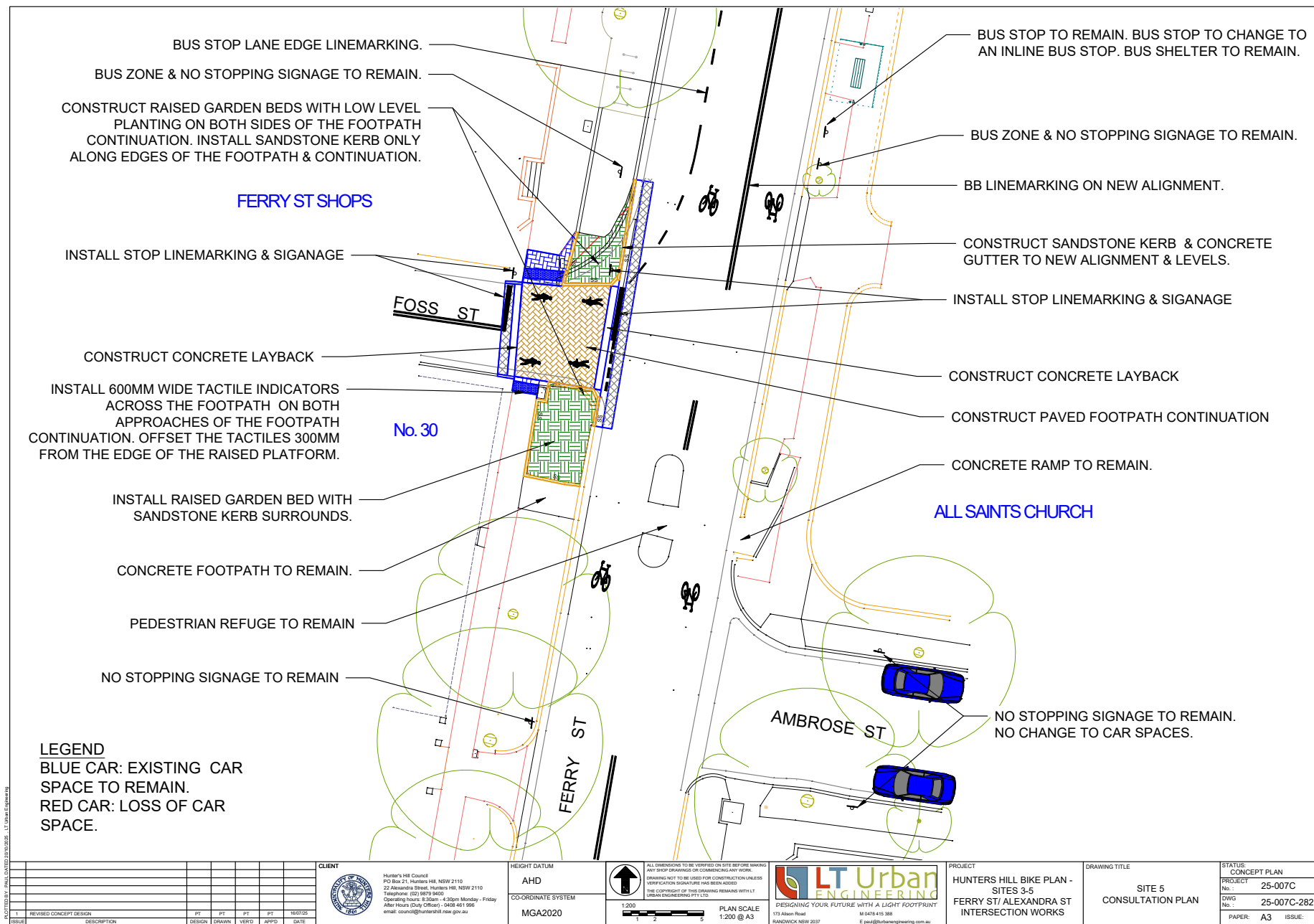
ATTACHMENTS

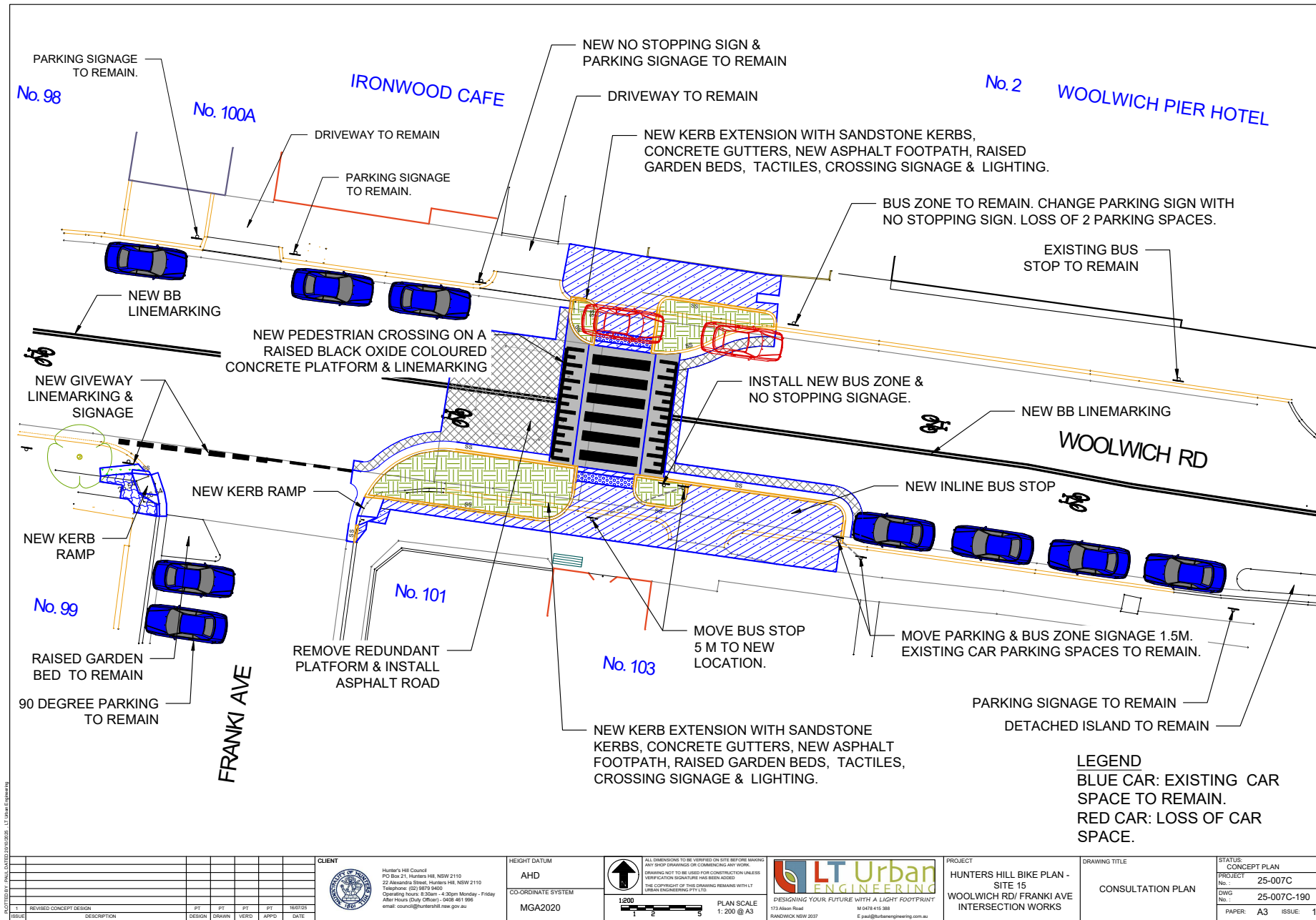
1. Alex - Ferdinand - Detailed Design Plan [↓](#)
2. Alex - Ferry - Detailed Design Plan [↓](#)
3. Woolwich - Franki - Detailed Design Plan [↓](#)











ITEM NO	: 4.3
SUBJECT	: HILLMAN ORCHARD
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: REPORT TO COUNCIL AND THE COMMUNITY ON MATTERS OF PUBLIC INTEREST VIA MAYORAL MINUTES AND STAFF REPORTS
REPORTING OFFICER	: ANNIE GOODMAN

Ref:805083

PURPOSE

To provide Council with an update about Hillman Orchard and seek a recommendation to proceed to a DA for the removal of two (2) Camphor laurels and a Celtis located within the Orchard.

RECOMMENDATION

1. That the report be received and noted.
2. That Council proceed to DA for the removal of both Camphor laurels and the Celtis in Hillman Orchard, which will require a DA and be subject to assessment by the Local Planning Panel (LPP).
3. That a further report be brought back to Council following the outcome by the LPP outlining a landscape design plan for the reinstatement of the Orchard.

BACKGROUND

In 1984 Vienna Cottage was purchased by the National Trust on behalf of the people of Hunters Hill, while the old orchard was purchased by Hunter's Hill Council. Both were opened to the public in 1988 as part of the Bicentenary project. Hillman Orchard remains significant as a rare example of early domestic agriculture, contributing to the Vienna Cottage being listed on the State Heritage Register.

The National Trust have raised concerns with Council about probable and potential damage to Vienna Cottage as a result of tree roots from 2 large Camphor Laurels located in Hillman Orchard. Simultaneously, there is community interest in reinstating the historic orchard, which plays a vital role in the site's heritage value.

In 2023 Hunter's Hill Council was approached by The Rotary Club of Hunters Hill to partner to deliver an annual Hunters Hill Spring Garden Competition. The competition offers residents and families a unique opportunity to display their gardening talents and hard work, both in public and private spaces and help raise funds for the maintenance of Hillman Orchard. Proceeds from this event have been donated to the reinstatement of Hillman Orchard.

Additionally, Council in conjunction with the National Trust undertook an arborist report by Synertree in September 2024, which is attached to this report. A further tree root investigation report on the site of Vienna Cottage was undertaken by Arbour Express in November 2025, which is also attached to this report.

REPORT

Public use of Hillman Orchard is very limited. The site is heavily shaded with the orchard no longer representative of the fruit orchard that it once was. There are 2 aged park benches.



Above: Hillman Orchard canopy



Above: Camphor 1 in the foreground, Camphor 2 directly behind.

The National Trust engaged an environmental design and heritage consultant to develop site management advice for Vienna Cottage inclusive of Hillman Orchard in 2022. This advice included high level schematic designs showing the approximate extent of canopy cover over Vienna Cottage from the 2 Camphor laurels located in Hillman Orchard (note that the canopy now overshadows part of Vienna Cottage and lawned areas).

In 2024 The National Trust approached Council outlining their concerns regarding impacts of the Hillman Orchard Camphor laurel tree roots on Vienna Cottage.

In liaison with The National Trust, Council engaged an arborist to prepare a report for Hillman Orchard and an additional tree root investigation report on the site of Vienna Cottage (reports attached).

While the arborist report recommends heavy pruning of the two Camphor laurels rather than removal, and the tree root investigation at Vienna Cottage found no major structural issues caused by their roots (at this point in time) Council should still consider removal of these trees due to the following factors:

- Pruning the Camphor laurels will require regular and substantive investment over time, creating a recurring financial burden for council with ongoing maintenance costs.
- The heavy shade produced by the Camphor laurels will prevent the orchard from being reinstated as intended, limiting its historical and community value.
- Removing the Camphor laurels will eliminate ongoing pruning costs and enable full restoration of the orchard, aligning with heritage conservation and sustainability objectives.
- Use of the orchard by the community will be increased by the removal of the Camphor laurels – including the potential for school group use of the reinstated orchard.

Removal of the Camphor laurels and Celtis will require a DA and assessment by the Local Planning Panel (LPP).

CONCLUSION

The removal of the two Camphor laurels and Celtis and the reinstatement of the Hillman Orchard will preserve the heritage and ecological value of the site while enhancing its accessibility and amenity for the community. This action aligns with Council's commitment to sustainability and community wellbeing, ensuring the orchard remains a vibrant and functional space for future generations.

FINANCIAL IMPACT ASSESSMENT

Income received to date from the Hunters Hill Spring Garden Competition totals \$30,000. The National Trust have transferred \$15,000 to Council for the reinstatement of Hillman Orchard. The \$15,000 was awarded to the National Trust as a fine for the illegal removal of a Jacaranda tree without consent - Hunter's Hill Council vs Lazarus-Hall. This, in addition to \$10,000 from the Mayoral Ball will cover the cost of tree removal.

ENVIRONMENTAL IMPACT ASSESSMENT

The two Camphor laurels remaining in Hillman Orchard are recognised in Hunters Hill as an invasive species and their continued presence presents a challenge to retain as part of the existing landscape. The spread of their surface roots across the site could disrupt the orchard's productive function and create long-term management issues. In addition to the Camphor laurels, there is a mature Celtis sinensis (Chinese Hackberry), which is an invasive species located at the rear of the property. The removal of this tree is recommended for prioritisation. This will allow natural light to penetrate the orchard.

Consideration must be made to enhance the soil condition to improve fertility and drainage.

SOCIAL IMPACT ASSESSMENT

Should Council recommend proceeding to remove the Camphor laurels and Celtis it will be important to engage with the local community. Given the attachment to the site's heritage and green space, clear communication of the benefits of these actions, including how they align with both historical integrity and long-term ecological sustainability, will help manage community concerns and foster support for the project.

RISK ASSESSMENT

The growing environment for Camphor laurels consists of compacted topsoil, poorly established turf that is heavily shaded, and a layer of leaf litter covering the ground. Surface roots from both trees are prevalent throughout Hillman Orchard, indicating extensive root spread across the orchard area. A star picket and chicken wire fence, along with a picket gate and a boardwalk, separate the orchard from Vienna Cottage and the detached kitchen block. Surface roots have been identified beyond the fence and side gate into Vienna Cottage, along with below surface roots.

The cottage is built on a strip footing, while the detached kitchen clock is supported by brick piers. This configuration likely allows tree roots to grow unimpeded beneath the detached kitchen block. The stormwater systems for both buildings feature galvanised downpipes, which feed into clay gullies covered with round cast iron drain covers. This system suggests that stormwater runs parallel to the detached kitchen block, providing an environment conducive to root growth.

Camphor laurel encroachment is touching both the roof of Vienna Cottage and the neighbouring property.

ATTACHMENTS

1. Arbour Express - Root Mapping Investigation [↓](#)
2. Synertree Tree Management Plan Arborist Report [↓](#)



Access Tree Services
PO Box 17
Canterbury NSW 2193

25 November 2025

To whom it may concern

Root Mapping Investigation
38 Alexandra St, Hunters Hill

Root mapping using an air spade/hand tools has been undertaken on 25 November 2025 within the Tree Protection Zone (TPZ) of Tree 1 to determine the size and depth of the tree roots that may be impacting the existing cottage onsite. Photo 1 shows the tree location at 38 Alexandra St, Hunters Hill. I have outlined where the root mapping was conducted in photo 1 with a white box. The depth of the trench was 600mm and 200mm wide. The location of the tree roots and measurements have been listed in Table 1.

Trench	Root #	Tree #	Root Diameter (mm)	Depth to the top of the root (mm)	Distance from the front of the Cottage (mm)
1	1	1	25	300	6.1

Table 1: Tree Root Data

Commentary

The root mapping investigation identified a single root belonging to Tree 1 within the excavation area. The root measured 25 mm in diameter and was located at a depth of 300 mm below ground level. Based on its size, depth, and distance from the trunk, this root is considered a minor component of the tree's overall structural and physiological root system.

In my professional opinion, the pruning of this root will have minimal impact on the long-term health of Tree 1.

Provided that the root is cut cleanly using sharp, sterilised tools and the surrounding soil is reinstated promptly to prevent desiccation, no adverse impacts are anticipated. Tree 1 is expected to continue performing normally with no decline in vitality as a result of this minor root pruning.

For further information please contact Arbor Express via email at info@arbor-express.com.au A photolog has been attached overleaf.

Your sincerely,

Alex de Jong
AQF level 5 Arborist

Office Contact:

- Phone: 0466 586 842
- Email: info@arbor-express.com.au

**Photo Log****Photo 1: T1 and the Trench****Office Contact:**

- Phone: 0466 586 842
- Email: info@arbor-express.com.au



Photo 2: Close up of the Trench



Office Contact:

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Photo 3: Root 1



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Photo 4: 600mm Trench Depth



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ARBORIST REPORT

38-40 Alexandra St, Hunters Hill NSW 2110
(Vienna Cottage & Hillman Orchard)

Report Prepared by Synertree Pty Ltd.

Prepared for Hunters Hill Council & National
Trust of Australia (NSW).



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1 DOCUMENT INFORMATION

1.1 Study site address.

Address	38-40 Alexandria Street, Hunters Hill NSW 2110
Title	Lots C and D, DP77688
Heritage	State Heritage – Hunters Hill LEP Part 1 Heritage Item Number 2 (Listing: House, Vienna and adjoining orchard)

1.2 Client information.

Client	Hunters Hill Council
Client Address	22 Alexandra Street, Hunters Hill NSW 2111
Project Managers	Jacqui Vollmer (Hunters Hill Council) & David Burdon (National Trust)

1.3 Document control.

Project Number	SYN-2024-QU-0139
Report Name	Tree Management Plan Hillman Orchard 14 th of October 2024.
Report Version	V1
Prepared By	Mathew Phillips – AQF Level 5 Arborist (Dip. Arboriculture).
Company	Synertree Pty Ltd.
ABN	63 630 421 340.

1.4 Document disclaimer.

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October 14, 2024

2

2 GLOSSARY OF ARBORICULTURAL TERMS

Note: * denotes tree defects used within the tree inventory schedule.

Abatement Law Law/s developed to avert or remedy nuisance.

Abiotic Not living, e.g., wind, rain, fire, light, snow, temperature, and moisture extremes. See also Biotic.

Abiotic factors Non-living influences. 1. Environmental factors, e.g., wind, rain, fire, light, snow, temperature, and moisture extremes. 2. Mechanical factors, e.g., root severance. 3. Chemical factors, e.g., high soil salinity and phytotoxic pesticides.

***Abrasion wound** Mechanical wound causing laceration of tissue by an abrasive impact episode, e.g., grazed by a motor vehicle or the continuous action of the rubbing of crossed branches or stems where no graft has formed.

Abscission Shedding of plant organs, e.g., fruit, leaves, or branches, usually when the organ is mature or aged, by the formation of a corky layer across its base. This may be influenced by stress, drought (to prevent moisture loss), senescence, declining condition, reduced vigour and occurs annually in deciduous trees.

Adaptive wood Additional load-bearing wood formed in response to mechanical stresses and gravitational force upon the vascular cambium to provide a uniform distribution of loading. Examples are Ribbs, Round-edged rib or Sharp-edged rib and Buttresses. See also Reaction wood, Compression wood and Tension wood.

Adventitious roots one. Roots that may arise in an unusual location and may develop a structural function, e.g., (a) from a branch into a pocket crotch where accumulated leaf litter and moisture has formed humus, (b) into the hollow section of a branch or trunk often where humus has accumulated, (c) aerial roots, column roots, fibrous roots. 2. Roots that may arise where the radicle is replaced by lateral branching many times as with palms or grasses.

Aerial inspection Assessment of the crown of a tree by climbing within the crown or using an elevating work platform, often to examine a particular defect, e.g., cavity or hollow. See also Visual tree assessment (VTA).

Aerobic Living in the presence of oxygen or conditions where oxygen is freely available.

Air Spade A pneumatic device that uses a fine stream of compressed air with sufficient pressure to displace soil or cut roots. At lower pressure, soil may be displaced allowing woody roots to be exposed for examination or root mapping.

Amenity tree A tree with recreational, functional, environmental, ecological, social, health or aesthetic value rather than for production purposes (Australian Standard 2007, p. 5).

Anaerobic Living in the absence of oxygen, e.g., anaerobic bacteria.

Anastomosis Cross-linking of branching parts, e.g., roots or branches in woody plants where such growth usually forms a graft, e.g., 1. Aerial roots of Ficus spp., especially in a parasitic situation where a strangler fig germinates in the crown of a host sending aerial roots to the ground and around the trunk of the host eventually encasing it, constricting its growth as they enlarge and merge forming a hollow trunk structure killing the host. 2. Aerial roots on Ficus spp., differentiating to form column roots once they reach the ground, providing support for lateral branches. 3. Artificially where Ficus spp., are plated together when young to form a standard potted specimen. 4. Artificially when pleaching to form an arbour of intertwined branches.

Anchorage Where sufficient cohesion between roots and soil exists for a tree to maintain stability. Stimulus for such root growth results from the flow of forces through the branches along the trunk to the root system.

Arborist An individual with competence to cultivate, care and maintain trees for *amenity* or utility purposes. Also, an individual with competence in the science of Arboriculture with skills specialised in practices for the planning and management of trees, usually in urban environments, primarily for amenity and utility purposes.

Asymmetrical Imbalance within a crown, where there is an uneven distribution of branches and the foliage crown or root plate around the vertical axis of the trunk.

Atypical Having an appearance that does not conform to that of others in a taxonomic group. In a tree this may also be growth that is not representative of crown form, habit and type or behaviour expected to occur naturally. See also *Misshapen* and *Typical*.

Basal flare Swelling at the root crown usually uniform around the base of the trunk involving tissue from the trunk and root crown. Here *first order roots* may not be evident at the root crown, e.g., *Lophostemon confertus*.

Biotic Living, e.g., fauna, flora, fungi, viruses, bacteria, humans. See also *Abiotic* and *Abiotic factors*.

Bracing Systems of cables and ropes, traditionally using metal wires but generally replaced by polypropylene, used to support, and prolong the life of trees in part or full; systems are susceptible to failure due to evident weaknesses in branch unions. Examples of such proprietary systems are Cobra, and Yale nylon webbing.

***Bracket fungus** The rigid *sporophore* of some fungus species especially those associated with live trees or the *decay* of wood. Structures comprised of hyphae for the dispersal of spores, often bracket shaped usually protruding from the roots, trunk, or branches of a host tree when the fungus matures. The fruiting body may be *ephemeral* or persistent and may last for only one season or persist for many years with the fruiting body growing incrementally larger and continuing to produce new spores. Such fruiting bodies may be solitary or gregarious.

Branch collar The swollen ring of growth formed around the base of a branch by the successive layers of each growth *increment* of the branch and the sup- porting branch or trunk to which it is connected growing and intertwining around its edges.

Branch union Place of common juncture for two or more branches where each annual growth *increment* overlaps around and below the union and successive layers are embedded further into the trunk or supporting branch. At this intersection, a distinct ring may form on the larger supporting branch around the smaller branch forming a *branch collar* or may be absent if the two or more branches were codominant and of equal size having arisen at the same time and had grown at similar rates in competition with each other.

Buttress root A flange of *adaptive wood* as an upright extension of the *first order roots* and the trunk adding to the *stability* of many rainforest taxa, and often on tall trees. The flange tapers up the trunk and out along the first order root where it may extend several metres from the trunk. It may extend to branches and branch collars on trees with short trunks.

Buttress wood A structural flange formed by loading at the junction of a trunk or branch. See also *Buttress* and *Buttress root*.

Callus wood Undifferentiated and unligified wood that forms initially after wounding around the margins of a wound separating damaged existing wood from the later forming lignified wood or *wound wood*.

***Canker** A wound created by repeated localised killing of the *vascular cambium* and bark by wood decay fungi and bacteria usually marked by concentric disfiguration. The wound may appear as a depression as each successive growth *increment* develops around the lesion forming a *wound margin*.

***Cavity** A usually shallow void often localised initiated by a *wound* and subsequent decay within the trunk, branches, or roots, or beneath bark, and may be enclosed or have one or more opening. See also *Hollow*.

Chlorosis A condition in plants resulting from the failure of chlorophyll to develop, usually due to a deficiency of an essential element and evident in leaves as a discolouration ranging from light green, yellow to almost white.

***Codominant branch** Two or more *first order structural branches* or lower order branches of similar dimensions arising from about the same position from a trunk or stem.

Codominant first order structural branches Two or more *first order structural branches* forming a crown.

Compartmentalisation of decay in trees (CODIT) (Shigo 1979). A dynamic defence and protection process in trees to resist the spread of pathogens and decay organisms using existing and new cells as physical and chemically enhanced barriers as a system of four walls.

***Compression fork** A fork formed where two stems with an *acute branch crotch* grow pressing against each other with *included bark* which becomes *enclosed bark* where the stems flatten at their interface under increasing *compression* from each successive growth *increment*, forming a weak graft as a *weld ed fork* which remains susceptible to *tensile stress* (Mattheck & Breloer 1994, p. 60).

Compression wood Reaction wood formed by *gymnosperms* as additional wood growth on the underside of a stem opposing a lean, reacting to the loading stimulus to push the stem upwards.

Consent authority The body with the legal power to determine whether to grant *development* consent, e.g., Government or a Court.

Consent conditions Requirements placed upon an approved development, either construction or operational based, enacted within legislative and policy obligations, e.g., a Government or a Court.

Coppice The mass of *epicormic shoots* arising after *coppicing* or a dense stand of small trees regularly pruned back to stimulate regrowth.

***Crack** Narrow splitting along a stem, internal in origin, and may continue for some distance and depth (Mattheck and Breloer 1994, pp. 104–105). See also *Growth crack*.

Crown Of an individual tree all the parts arising above the trunk where it terminates by its division forming branches, e.g., the branches, leaves, flowers, and fruit; or the total amount of foliage supported by the branches. The crown of any tree can be divided vertically into three sections and can be categorised as *lower crown*, *mid crown*, and *upper crown*. The volume of a crown can be categorised as the *inner crown*, *outer crown*, and *outer extremity* of crown.

***Crown form suppressed** Crowns of trees generally not restricted for space but restricted for light by being *overtopped* by other trees and occupying an understorey position in the canopy and growing slowly.

Crown lifting Pruning to remove branches from the lower crown usually for clearance or access.

Crown thinning Removal of selected branches without modifying the size of a tree.

***Deadwood** Dead branches within a tree's crown and considered quantitatively as separate to crown cover and can be categorised as *small dead wood* and *large dead wood* according to diameter, length, and subsequent *risk* potential. The number of dead branches on a tree can be categorised as *low volume dead wood*, *medium volume dead wood* and *high-volume dead wood*. See also *Dieback*.

Deadwooding Removing of dead branches by pruning. Such pruning may assist in the prevention of the spread of decay from dieback or for reasons of safety near an identifiable target.

***Decay** Process of degradation of wood by micro-organisms and fungus.

Deciduous A woody plant, e.g., tree, shrub, or vine, that sheds all its leaves in one season and enters a *dormant* period, usually during winter.

Decline The response of the tree to a reduction of energy levels resulting from *stress*. Recovery from a decline is difficult and slow and decline usually irreversible.

Decompaction Any process or procedure used to alleviate *soil compaction*, e.g., *radial trenching*, *vertical mulching*, or ripping prior to planting.

Defect In relation to tree hazards, any feature of a tree which detracts from the uniform distribution of mechanical stress, or which makes the tree mechanically unsuited to its *environment* (Lonsdale 1999, p. 313).

Delaminate A *mechanical wound* caused when the bark is stripped from a tree, usually from the trunk as a continuous sheet back to the vascular cambium. This may occur from an impact or abrasion *episode* such as a collision with a motor vehicle and the tree may become *ringbarked*.

***Dieback** The death of some areas of the *crown*. Symptoms are leaf drop, bare twigs, dead branches, and tree death, respectively. This can be caused by root damage, root disease, bacterial or fungal canker, severe bark damage, intensive grazing by insects, *abrupt changes* in growth conditions, drought, water-logging or over-maturity. Dieback often implies reduced *resistance*, *stress* or *decline* which may be temporary. Dieback can be categorised as *Low volume dieback*, *Medium volume dieback* and *High-volume dieback*.

***Disease** A malfunction in or destruction of tissues within a living organism, usually caused by pathogenic micro-organisms (Lonsdale 1999, p. 313) and environmental factors.

***End weight** Excessive formation of foliage concentrated at the *distal* end of a branch.

***Epicormic shoots** Juvenile shoots produced at branches or trunk from *epicormic strands* in some Eucalypts (Burrows 2002, pp. 111–131) or sprouts produced from dormant or latent buds concealed beneath the bark in some trees. Production can be triggered by fire, pruning, wounding, or root damage but may also be because of *stress* or *decline*. Epicormic shoots can be categorised as *low volume epicormic shoots*, *medium volume epicormic shoots* and *high volume epicormic shoots*.

Exotic A plant introduced from another country or region to a place where it was not *indigenous*. Such plants may become *naturalised* and often originate as garden escapes.

***Exudate** Oozing of sap or kino from severed or ruptured *vascular cambium*.

***Failure** The structural collapse in part or full of a branch or tree that has been physically diminished by wounding or from the actions of pests and diseases or overcome by loading forces more than its load-bearing capacity including the subsequent loss of soil cohesion, respectively.

First order branch (FOB) Initial branch arising from the *trunk* or *root crown*. Such a branch may be *structural* or *non-structural*, *temporary*, or *permanent*, as a *codominant dual-leader branch*, *superior or inferior*, forming a *crown of deliquescent* habit.

Flush cut An incorrect cut those damages or removes the *branch collar* or *branch bark ridge* and as a result damages stem tissue.

Formative pruning The pruning of young trees usually, to assist with the development of crown form and shape and to develop strong structure (Australian Standard 2007, p. 7). Such pruning may reduce developmental weaknesses, e.g., crossed branches, branches with branch bark inclusions, or to remove codominant first order branches to extend the length of a trunk or to guide the crown form of a tree to a single first order structural branch, or to encourage branching to make a crown shape excurrent or deliquescent, respectively.

Frass The granular wood particles produced from borer insects and can be categorised as *Fine frass*, *Medium frass* and *Coarse frass* with the different types being of different sizes and caused by different insects.

***Fungus** In trees a *heterotrophic* organism that grows by decomposing cellulose and *lignin* from a living host often to the detriment of the host – parasitic fungus, or decomposes dead organic matter – saprophytic fungus, or grows in a symbiotic association with roots. Fungus detrimental to its host is a pathogen and can cause diseases such as wood *decay*, rust diseases, *canker* diseases, foliage diseases, wilt diseases and *root rot* diseases.

***Gall** Abnormal localised swelling or an outgrowth on a leaf, stem, or root, caused by a parasite.

Gaseous exchange The transfer of gases between the tree and its growing environment.

***Girdling root** The growth of a root that is not radial away from the trunk or root/s and curves to encircle the trunk or root/s constricting phloem or *vascular cambium* causing dysfunction. This is usually caused by the roots of plants being confined in circular growing containers for too long, where the radiating roots reach the edge of the pot and are deflected around its curved surface, or from seedlings being potted on incorrectly, e.g., forming a 'J' curved root.

Ground penetrating radar (GPR) *Radar* transmitted into the ground from an antenna reflected to the surface off some objects to a receiving antenna where the strength and time of the returning signal is processed by computer enabling the formation of images of below ground structures such as tree roots, cables, and pipes.

***Growth crack** Longitudinal split that may develop as a rupture in the bark from normal growth. See also *Growth split*.

***Growth split** Longitudinal crack that may develop in the trunk of some fast-growing palms (Jones 1996, p. 268).

***Hanging branch** *Detached broken branch* remaining within the *crown* by being tangled or supported by branches within the crown, or the crown of a nearby tree or built structure.

Hazard The threat of *d anger* to people or property from a tree or tree part resulting from changes in the physical condition, growing environment, or existing physical attributes of the tree, e.g., included bark, soil erosion, or thorns or poisonous parts, respectively.

***Helical crack** Narrow splitting usually spiralling around a stem, internal in origin, and may continue for some distance (Mattheck & Breloer 1994, pp. 104–105).

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***History of failures** Denotes a tree has previously had a leader or branches fail. Failures can result in wounding if a required remediation is not conducted (see Wound).

***Hollow** A large void initiated by a *wound* forming a *cavity* in the trunk, branches or roots and usually increased over time by *decay* or other contributing factors, e.g., fire, or fauna such as birds or insects, e.g., ants or termites. A hollow can be categorised as an *Ascending hollow* or a *Descending hollow*.

Hydrophobic Used to describe a soil profile that is difficult to rehydrate as water either pools on it or runs off it. Generally associated with very dry, nutrient poor soils.

***Inappropriate tree management** The planting or retention of a tree where it is known that the tree will outweigh the space available for its growth above or below ground before or at maturity and is likely to cause disruption or damage to structures that are built, or retention of a tree when it is known to present a potential *hazard* to people or property.

***Included bark** The bark on the inner side of the *branch union* or is within a concave *crotch* that is unable to be lost from the tree and accumulates or is trapped by *acutely divergent* branches forming a *compression fork*. Growth of bark at the interface of two or more branches on the inner side of a branch union or in the crotch where each branch forms a branch collar and the col-lars roll past one another without forming a graft where no one collar can subsume the other. Risk of failure is worsened in some taxa where branching is *acutely divergent* or *acutely convergent* and ascending or erect.

Infrastructure The basic facilities, services, and installations needed for the functioning of the community, such as roads, transportation and communications systems, water, and power lines.

Integrated pest management (IPM) A management system that makes use of a range of different techniques in combination to control pests, concentrating on the processes least harmful to the environment and most specific to the pest, e.g., pest-resistant plant varieties, regular monitoring for pests, pesticides or promoting natural predators of the pest.

Irreversible decline The decline of a tree where it has progressively deteriorated to a point where no remedial works will be sufficient to prevent its demise, usually of *poor form* and *low vigour*. See also *Spiral of decline*.

Kino The extractive polyphenols (tannins) formed in veins in the *cambial zone* as a defence in response to wounding in eucalypts. Often visible as an *exudate* when the kino veins rupture or are injured.

Leader A structural branch asserting apical dominance.

***Leaning Slightly** A leaning tree where the trunk is growing at an angle within 0–15° from upright. See also *Leaning*, *Moderately leaning*, *Severely leaning*, and *Critically leaning*.

***Leaning Moderately** A leaning tree where the trunk is growing at an angle within 15–30° from upright. See also *Leaning*, *Slightly leaning*, *Severely leaning*, and *Critically leaning*.

***Leaning Severely** A leaning tree where the trunk is growing at an angle within 30–45° from upright. See also *Leaning*, *Slightly leaning*, *Moderately leaning*, and *Critically leaning*.

***Leaning Critically** A leaning tree where the trunk is growing at an angle greater than >45° from upright. See also *Leaning*, *Slightly leaning*, *Moderately leaning*, and *Severely leaning*.

Lesion Any dead spot-on living tissue (Sligo 1991, p. 140). See also *Canker*.

***Loading** Weight that is carried, e.g., as bending stress on a branch.

Lopping Cutting between branch unions (not to *branch collars*), or at inter-nodes on a young tree, with the *final cut* leaving a *stub* or *palm over-pruning*.

***Mechanical wound** Wounding inflicted by abrasion, e.g., by motor vehicles, grass mowing equipment, grazing by horses, cows, or birds (parrots); impact, e.g., by motor vehicle collisions; drilling, e.g., with increment cores, resistographs, cable bracing, hanging pots, hammocks etc.; branch tearing, e.g., from wind damage, collision from falling branches, vandalism; and root severance, e.g., root pruning for excavation for building or utility services or for agricultural cultivation.

***Misshapen** Atypical habit or disfigured shape of a tree or tree part caused by wounding, decay, pruning, injury, wind, insect damage, loading from snow or from restrictions to its requirements for space or light or topography such as sloping ground.

***Mistletoe** *Parasitic* and *epiphytic evergreen angiosperms* that grow on the stems of trees using cell structures called *haustoria*, consuming nutrients and water produced by the host, but most produce their own *sugars* by photosynthesis. The fruit are spread in the faeces of fauna that deposit the seeds on stems or in the crotches of small branches or the mucilaginous fruit may be spread by sticking to fauna. The effects of an infestation may cause reduced *vigour*, modify structure, and contribute to the *decline* of a tree (Coder 2004, pp. 37–44). Of the eighty-six known species of mistletoe occurring in Australia, most are host specific.

Mulch Any *organic* or *inorganic* material placed over the soil or growing media near cultivated plants primarily to suppress weeds, modify soil temperature and retain soil moisture levels. This artificial process generally imitates the function of *leaf litter* in a forest environment.

Necrotic Dead area of localised tissue, e.g., on leaves, branches, bark, or roots.

***Non-structural branches** Usually *first order branches* arising from the trunk and sometimes *lower order branches* that are ancillary and do not form a structural framework of branches supporting the crown. Such branches are often temporary but may persist beyond the tree's maturity or be shed by *natural pruning*. On trees of *forest form* or where dense shade is cast to the underside of the *foliage crown*, such first order branches may be encountered arising radially with each *inferior* and usually as *temporary branches*, *divergent* and ranging from horizontal to ascending, often with *internodes* exaggerated due to competition for light and space. These branches may occur on a tree in a forest environment as lower branching where trunk elongation is evident to elevate the *crown* up through the *canopy*. These may also be *epicormic shoots* as *watershoots*, *suckers* or *adventitious shoots* that have arisen after an *episode* of stress or as a seasonal characteristic of a species, e.g., *Jacaranda mimosifolia*, and may form *temporary branches* or persist as *permanent branches*.

***Noxious weed** A plant species of any taxa declared a weed by legislation. Treatment for the control or eradication of such weeds is usually prescribed by the legislation.

Nuisance The real or perceived loss of use and enjoyment of land through the growth of a tree or its branches, roots, leaf, or fruit fall onto another property.

Occluded Wound wood growth that has encased the *wound face* by the process.

of *occlusion*.

Occluding tissue, The woody tissue forming around the perimeter of a wound being a succession of *callus wood*, *wound wood*, and *wood*.

Occlusion Growth processes where *wound wood* develops to enclose the *wound face* by the merging of *wound margins* concealing the *wound* and restoring the growing surface of the structure with each *growth increment* gradually realigning fibres in the wood longitudinally along the stem to maximise uniform stress loading.

***Parasite** An organism living on or in another living organism (host) and acquiring its food from the host often to the detriment of the latter.

Pathogen Any organism causing disease, e.g., fungus, bacterium, mycoplasma, virus, viroid, nematode or protozoan.

Permeability See Infiltration rate.

Phytotoxic Poisonous to plants.

Picus® tomograph A specialised piece of diagnostic equipment used to determine the level of internal decay within a branch or trunk using sound waves.

Pier A vertical prefabricated support as an elevated footing for a built structure that is used to span over a void usually to another such structure.

Pier and beam Construction combining piers and beams to minimise soil disturbance for the footings with elevated spans over an area to support a built structure.

Pile A vertical support footing sunken or rammed into the ground for a built structure.

Potenz Hydrogenous (pH) is the measure of soluble Hydrogen ions in a solution which is used to measure its acidity or alkalinity. Effects nutrient availability to plants

Predation Temporary or prolonged attack by pests or diseases resulting in physical damage and disruption to life processes. See also *Resistance* and *Vigour*.

Pruning Removal of any branch or root, dead or alive, by severance across the stem, back to the intersection of another live stem to a swollen area at the intersection called a branch collar where such a structure exists, with a final cut at the outer edge of the collar leaving no stub, or to undamaged woody tissue for roots. Also, the severing of any part of a tree to cause a reduction of the air space occupied by the branches and foliage in the crown or roots in the root plate. Examples of pruning are deadwooding, crown lifting, formative pruning, reduction pruning, selective pruning, crown thinning, and remedial and restorative pruning (AS4373 2007, p. 6). Pruning should conform to recognised standards, e.g., AS 4373 'Pruning of Amenity Trees'. The following are not recognised as pruning: top, topping, top, topping, top topping.

***Psyllid** A common & diverse group of sap-sucking insects related to whiteflies, aphids & scales. They are regularly associated with native plants and most species appear to be host specific or confined to a group of closely related plants. Sustained infestations can lead to tree decline if untreated.

Reaction wood A negative geotropic response in some *second arxyxylem* to counter a lean or predominant mechanical force, formed as *tension wood* in dicotyledonous *angiosperms* and as *compression wood* in *gymnosperms*.

Reduction pruning Branches specifically pruned to reduce crown height or crown spread by pruning to reduce the length of a branch with a final cut at a branch union inside the crown (Australian Standard 2007, p. 8). Here the retained branch should be greater than one-third (>1/3) of the diameter of the removed branch. Note: lopping is not crown reduction.

Remedial pruning Pruning to repair previously poorly undertaken works or to assist in re-establishing the crown form and shape of a tree that has been damaged or exhibits dieback. Pruning may require a final cut beyond the branch collar to stimulate epicormic shoots from which the new crown structure is developed by reduction pruning or crown thinning (AS4373 2007, pp. 14, 15).

Risk The random or potentially foreseeable possibility of an *episode* causing harm or damage.

Root barrier A physical or chemical obstruction located in the ground to pre-vent or divert the spread of roots, usually to protect nearby infrastructure. Root barrier types are usually *trapping*, *deflecting*, or *inhibiting*.

Root collar The ring of growth sometimes formed around the *proximal* end of a root by the cells of the trunk at the *root crown* or a root from which a lower order root arises.

Root crown Roots arising at the base of a trunk.

Root mapping The exploratory process of recording the location of roots usually in reference to a *datum point* where depth, root diameter, root orientation and distance from trunk or structures are measured. It may be *invasive root mapping* or *non-invasive root mapping*.

Root rot Decay of *structural roots* or disease killing fine roots. See also *Fungus*.

Sap A fluid consisting of mineral salts and *sugars* dissolved in water that is formed in *xylem* and *phloem* vessels.

Scar tree A tree containing a wound of cultural or scientific interest, inflicted initially for a specific purpose, e.g., by Indigenous people to extract implements or carved as a marker or with a pattern for ceremonial purposes, or as a marker and *blaze* by a surveyor or explorer, or from an accidental wound that has not *occluded*.

Selective pruning The removal of identified or specified branches (AS4373 2007, p. 8).

Self-sown A plant established by itself either vegetatively or from a seed, with- out human intervention initially in its propagation or cultivation. Such plants are often vigorous and may have the potential to develop as weeds. This may be the successful progeny of a planted tree.

Semi-deciduous A tree that sheds all or most of its leaves in one season and enters a short *dormant* period, usually sprouting new buds soon after the old leaves have been abscised.

Semi-parasite Organism that is only partly parasitic on its host, e.g., *Mistletoe*. Such an organism may acquire some of its food from being parasitic on the stems of its host (e.g., mistletoe), or on the roots of other trees, shrubs or grasses and produces its own food through photosynthesis or may require a host to become established, e.g., *Excoecarpus cupressiformis* and *Santalum acuminatum*. Severe infestations may weaken and eventually kill the host.

Senescent Tree of advanced old age, or over-mature leading towards death.

Soil analysis Assessment of a soil sample for *bulk density*, *pH*, *soil fertility* available phosphorus, contaminants, and exchangeable cations

***Soil compaction** Pressing and squashing of soil that removes macropore spaces, eliminating its water and air holding capacity resulting in an increase in *bulk density* and damage to *structure*.

Stand A group of trees often of the one kind.

Strangler roots Adventitious roots that grow from a seed attached to a host, usually in the crown, growing down to the ground becoming thickened and by *anastomosis* spreading around the host for support eventually encircling and constricting its growth causing death, e.g., *Ficus virens* and *F. macrophylla*.

Stress one. A factor in a plant's environment that can have adverse impacts on its life processes, e.g., altered soil conditions (compaction, poor nutrition, and reduced oxygen or moisture levels), root damage, toxicity, drought, or water-logging. The impact of stress may be reversible given good arboricultural practices but may lead to plant *decline*. 2. In mechanics, force acting on an object, measured per unit area of the object (Lonsdale 1999, p. 322).

Structural branches First order or other *orders of branches* elongated to form a permanent framework of branches supporting the crown, persisting beyond the tree's maturity.

Structural defect A weak point in or on a tree causing its *structural deterioration* diminishing its *stability* in full or part.

***Sun scald** Wounding usually on the upper side of branches after sudden expo- sure to sunlight especially in summer, e.g., after excessive pruning of the upper crown, or following storm damage stripping foliage or branches, e.g., *Ficus* spp.

Symmetrical Balance within a crown, where there is an even distribution of branches and the *foliage crown* around the vertical axis of the trunk. This usually applies to trees of *crown form dominant* or *crown form forest*. An example of an expression of this may be crown symmetrical. See also *symmetry* and *asymmetrical*.

Target People or property likely to be harmed or damaged, respectively, by being struck by a failed or collapsed tree in full or part.

Taxa Plural of taxon, see *Taxon*.

Taxon A taxonomic group of any rank, e.g., family, genus, species, variety, or cultivar.

Tension wood *Reaction wood* formed in dicotyledonous *Angiosperms* as additional wood growth on the upper side of a stem opposing a lean, reacting to the loading stimulus to pull the stem upwards.

Topiary The art and practice of forming plants into desired shapes by pruning and training branches.

Topping Removal of the upper part of a tree, reducing its height by *lopping*. This practice usually damages trees, reducing strength, condition and vigour promoting *premature decline* and exposure to pests and diseases. See also *Lopping*.

Tree injection Application of systemic pesticides or nutrients in liquid form to the vascular cambium by injection.

Tree inventory Detailed list of information about trees in a specific area, such as tree location, species, physical dimensions, *health/vigour*, *condition*, *age class* etc. Information is obtained by survey and location may be established by a global positioning system.

Typical Having characteristics representative of others in a taxonomic group, e.g., of a species. In a tree this may also be growth that is representative for crown form, habit and type or behaviour expected to occur naturally. See also *Atypical* and *Misshapen*.

Wilting Collapse of plant cells caused by a loss of *turgor pressure* resulting in water being unavailable to the leaves. This may be caused by dry soil, root loss, salinity, flooding, root girdling, high temperatures, disruption by insects to xylem and gas leaks in the soil (Harris *et al.* 2004, p. 457). See also *Wilting point*, *Temporary wilting point* and *Permanent wilting point*.

***Windthrow** Tree failure and collapse when a force exerted by wind against the *crown* and *trunk* overcomes resistance to that force in the *root plate*, such that the *root plate* is lifted from the soil on one side as the tree tips over.

***Weak junctions** Points of possible branch failure in the crown, usually caused by the trunk or branch bark being squeezed or concealed within the junction so that the necessary interlocking by intertwining wood fibres does not occur and the junction is forced open by branch movement and exacerbated by the annual increments of growth in the opposing stems and accumulated bark. This may be a genetic problem with some taxa. See also *Compression fork*.

***Wound** Damage inflicted upon a tree through injury to its living cells, from biotic or abiotic causes, e.g., where *vascular cambium* has been damaged by branch breakage, impact, or insect attack. Some wounds decay and cause *structural deterioration* or *defects*. Trees of *normal vigour* can resist and contain infection by walling off areas within the wood by *compartmentalisation*. See

Compartmentalisation of decay in trees (CODIT). An *occlusion* may eventually conceal a wound, but the enclosed defect remains internally, and *decay* may continue to develop further weakening the *heart- wood* and *sapwood* compromising the tree's *structural integrity*. The cause of a wound may be accidental, e.g., *branch tear out*, or deliberate, e.g., *carved*.

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3 INTRODUCTION

3.1 Instruction.

Synertree Pty Ltd (Synertree) was engaged by both the National Trust of Australia New South Wales (here after referred to as the 'Trust NSW') and the Municipality of Hunters Hill (here after referred to as 'Hunter's Hill Council').

The Trust NSW initially engaged Synertree to prepare an arborist report for Hillman Orchard. The primary goal was to assess two Camphor Laurel trees on the site to determine their health, any impact on nearby Vienna Cottage or the detached kitchen block, and suitability for removal to reinstate a historic orchard. The Trust NSW noted that the unbuilt land is significant for its historical use as an orchard, which includes fruit trees such as oranges, lemons, and pomegranates and that the report should consider:

1. The current age, size, health, and condition of the trees.
2. That the trees are considered invasive species.
3. Their current and potential future impact on the two buildings, particularly noting how one tree is already touching the roof and contributing to blocked gutters and dampness.
4. Whether a root barrier system might mitigate future root-related issues.
5. Whether the historic orchard can be reinstated without removing the trees.
6. The need to address potential community concerns about tree removal.

3.2 Purpose of this report.

The purpose of this arborist report is to assess the two Camphor Laurel trees located at 38-40 Alexandra Road Hunters Hill, known as Vienna Cottage & Hillman Orchard, both listed on the State Heritage Register in Hunter's Hill, NSW. This report will evaluate the health, condition, and species of the trees and provide an assessment of their current and potential impact on nearby buildings. The findings will help inform a decision on whether the trees should be removed to allow for the reinstatement of a historic orchard.

The report will address the following key areas:

1. Tree Identification and Condition:

- Assess the current age, size, health, and structural condition of the trees.

2. Impact on Buildings and Surroundings:

- Examine the trees' current impact on nearby buildings, including any physical contact with the structures, leaf drop contributing to gutter blockages, and the creation of shade that may be causing dampness.
- Provide an assessment of the potential future impact of tree growth on the buildings, particularly regarding root systems and possible structural damage.
- Discuss the viability of installing a root barrier system as a mitigation option.

3. Heritage and Landscape Considerations:

- Explore the historical significance of the site, with attention to the original use of the land as an orchard, and the potential for reinstating this orchard.
- Consider whether the orchard can be reinstated without the removal of the trees.

4. Community Concerns:

- Acknowledge potential community concerns regarding the removal of trees and provide a balanced view of the environmental, historical, and cultural implications.

5. Recommendations:

- Provide a clear recommendation on whether the trees should be removed, pruned, or retained with mitigation measures, with respect to heritage restoration goals and the potential impact on surrounding buildings.

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3.3 Background: Vienna Cottage & Hillman Orchard

Vienna Cottage, located in Hunters Hill, NSW, was built in 1871 for John Jacob Hellman (later Hillman) and his wife Ann. The Hellman family, originally from Germany and Ireland, were early settlers in the area, purchasing land from the Jules Joubert subdivision of 1859. John Hellman worked as a shoemaker and was involved in various local occupations, including running a dairy and orchard on the property. The adjacent land, part of the original Lot 12, remained unbuilt and served as an orchard for many years, featuring a variety of fruit trees including oranges, mandarins, lemons, plums, quinces, pomegranates, and guavas. This orchard was an integral part of Vienna Cottage's history and provided a source of home produce for the family (Government, 2024).

In the 1980s, Vienna Cottage and the adjoining orchard land were purchased and restored by the Trust NSW and Hunter's Hill Council to preserve the property for public heritage and educational purposes. The orchard land, with its connection to 19th-century suburban self-sufficiency, remains significant as a rare example of early domestic agriculture, contributing to the property's listing on the State Heritage Register (Government, 2024).

Today, there is interest in reinstating the historic orchard, which plays a vital role in the site's heritage value.

3.4 Site visit and collection of data.

3.4.1 Site visit

All observations were performed from ground level, and dimensions were estimated unless specifically noted otherwise. No aerial inspections, root or soil analyses, exploratory root trenching, or internal diagnostic testing were conducted during this assessment. Access to the subject trees on-site was unrestricted.

3.4.2 Collection of basic data

The trees were inspected with basic data collected including genus, species, diameter at base (DAB), diameter at breast height (DBH), structural root zone (SRZ), TPZ, height, vigour, condition, age class and estimated life expectancy (ELE), (refer to Appendix E: Tree inventory and assessment methodology for the basic data and methodology for collection of basic data).

3.5 Further explanations.

This report provides the following instruments for ensuring the appropriate management, care, and preservation:

- Appendix D: Site map
- Appendix E: Tree inventory and assessment methodology
- Appendix F: Review of historical aerial imagery
- Appendix G: Site pictures

To make this report easier to use, its emphasis is on keeping the main text concise with minimal background explanations. Where appropriate, further explanations and information are included within the following sections:

- Glossary of Arboricultural terms used (refer to GLOSSARY OF ARBORICULTURAL TERMS).
- Collection of tree data and its methodology (Appendix E: Tree inventory and risk mitigation schedule),
- Methodology for: Significance (Appendix B: Significance of a Tree, Assessment Rating System) and retention value (Appendix C: IACA Tree Retention Value- Priority Matrix),

3.6 Documents & information provided.

- Plan of the orchard based on 1926 plan and information from Frank Hillman, Fred Stamp, Alfred King and George Anderson.
- Draft Vienna Cottage Proposal by Geoffrey Britton, Historic Landscape Consultant dated 14 June 2022 (Sheets 1,4,6 and 8).

3.7 Qualifications and experience.

This report is based on site observations and any provided information supplied to Synertree (refer to Documents & information provided.) All results have been reached considering the experience and qualifications of Mathew Phillips (refer to Appendix A: Qualifications and experience of the on-site assessor).

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4 OBSERVATIONS & FINDINGS

4.1 Tree 1 and 2 age estimation.

A review of historical aerial imagery (Figure 1) shows two trees which aligns with the site management advice 'Sheet 1' provided by historical landscape consultant Geoffrey Britton and the Plan lodged with Primary Application 27688 in 1929. These sources suggest that one of the large, unidentified trees on the property may have been a Norfolk Island Pine (*Araucaria heterophylla*), while the other remains uncertain. Further analysis of historical images indicates that the southernmost tree may have been a Cook Island Pine (*Araucaria columnaris*), as evidenced by the narrow long shadow cast across images from 1943, 1955, 1965, and 1970. However, the distinct shadow becomes difficult to trace from 1970 onwards.



Figure 1 1943 Historical Imagery (NSW Spatial Services)

By 1955, as indicated in Figure 2, the large Norfolk Island Pine near the boundary of No. 42 appears to have been removed. This period might coincide with the planting of three *Cinnamomum camphora* (Camphor Laurel) trees, as suggested by the minor shadows visible in the imagery, making the Camphor Laurels approximately 70 years old. Tree 2 was planted slightly off-centre in comparison to Tree 1, which may have been intentional due to spacing requirements and potentially the remaining stump or root system of the removed Norfolk Island Pine. By 1965 (Figure 3), the presence of three Camphor Laurels is evident, and the narrow shadow, likely cast by the Cook Island Pine, persists. The same narrow, elongated shadow continues to appear in the 1970 imagery (Figure 4), suggesting the potential Cook Island Pine remained at that time, although further aerial imagery makes it harder to confirm. Between 2009 and 2013, Google Street View captures the removal of one of the Camphor Laurels. In Figure 5 (2009 Street View), three Camphor Laurels are visible, but by Figure 6 (2013 Street View), only two remain, which are still present today.



Figure 2 1955 Historical Imagery (NSW Spatial Services)

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Figure 3 1965 Historical Imagery (NSW Spatial Services)



Figure 4 1970 Historical Imagery (NSW Spatial Services)

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Figure 5 2009 Google Street View (Google.com/maps Dec 2009)



Figure 6 2013 Google Street View (Google.com/maps Feb 2013)

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4.2 Tree identification & Condition

5.2.1 Tree 1: *Cinnamomum camphora* (Camphor Laurel)

Tree 1 is a multi-trunked specimen, with co-dominant¹ stems originating from the root crown. The southern stem has a diameter of approximately 1.4m, while the northern stem measures around 0.8m. The tree is located 7.89m from the building envelope of Vienna Cottage, positioned centrally between the cottage and No. 42. Its structural roots radiate symmetrically around the trunk and are visible as surface roots, which is a typical characteristic of mature trees within the Hunters Hill area. These surface roots show abrasion wounds², likely caused by regular lawn mowing.

In the lower and mid trunk, as well as the first order branches³, there is deadwood hanging, ranging in diameter from 25mm to 100mm, which requires removal as part of regular crown maintenance. The lower and middle crown displays minimal deadwood, which the tree naturally pruned⁴. At the outer crown extremities, some dieback⁵ is evident, with low levels of deadwood and bare twigs. This dieback might have been associated with drought conditions in past years, often indicating temporary stress or decline. However, the tree appears to be recovering, with signs of crown regeneration⁶. The lower sections of the crown are currently encroaching upon both Vienna Cottage and the adjacent building at No. 42, necessitating careful management to avoid further impact on these structures.

5.2.2 Tree 2: *Cinnamomum camphora* (Camphor Laurel)

Tree 2 is located 5.1m to the north of Tree 1. Unlike Tree 1, it features a single trunk up to a height of 1m, after which it divides into five first order branches. The tree stands 6.08m from the detached kitchen block. Like Tree 1, Tree 2 exhibits surface roots radiating around its base, showing abrasion damage from lawn maintenance. The overall condition of Tree 2 is like that of Tree 1. There is deadwood hanging from the lower and mid trunk, as well as the first order branches, and deadwood with diameters between 25mm and 100mm, requiring crown maintenance. The lower and middle sections of the crown display natural

deadwood shedding, while the outer crown shows signs of dieback with bare twigs and low levels of deadwood. This dieback, likely caused by past drought conditions, suggests periods of stress and reduced vitality. However, unlike Tree 1, Tree 2 has not fully recovered from historical stress factors and shows a reduced canopy density. This indicates a more prolonged impact from environmental stressors, making it more vulnerable to ongoing decline⁷.

4.3 Impact on Buildings and Surroundings

The growing environment for Trees 1 and 2 (hereafter referred to as the 'Camphor Laurels') consists of compacted topsoil, poorly established turf that is heavily shaded, and a layer of leaf litter covering the ground. Surface roots from both trees are prevalent throughout Hillman Orchard, indicating extensive root spread across the orchard area. A star picket and chicken wire fence, along with a picket gate and a boardwalk, separate the orchard from Vienna Cottage and the detached kitchen block.

Surface roots have been identified beyond the fence and side the gate into Vienna Cottage, with two root locations observed at the time of inspection:

1. A small-diameter root (Figure 20 Appendix F: Site pictures) is growing beneath the concrete path and boardwalk between the cottage and the detached kitchen block. This section of the concrete has visible displacement and cracking, the cause unknown.
2. A larger root (Figure 28 Appendix F: Site pictures), over 150mm in diameter, is growing towards the detached kitchen from outside the fence. This root penetrates beneath the stone retaining wall (Figure 32 Appendix F: Site pictures) inside the fence and extends towards the rear of the detached kitchen block.

The cottage is potentially built on a strip footing, while the detached kitchen block is supported by brick piers, visible on the eastern side of the structure. This configuration likely allows tree roots to grow unimpeded beneath the detached

¹ **Codominant branch** Two or more first order structural branches or lower order branches of similar dimensions arising from about the same position from a trunk or stem.

² **Abrasion wound** Mechanical wound causing laceration of tissue by an abrasive impact episode, e.g., grazed by a motor vehicle or the continuous action of the rubbing of crossed branches or stems where no graft has formed.

³ **First order branch (FOB)** Initial branch arising from the trunk or root crown. Such a branch may be structural or non-structural, temporary, or permanent, as a codominant dual-leader branch, superior or inferior, forming a crown of deliquescent habit.

⁴ **Natural Pruning** Shedding of branches, usually through their compartmentalisation after injury or from overshadowing.

⁵ **Dieback** The death of some areas of the crown. Symptoms are leaf drop, bare twigs, dead branches, and tree death, respectively. This can be caused by root damage, root disease, bacterial or fungal canker, severe bark damage, intensive grazing by insects, abrupt changes in growth conditions, drought,

water-logging or over-maturity. Dieback often implies reduced resistance, stress or decline which may be temporary. Dieback can be categorised as Low volume dieback, Medium volume dieback and High-volume dieback.

⁶ **Crown Regeneration** An adaptation enabling the regrowth of the crown in some species to assert its natural habit and form after episodes of damage or severe stress, such as from fire, insects, topping, storm damage, or drought. Such regrowth may be evident in a vigorous tree in the young to mature age stages of its life cycle.

⁷ **Decline** The response of the tree to a reduction of energy levels resulting from stress. Recovery from a decline is difficult and slow and decline usually irreversible.

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kitchen block. The stormwater systems for both buildings feature galvanized downpipes, which feed into clay gullies covered with round cast iron drain covers. This system suggests that stormwater runs parallel to the detached kitchen block, providing an environment conducive to root growth. Additionally, the stormwater system for Vienna Cottage, which has a combination of galvanized and smaller plumbing pipes, feeds into similar clay gullies. A more recent addition to the system at the front of the cottage includes a PVC drain box and PVC pipework, indicating a shift from terracotta to PVC for some of the system. Despite these modifications, the stormwater system continues to run parallel to both buildings, further encouraging tree roots to infiltrate these areas. The western section of Tree 1's crown is in direct contact with the slate roof and intricate fascia of the cottage and an inspection of the cottage's stone wall revealed no visible signs of cracking, displacement, or direct root intrusion. A structural engineer would be required to conduct inspections to assess any issues relating to structural problems. On the eastern side of Tree 1, the crown is also in contact with the roof and structure of the neighbouring property at No. 42.

4.4 Heritage and Landscape Considerations

The two Camphor Laurel trees remaining on Hillman Orchard, whilst recognised as invasive species throughout NSW, are also closely associated with heritage sites across Hunters Hill and greater Sydney. These trees were commonly planted as ornamental features in the late 19th and early 20th centuries, contributing to the historic aesthetic of many heritage landscapes. Their presence on this site, therefore, aligns with broader historical planting patterns and may enhance the heritage character of Vienna Cottage and Hillman Orchard. However, their continued presence presents a challenge to the restoration and reinstatement of Hillman Orchard. The focus of this restoration is to reintroduce the original fruit-bearing species that once populated the site, in keeping with its 19th-century agricultural use. Retaining the Camphor Laurels may limit the available space for this historical restoration and detract from the orchard's authenticity. Furthermore, the spread of their surface roots across the site could disrupt the orchard's productive function and create long-term management issues.

In addition to the Camphor Laurels, there is a mature *Celtis sinensis* (Chinese Hackberry) located at the rear of the property. Unlike the Camphor Laurels, the *Celtis* is potentially self-seeded, and is considered an invasive species prevalent across NSW, generally regarded as an ecological weed. It is not consistent with the historical use of the land and conflicts with the heritage objectives of the site.

⁸ **Crown lifting** Pruning to remove branches from the lower crown usually for clearance or access

⁹ **Crown thinning** Removal of selected branches without modifying the size of a tree.

The removal of this tree should be prioritised to allow natural light to penetrate the orchard, as its removal would significantly improve light conditions within the orchard area.

Conducting crown lifting⁸ and crown thinning⁹ on the two Camphor Laurels would further improve light penetration, help mitigate conflicts with both Vienna Cottage and the neighbouring property at No. 42 and reduce leaf litter accumulation in the gutter system and help control dampness within the cottage and detached kitchen block. Retaining these Camphor Laurels would be consistent with the pre 1943 conditions when two trees, a possible Cook Island Pine and a more centrally located and larger Norfolk Island Pine, occupied the central to southern end of Hillman Orchard. These considerations would provide an opportunity for the re-establishment of the fruit tree orchard.

Consideration must be made to enhancements to the soil condition to improve fertility and drainage, ensuring both the orchard's success and the heritage value of the site. To ensure the faithful restoration of the orchard and maintain the ecological balance of the property, the removal of the *Celtis sinensis*, coupled with selective crown management of the Camphor Laurels, should be carefully considered. This approach would preserve historical integrity while allowing for the functional restoration of Hillman Orchard.

4.5 Community Concerns

Community concerns surrounding the management of the trees on the site, particularly the removal of established trees like the Camphor Laurels and the *Celtis sinensis*, are likely to focus on the balance between heritage preservation and ecological sustainability. As Vienna Cottage and Hillman Orchard are part of a historically significant area within Hunters Hill, residents and local heritage advocates may feel strongly about maintaining the visual and historical landscape, especially given the prominent presence of these trees over many decades.

The Camphor Laurels, while recognized as invasive species in some situations, have been part of the local landscape for a considerable time and may be perceived by the community as integral to the area's character. These trees, often associated with heritage sites across Sydney, contribute to the familiar and mature streetscape that many residents are accustomed to. Removing them could provoke concerns about altering the landscape's aesthetic and losing the historic ambiance tied to the late 19th and early 20th centuries.

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However, it is important to communicate to the community that the reinstatement of the historic Hillman Orchard aligns with long-term heritage goals that aim to reflect the original 19th-century use of the land. By doing so, the property will better represent the agricultural past of the area, restoring its function as a working orchard. The removal of the *Celtis sinensis*, which is inconsistent with the historical landscape, and selective crown lifting of the Camphor Laurels will enhance the conditions for replanting fruit-bearing trees, improving light penetration while addressing concerns about crown conflicts with Vienna Cottage and neighbouring properties.

Additionally, retaining the Camphor Laurels with careful management, such as crown lifting, can preserve a sense of continuity in the landscape, minimizing the impact on the area's historic character. This strategy would retain key visual elements while making room for the orchard restoration, mitigating potential resistance from the local community.

Community education and consultation will be essential to managing these concerns. Ensuring that residents understand the heritage significance of the orchard restoration and how it will be done sensitively, with efforts to retain historically appropriate trees and improve the site's ecological balance can help gain public support. Highlighting the benefits of removing more invasive species and improving the site's sustainability, while respecting the historical context, will address both heritage and ecological concerns raised by the community.

In summary, addressing community concerns involves striking a balance between preserving the familiar landscape that residents value and restoring the site's historical accuracy. Transparent communication about the reasons for tree removal, the environmental improvements, and the thoughtful approach to heritage restoration will be key in achieving community buy-in for the proposed works.

4.6 Recommendations

Based on the detailed assessment of the Vienna Cottage site and surrounding Hillman Orchard, the following recommendations are made to balance the heritage restoration goals with the arboricultural and community concerns:

1. **Priority Removal of *Celtis sinensis*:** The mature *Celtis sinensis* at the rear of the property should be prioritised for removal. This tree, recognised as an invasive weed throughout NSW, is not in alignment with the historical character or restoration goals of the Hillman Orchard.

Removing the *Celtis* will also significantly improve the orchard's access to natural light, creating optimal light conditions for the re-establishment of fruit-bearing trees.

2. **Crown Lifting and Maintenance of Camphor Laurels:** While the two Camphor Laurel trees are considered invasive, they are closely associated with the heritage of Hunters Hill and similar Sydney landscapes, and their retention aligns with pre 1943 conditions, when large trees such as the Norfolk Island Pine and the possible Cook Island Pine occupied the orchard. The crown of both trees could be lifted to reduce conflicts with Vienna Cottage and neighbouring properties. Additionally, removing deadwood and maintaining the crowns will increase light penetration into the orchard, facilitating the growth of newly planted fruit trees.
3. **Non-Destructive Root Exploration:** To protect the structural integrity of Vienna Cottage and the detached kitchen block, a non-destructive root investigation should be conducted along the chicken wire fence and outside the stone retaining wall near the detached kitchen block. This exploration will help assess the extent of root intrusion from the nearby trees and determine whether installing a root barrier is necessary to safeguard the buildings.
4. **Soil Rehabilitation and Radial Trenching:** The soil throughout the Hillman Orchard is compacted and appears unfertile, likely due to the dominance of the large trees, including the two Camphor Laurels and the *Celtis*, not forgetting trees in past years. This poor soil condition is contributing to the decline of existing vegetation, including the remnant fruit trees and the *jacaranda planted 2014* (Google Street View) at the front of Hillman Orchard, which is stunted and is unlikely to reach its full potential. Importing new topsoil and radial trenching should be considered around the root zones of the surviving fruit trees to loosen the soil, improve drainage, and introduce organic matter, thereby enhancing soil fertility and encouraging root growth. Soil testing, nutrient amendments and mulching could potentially save the stressed fruit trees and provide a healthier growing environment for new plantings.

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5. **Orchard Restoration:** Reinstating the Hillman Orchard is a primary goal. Following the removal of the *Celtis sinensis* and crown lifting of the Camphor Laurels, efforts should focus on enhancing the soil profile through remediation and amendments that improve fertility and drainage. This will create favourable conditions for replanting fruit-bearing trees that reflect the site's 19th-century agricultural use, ensuring both ecological restoration and historical accuracy.
6. **Community Consultation:** Throughout the process of tree removal, pruning, and restoration, it is crucial to engage with the local community. Given the attachment to the site's heritage and green space, clear communication of the benefits of these actions, including how they align with both historical integrity and long-term ecological sustainability, will help manage community concerns and foster support for the project.

These recommendations aim to address the immediate risks to the property while fostering the long-term health and historical integrity of the Hillman Orchard and Vienna Cottage site.

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5 REFERENCE MATERIAL

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6 Appendix A: Qualifications and experience of the on-site assessor

Qualifications:

- Certificate III in Horticulture (Arboriculture) @ Canberra Institute of Technology 2002-2004
- Diploma of Arboriculture (AHC50516) @ TAFE NSW 30 August 2018-2019
- Quantified Tree Risk Assessment (QTRA), Registered licensee No. 6067 @ Richmond College NSW 22nd & 23rd August 2019
- Quantified Tree Risk Assessment (QTRA) Advanced User Training Registered licensee No. 6067 @ Richmond College NSW 18th March 2020
- International Society of Arboriculture (ISA) Tree Risk Assessment Qualification (TRAQ) November 2023.

Practical experience:

I have been involved within the Arboricultural industry for more than 15 years, initially studying and being employed as a climbing Arborist where I developed practical skills and expertise recognised within the industry. With career development and further study in the field I progressed to a consulting Arborist trained in Quantified Tree Risk Assessment and consulting on development projects including state significant developments. As the Director and senior consultant for SynerTree Pty Ltd, I have consulted on hundreds of Arboricultural projects.

If you require any further information, please contact me on the details listed below.

Mathew Phillips

Director + AQF-5 Arborist



Diploma of Arboriculture.
Quantified Tree Risk Assessor,
(Advanced) LIC. No. 6067.
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0433085573.

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7 Appendix B: Significance of a Tree, Assessment Rating System

In the development of this document IACA acknowledges the contribution and original concept of the Footprint Green Tree Significance & Retention Value Matrix, developed by Footprint Green Pty Ltd in June 2001. The landscape significance of a tree is an essential criterion to establish the importance that a particular tree may have on a site. However, rating the significance of a tree becomes subjective and difficult to ascertain in a consistent and repetitive fashion due to assessor bias. It is therefore necessary to have a rating system using structured qualitative criteria to assist in determining the retention value for a tree. To assist this process all definitions for terms used in the *Tree Significance - Assessment Criteria* and *Tree Retention Value - Priority Matrix*, are taken from the IACA Dictionary for Managing Trees in Urban Environments 2009. This rating system will assist in the planning processes for proposed works, above and below ground where trees are to be retained on or adjacent a development site. The system uses a scale of *High*, *Medium*, and *Low* significance in the landscape. Once the landscape significance of an individual tree has been defined, the retention value can be determined.

Tree Significance - Assessment Criteria

1. High Significance in landscape

- The tree is in good condition and good vigour.
- The tree has a form typical for the species.
- The tree is a remnant or is a planted locally indigenous specimen and/or is rare or uncommon in the local area or of botanical interest or of substantial age.
- The tree is listed as a Heritage Item, Threatened Species or part of an Endangered ecological community or listed on Councils significant Tree Register.
- The tree is visually prominent and visible from a considerable distance when viewed from most directions within the landscape due to its size and scale and makes a positive contribution to the local amenity.
- The tree supports social and cultural sentiments or spiritual associations, reflected by the broader population or community group, or has commemorative values.
- The tree's growth is unrestricted by above and below ground influences, supporting its ability to reach dimensions typical for the taxa *in situ* - tree is appropriate to the site conditions.

2. Medium Significance in landscape

- The tree is in fair-good condition and good or low vigour.
- The tree has form typical or atypical of the species.
- The tree is a planted locally indigenous or a common species with its taxa commonly planted in the local area
- The tree is visible from surrounding properties, although not visually prominent as partially obstructed by other vegetation or buildings when viewed from the street,
- The tree provides a fair contribution to the visual character and amenity of the local area,
- The tree's growth is moderately restricted by above or below ground influences, reducing its ability to reach dimensions typical for the taxa *in situ*.

3. Low Significance in landscape

- The tree is in fair-poor condition and good or low vigour.
- The tree has form atypical of the species.
- The tree is not visible or is partly visible from surrounding properties as obstructed by other vegetation or buildings,
- The tree provides a minor contribution or has a negative impact on the visual character and amenity of the local area,
- The tree is a young specimen which may or may not have reached dimension to be protected by local Tree Preservation orders or similar protection mechanisms and can easily be replaced with a suitable specimen,
- The tree's growth is severely restricted by above or below ground influences, unlikely to reach dimensions typical for the taxa *in situ* - tree is inappropriate to the site conditions,
- The tree is listed as exempt under the provisions of the local Council Tree Preservation Order or similar protection mechanisms,
- The tree has a wound or defect that has potential to become structurally unsound. Environmental Pest / Noxious Weed Species
- The tree is an Environmental Pest Species due to its invasiveness or poisonous/ allergenic properties,
- The tree is a declared noxious weed by legislation. Hazardous/Irreversible Decline
- The tree is structurally unsound and/or unstable and is considered potentially dangerous,
- The tree is dead, or is in irreversible decline, or has the potential to fail or collapse in full or part in the immediate to short term.

The tree is to have a minimum of three (3) criteria in a category to be classified in that group.

Note: The assessment criteria are for individual trees only, however, can be applied to a monocultural stand in its entirety e.g., hedge.

IACA 2010, *IACA Significance of a Tree, Assessment Rating System (STARS)*, Institute of Australian Consulting Arboriculturists, www.iaca.org.au



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8 Appendix C: IACA Tree Retention Value- Priority Matrix

		Significance					
		1. High		2. Medium		3. Low	
		Significance in Landscape	Significance in Landscape	Significance in Landscape	Environmental Pest / Noxious Weed Species	Hazardous / Irreversible Decline	
Estimated Life Expectancy	1. Long >40 years						
	2. Medium 15-40 Years						
	3. Short <1-15 Years						
	Dead						

Legend for Matrix Assessment

	Priority for Retention (High) - These trees are considered important for retention and should be retained and protected. Design modification or re-location of building/s should be considered to accommodate the setbacks as prescribed by the Australian Standard AS4970 <i>Protection of trees on development sites</i> . Tree sensitive construction measures must be implemented e.g. pier and beam etc if works are to proceed within the Tree Protection Zone.
	Consider for Retention (Medium) - These trees may be retained and protected. These are considered less critical; however their retention should remain priority with removal considered only if adversely affecting the proposed building/works and all other alternatives have been considered and exhausted.
	Consider for Removal (Low) - These trees are not considered important for retention, nor require special works or design modification to be implemented for their retention.
	Priority for Removal - These trees are considered hazardous, or in irreversible decline, or weeds and should be removed irrespective of development.

IACA 2010, Significance of a tree, Assessment rating System (STARS), Institute of Australian Consulting Arboriculturists, www.iaca.org.au

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- Footprint Green Pty Ltd 2001, Footprint Green Tree Significance & Retention Value Matrix, Avalon, NSW Australia www.footprintgreen.com.au

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9 Appendix D: Site map



10 Appendix E: Tree inventory and assessment methodology

Date: 10/09/2024
Client: Hunters Hills Council
Arborist: Mathew Phillips
Site: Vienna Cottage & Hillman Orchard
Address: 38 & 40 Alexandra Street Hunters Hill NSW 2110

total Number of Trees Assessed 2

TREE INVENTORY REPORT																	
Tree Number	Qty	Location	Botanical Name (Common Name)	Height	DAB (m)	DBH (m)	SRZ (m)	TPZ (m)	Canopy Spread (m) (N,S,E,W)	Vigour	Condition	Age	ELE	Significance	Retention Value	Tree Defect	Assessor Arborist Comments
1	1	Zone 56H	Cinnamomum camphora (Camphor Laurel)	15 - 20	1.6	1.4	4.0	15.0	5.3,10.7,9,9.5	Good	Good	Mature	Long >40 Years	High Significance	(High) Priority for Retention	-Abrasion wound/s	Mathew Phillips. Comments moved to report.
		E N/A														-Codominant branch	
		N N/A														-Deadwood 25-100mm	
																-Dieback	
																-Hanging branch/s	
																-Soil compaction	
2	1	Zone 56H	Cinnamomum camphora (Camphor Laurel)	15 - 20	0.95	1	3.2	12.0	12.2,3.7,9,9.5	Low	Good	Mature	Medium 15-40 Years	High Significance	(High) Priority for Retention	-Abrasion wound/s	Mathew Phillips. Comments moved to report.
		E N/A														-Codominant branch	
		N N/A														-Deadwood 25-100mm	
																-Dieback	
																-Hanging branch/s	
																-Soil compaction	

Methodology for collection of tree basic data.

GROUND BASED VISUAL TREE ASSESSMENT (VTA): The subject tree(s) were assessed using the Visual Tree Assessment criteria as described in *The Body Language of Trees- A Handbook for Failure Analysis* and the methodology outlined within this section. The assessment was limited to a visual examination of the subject tree(s) from ground level only, unless specified within the TMP under 'Arborist Comments.' No internal diagnostic or tissue testing will be undertaken as part of a ground based visual assessment, unless specified.

TREE DIMENSIONS AND LOCATIONS: Tree trunk diameters, heights and defect heights were estimated. The location of the subject tree(s) will be determined from supplied plans, plotted on the supplied plans, or indicated on an aerial photo/map. Trees not shown on supplied plans will be plotted in their approximate location only and or measured from identified infrastructure.

Glossary: Definitions for terminology.

VIGOUR ASSESSMENT: Ability of a tree to sustain its life processes. This is independent of the condition of a tree but may impact upon it. Vigour can appear to alter rapidly with change of seasons (seasonality) e.g., dormant, deciduous, or semi-deciduous trees. Vigour can be categorized as:

- Good Vigour: Ability of a tree to maintain and sustain its life processes. This may be evident by the typical growth of leaves, crown cover and crown density, branches, roots and trunk and resistance to predation. This is independent of the condition of a tree but may impact upon it, and especially the ability of a tree to sustain itself against predation.

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- **High Vigour:** Accelerated growth of a tree due to incidental or deliberate artificial changes to its growing environment that are seemingly beneficial, but may result in premature aging or failure if the favourable conditions cease, or promote prolonged senescence if the favourable conditions remain, e.g. water from a leaking pipe; water and nutrients from a leaking or disrupted sewer pipe; nutrients from animal waste, a tree growing next to a chicken coop, or a stock feed lot, or a regularly used stockyard; a tree subject to a stringent watering and fertilising program; or some trees may achieve an extended lifespan from continuous pollarding practices over the life of the tree.
- **Low Vigour:** Reduced ability of a tree to sustain its life processes. This may be evident by the atypical growth of leaves, reduced crown cover and reduced crown density, branches, roots and trunk, and a deterioration of their functions with reduced resistance to predation. This is independent of the condition of a tree but may impact upon it, and especially the ability of a tree to sustain itself against predation.
- **Dormant Tree Vigour:** Determined by existing turgidity in lowest order branches in the outer extremity of the crown, with good bud set and formation, and where the last extension growth is distinct from those most recently preceding it, evident by bud scale scars. Good vigour during dormancy is achieved when such growth is evident on many branches throughout the crown.

AGE: Most trees have a stable biomass for the major proportion of their life. The estimation of the age of a tree is based on the knowledge of the expected lifespan of the taxa in situ divided into three distinct stages of measurable biomass, when the exact age of the tree from its date of cultivation or planting is unknown and can be categorized as:

- **Young:** Tree aged less than <20% of life expectancy, in situ.
- **Mature:** Tree aged 20-80% of life expectancy, in situ.
- **Over-mature:** Tree aged greater than >80% of life expectancy, in situ, or
- **Senescent:** with or without reduced vigour and declining gradually or rapidly but irreversibly to death.

PERIOD OF TIME: The life span of a tree in the urban environment may often be reduced by the influences of encroachment and the dynamics of the environment and can be categorized as:

- **Short Term:** A period less than <1 – 15 years,
- **Medium Term:** A period 15 – 40 years, and
- **Long Term:** A period greater than >40 years.

CONDITION ASSESSMENT: A tree's crown form and growth habit, as modified by its environment (aspect, suppression by other trees, soils), the stability and viability of the root plate, trunk, and structural branches (first (1st) and possibly second (2nd) order branches), including structural defects such as wounds, cavities or hollows, crooked trunk or weak trunk/branch junctions and the effects of predation by pests and diseases. These may not be directly connected with Vigour, and it is possible for a tree to be of good Vigour but in poor condition. Condition can be categorized as:

- **Good Condition:** Tree is of good habit, with crown form not severely restricted for space and light, physically free from the adverse effects of predation by pests and diseases, obvious instability, or structural weaknesses, fungal, bacterial or insect infestation and is expected to continue to live in much the same condition as at the time of inspection provided conditions around it for its basic survival do not alter greatly. This may be independent from or contributed to by vigour.
- **Fair Condition:** Tree is of good habit or misshapen, a form not severely restricted for space and light, has some physical indication of decline due to the early effects of predation by pests and diseases, fungal, bacterial, or insect infestation, or has suffered physical injury to itself that may be contributing to instability or structural weaknesses, or is faltering due to the modification of the environment essential for its basic survival. Such a tree may recover with remedial works where appropriate, or without intervention may stabilise or improve over time, or in response to the implementation of beneficial changes to its local environment. This may be independent from or contributed to by vigour.
- **Poor Condition:** Tree is of good habit or misshapen, a form that may be severely restricted for space and light, exhibits symptoms of advanced and irreversible decline such as fungal, or bacterial infestation, major die-back in the branch and foliage crown, structural deterioration from insect damage e.g. termite infestation, or storm damage or lightning strike, ring barking from borer activity in the trunk, root damage or instability of the tree, or damage from physical wounding impacts or abrasion, or from altered local environmental conditions and has been unable to adapt to such changes and may decline further to death regardless of remedial works or other modifications to the local environment that would normally be sufficient to provide for its basic survival if in good to fair condition. Deterioration physically, often characterised by a gradual and continuous reduction in vigour but may be independent of a change in vigour, but characterised by a proportionate increase in susceptibility to, and predation by pests and diseases against which the tree cannot be sustained. Such conditions may also be evident in trees of advanced senescence due to normal phenological processes, without modifications to the growing environment or physical damage having been inflicted upon the tree. This may be independent from or contributed to by vigour.
- **Dead:** Tree is no longer capable of performing any of the following processes or is exhibiting any of the following symptoms:
 - Processes. Photosynthesis via its foliage crown (as indicated by the presence of moist, green, or other coloured leaves); Osmosis (the ability of the root system to take up water); Turgidity (the ability of the plant to sustain moisture pressure in its cells); Epicormic shoots or epicormic strands in Eucalypts (the production of new shoots as a response to stress, generated from latent or adventitious buds or from a lignotuber).
 - Symptoms. Permanent leaf loss: Permanent wilting (the loss of turgidity which is marked by desiccation of stems leaves and roots); Abscission of the epidermis (bark desiccates and peels off to the beginning of the sapwood).

ESTIMATED LIFE EXPECTENCY: ELE gives an estimation of how long a tree is likely to remain viable within the landscape based on species, stage of life cycle, health, contribution to the local environment, amenity values, conflicts with adjacent infrastructure and risk to the community. The ELE is also based on the site conditions not significantly being altered and any prescribed maintenance recommendations such as Crown maintenance and Deadwood removal. The age class of the assessed tree is dependent on known species characteristics and longevity in the urban environment and partially aids in the assessment of the ELE:

- Long >40 years,
- Medium 15-40 years,
- Short <1-15 years, and
- Dead.

STRUCTURAL ROOT ZONE (SRZ): The SRZ is described in AS-4970 is the area around the base of a tree required for the tree's stability in the ground. Severance of structural roots within the SRZ is not recommended as it may lead to the destabilisation and/or demise of the tree.

TREE PROTECTION ZONE (TPZ): As described within AS-4970 is a combination of the root area and crown area requiring protection. It is an area isolated from construction disturbance, so that the tree remains viable. TPZ's are calculated by multiplying the diameter at breast height by twelve. This result is a setback distance radially from the trunk.

In some cases, it may be possible to encroach into or make variations to the theoretical TPZ. A Minor Encroachment is less than 10% of the area of the TPZ and is outside the SRZ. The area lost to this encroachment should be compensated for elsewhere and contiguous with the TPZ. A Major Encroachment is greater than 10% of the TPZ or inside the SRZ. In this situation the Project Arborist must demonstrate that the tree would remain viable. This may require root investigation by non-destructive methods or the use of sensitive construction methods.

From: Draper BD and Richards PA 2009, Dictionary for Managing Trees in Urban Environments, Institute of Australian Consulting Arboriculturists (IACA), CSIRO Publishing, Collingwood, Victoria, Australia.

11 Appendix F: Review of historical aerial imagery



1943 Historical Imagery (NSW Spatial Services)



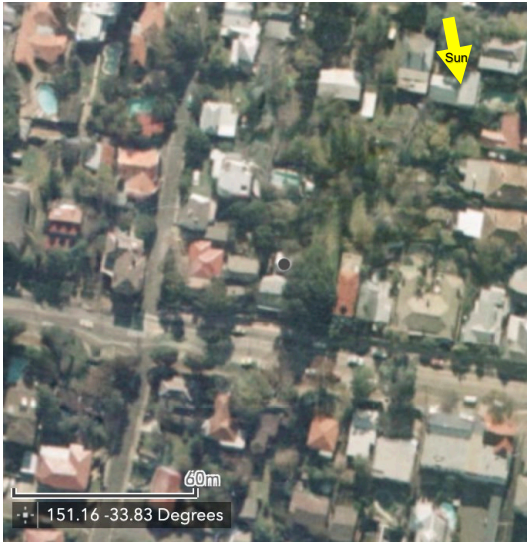
1955 Historical Imagery (NSW Spatial Services)



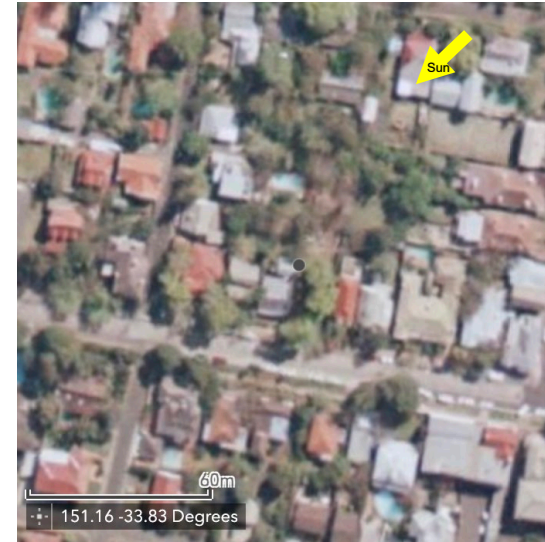
1965 Historical Imagery (NSW Spatial Services)



1970 Historical Imagery (NSW Spatial Services)



1986 Historical Imagery (NSW Spatial Services)

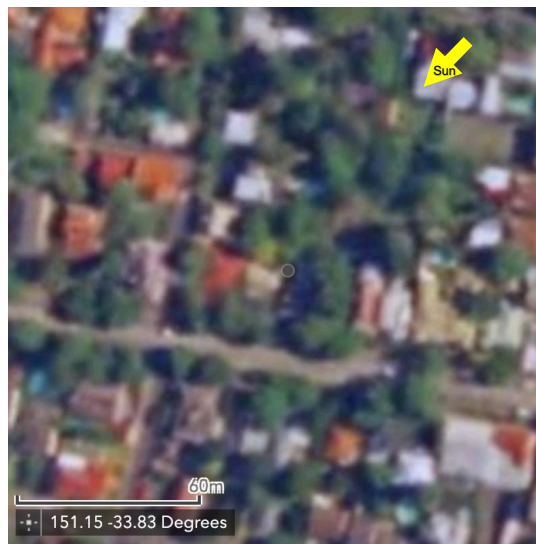


1991 Historical Imagery (NSW Spatial Services)

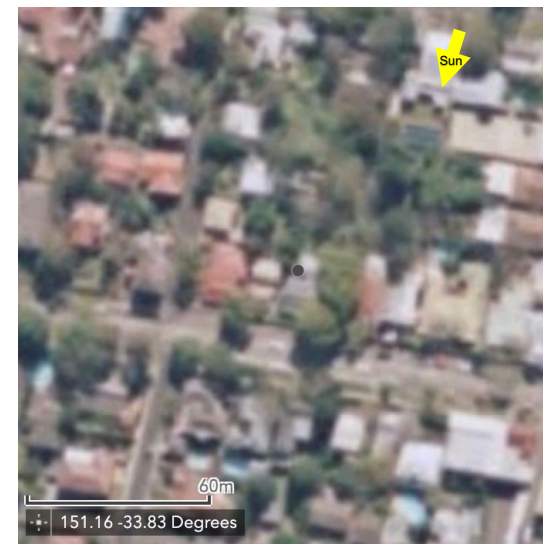
SYN_2024_QU_0139_Tree Management Plan_Vienna Cottage & Hillman Orchard_14th September 2024



1994 Historical Imagery (NSW Spatial Services)



1996 Historical Imagery (NSW Spatial Services)



2004 Historical Imagery (NSW Spatial Services)



2005 Historical Imagery (NSW Spatial Services)

12 Appendix G: Site pictures

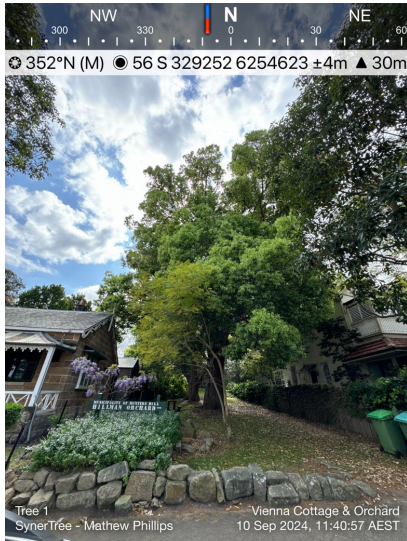


Figure 7



Figure 8

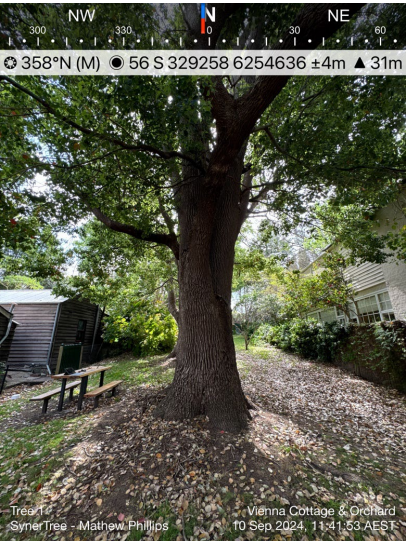


Figure 9



Figure 10

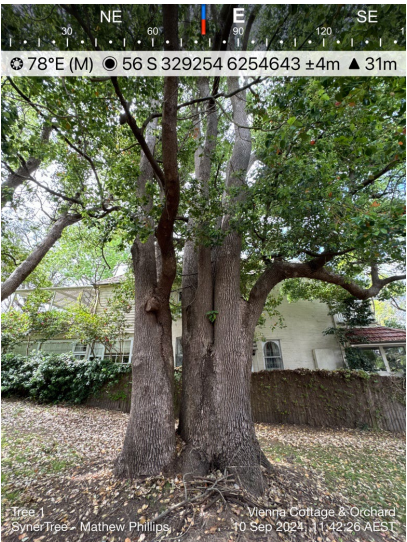


Figure 11



Figure 12



Figure 13

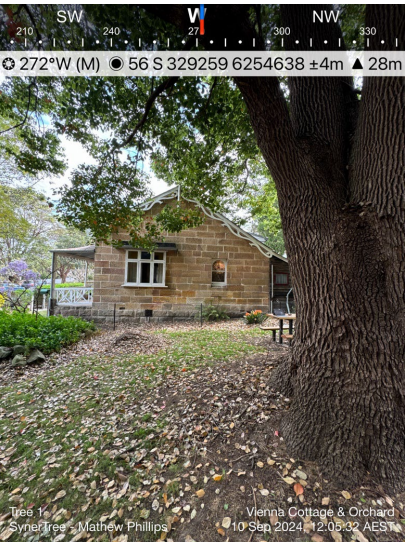


Figure 14

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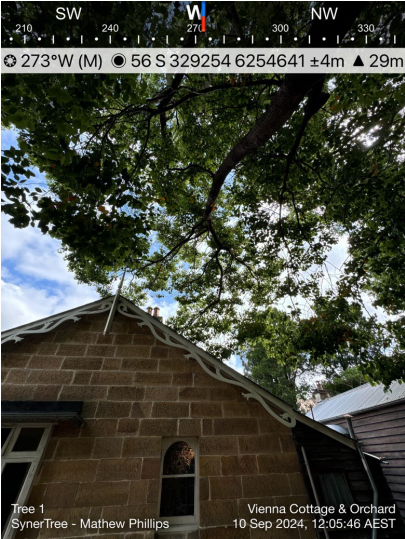


Figure 15



Figure 16

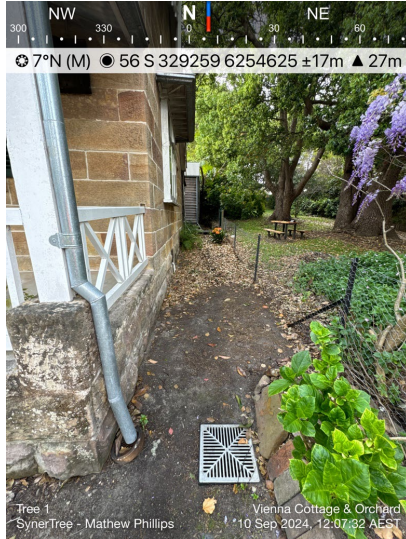


Figure 17

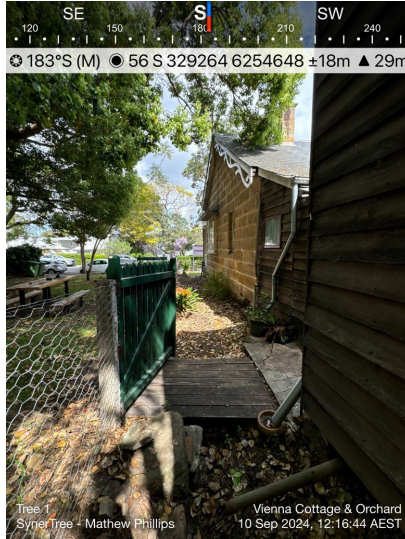


Figure 18

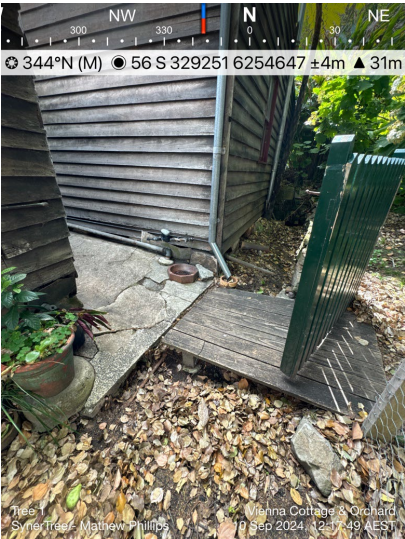


Figure 19



Figure 20

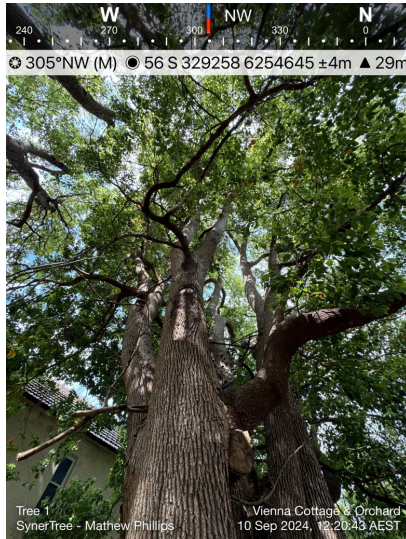


Figure 21

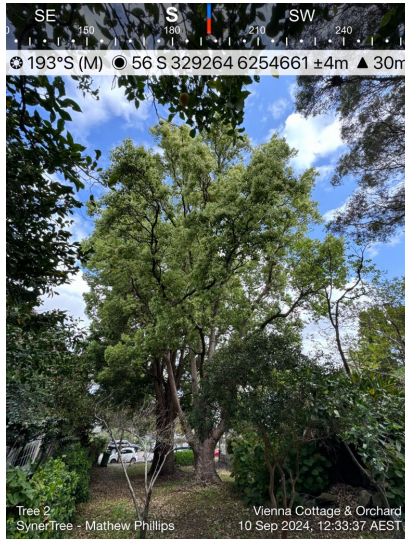


Figure 22

SYN_2024_QU_0139_Tree Management Plan_Vienna Cottage & Hillman Orchard_14th September 2024



Figure 23

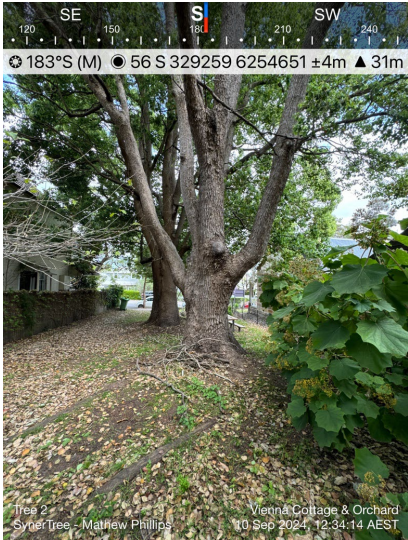


Figure 24



Figure 25

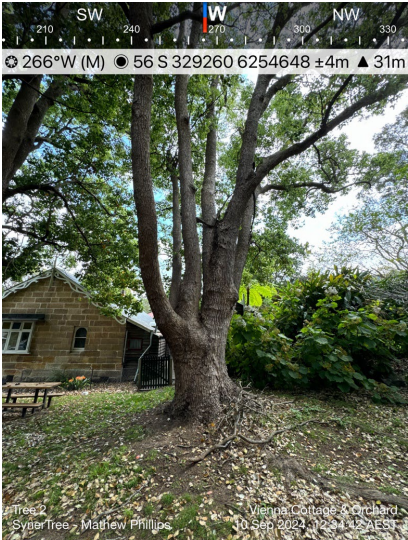


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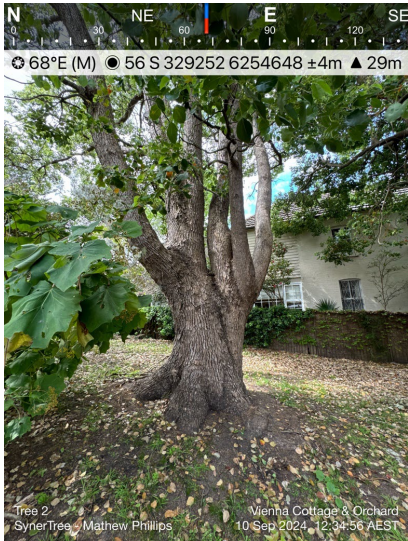


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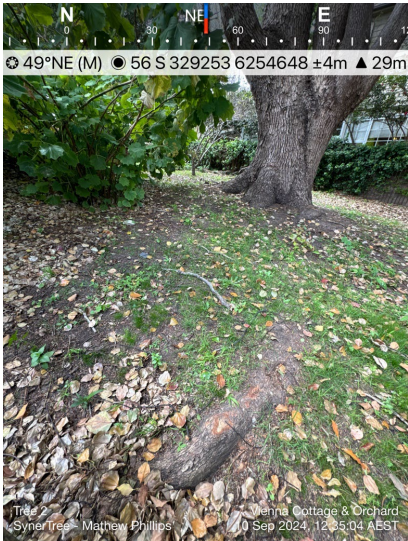


Figure 28



Figure 29

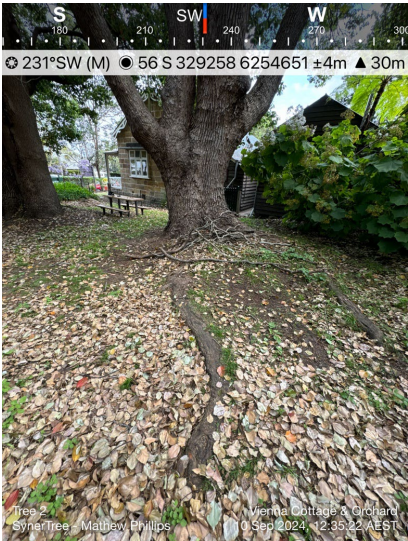
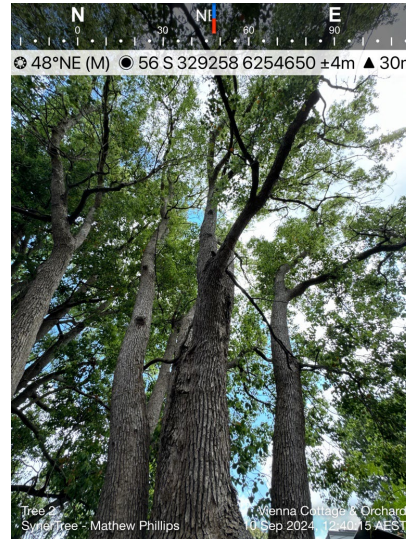
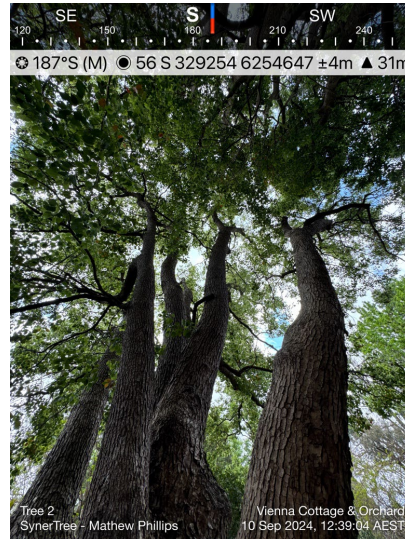
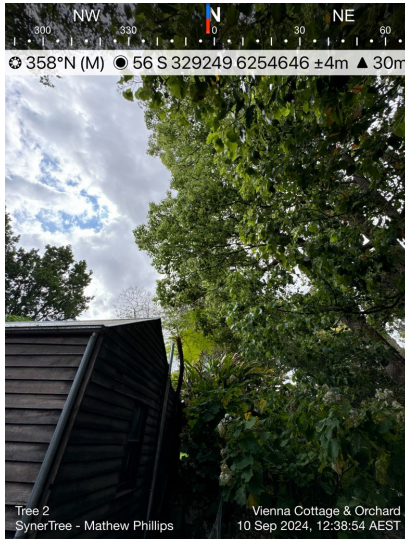
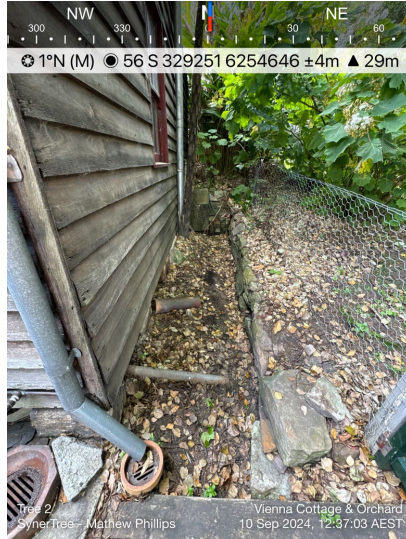


Figure 30

SYN_2024_QU_0139_Tree Management Plan_Vienna Cottage & Hillman Orchard_14th September 2024



SYN_2024_QU_0139_Tree Management Plan_Vienna Cottage & Hillman Orchard_14th September 2024



Figure 39



Figure 40



Figure 41

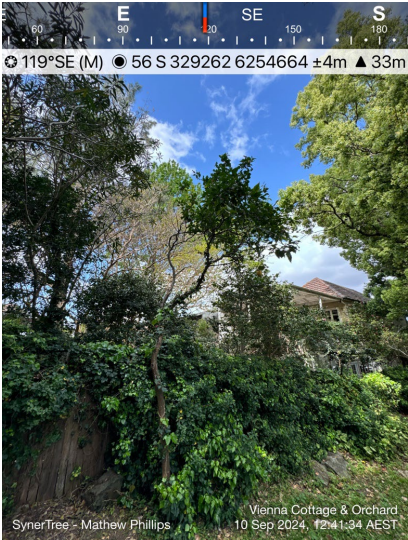


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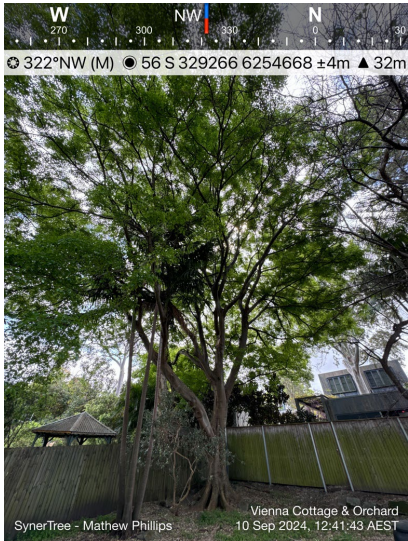


Figure 43



Figure 44

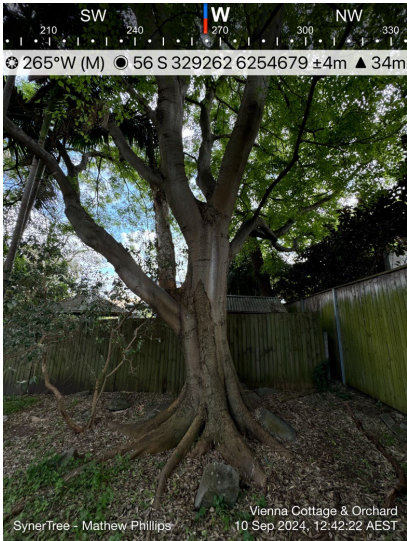


Figure 45

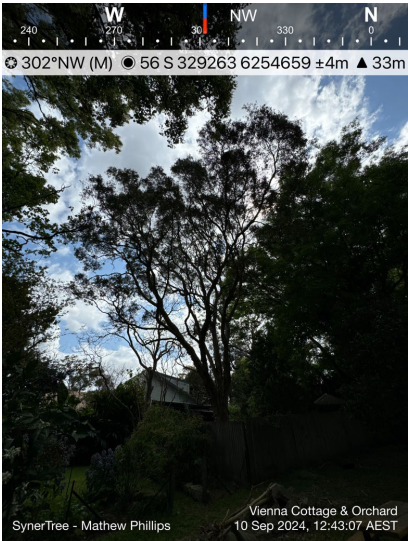


Figure 46

SYN_2024_QU_0139_Tree Management Plan_Vienna Cottage & Hillman Orchard_14th September 2024

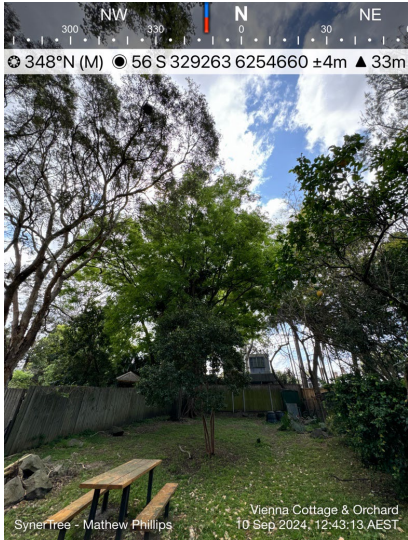


Figure 47



Figure 48



Figure 49



Figure 50



Figure 51



Figure 52



Figure 53

ITEM NO	: 4.4
SUBJECT	: UPDATED FEES AND CHARGES
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: REPORT TO COUNCIL AND THE COMMUNITY ON MATTERS OF PUBLIC INTEREST VIA MAYORAL MINUTES AND STAFF REPORTS
REPORTING OFFICER	: ANNIE GOODMAN

Ref:805278

PURPOSE

To update Council's Fees and Charges in line with the adopted Hunter's Hill Council Memorial Policy and Council's draft Events on Council Land Policy.

RECOMMENDATION

1. That the report be received and noted.
2. That Council publicly exhibit for a period of 28 days the proposed updated fees and charges in accordance with the Tables 1-6 within the body of this report.

BACKGROUND

Hunter's Hill Council adopted its Memorials Policy in June 2025. However, Council's Fees and Charges were not updated to align with the adopted policy.

REPORT

There are currently no fees and charges assigned to Council's Memorials Policy.

Council will need to update its published 2025-26 Fees and Charges accordingly to ensure that costs associated with memorials are charged.

Memorials**Table 1:**

ITEM	DETAILS	FEE
MEMORIAL TREE	Cost dependant on species and maintenance schedule	TBA
MEMORIAL PLAQUE	Plaque to be fixed to existing seat - cost of supply and installation	\$475 (incl. GST)
MEMORIAL SEAT & PLAQUE	Cost to include the supply of a seat in alignment with the Urban Design Strategy, concreting in	\$4,520 (incl. GST)

place and plaque to be fixed to seat

Council's current fees for use of Parks and Reserves are complex and need to be updated to align with the draft Events on Council Land Policy. The intention is to simplify and clarify fees based on attendee numbers and structure types, without raising charges.

Amusement Rides

This daily fee is charged for any mechanical, electrical, or inflatable device, structure, or apparatus used for entertainment at an event. Examples include inflatables like jumping castles and slides, as well as temporary amusements such as mobile petting zoos.

Table 2:

ITEM	FEE
AMUSEMENT RIDES	\$90 (incl GST)

Banners

Council has four banner locations that are actively used by both commercial and community groups. Council does not currently impose any fees or charges for their use. The suggested fees have been compared with those of NSROC Councils as benchmarks.

Table 3:

ITEM	FEE
INSTALLATION / REMOVAL FEE (PER BANNER/EVENT)	\$77 (incl GST)
COMMERCIAL EVENTS (PER WEEK)	\$115 (incl GST)
COMMUNITY GROUPS (PER WEEK)	\$75 (incl GST)
SPORTING GROUPS (PER SEASON)	\$300 (incl GST)

Council's Parks and Reserves – Functions

The fees for the use of Council parks and reserves for events are charged on an hourly basis, with a minimum booking requirement of two hours.

It is proposed that a cleaning fee is applied to all events with 100 or more attendees, whether held in Council facilities or in parks and reserves. This fee is an increase from the existing fee of \$180 to \$250 to facilitate cost recovery.

Table 4:

ITEM	FEE
1 – 30 PEOPLE	\$75 (incl GST)
30 – 99 PEOPLE	\$120 (incl. GST)
100 PEOPLE OR GREATER	\$230 (incl GST)
WEDDING CEREMONY	\$338 (incl GST)
CLEANING FEE	\$250 (incl GST)

Security Deposit

At present, some events do not require a bond, while others need a \$500 bond depending on the venue or event type, and weddings or use of the Town Hall require a \$1000 bond. The intent is to make a security deposit mandatory for every event, to ensure consistency and enable Council to cover expenses if there is damage or extra cleaning required.

Table 5:

ITEM	FEE
LESS THAN 100 PEOPLE	\$500 (incl GST)
100 PEOPLE OR GREATER	\$1,000 (incl GST)
WEDDING CEREMONY	\$1,000 (incl GST)
EVENTS WITH TEMPORARY STRUCTURES OR AMUSEMENTS	\$1,000 (incl GST)

Temporary Structures on Ovals and Reserves

Fees are required for all temporary structures built to support an event, such as marquees, stages, or other similar infrastructure.

All fees are charged per day and cover each full or partial day that the structure remains at the reserve. There is no fee for using 3 x 3m marquees if they are only used to provide shade or shelter.

Table 6:

ITEM	FEE
LESS THAN 40M SQ	\$300 (incl GST)
40M – 100 M SQ	\$550 (incl GST)
GREATER THAN 100 M SQ	\$1200 (incl GST)

CONCLUSION

The updated fees and charges outlined within this report reflect Council's Memorials Policy and Events on Council's Land Policy.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.5
SUBJECT	: DELEGATIONS OVER THE CHRISTMAS / NEW YEAR PERIOD
STRATEGIC OUTCOME	: A VISION OF CONTINUOUS IMPROVEMENT IS SHARED BY COUNCILLORS AND COUNCIL STAFF.
ACTION	: DELIVER PROFESSIONAL DEVELOPMENT OPPORTUNITIES
REPORTING OFFICER	: NICK TOBIN

Ref:806224

PURPOSE

The purpose of this report is to advise of delegations in place to ensure efficient and effective operations of Hunter's Hill Council over the Christmas and New Year period 2025-2026.

RECOMMENDATION

1. That the report be received and noted and delegation be granted to the Mayor and General Manager, in accordance with "Delegations Pursuant to Chapter 12 Part 3, Sections 377, 378 and 379 of the *Local Government Act 1993*", to provide for the continued efficient operation of Council and the ability to deal with any urgent matters

BACKGROUND

Council closes at midday Wednesday 24th December 2025 and re-opens at 8:30am on Monday 5 January 2026 for the annual shutdown period.

Whilst administration and operations will be closed over this period, Duty Officers will be on call to ensure that urgent works and emergencies are promptly addressed. Key contact details shall be available on Council's website.

During this period, a delegation to the Mayor and General Manager, in accordance with "Delegations Pursuant to Chapter 12 Part 3, Sections 377, 378 and 379 of the *Local Government Act 1993*", should be invoked to provide for the continued efficient operation of Council and the ability to deal with any urgent matters.

REPORT**DELEGATIONS****Deputy Mayor**

In accordance with the Local Government Act 1993, Section 231:

(3) The Deputy Mayor may exercise any function of the mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function if there is a vacancy in the office of the Mayor.

General Manager

The criteria for matters being dealt with under delegated authority include, but are not limited to, urgent works, legal proceedings and development applications subject to the following limitations.

This delegation does not include powers, authorities, duties and functions relevant to the approval of a development, subdivision or application where an application:

1. involves a proposal, which is of major local, regional or environmental significance.
2. does not comply with the provisions of the relevant Environmental Planning Instrument and an objection under State Environmental Planning Policy No.1 cannot be justified.
3. does not comply with adopted objectives, policies, development control plans or codes of Council and the delegate concludes that compliance therewith is reasonable or necessary upon due consideration of the various matters listed in Section 79C of the Environmental Planning and Assessment Act and such conflict or deficiency cannot be rectified by the incorporation of special conditions of approval.

CONCLUSION

Arrangements will be made to ensure that urgent matters are dealt with by delegated Council Officers as required.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There were no attachments to this report.

ITEM NO	: 4.6
SUBJECT	: YOUTH PROGRAMS AND SERVICES
STRATEGIC OUTCOME	: PROGRAMS, SERVICES AND EVENTS ARE WELCOMING, INCLUSIVE, SAFE AND DEDICATED TO PROMOTING ACTIVE LIVING, HEALTH AND WELL-BEING
ACTION	: ACTIVELY SEEK YOUTH PARTICIPATION IN THE DEVELOPMENT OF YOUTH EVENTS, SERVICES AND PROGRAMS
REPORTING OFFICER	: ANNIE GOODMAN

Ref:805781

PURPOSE

To update Council on progress in developing and actioning youth services and programs.

RECOMMENDATION

1. That the report be received and noted.

BACKGROUND

At the November Council Meeting Council resolved:

1. The report be received and noted.
2. That Council approves the establishment of a "**Youth Mental Health Pilot Program**" to run in 2026 to address youth mental health within the Hunters Hill Municipality by hosting and coordinating the delivery of workshops at Hunters Hill Town Hall (or such other suitable space) for young people in the Municipality by Enlighten Education and the Man Cave.
3. That Council directs the General Manager, through the relevant Council officer, to develop a project plan for the pilot, including timeline, performance metrics and community engagement.
4. That Council authorise the General Manager to allocate up to \$9,000 from the surplus Community Grants and the 28 July 2025 for the implementation, management, and evaluation of the pilot program.
5. That Council requires a final report detailing the outcomes, cost-effectiveness and recommendation for:

- a. full implementation of the program including by hosting future programs offered by other organisation for primary school aged students, young adults, educators and parents; or
- b. cessation of the program; or
- c. amendment of the program,

to be presented to Council no later than the December 2026 meeting.

REPORT

Council has been developing both a Youth Mental Health Pilot Program (1) and a Youth Strategy (2), which are both outlined within the body of this report.

1. YOUTH MENTAL HEALTH PILOT PROGRAM

OVERVIEW:

Council will partner with **Gotcha4Life** to deliver two Mental Fitness Programs in 2026, focusing on youth transitioning into high school. The programs will build skills in resilience, emotional adaptability, naming emotions, and foundational mental fitness practices. Engagement will be coordinated through local schools (via Wellness Coordinators) and supported by public activations and parent/community touchpoints.

PRIMARY OBJECTIVES:

1. Support Year 6 - Year 7 transition - equip students with practical mental fitness tools prior to and during their transition.
2. Build resilience and emotional literacy - help students recognise, name, and regulate emotions.
3. Strengthen local support networks - connect students, parents, schools, and community resources.

SCOPE:

Two delivery windows:

- Program 1:
March-April 2026
- Program 2:
August – October 2026

Program content:

- Skill development (practical tools & habits)
- Resilience building
- Emotional adaptability

- Naming emotions (emotional literacy)

ENGAGEMENT:

- Schools via Wellness Coordinators (primary targets will be Year 6, feeder schools and secondary targets will be Year 7).
- Public activations (The Yarn, community events).
- Parent/carers touchpoints (info session or digital toolkit).

STAKEHOLDERS AND ROLES:**Council**

- Responsible for local engagement, school liaison, venues, comms, logistics.
- Accountable for local delivery quality and reporting to Council.

Gotcha4Life

- Responsible for program design, facilitators, training materials, impact evaluation framework.
- Accountable for session scheduling, tailoring for local context.

School Wellness Coordinators / Year Advisors

- Responsible for student selection, timetable integration, onsite coordination.
- Accountable for consent, communications, safeguarding.

Parents/Carers

- Informed about the program scope and benefits - optional info session participation.

PROGRAM AT A GLANCE:**Format option (to be finalised with schools):**

- Option 1: Two x 90-minute workshops + 1 booster session or digital follow-up session.

Core modules:

- Mental Fitness basics and habits (sleep, nutrition, movement, connection).
- Resilience frameworks (growth mindset, micro-practices).
- Emotional literacy including naming emotions; mood maps; check-in language.
- Emotional adaptability including strategies for transitions, uncertainty, and peer dynamics.
- Help-seeking and support networks (who/where/how).

Wrap-around elements:

- Short parent/carers briefing (in-person or webinar) + resource toolkit.
- Teacher pack including exercises, check-in templates, posters.
- Student take-home - quick mental fitness routine.

TIMELINE:

Jan–Feb (Preparation)

- Confirm partnership scope and agreement with Gotcha4Life.
- Identify target schools; compile and new contacts for Wellness Coordinators.
- Co-design schedule and program format with schools.
- Lock venues (Town Hall?).
- Draft comms plan (schools + public) and consent templates.
- Finalise safeguarding, risk assessments, and data privacy protocol.

Program 1: March–April

- Deliver student sessions.
- Optional parent info session (weeknight or online).
- Mid-program survey; adjust content if needed.
- Collect post-program feedback and attendance data.

May–June (Interim Review)

- Analyse outcomes; present interim report to Council.
- Refine content based on feedback.
- Confirm schools and dates for Program 2.

Program 2: Aug–Oct

- Deliver second cohort(s).
- Parent info session (repeat or hybrid).
- Post-program evaluation and compile full-year impact report.

Nov–Dec (Closeout)

- Final outcomes report with KPIs and recommendations.
- Budget review.
- Decision paper for 2027 continuation/scale-up or change program.

ENGAGEMENT & COMMUNICATIONS PLAN:

Channels:

- Schools - direct emails to Wellness Coordinators/Year Advisors; principal briefing pack; school newsletter tiles; consent forms; assembly announcements.

- Public - Council website hub, social media, The Yarn displays, community noticeboards, in other youth events.
- Parents/Carers - simple one-pager (why, what, when), webinar invite, resource links.

Messaging:

- “Council, parents and schools partnering to support mental fitness”.
- “Confidence for the high school transition”.
- “Practical tools students can use daily”.
- “Free, local, evidence-informed program—delivered with Gotcha4Life”.

Key Touchpoints:

- Early 2026 - introductions and scheduling with Wellness Coordinators.
- 3–4 weeks pre-program - consent forms and calendar locked.
- During program - short updates to schools; social posts (with consent).
- Post-program - summary outcomes to schools and parents; thank-you comms.

BUDGET (INDICATIVE – TO BE CONFIRMED WITH GOTCHA4LIFE AND SCHOOLS):

Budget currently being developed to include the following costings:

- Program delivery (facilitators, materials)
- Venue and logistics (Town Hall) and cleaning
- Catering
- Comms & design
- Parent session/webinar
- Evaluation & reporting
- Contingency

MONITORING & EVALUATION:

Data points:

- Attendance, pre/post wellbeing and skills survey, student self-assessment on naming emotions, teacher/coordinator feedback, parent engagement metrics.

Reporting:

- Interim report (June) and final report (November/December).

Success indicators:

- Improved ability to identify and name emotions.
- Adoption of at least 3 daily mental fitness habits (self-reported).
- Positive qualitative feedback from Wellness Coordinators.

GOVERNANCE:

Project Sponsor:	Director, Community & Customer Service
Project Lead:	Director, Community & Customer Service
Delivery Partner:	Gotcha4Life Program Manager
Data and safeguarding Lead:	Council's Privacy Officer, Manager Digital & Customer Information
School Liaison Group:	Representatives from participating schools

IMPLEMENTATION CHECKLIST:

- Partnership agreement (scope, KPIs, costs, IP, branding)
- School list and Wellness Coordinator contacts confirmed
- Program formats chosen
- Dates locked for March–April and August–October
- Consent and safeguarding protocols approved
- Comms assets created (school pack, parent flyer, social tiles)
- Facilitators scheduled - logistics confirmed
- Pre/post survey instruments finalised
- Reporting templates set

2. OVERALL YOUTH STRATEGY**PROGRAM VISION:**

To build a mentally fit, connected and resilient youth community in Hunters Hill by embedding preventative mental fitness practices and via connection via the following important initiatives:

- A Council initiated youth mental health wellness pilot program.
- Development of a Youth Hub and associated youth programs to integrate into the new Hunters Hill Library.
- Continuation of existing webinar mental wellness programs in conjunction with the Northern Area Health Service and partner councils.
- Provision of mental health contacts provided via Council's updated website.
- Developing stronger partnerships with existing local youth centric organisations.

OBJECTIVES:**1. Prevention**

Equip youth with skills to manage life's ups and downs before challenges at home and school or within social groups escalates.

2. Community connection

Foster strong social networks and a sense of belonging among youth to enable youth to feel that there is always someone there to talk to.

3. Help seeking Normalisation

Reduce the stigma and encourage open conversations about mental health.

YOUTH DEMOGRAPHICS – POPULATION OVERSIGHT AND KEY INSIGHTS:

The Hunters Hill LGA total population (2021 Census) is 13,559 with young people (0-24) making up 30-32% of this population. This is a significant proportion, highlighting the importance of youth-focused services and programs.

The age breakdown is as follows:

- 0–4 years - 800 (5.7%)
- 5–11 years - 1,200 (8.5%)
- 12–17 years - 1,000 (7.1%)
- 18–24 years - 1,500 (10.7%)
- Total (0–24 years) - 4,500 (32%)

Focus areas as follows:

- **Largest Youth Cohort:**
Young adults (18–24 years) at 10.7%, many transitioning to higher education, employment, or independent living.
- **Primary School Age Group (5–11 years):**
8.5%, requiring strong investment in schools and recreational facilities.
- **Teenagers (12–17 years):**
7.1%, a critical stage for mental health, career pathways, and social inclusion programs.
- **Early Childhood (0–4 years):**
5.7%, indicating demand for childcare and family-friendly infrastructure.

Implications for Council

Nearly one-third of residents are under 25, so cultural, recreational, and educational initiatives must be youth-inclusive.

Programs will focus on:

- Mental health and wellbeing initiatives as outlined within this strategy.
- Career development and leadership opportunities.
- Safe transport and active recreation spaces.

PROGRAMS:

School based Programs

High schools in the local area have been partnering with Man Cave and Enlighten Education to deliver programs in local schools targeting youth wellbeing and resilience. Enlighten Education focuses on empowering girls through workshops on confidence, body image, and leadership, while The Man Cave engages boys in sessions promoting emotional literacy and respectful relationships. Schools including Hunters Hill High School, Marist Sisters College and Riverside Girls High School are involved in these programs.

Council recently wrote to The Hon. Prue Car to seek additional support for school programs in our local area. Reply correspondence to Council outlined that the Education Department is expanding the wellbeing and mental health support available to students with over 2,200 staff dedicated to supporting and improving the wellbeing of children and young people at school. There are over 60 external programs on the Student Wellbeing External Programs catalogue that school can choose from to meet student need and their local context. The department works with mental health organisations such as the Black Dog Institute and NSW Health School-Link Services.

Council will continue to liaise with local schools in supporting and promoting programs wherever possible.

Council Supported Programs and Services

Webinar series already in operation with existing and planned topics for the remainder of 2026:

- Social media delay (latest legislation and reasoning)
- Screen Savvy
- Managing Screen Time
- Respectful Relationships
- Starting High School
- Parent Digital Support

Youth Week Event – Skate and Celebrate

Proposed Youth Support, Programs and Services

Digital Support

Creation of a Council webpage devoted to easily accessible resources including key messages for immediate help and support:

- If you are at immediate risk call Emergency Services (Fire, Police or Ambulance) Dial 000
- NSW Mental Health Line – 1800 011 511 – NSW’s Health’s 24/7 statewide phone service which links people with NSW Health mental health services. It is a free service and is staffed by trained mental health professionals who offer mental health advice, complete a brief assessment and make recommendations for appropriate care, including referral to NSW Health mental health services.
- Kids Helpline – 1800 551 800
- Headspace – <https://headspace.org.au/explore-topics/for-young-people/mental-ill-health/> - Australia’s National Youth Mental Health Foundation, providing early intervention mental health services to 12–25-year-olds. Headspace can help young

people with mental health, physical health, alcohol and other drug services and work and study support.

- Kids Helpline – 1800 551 800 – For phone and online counselling support 24/7 (5-25yrs)
- Suicide Call Back Service – 1300 659 467 – a free nationwide service providing 24/7 phone and online counselling to people affected by suicide – support includes making a safety plan, signs of a toxic relationship and learn about suicide warning signs.
- Lifeline – 13 11 14 – Free compassionate support for anyone who is experiencing a personal crisis, contemplating suicide or caring for someone in crisis. Trained crisis supporters are available 24/7 to listen without judgement and to provide support and referrals.
- Youth Beyond Blue – 1300 224 636 – mental health phone and webchat support, counselling, information and advice 24/7.

Youth Spaces and Places

In developing the model for the new Library Council will include and work with youth on a welcoming, creative and safe hub that includes (but not limited to):

- Technology resources - digital media labs/maker spaces which could be housed in a multi-use studio that could pivot into a space for movie nights, forums and workshops – moveable furniture/seating with writable walls.
- Study support and tutoring opportunities.
- Youth Book Club.
- Youth drop-in space.
- Partnering programs and events; life-skills workshops, Youth Week events (developed by youth for youth).
- HSC hub which could include exam prep clinics, research nights and subject specific study nights.

A weekly model will be developed to encourage the use of the Library as a youth hub. Programs will be developed on a weekly basis to support the broad needs of youth and create a welcoming and active space for collaboration and peer networking:

Mon	Tues	Wed	Thurs	Fri
Maker Mondays	HSC Hub	Teen Studio	Read and Create	Games Lounge
One hour guided session	Study and research support	Podcast and video lab	Book Club or Illustration Session	Drop in, play games, network

*Example weekly program

Developing Stronger Partnerships

Engage with existing groups such as Hunters Hill and Boronia Scout groups, Hunters Hill Sailing Club, local schools to develop more volunteering and engagement opportunities. There are also opportunities to develop leadership and peer micro workshops.

Youth Mental Health Pilot Program

Council is partnering with Gotcha4Life to deliver a prevention-focused mental health initiative across local high schools. The program includes interactive workshops for students, covering mental fitness habits, resilience frameworks, emotional literacy, and help-seeking strategies. Wrap-around elements feature parent briefings, teacher resources, and student take-home tools to reinforce learning.

Delivery is planned for March–April 2026, following a co-design phase with schools and safeguarding protocols. This partnership aims to build confidence, connection, and coping skills among young people, ensuring no one worries alone and aligning with the Hunter’s Hill Council Youth Strategy’s wellbeing objectives.

CONCLUSION

Council will continue to explore opportunities to support youth services and programs that have positive impacts on youth mental health initiatives and further enhance this strategy with any new initiatives that develop over 2026 and beyond.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council’s adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.7
SUBJECT	: CITIZEN OF THE YEAR AWARDS
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE COMMUNITY AWARENESS AND PARTICIPATION
REPORTING OFFICER	: ANNIE GOODMAN

Ref:805689

PURPOSE

To seek endorsement of the recommendations of Council's Citizen of the Year Assessment Panel (provided confidentially under separate cover).

RECOMMENDATION

1. That the report be received and noted.
2. That Council endorse the recommendations of the Citizen of the Year Assessment Panel as confidentially attached to this report.
3. That Citizen of the Year Awards be presented at the 26 January 2026 Citizenship and Award Ceremony.

BACKGROUND

Each year, Hunter's Hill Council celebrates the achievements and contributions of outstanding members and groups of our community through the Citizen of the Year Awards.

The importance of the awards is to showcase individuals and groups who demonstrate extraordinary service every day within our community - building social and cultural fabric and making a significant difference to our municipality. The award categories are:

- Citizen of the Year
- Young Citizen of the Year
- Outstanding Sporting Achievement
- Community Excellence
- Environmental Excellence

REPORT

The Citizen of the Year Awards Assessment Panel consisting of the Mayor, Deputy Mayor, Councillor Tannous-Sleiman, Councillor Williams, the General Manager and the current Citizen of the Year, Felicity McCaffrey, assessed the Citizen of the Year Award submissions.

Following thorough assessment of each nomination the Panel voted as follows:

- The Hunters Hill Citizen of the Year recipient is [REDACTED]
- The Hunters Hill Young Citizen of the Year recipient is [REDACTED]

- The Outstanding Sporting Achievement recipient is [REDACTED]
- The Hunters Hill Community Excellence recipients are [REDACTED]
- The Hunters Hill Environmental Excellence recipient is [REDACTED]

CONCLUSION

That Council accept the award recipients as voted by the Hunters Hill Citizen of the Year Panel. Due to confidentiality of the Citizen of the Year nominees, Council is unable to name the award recipients prior to the awards ceremony to be conducted on 26 January 2026.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Citizen of the Year Award Nominees [↓](#) (attached under separate cover) - Confidential

ITEM NO	: 4.8
SUBJECT	: FOOTPATH OCCUPATION DISPLAY POLICY - FOR ADOPTION
STRATEGIC OUTCOME	: DEVELOPMENT APPLICATION, REGULATION AND MONITORING SERVICES ARE STREAMLINED, MORE ACCESSIBLE, AND USER FRIENDLY
ACTION	: PUBLIC HEALTH AND SAFETY IS PROVIDED VIA REGULATORY CONTROLS AND SERVICES
REPORTING OFFICER	: STEVE KOUREPIS

Ref:801471

PURPOSE

The purpose of this report for Council to adopt the Footpath Occupation Policy, following the public exhibition.

The policy has been prepared based upon NSW Legislation, Australian Standards and best practice as demonstrated by other Local Government Councils.

One submission was received from the public exhibition period.

RECOMMENDATION

1. This report be received and noted.
2. Adopt the Footpath Occupation Display Policy attached to this report (Attachment 1)
3. Place the adopted Footpath Occupation Display Policy on the Hunter's Hill Council Website.

BACKGROUND

To date, there has not been a formal policy to regulate the display of goods on public footpaths.

The Footpath Occupation Display Policy has been formulated to assist the local business community and provide clear guidelines for the display of goods on footpaths.

REPORT

The Footpath Occupation Display Policy has been prepared based upon the Roads Act 1993 and its Regulation.

The Footpath Occupation Display Policy summarises the relevant legislations and regulations.

PUBLIC EXHIBITION

The draft Footpath Occupation Display Policy was placed on public exhibition for 28 days, from 9 September 2025 to 7 October 2025, during this period one submission was received. The following issues were raised in the submission: -

- Minimum clear footpath width 3.2m
- Provision of trial periods as with the Outdoor Dining Policy
- Footpath display more likely to be seen as clutter than the outdoor dining.

Comment:

The display of merchandise on public footpaths should not cause inconvenience or disruption to pedestrian circulation or to adjoining businesses or nearby residential areas or cause public offence. Therefore, a clear distance of 2 metres is to be maintained between merchandise and the kerb line like any other street furniture, on the footpath. This clear distance has been successfully operating in other Councils and is satisfactory and acceptable.

The argument to adopt the policy as a trial period as with outdoor dining Policy, is unsustainable with no reasoning provided.

The intent of this policy is to enhance the aesthetic and cultural diversity of merchandising in the Hunter's Hill Council. The policy establishes is to establish clear criteria for controlling how merchandise for sale can be displayed on public footpaths. By implementing these guidelines, we aim to ensure that our commercial areas remain tidy and well-maintained, creating a more pleasant environment for both residents and visitors.

These displays will be controlled, as this policy will enforce controlled displays of merchandise on public footpaths, ensuring that they are in line with our aesthetic and cultural standards. Additionally, please note that these displays will be restricted to the normal business hours of the premises and must be taken away once the business is closed.

There will be an application process and consideration, where applications must essentially describe the proposal with respect to the aims and objectives of this Policy document.

As seen above, the issues raised within the submission will be addressed within the policy and adequate safe pedestrian access will be provided with minimal risk to public safety, therefore the Policy should be adopted.

CONCLUSION

As mentioned, this policy has been prepared based upon NSW Legislation, Australian Standards and best practice as demonstrated by other Local Government Councils, therefore it is recommended that Council adopt the Footpath Occupation Display Policy.

FINANCIAL IMPACT ASSESSMENT

The ongoing administration cost associated with the Local Approvals Policy – Footpath Occupation Display Policy is projected to be recovered from the applicants.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter. Operators of Footpath Occupation - Goods on Display are required to hold public liability insurance

ATTACHMENTS

1. Footpath Occupation Display Policy for Adoption [↓](#)

HUNTER'S HILL COUNCIL



POLICY NO.	xx
POLICY TITLE	Footpath Occupation Display Policy
STATUS	Council
SERVICE	Town Planning
DOCUMENT ID	xx

LEGISLATIVE FRAMEWORK

This policy may be cited as the Footpath Occupation Display Policy. This policy has been prepared in accordance with the provisions of the Local Government Act, 1993.

PURPOSE

The purpose of this document is to enhance the aesthetic and cultural diversity of merchandising in the Hunter's Hill Council. The policy establishes the criteria for controlling how merchandise for sale can be displayed on public footpaths.

The display of merchandise on public footpaths should not cause inconvenience or disruption to pedestrian circulation or to adjoining businesses or nearby residential areas or cause public offence.

APPROVAL

There are no circumstances where the display of merchandise on a public footpath may be established without the approval of the Council. Street stalls also require Council approval, but are not covered by this policy.

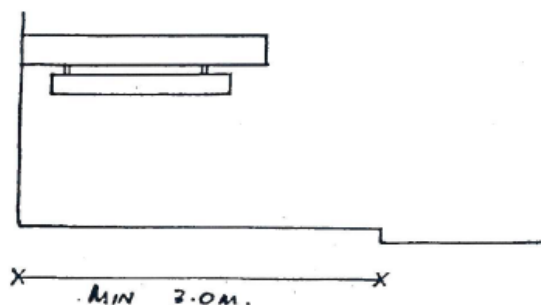
Written applications are to be made to Council in accordance with the application requirements contained in this policy.

LOCATION

Objective: To ensure that the display of merchandise of footpaths does not cause undue inconvenience or disruption to adjoining businesses or to general pedestrian access.

Merchandise displays are permissible in most commercial centres provided that maximum display area requirements are met.

- a) All premises in commercial zones abutting footpaths over 3.0 metres in width may apply for a merchandise display Permit to be located directly outside the premises on the footpath except as provided by paragraph (b). (See Diagram 1).

DIAGRAM 1

- b) A clear distance of 2 metres is to be maintained between merchandise and the kerbline or any other street furniture, on the footpath.
- c) The permit area is not to exceed 20% of the total footpath area between the property boundaries and the kerbline.
- d) If the operation of the merchandise display is found to cause undue inconvenience or disruption to pedestrian circulation or to the adjoining business premises, or cause danger to pedestrians, Council may terminate the permit.
- e) If the application for a merchandise display is successful, the permit area will be marked on the pavement by Council in an appropriate manner.
- f) When the merchandise display is not in use, the permit area shall be made available to the public for normal pedestrian use.
- g) They are removed from the permit area at the end of normal business hours (See CONDUCT OF BUSINESS clause b).

CONDUCT OF BUSINESS

Objective: To ensure that no undue inconvenience or annoyance is caused to pedestrians, adjacent businesses or nearby residential areas.

- a) All structures and operations of the merchandise display shall remain within the permit area at all times.
- b) Hours of operation shall be restricted to the normal business hours of the premises.

- c) Merchandise on display must be kept clear of all required fire exits of the premises or of adjoining premises.
- d) The Permit Holder shall maintain the permit area in a clean and tidy condition free from any litter, rubbish or disfigurement.
- e) Any rubbish which is collected from the land must be disposed of in accordance with Council directions.

NATURE OF MERCHANDISE

Objective: To ensure that merchandise displayed is not likely to cause public offence.

Merchandise may not be displayed pursuant to the policy if it contravenes the provisions of the Indecent Articles and Classified Publications Act, 1975, or if at the discretion of the Council's General Manager, it is likely to cause public offence.

ADVERTISING

Objective: To ensure that outdoor advertising does not become cluttered and reduce aesthetic qualities of public areas.

- a) General advertising on any display structures in the permit area is not permitted. Shop names or logos are acceptable. Any proposed signage should be incorporated into the original application.
- b) "A" frames and other advertising boards are not be permitted within the permit area.

RENT, INSURANCE AND LEGAL COSTS

Objective: To ensure that a suitable fee is levied in acknowledgement of the use of public land and to protect Council from insurance claims on land under the control of the Permit Holder.

Fee payable on application as per Council's published fees and charges.

STRUCTURES

Objective: To ensure that only appropriate structures are used on public footpaths for merchandise displays.

- a) No permanent structures will be permitted to be erected on public footpaths for the purpose of merchandise displays as part of this policy
- b) Temporary structures will be permitted for the display of merchandise on public footpaths provided:
 - i. they do not exceed 1.5 metres in height, measured from the surface of the footpath to the highest point of the structure.
 - ii. they are stable and do not provide a risk to public safety.

- c) Insurance

- i. The Permit Holder shall take out a public risk policy in the joint names of the Council and the Permit Holder at the value of not less than ten million dollars (\$20,000,000) with an insurance company approved by the Council.
 - ii. The Permit Holder shall produce its public risk policy to Council within 14 days after being requested to do so.
 - iii. If the Permit Holder fails to take or maintain the policy specified in d) Indemnities (i), the Council may do all things necessary to effect or maintain such policy and any moneys expended by the Council shall be repayable by the Permit Holder on demand.
- d) Indemnities
- i. The Permit Holder will indemnify the Council from and against all actions, claims, demands, losses, costs and expenses for which the Council may be liable or would have been liable but for this clause in respect of or arising from any loss, damage, injury or death from any cause whatsoever to the property or person on the permit area or the adjacent footpath and whether or not caused or contributed to by the Permit Holder or his employees, servants, agents, invitees, customers, patrons or visitors.
- e) Assignment
- The Permit Holder may not assign, transfer or otherwise dispose of his/her rights pursuant to the permit without the prior consent, in writing, of Council.

COMPLIANCE WITH CONDITIONS OF PERMIT

Objective: To enable Council to enforce the requirements of this policy and/or rectify non-compliance with conditions of the Permit.

- a) Council may serve notice on the Permit Holder specifying any changes or repairs which are necessary to be carried out by the Permit Holder. If the changes or repairs are not completed within the time specified in the notice, and to the satisfaction of Council's General Manager, Council may, through its agents, servants, contractors or officers, carry out the repairs and recover the costs from the Permit Holder.
- b) Failure to comply with any of the requirements of this policy or conditions of the permit may result in the cancellation of the permit and may incur loss of fee, if applicable, at the discretion of Council.

OTHER PERMITS AND REGULATIONS

The Permit Holder shall comply with the provisions of all laws, statutes, regulations, ordinances, rules, proclamations, by-laws, directions and notices whatsoever in force from time to time and material or applicable to the land and footpath merchandise displays.

APPLICATION REQUIREMENTS

- a) An application is required for approval for merchandise displays on footpaths.
- b) Shopkeepers who display merchandise on footpaths will be informed of the Policy and invited to make application under the Policy for a permit to continue displaying merchandise.

- ## DEFINITIONS

POLICY AUTHORITY

REVIEW

Next review date: August 2030

Footpath Occupation Display Policy

VERSION CONTROL TABLE				
DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR

DRAFT

ITEM NO	: 4.9
SUBJECT	: EVENTS ON COUNCIL LAND POLICY
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: REPORT TO COUNCIL AND THE COMMUNITY ON MATTERS OF PUBLIC INTEREST VIA MAYORAL MINUTES AND STAFF REPORTS
REPORTING OFFICER	: ANNIE GOODMAN

Ref:805730

PURPOSE

For Council to adopt the draft Events on Council Land Policy following a public exhibition period of 28 days.

RECOMMENDATION

1. That the draft Events on Council Land Policy be adopted.

BACKGROUND

The draft Events on Council Land Policy aims to address frequently asked questions from the community and event organisers, ensuring clarity and consistency in approvals and compliance when holding events on Council land.

REPORT

The draft Events on Council Land Policy was placed on public exhibition for a period of 28 days, and nil submissions were received in relation to the draft policy.

The draft Events on Council Land Policy has several important benefits:

- Establishes clear approval processes for events on Council land.
- Ensures compliance with legislative requirements, risk management, and insurance obligations.
- Balances community access with event impacts.
- Promotes sustainability and minimises environmental footprint.
- Aligns event management with Council's Community Strategic Plan and public space priorities.

This draft policy applies to all events held on Council owned or managed land, including parks, reserves and community facilities and does not apply to private land and informal gatherings not requiring Council approval.

CONCLUSION

The draft Events on Council Land Policy provides a clear, consistent framework for managing events on Council-owned and managed land. It balances the need for vibrant community activities with the protection of public spaces, ensuring that events are safe, sustainable and inclusive.

This policy reinforces Council's commitment to transparent governance, environmental stewardship, and community engagement, while supporting a diverse range of events that enhance the social and cultural life of Hunters Hill.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Draft Events on Council Land Policy [↓](#)

HUNTER'S HILL COUNCIL



POLICY NO.	xxx
POLICY TITLE	Events on Council Land
STATUS	Council
SERVICE	Community & Customer Service
DOCUMENT ID	

INTRODUCTION

Council's Events on Council Land Policy provides essential information for managing events within the Hunters Hill local government area.

Council offers a diverse range of events and activities throughout the year. The beautiful open spaces in Hunters Hill serve as ideal venues for various events, from small celebrations and community gatherings to major events and weddings. These events significantly contribute to the social and cultural life of the Municipality, fostering community spirit and well-being.

This policy is designed to assist organisations and individuals in understanding the procedures for hosting events in parks, open spaces, community centres or halls. This policy details the application process from submission to approval, ensuring compliance with the management framework.

By adhering to this policy, organisers can successfully navigate the event-hosting process, ensuring events are enjoyable, well-organised, and beneficial to the community.

PURPOSE

The purpose of the policy is to:

- ensure a consistent, transparent and simple process for events on public land
- support event organisers in planning and delivering events that are successful, safe and compliant, and benefit both event participants and residents
- ensure a consistent approach to events across all Council directorates, including clear checklists, templates and timelines.

DEFINITIONS

Amusement Ride	Any mechanical, electrical, or inflatable device, structure, or apparatus operated for entertainment purposes at an event. This includes, but is not limited to, inflatables such as jumping castles, slides, and other temporary amusement devices.
Booking	A booking is a reservation made in advance to secure the use of a Council venue, park, or reserve for a specific date and time.

Community group	A community group is a not-for-profit organisation, club, association, or collective that operates primarily for the benefit of the local community. This includes sporting clubs, cultural or arts groups, volunteer groups or resident associations.
Confetti	Small pieces of material (including paper, plastic, metallic, or biodegradable products) designed to be thrown or scattered at events for decorative effect.
Event	Public or private gathering of people for a specific purpose at a predetermined time and location.
Exempt development	Low-impact development that does not require planning or construction approval, if it meets strict criteria.
High-Risk Activities	Activities that present elevated safety, liability, or regulatory risks and therefore require specific approval and conditions of use. This includes, but is not limited to, amusement rides (e.g. inflatables and jumping castles), petting zoos or mobile animal farms, and fireworks displays.
Organised sport	Organised sport refers to any structured sporting activity that is planned in advance and conducted under the guidance of a club, association, or group. These activities require a booking of Council playing fields or courts.
Plan of Management (PoM)	A Plan of Management is a document that sets out how community land and any buildings on it can be used and managed. It is required by the Local Government Act 1993. The PoM defines what activities are allowed, how often and how intensely they can occur, and is developed with community input before being approved by Council.
Private Event	A private event is a gathering attended by invitation only.
Public Event	A public event is an event open to any member of the community, whether ticketed or unticketed. This includes concerts, festivals, fun runs, and major sporting events. All public events require a booking and submission of an Event on Council Land Application.
Security Bond	A security bond is a refundable payment collected by Council prior to an event or booking. It is held as security against potential damage, excessive cleaning, or non-compliance with policy conditions. The bond (or part of it) may be withheld if issues are identified during the post-event inspection.
Sponsor	An individual or organisation that provides a financial or in-kind contribution, to support a Council activity or project in return for certain specified benefits.
Temporary Structure	A short-term installation constructed to support an event, such as a marquee, stage, or similar event infrastructure. This excludes amusement rides, inflatables, and mobile animal exhibits.

COMMITMENT STATEMENT

The following statements outline the fundamental principles and commitments made by both Council and event organisers. These statements are designed to ensure that events held within the Municipality are conducted in a manner that respects the local environment, community values, and cultural heritage.

They aim to set clear expectations and responsibilities, aiming to foster a collaborative approach to event management that prioritises safety, inclusivity, sustainability, and community engagement. By adhering to

this commitment statement, all organisers can work towards creating memorable and impactful events that enhance the vibrancy and cohesion of the Hunters Hill community.

ACCESSIBILITY

Council will support event organisers in hosting inclusive, accessible, and safe events that welcome people of all ages, abilities and backgrounds in alignment with our [Disability Inclusion Action Plan](#).

Event organisers are encouraged to consider how the event will accommodate people of all abilities, including those living with disabilities. This should involve ensuring physical accessibility, providing detailed event information, and making sure staff and volunteers are welcoming and inclusive.

All events within Hunters Hill should adhere to [Universal Design principles](#). By integrating the universal design principles, Council aims to create events that are inclusive and accessible, ensuring that everyone can participate and enjoy.

ACKNOWLEDGEMENT OF COUNTRY

Council believes in respecting the Traditional Owners of the land during every event and ceremony that is held within the local government area. Event organisers are encouraged to acknowledge the Traditional Owners in all events, including conducting Acknowledgment of Country and facilitating Welcome to Country. You can read more about Council's commitment in the [Reflect: Reconciliation Action Plan](#).

COMMUNITY BENEFIT

Community events create a sense of belonging and unity, by offering engaging experiences that resonate with local culture and heritage. These events not only entertain but also provide social and economic benefits, such as supporting local businesses and encouraging community participation.

Council is committed to thoughtfully planning events and engaging with all stakeholders to ensure that disruption is minimised, while maximising positive impacts on the local community.

COMMUNITY ENGAGEMENT

Council recognises the importance of community engagement in event planning. Council actively seeks to involve residents through the Cultural and Events Committee and Arts Advisory Committee. Residents may be kept informed about upcoming events through various communication channels such as newsletters, social media and Council's website. Community groups are encouraged to promote their upcoming events through the community calendar which is available on Council's website.

PARTNERSHIPS

Council seeks partnerships with community groups and sponsors to improve the events and programs offered to the community. As part of this, Council may seek funding through sponsorship of events and Council may assist community groups by reducing or waiving non-statutory fees and charges.

SUSTAINABILITY

Council aims to protect the unique character and environment of the local area by endorsing events that are environmentally sustainable. Sustainability includes aspects such as waste reduction, energy and water efficiency, and promoting sustainable transport, showing how the community can celebrate without increasing environmental stress.

REGULATORY FRAMEWORK

There is a regulatory and governance framework that guides Council's events management process. This framework includes relevant legislation and Council policies that should be read as part of the event planning process. There are several governing bodies that work with Council and other stakeholders, in providing assistance, guidance or approvals required to safe event management.

COUNCIL POLICIES

- [Disability Inclusion Action Plan \(DIAP\)](#)
- [Drone \(Remote Piloted Aircraft\) Policy](#)
- [Local Approvals Policy - Outdoor Dining and Mobile Food Vending](#)
- [Local Approvals Policy - Trade or Business on Community Land](#)
- [Reconciliation Action Plan \(RAP\)](#)
- [Reduction of Waiver of Hire Fees for Council Facilities](#)
- [Sustainability Action Plan](#)
- [Sponsorship Policy](#)
- [Volunteers Policy](#)
- [Work Health Safety Policy](#)

PLANS OF MANAGEMENT

- [Boronia Park Plan of Management](#)
- [Gladesville Reserve and Betts Park Plan of Management](#)
- [Clarks Point Reserve and Morts Reserve Plan of Management](#)
- [Ferdinand Street Reserve Plan of Management](#)
- [Figtree Park Plan of Management 2022](#)
- [Francis Street Reserve Plan of Management 2001](#)
- [Henley Precinct Plan of Management 2022](#)
- [Kellys Bush Reserve Plan of Management 1997](#)
- [Plan of Management for Crown Reserves Park and Natural Areas 2022](#)
- [Riverglade Reserve Plan of Management](#)

LEGISLATION

- [NSW Local Government Act 1993](#)
- [NSW Environmental Planning and Assessment Act 1979](#)
- [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#)
- [Cultural State Environmental Planning Policy \(Cultural SEPP\)](#)
- [NSW Liquor Act 2007](#)
- [NSW Major Events Act 2009](#)
- [NSW Work Health and Safety Act 2011](#)
- [The Local Government Filming Protocol 2025 \(Protocol\)](#)

GOVERNING BODIES

- [NSW Environment Protection Authority \(EPA\)](#)
- [SafeWork NSW](#)
- [Civil Aviation Safety Authority](#)
- [NSW Office of Local Government](#)
- [Transport for NSW \(TfNSW\)](#)
- [Ryde Police Area Command](#)

EVENT CLASSIFICATION**WHAT IS AN EVENT?**

An event is defined as a public or private gathering of people for a specific purpose at a predetermined time and location.

An event can vary in scale, ranging from small private events to larger public or private functions including festivals or markets. Depending on the type, size and scale of the event, different approvals may be required; further information about these approvals is outlined in the next section of this policy.

WHAT IS A PRIVATE EVENT?

Private events are attended through personal invitation, such as weddings, birthday parties or corporate functions.

Small private gatherings (excluding weddings) of less than 30 people in Council's parks and reserves do not require a booking or approval, providing there are no structures (including marquees and jumping castles), mobile food vans or the sale of alcohol.

You must complete the Events on Council Land Application form if your event:

- uses or obstructs public roadways, footpaths or bushwalking tracks (e.g. charity walks)
- has more than 100 people
- has a large impact on roads, traffic or parking (obstruction of footpaths).

WHAT IS A PUBLIC EVENT?

Public events are events that may be attended by any member of the community, be that ticketed or un-ticketed. This includes concerts, festivals, fun runs and major sporting events.

Event organisers of all public events must make a booking in Council's booking system and submit an 'Event on Council Land Application'. For events that occur on a regular or ongoing basis, one application is required per annum.

WHAT IS A BOOKING?

A booking is a reservation, made in advance to secure a space in a Council venue, park or reserve.

WHEN DO I NEED A BOOKING?

A booking is required for use of all Council community centres and halls. Council's parks and reserves are available free of charge for recreational activities and for small gatherings of up to 30 people, however a booking is required in the following circumstances:

- organised sport
- gatherings of 30 people or more
- weddings
- sports carnivals
- school usage.

Please note that your booking must accommodate bump-in and bump-out times.

WHEN DO I NEED A DEVELOPMENT APPLICATION?

Most events can be carried out as exempt development under the [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#) (Codes SEPP) and [Cultural State Environmental Planning Policy \(Cultural SEPP\)](#). The Cultural SEPP is designed to support events and cultural activities and simplify the process, which means that a Development Application (DA) is not required, provided the event meets all relevant standards. The requirement for a DA for events held on Council land is determined by the provisions of the [Hunters Hill Local Environmental Plan](#) (LEP) and [Development Control Plan](#) (DCP).

A DA is required where an event or associated structures do not comply with the exempt development standards. These will generally be events of a larger scale that could be traffic generating, require larger infrastructure or events that may impact heritage items or protected trees.

Event organisers should consult the relevant sections of the Codes SEPP, LEP and DCP or seek advice from Council staff to determine whether a DA is required for their event.

EVENT APPLICATION PROCESS

Event organisers wanting to conduct an event on land owned, controlled or managed by Council must complete an event application. All applications will be assessed against this policy.

FEES

All bookings and events are subject to a booking fee and security bond in accordance with Council's adopted fees and charges. Any bond collected is refundable in whole or in part, following a post event inspection. Council reserves the right to withhold the bond if there is evidence of damage, rubbish or non-compliance with this policy.

For events with an expected attendance of 100 people or more, a cleaning fee applies as per Council's Fees and Charges. This fee must be paid prior to the event to cover the cost of additional cleaning services.

Community groups, schools and non-for-profit organisations may be eligible for a discount or fee-waiver in accordance with Council's [Reduction of Waiver of Hire Fees for Council Facilities](#). Where a fee-waiver is granted, a security bond is still payable and a cleaning fee may apply.

TIMEFRAMES

Council aims to accommodate all bookings and events; however, it is recommended to allow 14 days' notice for standard bookings and 30 days' notice for events and bookings that require additional approvals. This will help to minimise disappointment regarding availability of your preferred location and ensure adequate time for assessment of your application.

For larger events of 100 people or more, event organisers are encouraged to submit their applications as early as possible to ensure that Council has sufficient time to review and approve the event before it is promoted.

APPROVAL PROCESS

Council will acknowledge all event applications within 2 working days. Once assessed, Council will notify event organisers in writing, advising whether or not the event has been approved and any unique conditions that may apply.

Council is committed to working with event organisers to deliver safe and fun events. Prior to determining an event application Council will provide feedback or recommended changes if required.

Council reserves the right to cancel any event that has failed to comply with Council's conditions or to refuse any event that does not bring community benefit.

ADDITIONAL PERMITS AND APPROVALS

Certain activities on Council land and in Council venues require additional approvals and permits. These requirements are in place to ensure public safety, compliance with legislation and protection of Council assets.

ALCOHOL

A liquor licence is not required for the serving of alcohol providing there is no direct or indirect charge, this includes bring your own (BYO) or complimentary drinks. However, if the event organiser receives any form of payment or benefit, such as an entry fee or a bundled package that includes drinks, a liquor licence is required.

If alcohol is being sold at your event, you must apply for a liquor license from [NSW Liquor and Gaming](#). When using Council venues event organisers are responsible for adhering to Responsible Service of Alcohol (RSA) obligations. This includes ensuring that free drinking water is available for all guests and offering suitable food whenever alcohol is served.

It is recommended that you notify NSW Police Force of any private event in which alcohol will be consumed. The party registration can be located on the [NSW Police Force Community Portal](#), and must be completed at least 7 days prior to the event.

Please note Council will not accept 18th or 21st birthday parties in Council venues, unless a copy of the approved party registration is provided.

ADVERTISING

Council offers a community directory and events calendar that enables eligible community groups to create a free directory listing and promote their upcoming events on Council's website.

The directory is designed to:

- Improve accessibility and visibility of local groups
- Allow self-service updates by community members
- Support event promotion and community engagement

Additionally, you can request for Council to advertise your event in Council's e-news. Please note that Council will consider the public interest and may refuse your request if it does not align with community standards.

Advertising and printing can generate considerable waste; therefore, it is recommended that promotional materials are electronic where possible. Any printed materials must be printed double-sided on recycled paper (80-100% post-consumer recycled content, FSC paper).

AMUSEMENT RIDES

If you wish to include amusement rides (including inflatables such as jumping castles) as part of the event, event organisers must:

- make a booking for your preferred space and time using Council's booking system and pay the associated fees and charges
- notify Council of the intention to have an amusement ride
- ensure the amusement rides are operated by a licensed amusement provider with current Public Liability Insurance to the value of \$20 million
- upload proof of insurance to your booking or email a copy to Council.

Please note that Council does not provide power. The provider is responsible for supplying and managing power for the equipment. The event organiser indemnifies Council against any claim, action, loss, damage or liability arising from the use of the rides, excluding any negligence on the part of Council.

BANNERS

Banners are temporary advertising signs for non-profit purposes or community benefit. Council has four banner locations that may be used by event organisers to display to promote their event. These locations are:

1. Hunters Hill Town Hall, Alexandra Street Hunters Hill
2. Boronia Park Reserve, Ryde Road Hunters Hill
3. Weil Park, Woolwich Road Woolwich
4. Gladesville Reserve, Victoria Road Henley

In addition, Council has 17 banner poles throughout the municipality that can be hired for a fee, as outlined in Council's fees and charges. They are located at:

1. Alexandra Street, Hunters Hill
2. Gladesville Road, Hunters Hill
3. Pittwater Road, Hunters Hill
4. Victoria Road, Gladesville

If you wish to display a banner as part of your event or hire the banner poles, please contact Customer Service.

Banners displayed on Church Street bridge over Burns Bay Road Hunters Hill, or Huntleys Point pedestrian bridge over Victoria Road Hunters Hill are managed by [Transport for NSW](#).

FILMING AND PHOTOGRAPHY

Council supports a wide range of filming and photography activities from student projects to large scale productions while ensuring minimal disruption to residents, businesses, and the local environment.

Filming means recording images (whether on film or video tape) for exhibition or broadcast (such as by cinema, television or the Internet or by other means) but does not include:

- still photography
- video recording of a wedding ceremony or other private celebration or event principally for the purpose of making a record
- recording of a television program that provides information on current affairs or daily news.

Except for those activities listed above, a Filming Application is required for any filming in Council's parks, reserve or venues. Depending on the impact of the filming, the following information may be required as part of the Filming application:

- Public Liability Insurance policy with a minimum coverage of \$20 million
- written consent from statutory authorities such as NSW Police, Transport for NSW etc
- a copy of the neighbour notification letter and proposed map
- Traffic Management Plan
- list of cast or crew production vehicles and parking plans.

For further information please refer to the [NSW Local Government Filming Protocol](#).

FIREWORKS

The use of fireworks is not permitted in the Hunters Hill Local Government Area. Exceptions may be considered for major community events (e.g. Carols in the Park or New Year's Eve).

Where an exception applies, event organisers must:

- obtain written approval from Council
- obtain a fireworks display licence from SafeWork NSW
- provide copies of the following documents to Council:
 - Events on Council Land Application
 - Public Liability Insurance policy with a minimum coverage of \$20 million
 - Fireworks permit issued by SafeWork NSW
 - proof of notification to all relevant authorities/organisations (e.g. Police, Fire & Rescue NSW)
 - completed SafeWork NSW [Fireworks Display Checklist](#)
- pay the fireworks fee as set out in Council's fees and charges
- book the location of fireworks in Council's bookings system.

Council reserves the right to object to or impose conditions on a fireworks display, where it is in the public interest to do so.

Firework displays are not permitted during a total fire ban.

FOOD STALLS/MOBILE FOOD VENDING VANS

If you plan to engage a mobile food vending vehicle to cater for your booking or event, you or your company must apply for a [Mobile Food Vending Vehicle Permit](#).

Operating a mobile food vending vehicle to store, prepare, or sell food for human consumption constitutes running a food business under the Food Act 2003. Approval is required to operate a mobile food vending vehicle within the Municipality. This includes both on-street vending (e.g., parked on the side of the road) and off-street vending (e.g., set up for an event or function in a carpark).

Food safety inspections of mobile food vending vehicles are conducted by the council where the vehicle is regularly garaged. A copy of the most recent food safety inspection from the local council must be submitted with the application to operate.

PERSONAL TRAINERS

If you are planning to run personal training or fitness classes in Council's parks and reserves, you will need to complete a Personal Trainer Application. Approvals are valid for 12 months and must be renewed annually.

Personal trainers must have:

- Public Liability Insurance with a minimum coverage of \$20,000,000 naming Council as insured party where required
- a current First Aid Certificate
- a current Fitness NSW Registration.

For further information refer to Council's [Local Approvals Policy - Trade or Business on Community Land](#).

PETTING ZOOS

Petting zoos and mobile animal farms are considered high-risk activities and are subject to strict conditions of use.

Event organisers must:

- make a booking for your preferred space and time using Council's booking system and pay the associated fees and charges
- notify Council of the intention to have a petting zoo
- ensure the provider has a current NSW DPI licence/approval to exhibit animals under the Exhibited Animals Protection Act 1986 and Regulation 2021
- ensure the provider has Public Liability Insurance policy with a minimum indemnity of \$20 million
- specify the exact outdoor location where the petting zoo will be set up (indoor petting zoos are not permitted)
- upload proof of insurance and licence/approval to your booking or email a copy to Council.
- ensure the provider has complied with NSW DPI requirements, including submission of an itinerary for the movement of animals (if applicable)
- ensure appropriate barriers, supervision, and hygiene facilities (e.g. handwashing or sanitising stations) are in place for visitors
- ensure all animal waste and litter is fully removed at the end of the event.

Council reserves the right to impose additional conditions or refuse approval based on risk, animal welfare, or public interest considerations.

MARQUEES AND TEMPORARY STRUCTURES

Temporary structures are short-term installations constructed to serve a specific function at an event. This includes marquees, stages, and similar event infrastructure (excluding amusement rides and inflatables, which are covered separately).

Event organisers must:

- make a booking for your preferred space and time using Council's booking system and pay the associated fees and charges
- notify Council of the intention to have a marquee or temporary structure
- weight not peg marquees and temporary structures
- ensure all temporary structures are installed and maintained in accordance with relevant safety and compliance standards
- provide Council with a copy of the provider's Public Liability Insurance policy with a minimum indemnity of \$20 million.

Council may impose additional conditions or refuse approval for a temporary structure if it considers the structure unsuitable, unsafe, or inconsistent with the intended use of the site.

SUSTAINABILITY REQUIREMENTS

These guidelines are designed to assist event organisers in applying environmental sustainability practices during the planning, management and running of events.

By using these Guidelines, event organisers can expect to benefit from:

- Reduced costs over time
- Finding operating efficiencies through sustainability
- Positive impact on branding, sponsorships and community engagement
- Meeting community expectations on sustainability.

SINGLE-USE PRINCIPLES

The single-use principle recognises that products designed to be used once and then discarded have a significant impact on the environment. To minimise waste and encourage sustainable practices at events, organisers are expected to critically assess whether items are necessary and, if so, to choose the most sustainable option available.

Council applies the following hierarchy to guide decision-making. The first principle is the most preferred, while the last is the least preferred:

- Avoid – Do not provide the item if it is not essential
- Swap – Replace with a reusable option wherever possible
- Replace – If a reusable option is not feasible, select a single-use product with a lower environmental impact (e.g. compostable or recyclable)
- Reduce – Minimise the quantity of items supplied.

Single-use items are only permitted where there is no feasible alternative. The table below outlines sustainable alternatives that must be considered in place of single-use plastics:

Not suitable	Preferred Alternatives
Individual salt, pepper, and sauce sachets	Bulk dispensers
Polystyrene (foam) and plastic plates, bowls, cutlery	Reusable crockery, paper or bamboo-based products*, serve finger food to avoid the need for plates
Plastic straws	Paper straws, or avoid altogether
Plastic stirrers	Paddle pop sticks, or avoid altogether

Plastic bags	Calico or paper bags
Sunscreen sachets	Bulk pump packs
Bottled water	Hire water refill stations; incentivise attendees to BYO bottle
Balloons	Reusable bunting or other reusable decorations

*Paper or bamboo-based products are suitable only where reusable options are not feasible.

WASTE MANAGEMENT

Waste is an inevitable by-product of all events however, with careful planning and supplier communication, it can be largely reduced.

Existing Council bins in public spaces cannot be relied upon to cater for waste or recycling material created in large event, therefore organisers must arrange for additional waste and recycling bins to cope with the increased demand on the site, or they must remove any excess waste.

As a general rule, calculate a minimum of 1L of waste and 1L of recycling per person, per meal however, the type of catering facilities, supply of alcohol and crowd profile can increase how much waste and recycling is generated. For example, 100 people x 1 meal = 100L waste and 100L recycling.

For large events, Council reserves the right to request a waste management plan or a site plan for bin placement.

FREQUENTLY ASKED QUESTIONS

The following FAQs provide quick answers to common questions from event organisers, hirers, and users of Council parks, reserves, and venues.

CAN I HAVE AMPLIFIED MUSIC, NOISE, OR SPEAKERS?

Yes, but amplified noise must be kept within acceptable limits and comply with the [Protection of the Environment Operations Act 1997 NSW](#). Council may impose restrictions on speaker placement, volume, and duration.

CAN I HAVE A BARBECUE AT MY EVENT?

Yes, barbecues are permitted on Council land where existing Council barbecues are provided, or if you bring your own approved gas or electric barbecue.

Conditions apply:

- barbecues must be used in a safe location, away from buildings, trees, or other flammable materials
- charcoal or solid-fuel barbecues are **not** permitted
- all barbecues must be supervised at all times and operated in accordance with safety instructions
- barbecues are not permitted during a Total Fire Ban.

CAN I CAMP IN A COUNCIL PARK OR RESERVE?

No. Camping is not permitted on any of Council's parks or reserves.

CAN I HAVE CATERING AT MY EVENT?

Yes, catering is permitted. All caterers must hold relevant NSW Food Authority licences and comply with food safety laws. A copy of the caterers Public Liability Insurance must be provided to Council as part of the booking process.

CAN I USE CONFETTI AT MY EVENT?

No. Confetti of any kind including paper, plastic, metallic, and biodegradable varieties — is not permitted on Council land or in Council facilities.

You may use real flower petals instead, provided the area is left clean and free of waste at the conclusion of your event.

CAN I DECORATE THE FACILITY WITH BANNERS AND/OR HANGING GARLANDS?

Yes, provided the decorations do not damage the venue or environment. All decorations should be reusable or made from certified biodegradable materials.

CAN I RELEASE DOVES IN A PARK OR RESERVE?

No. Doves are not permitted to be released in Council parks and reserves.

CAN I DRIVE A MOTOR VEHICLE ON A PARK OR RESERVE?

In some circumstances access can be provided, please notify Customer Service at the time of your booking.

CAN I USE A DRONE?

You do not need approval from Council to operate a drone, however you must abide by the [Civil Aviation Safety Authority \(CASA\)](#) rules and you will need to apply for approval if you intend on operating a drone in a park that is managed by [NSW National Parks and Wildlife Service \(NPWS\)](#).

If you intend on using a drone for your event, please ensure this is noted on your Events on Council Land Application form.

CAN I HAVE A DJ AT MY EVENT?

Yes, DJs are permitted in Council's indoor venues, provided noise levels comply with Council's conditions and do not cause disturbance to nearby residents. If you wish to have a DJ in an outdoor area, you will need to request approval as part of your Events on Council Land Application. Power supply must be arranged by the hirer (Council does not provide power).

CAN I USE A GENERATOR?

Yes, subject to approval of the Events on Council Land Application. Only low-noise generators are permitted, and they must be safely located away from the public with protective barriers. Power cables must be secured to avoid trip hazards.

CAN I SET UP LARGE DECORATIVE LETTERS (E.G. "LOVE" OR INITIALS)?

Yes. Large letters must be free-standing, safely secured, and removed immediately after the event. It is important to note this on your booking.

CAN I HAVE AN OPEN FIRE AT MY EVENT?

No. Open fires are not permitted on Council land or in Council facilities under any circumstances. This includes fire pits, bonfires, and other uncovered flames.

If you require heating or cooking facilities, you must use approved alternatives such as gas or electric equipment, subject to Council approval and site conditions.

CAN I HAVE A PHOTOBOOTH AT MY EVENT?

Yes, photo booths are permitted in Council's indoor venues. If you wish to have a photo booth in an outdoor area, you will need to request approval as part of your Events on Council Land Application.

CAN I USE A PARK OR RESERVE WITHOUT A BOOKING?

Yes. If you are having less than 30 people at your event and do not intend to erect any structures, you are welcome to use and enjoy Council's parks and reserves without a booking.

CAN I USE PORTABLE SPEAKERS?

Yes, small portable speakers are allowed, provided noise levels do not cause nuisance to nearby residents or other park users. Council may require volume to be reduced if complaints are received.

CAN I USE A SMOKE MACHINE?

No. Smoke, fog, or haze machines are not permitted due to safety risks and potential to trigger fire alarms.

CAN I USE A SPARK MACHINE?

No. Spark machines, pyrotechnic effects, or similar devices are not permitted due to safety risks.

CAN I TAKE WEDDING PHOTOS AT COUNCIL PARK OR RESERVE?

Yes, Wedding photography is permitted and does not require a booking. However, for large-scale or commercial photography productions, you will need to complete a Filming and Photography application.

RELATED POLICIES/PROCEDURES

- Disability Inclusion Action Plan (DIAP)
- Reconciliation Action Plan (RAP)
- Events on Council Land Policy
- Work Health Safety Policy
- Volunteers Policy
- Reduction of Waiver of Hire Fees for Council Facilities
- Local Approvals Policy – Outdoor Dining and Mobile Food Vending
- Sustainability Action Plan
- Sponsorship policy
- Local Approvals Policy - Trade or Business on Community Land
- Local Approvals Policy - Outdoor Dining and Mobile Food Vending
- Drone (Remote Piloted Aircraft) Policy

POLICY AUTHORITY

The policy authority is Council. Minor amendments can be authorised by Director Community & Customer Service.

GETTING HELP

For further information please contact Manager Digital and Customer Information.

REVIEW

This policy to be reviewed once per term of Council.

ADOPTED BY COUNCIL/EXECUTIVE:

DATE: xx
RESOLUTION NO: x

VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
9.12.13	1.0	453/13	Adoption of original policy	Margaret Kelly, Manager Customer Service
16.10.25	2.0		Major review	Jade Reed, Manager Digital and Customer Information & Danielle Keating, Customer Service Manager

ITEM NO	: 4.10
SUBJECT	: EVENTS FOR 2026
STRATEGIC OUTCOME	: PROGRAMS, SERVICES AND EVENTS ARE WELCOMING, INCLUSIVE, SAFE AND DEDICATED TO PROMOTING ACTIVE LIVING, HEALTH AND WELL-BEING
ACTION	: CONDUCT AN ANNUAL CALENDAR OF INCLUSIVE AND CULTURAL EVENTS
REPORTING OFFICER	: SHERY DEMIAN

Ref:806059

PURPOSE

To provide an update to Council on Council's events proposed for the 2026 calendar year.

RECOMMENDATION

1. That the report be received and noted.

BACKGROUND

Council's Community Plan encourages a sense of belonging and connection to the local community. Specific actions in the operational plan relate to coordinating and delivering community and cultural events and activities. The events program supports the delivery of these outcomes.

REPORT

A calendar of activities in 2026 is planned to connect, support and promote our community through a flexible, cost effective and innovative event program.

An outline of Council's 2026 events program, as it stands to date, is contained in this report. It is noted that event details may change, in response to factors such as weather, resourcing or unforeseen circumstances, and that additional events may be added as opportunities arise.

The Moocooboola Festival date is yet to be confirmed with Council's Cultural and Events Advisory Committee. There are two tentative dates proposed.

The Hunters Hill Art Exhibition has been moved to May, the traditional time it was held before COVID. To make this possible, the Hunters Hill Art Exhibition was not held in October 2025, so that the exhibition is still held in the 2025/26 financial year for funding purposes.

Additional events, including our sustainability @home webinars, free child car seat checks, learner driver workshops and other regular events have not yet been scheduled, including the Spring Garden Festival with Rotary Club of Hunters Hill.

Council also launched our community events directory this year on our website and has been promoting community led events in our LGA, including the Le Marche and Giant Steps Markets, Hunters Hill Music Society Concerts, senior events run by Sydney Community Services and other annual community events.

Further updates on our events programs will be provided in future quarterly reports.

2026 Events Program

January

- Bird of Summer craft (school holiday workshop): The YARN – 9 January 2026
- Ozobot Mazes (school holiday workshop): The YARN – 16 January 2026
- Comic Book Craft (school holiday workshop): The YARN – 23 January 2026
- Citizenship Ceremony and Citizen of the Year Awards – 26 January, Town Hall

March

- Clean Up Australia Day – Sunday 1 March, Gladesville Reserve
- Senior Drivers Workshop: Hunters Hill Town Hall – 4 March
- Seniors Festival – Wednesday 2-15 March (Event Date TBC)

April

- Youth Week: 16-26 April (Event date TBC)
- Combined Anzac Memorial Service – 23 April, Hunters Hill RSL Sub-Branch and Town Hall
- City Nature Challenge – 24 to 27 April, online
- School holiday workshops: The YARN

May

- Hunters Hill Art Exhibition opening night – 22 May
- Hunters Hill Art Exhibition – 23 to 31 May
- Flying Fox quarterly count: Riverglade Reserve – 23 May
- Bushcare training workshop (in partnership with Lane Cove Council): Lane Cove Depot

June

- Citizenship Ceremony (Refugee Week) – 17 June, Town Hall

July

- National Tree Day – 26 July, Boronia Park
- School holiday workshops: The YARN

September

- Moocooboola Festival – 13 or 27 September, Boronia Park Ovals (TBC with Events and Activations Committee)
- Citizenship Ceremony (Australian Citizenship Day) – 17 September, Town Hall
- School holiday workshops – The YARN

October

- School holiday workshops – The YARN
- Young in Art – 22 to 25 October, Town Hall

December

- Carols in the Park: 6 December, Boronia Park Ovals
- New Year's Eve – 31 December to 1 January, Woolwich peninsula and other locations
- School holiday workshops – The YARN

CONCLUSION

This program aligns with the Community Plan theme of '*Community and Belonging*' and helps achieve the Community Plan goal of connecting people to information and accessible experiences to help them feel included and safe in the community.

FINANCIAL IMPACT ASSESSMENT

Events will be staged utilising funding allocated in the adopted 2024-25 Budget and upcoming 2025-26 Budget, and via grants, partnerships and sponsorships where appropriate, in line with the policies and procedures of Council and relevant stakeholders and funding authorities.

ENVIRONMENTAL IMPACT ASSESSMENT

Council events are planned and delivered with consideration of sustainability in the areas of energy, water, waste and biodiversity.

SOCIAL IMPACT ASSESSMENT

There is a positive social impact on Council and the Hunters Hill community arising from Council consideration of this matter. Coordination and delivery of community and cultural events and activities provides opportunities for our residents to enjoy social connection.

RISK ASSESSMENT

Risk assessments are undertaken for Council events using an established framework.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.11
SUBJECT	: INVESTMENTS REPORT AS AT 30 NOVEMBER 2025
STRATEGIC OUTCOME	: RESOURCES ARE MANAGED EFFICIENTLY TO ENSURE THAT PROGRAMS, SERVICES AND COLLABORATIVE PROJECTS HAVE THE NECESSARY SUPPORT AND FUNDING TO SUCCEED
ACTION	: PROVIDE TIMELY FINANCIAL INFORMATION, ADVICE AND REPORTS TO COUNCIL, THE COMMUNITY AND STAFF INCLUDING THE LONG-TERM FINANCIAL PLAN
REPORTING OFFICER	: CHRISTIAN MENDAY

Ref:805909

PURPOSE

The purpose of this report is to detail Council's investment holdings and performance for the month ending 30 November 2025.

RECOMMENDATION

1. That the report on Investments held at 30 November 2025, prepared in accordance with clause 212 of the Local Government (General) Regulation 2021, be received and noted.

BACKGROUND

Clause 212 of the Local Government (General) Regulation 2021, states that the Responsible Accounting Officer must provide Council with a monthly report detailing all funds invested under Section 625 of the Local Government Act 1993. This report must include certification that the investments have been made in accordance with:

- the Act and the Regulations made thereunder,
- the revised Investment Order issued by the Minister for Local Government, and
- Council's Financial Investment Policy.

REPORT

Total Cash and Investment Balances

Total cash and investment balances are \$20,992,229. Most of this balance is held in reserves to be spent on nominated projects and activities.

Reserves fall into one of two categories:

- external restrictions (Council is obliged by legislation, or contract, to spend the funds on certain projects and activities); and

- internal allocations (Council has resolved to spend the funds on certain projects and activities).

The following table details the reserves held. Council had an unrestricted cash balance of \$2.9 million. The unrestricted balance is high due to the receipt of the second rates instalment and efforts to review and lodge final grant acquittal for projects. The unrestricted cash, and cash and investments balances generally, peak after the second rates instalment and reduce over the rest of the financial year.

Table 6 – EXTERNAL RESTRICITIONS & INTERNAL ALLOCATIONS

	Actual as at 31 October 2025	Actual as at 30 November 2025
Developer contributions - S7.12	\$2,833,349.14	\$2,762,623.14
Other developer contribution	\$138,000.61	\$138,000.61
Specific purpose unexpended grants	\$1,416,322.38	\$1,208,425.62
Domestic waste management	\$1,618,645.33	\$1,618,645.33
Other special levies	\$1,536,972.51	\$1,515,121.69
Total External Restrictions	\$7,543,289.97	\$7,242,816.38
Internal Restrictions		
Plant and vehicle replacement	\$332,908.10	\$332,908.10
Employee leave entitlements	\$720,485.91	\$720,485.91
Deposits, retentions and bonds	\$3,842,592.53	\$3,840,237.53
Construction of building	\$169,130.00	\$169,130.00
Office equipment & furniture	\$247,714.43	\$247,714.43
Elections	\$104,877.73	\$104,877.73
Insurance reserve	\$137,859.78	\$137,859.78
Sustainability Reserve	\$226,846.14	\$226,846.14
Asset Re-purposing	\$4,863,841.74	\$4,863,841.74
Safety & welfare expenses OH&S Incentive	\$37,710.32	\$37,710.32
Community Initiatives & Minor Capital Works	\$20,000.00	\$20,000.00
Stormwater & marine maintenance reserve	\$50,000.00	\$50,000.00
Community building maintenance reserve	\$50,000.00	\$50,000.00
Gladesville Masterplan	\$50,710.00	\$37,450.00
Contributions for Hillman Orchard Restoration Project	\$14,782.14	\$14,782.14
Total Internal Restrictions	\$10,869,458.82	\$10,853,843.82
Total Restrictions	\$18,412,748.79	\$18,096,660.20
Unrestricted Cash	\$1,736,771.21	\$2,895,569.10
Total Cash and Investments	\$20,149,520.00	\$20,992,229.30

Investment Portfolio

Under Council's Investment Policy, investments are selected with the objective of generating additional income revenue streams, whilst balancing liquidity to meet organisational cash flow requirements.

Council's investment portfolio posted a marked-to-market return of 3.09%pa (0.25% actual) versus the bank bill index benchmark return of 3.66%pa (0.30% actual). For the past 12 months, Council's investment portfolio has returned 4.84% versus the benchmark's 4.04%.

The slump in the Australian share market and a rise in long term interest rates impacting the market value of long dated bonds resulted in the NSW TCorp Medium Term Growth Fund recording a return of -0.30% (actual) for November.

Table 1 Summary of Investment Performance

Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Nov 2025	0.25%	0.30%	-0.05%
Last 3 months	1.11%	0.89%	0.22%
Last 6 months	2.37%	1.84%	0.53%
Financial Year to Date	1.90%	1.52%	0.38%
Last 12 months	4.84%	4.04%	0.80%

Table 2 compares income to budget for the cash and investment portfolio. Income from the portfolio comes in two forms, interest on deposits and fair value movements on the TCorp managed fund portfolio. Fair value adjustments are non-cash. Cash is realised when the funds are sold.

Table 2 Interest on Investment Income Compared to Budget						
Year	Original Annual Budget (\$)	Revised Annual Budget (4)	YTD Budget (\$)	YTD Interest (\$)	YTD FV (\$)	YTD Earning Variance
2025/26	891,594	891,594	297,199	243,116	89,337	35,254
2024/25 (full year)	853,200	853,200		826,996	171,812	145,608
2023/24 (full year)	705,000	705,000		1,060,306	151,494	506,800

Term deposits are made across several financial institutions to spread risk, with the majority currently having terms over 180 days to benefit from higher interest yields. Floating Rate Notes are also permissible within Investment Policy's portfolio, institution and credit rating parameters.

Attachment 1 – Council continues to seek independent advice for investments from Prudential Investment Services Corp. Prudential's Investment Summary Report for November 2025 is attached. The portfolio is actively managed on this advice to ensure that returns are maximised, considering diversification, cash flow requirements and risk. The attachment contains a complete analysis of the performance. The attachment also provides details of the value of accrued interest earnings for each investment holding.

The advisor makes recommendations regarding the ideal terms to maximise returns. Council's scope to act on this advice is limited by the cash flow requirements of its capital works program. Council will generally seek longer terms once it has satisfied the short to medium term requirements of the capital works program.

Table 3 - Summary of Council's Investments as at 30 November 2025

Institution	Reference	Rating	Principal	Lodged	Matures	Rate	Interest earned at maturity
Floating Rate Notes							
CBA	Floating Rate Note	AA-	\$ 500,000	13/01/2023	13/01/2028	4.72%	
Managed Funds							
TCorp	Medium Term	NR	\$ 1,779,842	2/06/2021			
TCorp	Medium Term	NR	\$ 589,964	9/08/2021			
Institution	Reference	Rating	Principal	Lodged	Matures	Rate	Interest earned at maturity
Term Deposits							
NAB	Term Deposit	AA-	\$ 1,000,000	11/03/2025	10/03/2026	4.65%	\$ 46,372.60
NAB	Term Deposit	AA-	\$ 1,000,000	18/03/2025	17/03/2026	4.63%	\$ 46,173.15
BOQ	Term Deposit	A-	\$ 1,000,000	25/11/2025	23/06/2026	4.35%	\$ 25,027.40
BOQ	Term Deposit	A-	\$ 1,000,000	27/11/2025	27/07/2026	4.35%	\$ 28,841.10
BOQ	Term Deposit	A-	\$ 1,000,000	2/06/2025	1/12/2025	4.30%	\$ 21,441.10
AMP	Term Deposit	BBB+	\$ 1,000,000	11/06/2025	15/12/2025	4.45%	\$ 22,798.63

NAB	Term Deposit	AA-	\$	1,200,000	27/05/2025	9/03/2026	4.22%	\$	33,066.30
AMP	Term Deposit	BBB+	\$	500,000	11/06/2025	20/03/2026	4.15%	\$	16,031.51
AMP	Term Deposit	BBB+	\$	1,000,000	6/08/2025	12/01/2026	4.30%	\$	18,731.51
AMP	Term Deposit	BBB+	\$	555,008	12/08/2025	10/02/2026	4.25%	\$	21,191.78
Westpac	Term Deposit	AA-	\$	500,000	28/08/2025	23/02/2026	4.15%	\$	10,176.03
Westpac	Term Deposit	AA-	\$	1,000,000	28/08/2025	6/04/2026	4.13%	\$	25,006.30
Westpac	Term Deposit	AA-	\$	1,000,000	28/08/2025	10/06/2026	4.11%	\$	32,204.38
Westpac	Term Deposit	AA-	\$	500,000	29/08/2025	29/06/2026	4.12%	\$	17,157.26
Westpac	Term Deposit	AA-	\$	1,000,000	29/08/2025	2/07/2026	4.12%	\$	34,653.15
NAB	Term Deposit	AA-	\$	1,000,000	29/09/2025	1/06/2026	4.25%	\$	28,527.40
NAB	Term Deposit	AA-	\$	1,000,000	30/09/2025	13/07/2026	4.24%	\$	33,223.01

Deposits at Call

				Macquarie			
CBA	Business online saver	AA-	\$	717,392		3.60%	
Macquarie	At call	A+	\$	1,042,686		3.90%	

Transaction Account

				CBA			
CBA	Transaction Account	AA-	\$	1,107,338		0.00%	
Total			\$	20,992,229			

Investment Policy

I certify that the investments detailed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021, relevant ministerial orders and in accordance with Council's Investment Policy.

The following tables detail compliance with the various parameters set out in the Investment Policy.

Table 4 Portfolio Total by Credit Exposure

Credit Rating Group	Face Value (\$)	Policy Max	
AA	11,524,731	55%	100% ✓
A	4,042,687	19%	60% ✓
BBB	3,055,008	15%	30% ✓
TC	2,369,803	11%	15% ✓
	20,992,229		

Table 5 Portfolio Total by Investment Holdings

	Face Value (\$)	Current Value (\$)
Cash	2,867,418	2,867,418
Floating Rate Note	500,000	506,080
Managed Funds	2,369,803	2,369,803
Term Deposit	15,255,008	15,255,008
	20,992,229	20,998,309

Table 6 Portfolio Total by Institutional Exposure

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	3,055,008	15%	6,297,669	30%	3,242,661
Bank of Queensland (A-)	3,000,000	14%	12,595,337	60%	9,595,337
Commonwealth Bank of Australia (AA-)	2,324,731	11%	12,595,337	60%	10,270,606
Macquarie Bank (A+)	1,042,687	5%	12,595,337	60%	11,552,650
National Australia Bank (AA-)	5,200,000	25%	12,595,337	60%	7,395,337
NSW T-Corp (TCm)	2,369,803	11%	3,148,834	15%	779,031
Westpac Group (AA-)	4,000,000	19%	12,595,337	60%	8,595,337
	20,992,229				

Table 7 Portfolio Total by Term to Maturity

	Face Value (\$)		Policy Max	
Between 0 and 1 years	20,492,229	98%	100%	✓
Between 1 and 3 years	500,000	2%	60%	✓
	20,992,229			

FINANCIAL IMPACT ASSESSMENT

Year-to-date returns on the portfolio are in line with budget.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

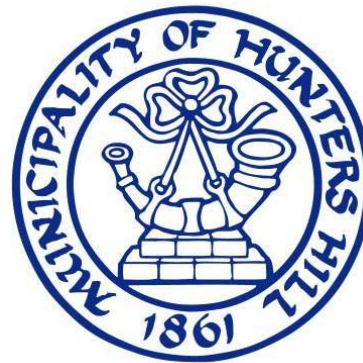
There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter. The portfolio is within the risk management parameters specified by the Investment Policy.

ATTACHMENTS

1. Hunter's Hill Council Investment Summary Report November 2025 [↓](#)



Investment Summary Report
November 2025



Hunters Hill Council

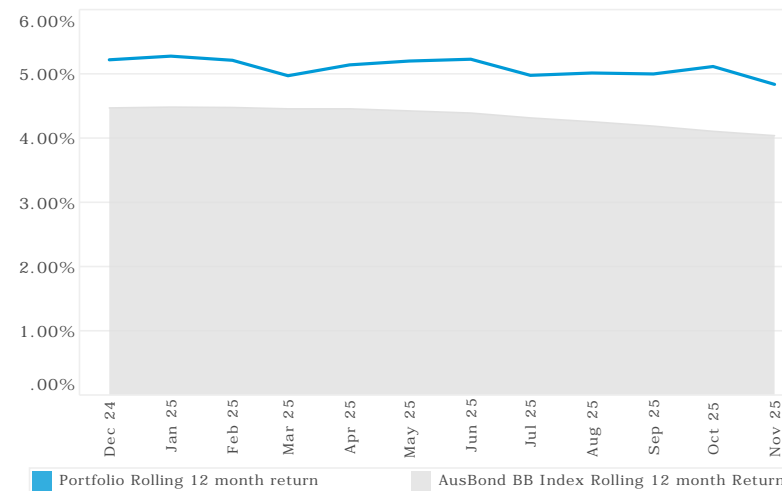
Executive Summary - November 2025



Investment Holdings

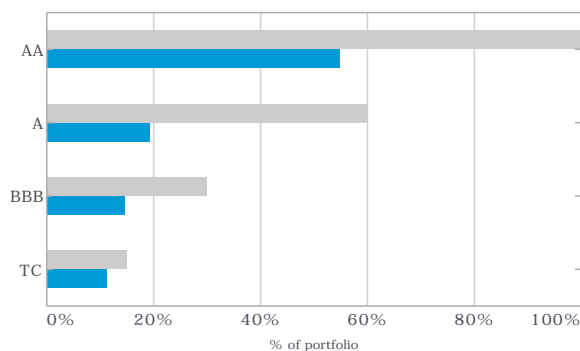
	Face Value (\$)	Current Value (\$)
Cash	2,867,418	2,867,418
Floating Rate Note	500,000	506,080
Managed Funds	2,369,803	2,369,803
Term Deposit	15,255,008	15,255,008
	20,992,229	20,998,309

Investment Performance

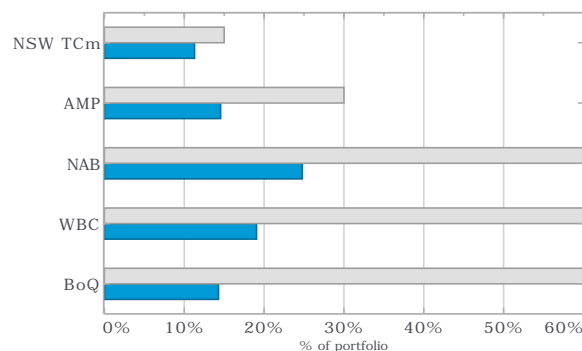


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Term to Maturities

	Face Value (\$)	Policy Max
Between 0 and 1 years	20,492,229	98% 100% a
Between 1 and 3 years	500,000	2% 60% a
	20,992,229	

Portfolio Exposure

Investment Policy Limit



Hunters Hill Council

Investment Holdings Report - November 2025

Cash Accounts

Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
717,392.60	3.60%	Commonwealth Bank of Australia	AA-	717,392.60	545055	BOS
1,042,686.53	3.90%	Macquarie Bank	A+	1,042,686.53	540871	Accelerator
1,107,338.86	0.00%	Commonwealth Bank of Australia	AA-	1,107,338.86	538227	General
2,867,417.99	2.32%			2,867,417.99		

Managed Funds

Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
2,369,802.63	-0.3023%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	2,369,802.63	541469	
2,369,802.63	-0.3023%				2,369,802.63		

Term Deposits

Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
1-Dec-25	1,000,000.00	4.30%	Bank of Queensland	A-	1,000,000.00	2-Jun-25	1,021,441.10	546105	21,441.10	At Maturity	
15-Dec-25	1,000,000.00	4.45%	AMP Bank	BBB+	1,000,000.00	11-Jun-25	1,021,091.78	546155	21,091.78	At Maturity	
12-Jan-26	1,000,000.00	4.30%	AMP Bank	BBB+	1,000,000.00	6-Aug-25	1,013,783.56	546309	13,783.56	At Maturity	
10-Feb-26	555,008.31	4.25%	AMP Bank	BBB+	555,008.31	12-Aug-25	562,181.60	546329	7,173.29	At Maturity	
23-Feb-26	500,000.00	4.15%	Westpac Group	AA-	500,000.00	28-Aug-25	505,400.68	546385	5,400.68	At Maturity	
9-Mar-26	1,200,000.00	4.22%	National Australia Bank	AA-	1,200,000.00	27-May-25	1,226,083.07	546087	26,083.07	At Maturity	
10-Mar-26	1,000,000.00	4.65%	National Australia Bank	AA-	1,000,000.00	11-Mar-25	1,033,760.27	545897	33,760.27	At Maturity	
17-Mar-26	1,000,000.00	4.63%	National Australia Bank	AA-	1,000,000.00	18-Mar-25	1,032,727.12	545938	32,727.12	At Maturity	
20-Mar-26	500,000.00	4.15%	AMP Bank	BBB+	500,000.00	11-Jun-25	509,834.93	546154	9,834.93	At Maturity	
6-Apr-26	1,000,000.00	4.13%	Westpac Group	AA-	1,000,000.00	28-Aug-25	1,010,749.32	546386	10,749.32	At Maturity	
1-Jun-26	1,000,000.00	4.25%	National Australia Bank	AA-	1,000,000.00	29-Sep-25	1,007,335.62	546612	7,335.62	At Maturity	
10-Jun-26	1,000,000.00	4.11%	Westpac Group	AA-	1,000,000.00	28-Aug-25	1,010,697.26	546387	10,697.26	At Maturity	
23-Jun-26	1,000,000.00	4.35%	Bank of Queensland	A-	1,000,000.00	25-Nov-25	1,000,715.07	546875	715.07	At Maturity	
29-Jun-26	500,000.00	4.12%	Westpac Group	AA-	500,000.00	29-Aug-25	505,305.21	546393	5,305.21	At Maturity	



Hunters Hill Council

Investment Holdings Report - November 2025



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
2-Jul-26	1,000,000.00	4.12%	Westpac Group	AA-	1,000,000.00	29-Aug-25	1,010,610.41	546392	10,610.41	At Maturity	
13-Jul-26	1,000,000.00	4.24%	National Australia Bank	AA-	1,000,000.00	30-Sep-25	1,007,202.19	546615	7,202.19	At Maturity	
27-Jul-26	1,000,000.00	4.35%	Bank of Queensland	A-	1,000,000.00	27-Nov-25	1,000,476.71	546882	476.71	At Maturity	
	15,255,008.31	4.29%			15,255,008.31		15,479,395.90		224,387.59		

Floating Rate Notes

Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
13-Jan-28	500,000.00	4.7250%	CBA Snr FRN (Jan28) BBSW+ 1.15%	AA-	500,000.00	13-Jan-23	509,251.58	543689	3,171.58	13-Jan-26	
	500,000.00	4.7250%			500,000.00		509,251.58		3,171.58		



Hunters Hill Council

Accrued Interest Report - November 2025

Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Cash									
Commonwealth Bank of Australia	538227					0.55	0	4.21	0.00%
Commonwealth Bank of Australia	545055					1,419.80	0	2,122.70	3.60%
Macquarie Bank	540871					2,870.41	0	2,870.41	3.90%
						4,290.76		4,997.32	2.29%
Floating Rate Note									
CBA Snr FRN (Jan28) BBSW+ 1.15%	543689		500,000.00	13-Jan-23	13-Jan-28	0.00	30	1,941.79	4.73%
						0.00		1,941.79	4.73%
Term Deposits									
AMP Bank	546088		1,000,000.00	27-May-25	3-Nov-25	19,726.03	2	246.58	4.50%
Suncorp Bank	546008		1,000,000.00	29-Apr-25	25-Nov-25	26,465.75	24	3,024.65	4.60%
Bank of Queensland	546105		1,000,000.00	2-Jun-25	1-Dec-25	0.00	30	3,534.25	4.30%
AMP Bank	546155		1,000,000.00	11-Jun-25	15-Dec-25	0.00	30	3,657.53	4.45%
AMP Bank	546309		1,000,000.00	6-Aug-25	12-Jan-26	0.00	30	3,534.24	4.30%
AMP Bank	546329		555,008.31	12-Aug-25	10-Feb-26	0.00	30	1,938.73	4.25%
Westpac Group	546385		500,000.00	28-Aug-25	23-Feb-26	0.00	30	1,705.47	4.15%
National Australia Bank	546087		1,200,000.00	27-May-25	9-Mar-26	0.00	30	4,162.19	4.22%
National Australia Bank	545897		1,000,000.00	11-Mar-25	10-Mar-26	0.00	30	3,821.91	4.65%
National Australia Bank	545938		1,000,000.00	18-Mar-25	17-Mar-26	0.00	30	3,805.48	4.63%
AMP Bank	546154		500,000.00	11-Jun-25	20-Mar-26	0.00	30	1,705.48	4.15%
Westpac Group	546386		1,000,000.00	28-Aug-25	6-Apr-26	0.00	30	3,394.53	4.13%
National Australia Bank	546612		1,000,000.00	29-Sep-25	1-Jun-26	0.00	30	3,493.15	4.25%
Westpac Group	546387		1,000,000.00	28-Aug-25	10-Jun-26	0.00	30	3,378.08	4.11%
Bank of Queensland	546875		1,000,000.00	25-Nov-25	23-Jun-26	0.00	6	715.07	4.35%
Westpac Group	546393		500,000.00	29-Aug-25	29-Jun-26	0.00	30	1,693.16	4.12%
Westpac Group	546392		1,000,000.00	29-Aug-25	2-Jul-26	0.00	30	3,386.30	4.12%
National Australia Bank	546615		1,000,000.00	30-Sep-25	13-Jul-26	0.00	30	3,484.93	4.24%

Hunters Hill Council

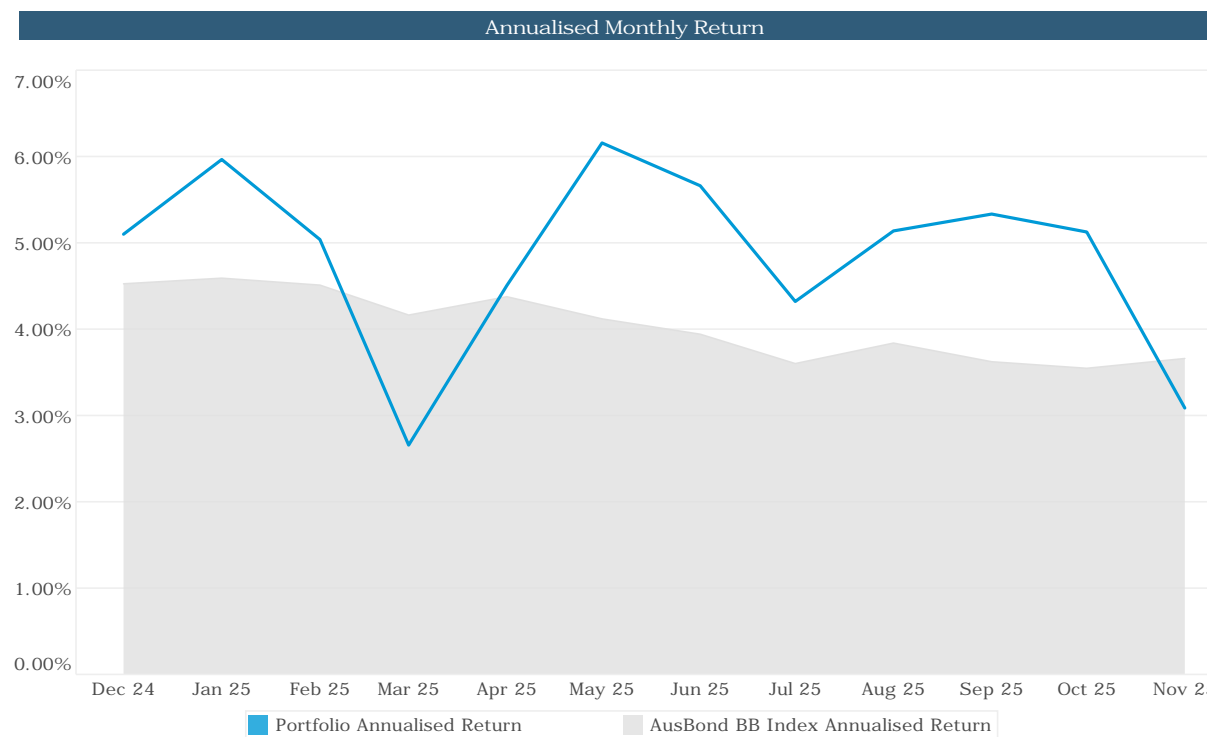
Accrued Interest Report - November 2025



Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Bank of Queensland	546882		1,000,000.00	27-Nov-25	27-Jul-26	0.00	4	476.71	4.35%
						46,191.78		51,158.44	4.31%
<u>Grand Totals</u>						<u>50,482.54</u>		<u>58,097.55</u>	<u>4.01%</u>

Hunters Hill Council

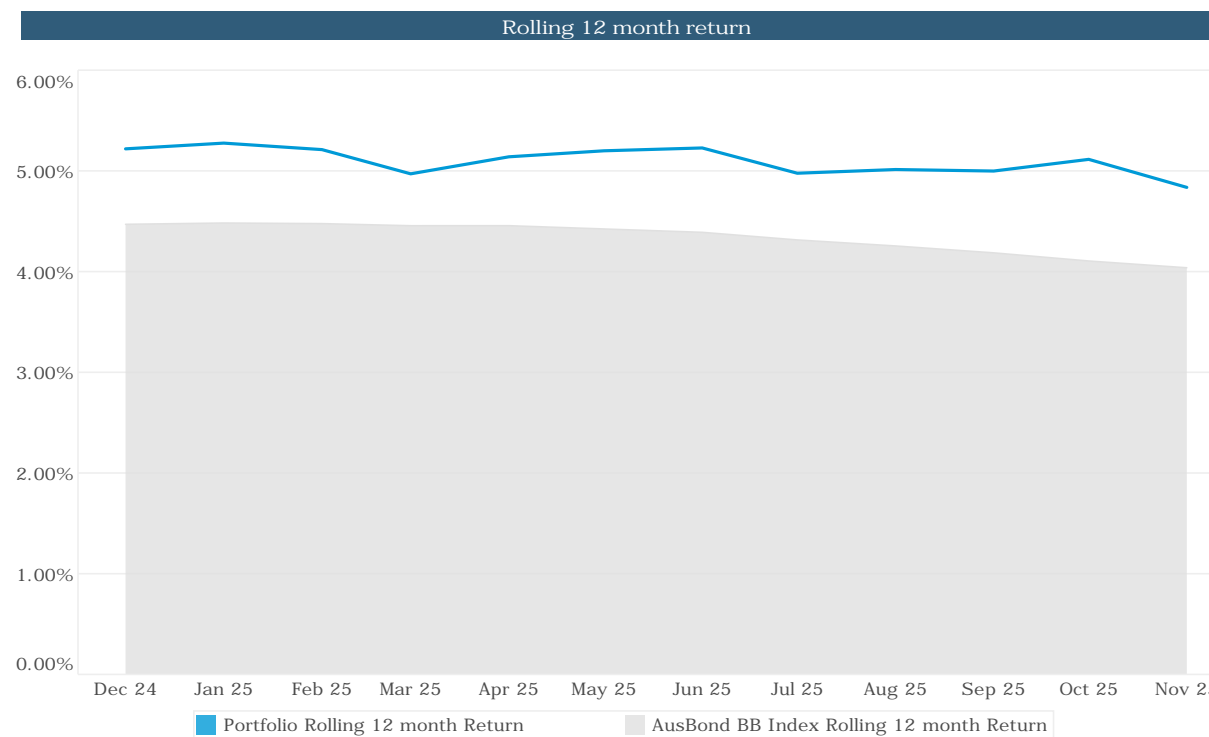
Investment Performance Report - November 2025



Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Nov 2025	3.09%	3.66%	-0.57%
Last 3 months	4.52%	3.61%	0.91%
Last 6 months	4.78%	3.70%	1.08%
Financial Year to Date	4.60%	3.65%	0.95%
Last 12 months	4.84%	4.04%	0.80%

Hunters Hill Council

Investment Performance Report - November 2025

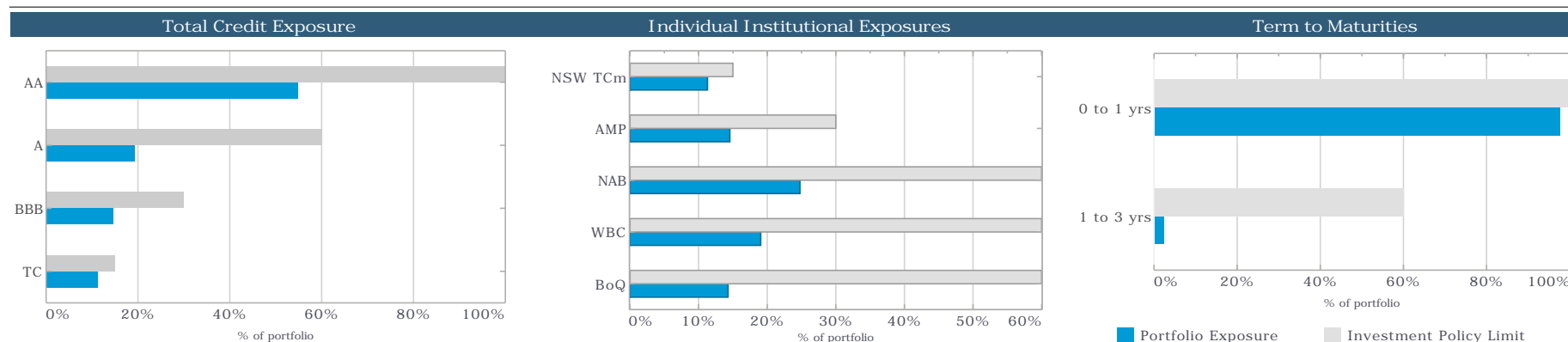


Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Nov 2025	0.25%	0.30%	-0.05%
Last 3 months	1.11%	0.89%	0.22%
Last 6 months	2.37%	1.84%	0.53%
Financial Year to Date	1.90%	1.52%	0.38%
Last 12 months	4.84%	4.04%	0.80%



Hunters Hill Council

Investment Policy Compliance Report - November 2025



Credit Rating Group	Face Value (\$)	Policy Max
AA	11,524,731	55% 100% a
A	4,042,687	19% 60% a
BBB	3,055,008	15% 30% a
TC	2,369,803	11% 15% a
	20,992,229	

Institution	% of portfolio	Investment Policy Limit
NSW T-Corp (TCm)	11%	15% a
AMP Bank (BBB+)	15%	30% a
National Australia Bank (AA-)	25%	60% a
Westpac Group (AA-)	19%	60% a
Bank of Queensland (A-)	14%	60% a
Commonwealth Bank of Australia (AA-)	11%	60% a
Macquarie Bank (A+)	5%	60% a

	Face Value (\$)	Policy Max
Between 0 and 1 years	20,492,229	98% 100% a
Between 1 and 3 years	500,000	2% 60% a
	20,992,229	

a = compliant
r = non-compliant

Hunters Hill Council

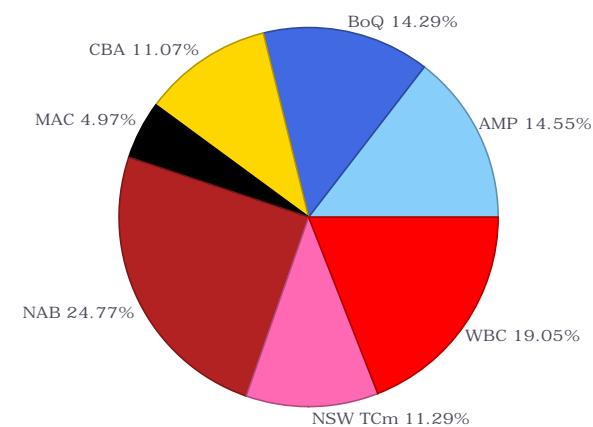
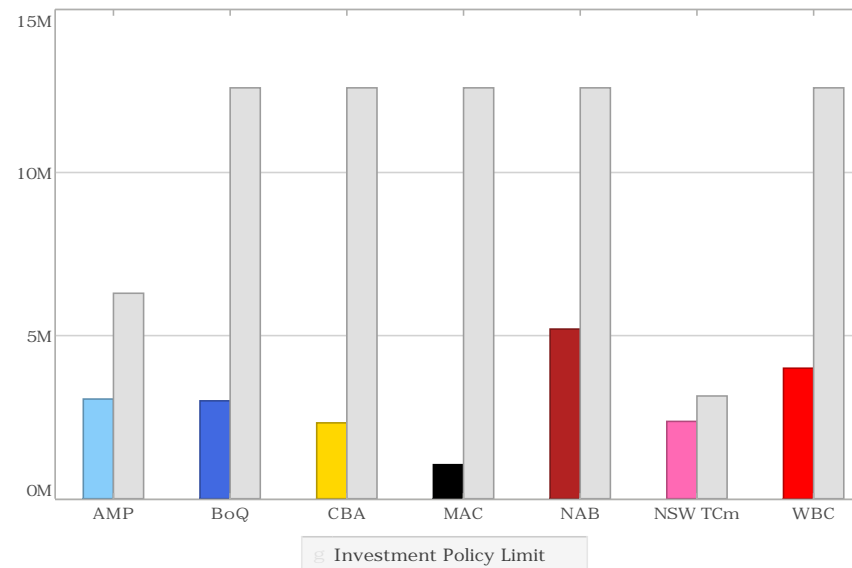
Individual Institutional Exposures Report - November 2025



Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	3,055,008	15%	6,297,669	30%	3,242,661
Bank of Queensland (A-)	3,000,000	14%	12,595,337	60%	9,595,337
Commonwealth Bank of Australia (AA-)	2,324,731	11%	12,595,337	60%	10,270,606
Macquarie Bank (A+)	1,042,687	5%	12,595,337	60%	11,552,650
National Australia Bank (AA-)	5,200,000	25%	12,595,337	60%	7,395,337
NSW T-Corp (TCm)	2,369,803	11%	3,148,834	15%	779,031
Westpac Group (AA-)	4,000,000	19%	12,595,337	60%	8,595,337
	20,992,229				

Individual Institutional Exposure Charts



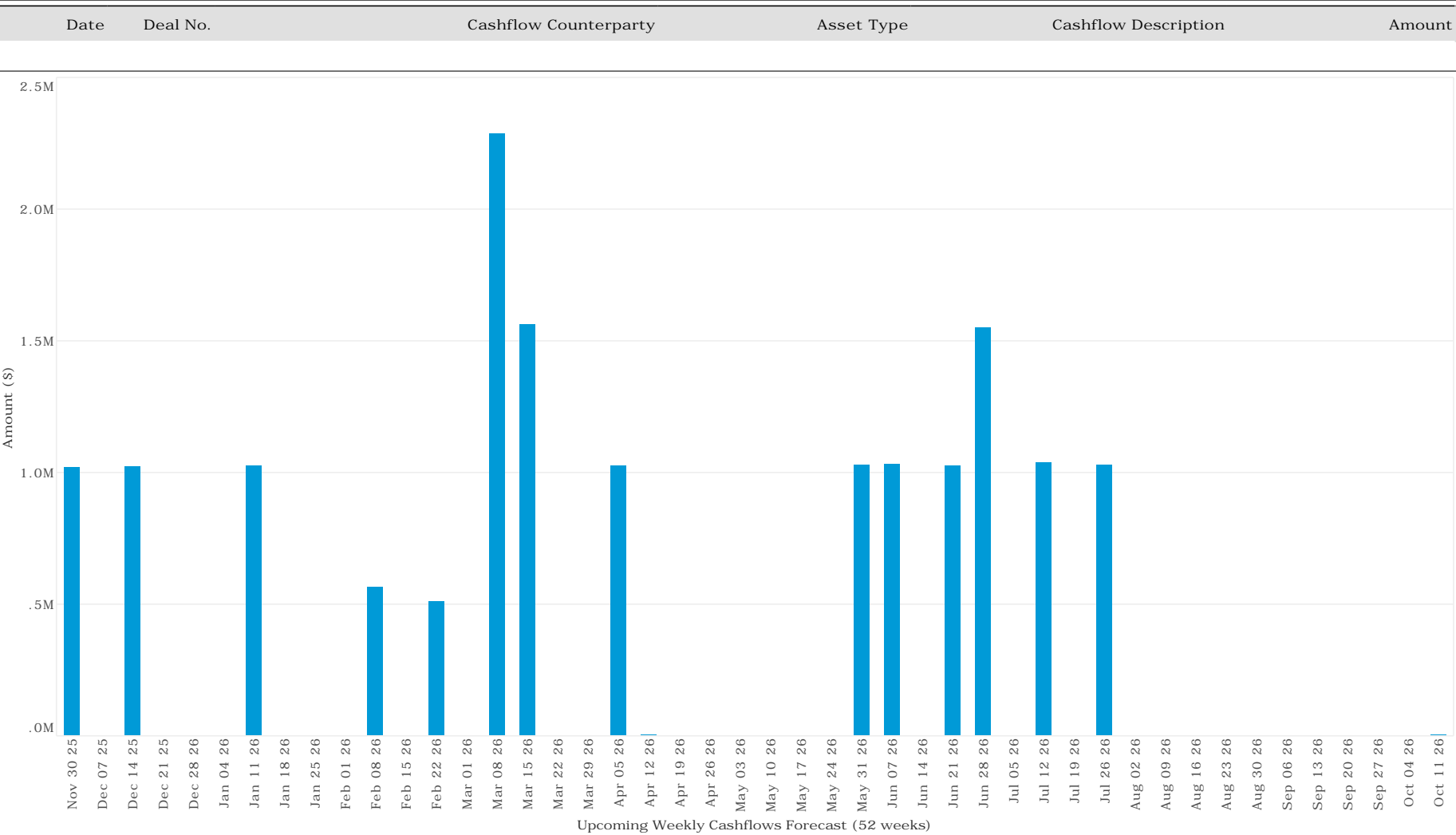
Hunters Hill Council

Cashflows Report - November 2025

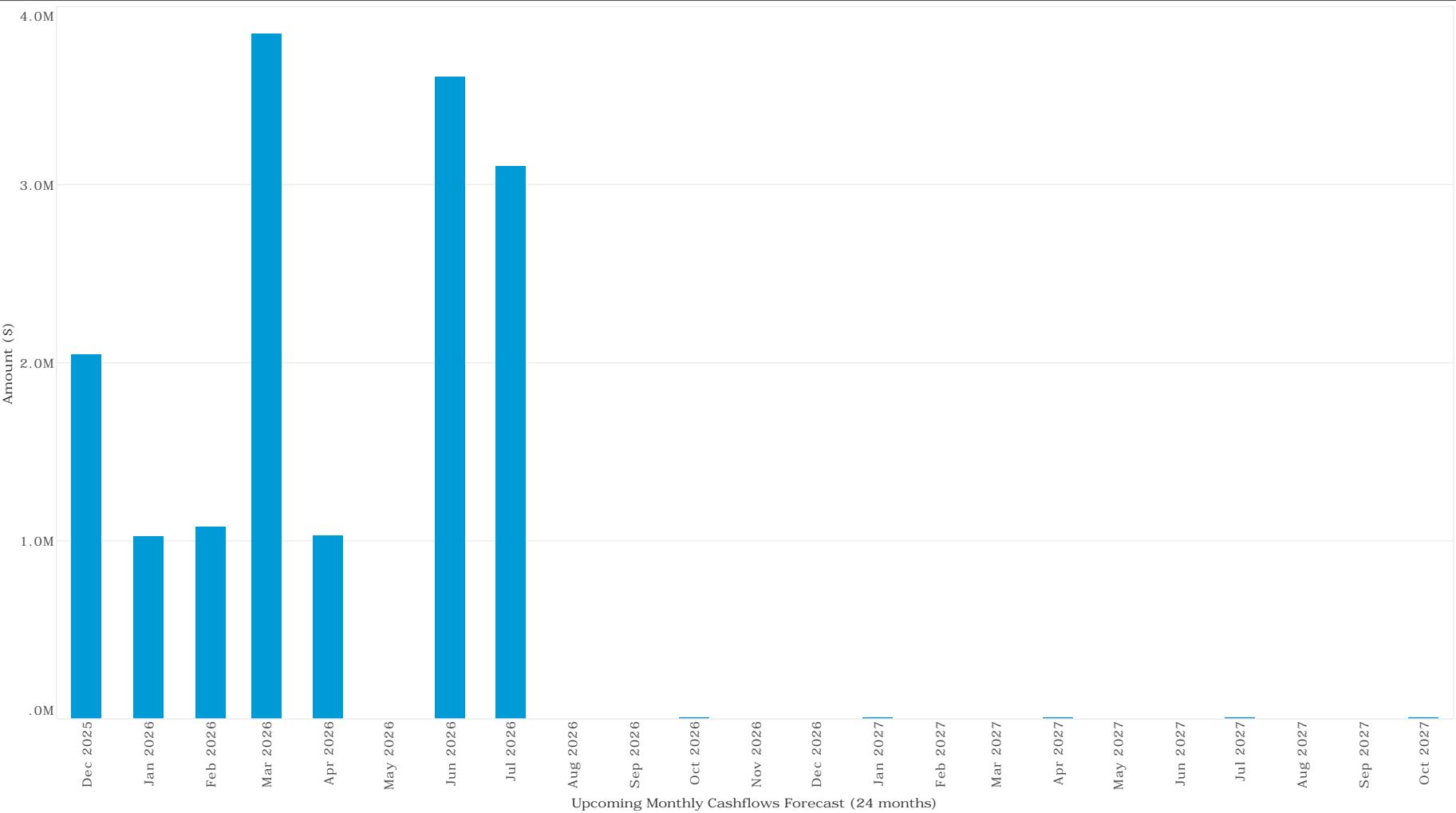


Actual Cashflows for November 2025					
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
3-Nov-25	546088	AMP Bank	Term Deposit	Maturity: Face Value	1,000,000.00
		AMP Bank	Term Deposit	Maturity: Interest Received/Paid	19,726.03
				<u>Deal Total</u>	<u>1,019,726.03</u>
				Day Total	1,019,726.03
25-Nov-25	546008	Suncorp Bank	Term Deposit	Maturity: Face Value	1,000,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	26,465.75
				<u>Deal Total</u>	<u>1,026,465.75</u>
				Day Total	1,026,465.75
25-Nov-25	546875	Bank of Queensland	Term Deposit	Settlement: Face Value	-1,000,000.00
				<u>Deal Total</u>	<u>-1,000,000.00</u>
				Day Total	26,465.75
27-Nov-25	546882	Bank of Queensland	Term Deposit	Settlement: Face Value	-1,000,000.00
				<u>Deal Total</u>	<u>-1,000,000.00</u>
				Day Total	-1,000,000.00
				<u>Total for Month</u>	<u>46,191.78</u>
Forecast Cashflows for December 2025					
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
1-Dec-25	546105	Bank of Queensland	Term Deposit	Maturity: Face Value	1,000,000.00
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	21,441.10
				<u>Deal Total</u>	<u>1,021,441.10</u>
				Day Total	1,021,441.10
15-Dec-25	546155	AMP Bank	Term Deposit	Maturity: Face Value	1,000,000.00
		AMP Bank	Term Deposit	Maturity: Interest Received/Paid	22,798.63
				<u>Deal Total</u>	<u>1,022,798.63</u>
				Day Total	1,022,798.63
				<u>Total for Month</u>	<u>2,044,239.73</u>

Hunters Hill Council
Cashflows Report - November 2025



Hunters Hill Council
Cashflows Report - November 2025



ITEM NO	: 4.12
SUBJECT	: DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY IN NOVEMBER 2025
STRATEGIC OUTCOME	: DEVELOPMENT APPLICATION, REGULATION AND MONITORING SERVICES ARE STREAMLINED, MORE ACCESSIBLE, AND USER FRIENDLY
ACTION	: ASSESSMENT OF DEVELOPMENT AND CONSTRUCTION PROCESSES IS REVIEWED AND STREAMLINED
REPORTING OFFICER	: STEVE KOUREPIS

Ref:805496

PURPOSE

The purpose of this report is to advise of Development Applications determined under delegated authority for the period of November 2025.

DELEGATED AUTHORITY

In accordance with Section 327 of the Local Government Act 1993, authority is hereby delegated to the Director, Town Planning to exercise and perform those powers, duties and functions in line with the authority and limitations of that position. These include approval and refusal of Development Applications as per Section 10 of Hunter's Hill Council Delegations of Authority.

Further information and documentation regarding approval or refusal of Development Applications can be found on Council's DA Tracker -

<https://eplanning.huntershill.nsw.gov.au/Public/PlanningRegister.aspx>

RECOMMENDATION

1. That the report be received and noted.

REPORT

Type of Report	Delegated Authority	Inspection Date	02/09/25
Development Application No.	DA20240190-1	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Justin Quinlan	Value	\$1,993,416
Premises	22 Lyndhurst Crescent, Hunters Hill	Landscaped Area	38% (same as existing)
Classification (BCA)	1a, 10a, 10b	Date lodged	08/08/25
Assessing Officer	Patrick Ogisi	Determination Date	31/10/25

Proposal	s4.55 modification - Extension of subterranean basement under approved building. Inclusion of internal lift. Minor internal modifications.
Determination	Refusal

Type of Report	Delegated Authority	Inspection Date	09/07/25
Development Application No.	DA20250130	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Melissa Samcou	Value	\$194,150
Premises	10 Barons Crescent, Hunters Hill	Landscaped Area	51%
Classification (BCA)	1a, 10a, 10b	Date lodged	12/06/25
Assessing Officer	Patrick Ogisi	Determination Date	29/09/25
Proposal	Proposed new driveway and garage, including landscaping and boundary fence		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	10.09.25
Development Application No.	DA2022/0006-1	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Robyn Jonsson	Value	N/A
Premises	6 Ady Street, Hunters Hill	Landscaped Area	50%
Classification (BCA)	1a, 10a, 10b	Date lodged	31.07.25
Assessing Officer	Shahram Mehdizadgan	Determination Date	27.10.25
Proposal	Alterations and additions at the rear of the existing single storey semi detached dwelling house, a hardstand parking area at the front and a swimming pool at the rear of the house - s4.55 modification - relocation of the swimming pool		
Determination	Approval		

Development Application No.	DA 2025-0231	Zone	R2
Construction Certificate No.	CC ****/****	Notification	Yes
Applicant	John Moroney	Value	N/A
Premises	31 Augustine Street Hunters Hill	Garden Area	N/A
Classification (BCA)	N/A	Date lodged	24.10.2025
Assessing Officer	Anna Hopwood Martin Peacock	Determination Date	04.11.2025
Proposal	Removal of one (1) tree		
Determination	Approve removal of one (1) tree, with the planting of one (1) replacement tree within the property		

Tree 1 – *Cinnamomum camphora* (Camphor Laurel)

- Semi mature specimen
- Good/fair health
- Low landscape value
- Presumed self-sown
- Growing adjacent to rear boundary in close proximity to neighbour's dwelling
- Environmental weed species growing in an inappropriate location given the potential mature size of the species
- Arboricultural Report provides similar observations to those detailed above
- Application for tree removal is **approved**
- Replacement planting is required to maintain the canopy cover in the suburb

The following trees may be removed:

Tree 1	Location	Comments
<i>Cinnamomum camphora</i> (Camphor Laurel)	Rear garden	Remove tree due to weed status and inappropriate location

The following replacement planting is required:

Location	Minimum container size at purchase	No. of replacement plants required	Replacement tree species
Within the property	45 litre	1	<i>Tristanopsis laurina</i> 'Luscious' (Water Gum cultivar) or <i>Alloxylon flammeum</i> (Tree Waratah) or <i>Lagerstoemia indica</i> (Crepe Myrtle)

Note 1: Please contact Council's Tree & Landscape Consultant if you would like to nominate an alternate replacement species

Note 2: The replacement trees should be located at sufficient distance as to minimise conflict with adjacent structures when fully mature.

Type of Report	Delegated Authority	Inspection Date	28.08.25
Development Application No.	DA2025/0190	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Alfred Daou	Value	\$49,500
Premises	15 Wybalena Road Hunters Hill	Landscaped Area	51%
Classification (BCA)	10b	Date lodged	07.08.25

Assessing Officer	Shahram Mehdizadgan	Determination Date	12.11.25
Proposal	Swimming pool and related landscaping		
Determination	Approval		
Type of Report	Delegated Authority	Inspection Date	30/10/25
Development Application No.	DA20250224	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Angelo Parisi	Value	\$1,100,000
Premises	8 Ernest Street, Hunters Hill	Landscaped Area	52%
Classification (BCA)	1a, 10a, 10b	Date lodged	24/09/25
Assessing Officer	Patrick Ogisi	Determination Date	06/11/25
Proposal	Alterations and additions to an existing dwelling including swimming pool and related landscaping.		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	N/A
Development Application No.	DA2024/0101-2	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Stephen Ryan	Value	\$0
Premises	51 Ryde Road, Hunters Hill	Landscaped Area	50.2%
Classification (BCA)	1a, 10a	Date lodged	24/10/2025
Assessing Officer	Patrick Ogisi	Determination Date	28/10/2025
Proposal	Section 4.55 application final hydraulic and architectural plans submitted for clarity		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	10.11.25
Development Application No.	DA2021/1246-5	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Avedis Kalloghlian	Value	\$10,000
Premises	6 Sea Street, Hunters Hill	Landscaped Area	N/A
Classification (BCA)	1a	Date lodged	14.10.25
Assessing Officer	Shahram Mehdizadgan	Determination Date	17.11.25
Proposal	Alterations and additions to the existing residential dwelling - s4.55 modification - glass balustrade on Level 1 balcony		
Determination	Refusal		

Type of Report	Delegated Authority	Inspection Date	Several Site Inspections Were Carried Out
Development Application No.	DA20250204	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Shave Govender	Value	\$27,595
Premises	1 Wybalena Road, Hunters Hill	Landscaped Area	68%
Classification (BCA)	1a, 10a, 10b	Date lodged	25/08/2025
Assessing Officer	Patrick Ogisi	Determination Date	24/09/2025
Proposal	Use of basketball court as part of existing residence, repaint basketball court and resurfacing of the existing concrete driveway		
Determination	Refusal		

Type of Report	Delegated Authority	Inspection Date	25/08/25
Development Application No.	DA20250175	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Wei Lei	Value	\$44,000
Premises	9 Barons Crescent, Hunters Hill	Landscaped Area	N/A
Classification (BCA)	N/A	Date lodged	05/08/25
Assessing Officer	Patrick Ogisi	Determination Date	13/10/25
Proposal	Subdivision of one lot into two lots.		
Determination	Refusal		

Type of Report	Delegated Authority	Inspection Date	18/08/25
Development Application No.	DA20250164	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Chrismar Adianto	Value	\$366,300
Premises	8 Sunnyside Street, Gladesville	Landscaped Area	55.5%
Classification (BCA)	1a, 10a, 10b	Date lodged	16/07/25
Assessing Officer	Patrick Ogisi	Determination Date	13/10/25
Proposal	Proposed two bedroom secondary dwelling and proposed internal alteration and rear addition to the primary residence		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	07/08/25
Development Application No.	DA20250169	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Peter Edmundson	Value	\$26,500
Premises	61 The Point Road, Woolwich	Landscaped Area	61%
Classification (BCA)	1a, 10a, 10b	Date lodged	28/07/25
Assessing Officer	Patrick Ogisi	Determination Date	14/10/25
Proposal	Construction of hard stand off street car parking space, modify existing front fence to create gate for parking space plus landscaped elements		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	17/09/25
Development Application No.	DA20250173	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Brooke Darragh	Value	\$500,000
Premises	24 Mount Street, Hunters Hill	Landscaped Area	58%
Classification (BCA)	1a, 10a, 10b	Date lodged	08/08/25
Assessing Officer	Patrick Ogisi	Determination Date	31/10/25
Proposal	Alterations and additions to the existing dwelling including a swimming pool		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	12.09.25
Development Application No.	DA2024/0178-1	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Joe Vescio	Value	\$960,850
Premises	9 Centenary Avenue Hunters Hill	Landscaped Area	52%
Classification (BCA)	1a, 10a, 10b	Date lodged	28.08.25
Assessing Officer	Shahram Mehdizadgan	Determination Date	20.11.25
Proposal	Demolition of the existing dwelling and structures and erection of a new dwelling house – s4.55 Modifications - change to the extent of excavation		
Determination	Approval		

Development Application No.	DA 2025-0237	Zone	R2
Construction Certificate No.	CC ****/****	Notification	Yes

Applicant	Isaac Dandan	Value	N/A
Premises	8 Viret Street Hunters Hill	Garden Area	N/A
Classification (BCA)	N/A	Date lodged	05.11.2025
Assessing Officer	Anna Hopwood Martin Peacock	Determination Date	17.11.2025
Proposal	Removal of one (1) tree		
Determination	Approve removal of one (1) tree, with the planting of one (1) replacement trees within the property		
Tree 1 – <i>Cupressus x leylandii</i> (Leyland Cypress) <ul style="list-style-type: none">• Mature specimen with low landscape value• Good/fair health• Minor co-dominant inclusion• Crown contact with building• The Arboricultural Report includes a tree risk assessment which determines the tree to be ‘Tolerable’ in terms of risk and recommends tree removal due to the presence of the co-dominant inclusion• The co-dominant inclusion is not a significant structural defect that would warrant tree removal, as the likelihood of failure is improbable• The tree has been planted in an inappropriate location, given pruning to provide building clearance would open up the bare, inner crown of the tree and further reduce its landscape value• Application for tree removal is approved based on the tree’s inappropriate location and low value landscape value• Replacement planting is required to maintain the canopy cover in the suburb			

The following trees may be removed:

Tree 1	Location	Comments
<i>Cupressus x leylandii</i> (Leyland Cypress)	Side garden	Remove tree due to inappropriate location

The following replacement planting is required:

Location	Minimum container size at purchase	No. of replacement plants required	Replacement tree species
Within the front garden at the property	45 litre	1	<i>Acer palmatum</i> (Japanese Maple) or <i>Backhousia citriodora</i> (Lemon Myrtle) or <i>Hymenosporum flavum</i> (Native Frangipani)

Note 1: Please contact Council's Tree & Landscape Consultant if you would like to nominate an alternate replacement species

Note 2: The replacement trees should be located at sufficient distance as to minimise conflict with adjacent structures when fully mature.

Type of Report	Delegated Authority	Inspection Date	27/10/25
Development Application No.	DA20240227-1	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Robin Mcinnes	Value	\$365,000
Premises	3 Isler Street, Gladesville	Landscaped Area	45%
Classification (BCA)	1a, 10a, 10b	Date lodged	17/09/25
Assessing Officer	Patrick Ogisi	Determination Date	21/10/25
Proposal	s4.55 modification - removal of Schedule 1 - deferred commencement condition.		
Determination	Refusal		

Type of Report	Delegated Authority	Inspection Date	Several inspections were carried out
Development Application No.	DA20250176	Zone	R2 Low Density Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	George Saad	Value	\$1,418,065

Premises	4 Croissy Avenue, Hunters Hill	Landscaped Area	60.1%
Classification (BCA)	1a, 10a, 10b	Date lodged	01/08/25
Assessing Officer	Patrick Ogisi	Determination Date	3/11/25
Proposal	Alterations & Additions to an existing dwelling with an additional pool and landscaping works		
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	02.10.25
Development Application No.	DA2025/0213	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Alessandro D'Andrea	Value	Nil
Premises	15 The Avenue, Hunters Hill	Landscaped Area	N/A
Classification (BCA)	1a	Date lodged	11.09.25
Assessing Officer	Shahram Mehdizadgan	Determination Date	21.11.25
Proposal	Strata subdivision of existing dual occupancy		
Determination	Approval		

ATTACHMENTS

There were no attachments to this report.

ITEM NO	: 4.13
SUBJECT	: REPORT OF LEGAL MATTERS - NOVEMBER 2025
STRATEGIC OUTCOME	: DEVELOPMENT APPLICATION, REGULATION AND MONITORING SERVICES ARE STREAMLINED, MORE ACCESSIBLE, AND USER FRIENDLY
ACTION	: ASSESSMENT OF DEVELOPMENT AND CONSTRUCTION PROCESSES IS REVIEWED AND STREAMLINED
REPORTING OFFICER	: STEVE KOUREPIS

Ref:805500

PURPOSE

The purpose of this report is to update Council on legal matters pertaining to planning matters. These matters are generally with the Land and Environment Court.

RECOMMENDATION

1. That the report be received and noted.

REPORT

Attached are Status Reports provided by Council's Legal Advisors: HWL Ebsworth and Marsdens.

ATTACHMENTS

1. HWL Ebsworth [↓](#)
2. Marsdens [↓](#)

Hunters Hill Council
Status Report
November 2025



CURRENT/PENDING MATTERS							
Our Ref	Matter Name	Acting Solicitor	Details/Description/Issues	Date filed	Summary of issues/investigate conducted/Status/Forecast	Fees billed to date excluding GST	Disbs billed to date excluding GST
1204827	HHC v Zubaida Potres - Potential Class 4 proceedings 8 William Street, Hunters Hill	Philip Brown	Potential class 4 enforcement proceedings in relation to Council order concerning unauthorised pergola, paving and glass balustrade Refused/Deemed Refusal Issues are: privacy and landscaping	8/11/2023	Warning letter drafted/ sent to owners (21/12/2023) Without prejudice on site meeting occurred on 4 March 2024. Matter resolved via agreement of applicant to in summary carry out works and lodge BIC. However, it appears agreement has not been complied with. Further warning letters sent. Meeting with owner held 8am on 28 November 2025 at Council chambers.	\$17,536.40	\$26.64
1225621	HHC ats Micheal Fountain Architects Pty Ltd - Class 1 Application LEC2024/130582 - 2C Margaret Street, Woolwich NSW 2110	Philip Brown	Refused/Deemed Refusal Issues are: planning, heritage, visual impact, traffic, contamination, marine ecology, marine archaeology, aboriginal cultural heritage, noise	15/04/2024	SOFAC filed Experts and Counsel have been engaged Objector parties joined as parties pursuant to statutory rights to be joined. S34 conciliation conference occurred on 19 September 2024 S34 conciliation conference has been adjourned to allow the parties to narrow the issue in dispute. Section 34 conference terminated. The matter was listed for a 10 day hearing commencing onsite at 9:30am on 4 September 2025 and concluding on 17 September 2025 . Leave was granted for the Applicant to rely upon the amended application on 8 May 2025. Additional amended material still forthcoming. Council's and the 2-11 th Respondent's Amended SOFAC filed 20 June 2025 All evidence/ joint reports filed.	\$254,955.10	\$668,397.54

Hunters Hill Council
Status Report
December 2025

CURRENT/PENDING MATTERS							
Our Ref	Matter Name	Acting Solicitor	Details/Description/Issues	Date filed	Summary of issues/investigate conducted/Status/Forecast	Fees billed to date excluding GST	Disbs billed to date excluding GST
					The hearing has concluded and judgment is reserved. Costs thrown away offers/ counter-offers ongoing.		
1290044	HHC ats Jerry Vanhua Lee - BIC Appeal - Class 1 Application LEC2025/163197 - 8 Salter Street, Huntleys Cove NSW 2111	Philip Brown	Refused/Deemed Refusal Issues are: planning, heritage and BCA non compliance, impact upon setting of heritage item	06/05/2025	Hearing occurred on 25-26 September 2025 (heard together with DA proceedings no. LEC2025/163189). SOFAC in Reply filed. Town planner and heritage consultant briefed. Appeal dismissed on 21 November 2025.	\$37,580.40	\$26.39
1290033	HHC ats Jerry Vanhua Lee - DA20240233 Appeal - Class 1 Application LEC2025/163189 - 8 Salter Street, Huntleys Cove NSW 2111	Philip Brown	Refused/Deemed Refusal Issues are: Issues are: planning, heritage and BCA non compliance, impact upon setting of heritage item	06/05/2025	Hearing occurred on 25-26 September 2025 (heard together with BIC proceedings no. LEC2025/163197). SOFAC filed and Objectors notified. Town planner and heritage consultant briefed. Appeal dismissed on 21 November 2025.	\$40,935.30	\$24,344.75
1320539	HHC ats Coral Sea Estates Pty Ltd - Class 1 Application - DA2022/0114 - 39 Alexandra Street, Hunters Hill NSW	Philip Brown	Refused/Deemed Refusal Issues are: heritage issues related to proposed removal of approved awning on heritage item	10/09/2025	Town planner/ heritage consultant, engineer and noise consultant briefed. Matter listed for s 34 conference on 29 January 2026. Council's SOFAC filed and objectors notified.	\$16,785.00	\$8,290.63

Hunters Hill Council
Status Report
December 2025

CURRENT/PENDING MATTERS							
Our Ref	Matter Name	Acting Solicitor	Details/Description/Issues	Date filed	Summary of issues/investigate conducted/Status/Forecast	Fees billed to date excluding GST	Disbs billed to date excluding GST
			(with associated issues related to Viva Energy Pipeline) and unlawful acoustic barrier (which may raise related noise issues)				

Hunter's Hill Council Status Report November 2025

CURRENT/PENDING MATTERS						
Our Ref	Matter Name	Acting Solicitor	Additional matter type details where relevant	Date File Opened	Description/Further investigation being conducted/Status/Forecast	Fees billed to date excluding GST
470233	HCC – Kim & Kim– LEC 2025/00275620 – 38 Barons Crescent, Hunter's Hill	Adam Seton/Alicia Foley	Class 1 Application- Demolition of existing dwelling and construction of new two storey dwelling with basement parking and associated stormwater works on the land at 38 Barons Cres, Hunters Hill <i>Issues are:</i> <i>Character of Hunters Hill under ZR2 Low Density including Planning, Building Height, Site Topography, Excessive Tree removal, Adverse Visual Impact, Public Interest and precedent</i>	29/7/25	Deemed Refusal. Council issued correspondence to the Applicant identifying several issues with the development application recommending the application be withdrawn. Applicant commenced appeal in Land and Environment Court on 18 July 2025. These proceedings were listed for directions hearing 8 August 2025. Council's Statement of Facts and Contentions filed 19 August 2025. Short Minutes of Order filed 8 August 2025 confirming conciliation conference and hearing 18 and 19 December 2025 commencing 9.30am on site and returning to Land and Environment Court. The Registrar made the following Order with respect to the preparation of expert evidence: <ul style="list-style-type: none"> • Mark Adamson (Respondent's planning expert) and Anthony Betros (Applicant's planning expert) are to confer in relation to Contentions 1, 2, 3, 5, 6 and 7 under UCPR r 31.24 and prepare a joint expert report. • Catriona Mackenzie (Respondent's landscaping/arboricultural expert) and Gordon Blues (Applicant's arboricultural expert) and Scott Jarvis (Applicant's bushfire safety consultant) are to confer in relation to Contention 4 under UCPR r 31.24 and prepare a joint expert report. • Joint expert reports are to be filed and served by 11 November 2025 	\$3,353.00 \$1,680.00 (Expert fees)

Hunter's Hill Council
Status Report
November 2025

CURRENT/PENDING MATTERS						
Our Ref	Matter Name	Acting Solicitor	Additional matter type details where relevant	Date File Opened	Description/Further investigation being conducted/Status/Forecast	Fees billed to date excluding GST
474499	HCC – 7/11 – LEC 2025/00396940 – 7-11 Ryde Road, Hunters Hill	Adam Seton/Alicia Foley	Class 1 Application-Modification Application DA2023/0164 (residential flat building with basement carpark) to reduce number of units & internal configurations Pty: 7-11 Ryde Road, Hunters Hill <i>Issues are to be identified upon finalising Statement of Facts and Contentions which is to be finalised.</i>	29/7/25	Deemed Refusal. Applicant commenced appeal in Land and Environment Court on 15 October 2025 in respect of modification application. These proceedings are listed for conciliation conference 27 January 2026 . Council's Statement of Facts and Contentions is due to be filed by 7 November 2025 . Mark Adamson has been engaged to assist with the preparation of Council's Statement of Facts and Contentions.	Nil

ITEM NO	: 4.14
SUBJECT	: MINUTES OF THE CLARKE'S POINT RESERVE AND MORTS RESERVE PLAN OF MANAGEMENT COMMUNITY ADVISORY COMMITTEE (CAG) MEETING
STRATEGIC OUTCOME	: NATURAL SPACES, INCLUDING OUR BUSHLAND, URBAN TREE CANOPY, FORESHORES AND WATERWAYS ARE PRESERVED AND ENHANCED
ACTION	: UPDATE THE CLARKE'S POINT RESERVE PLAN OF MANAGEMENT (POM)
REPORTING OFFICER	: ANNIE GOODMAN

Ref:805723

PURPOSE

To provide Council with the minutes of the Clarke's Point Reserve and Morts Reserve Plan of Management Community Advisory Group (CAG) Meeting held on 26 November 2025.

RECOMMENDATION

1. That the minutes and briefing notes attached to this report be received and noted.

BACKGROUND

The role of the CAG is to shape future management by providing input into how Clarke's Point Reserve and Morts Reserve will be managed, balancing open space and recreation needs with heritage and ecological conservation.

The CAG will ensure decisions are community-informed, transparent, and sustainable by representing diverse stakeholder perspectives.

The key functions of the CAG are:

- Provide feedback by reviewing and commenting on draft strategies, landscape concepts, and management priorities.
- Identifying priorities by helping to determine the vision for the reserve, identify key values, and highlight any data gaps.
- Providing engagement support by suggesting strategies for community engagement and transparency and assist in promoting participation.
- Collaborating on studies by reviewing findings from technical studies (e.g., flora and fauna, traffic) and advise on implications.
- Encouraging ownership by supporting broad community ownership of the Plan of Management and its outcomes.

REPORT

The Community Advisory Group (CAG) for Clarke's Point Reserve and Morts Reserve was established following a Council resolution to ensure community-informed, transparent, and sustainable management of these significant public spaces. The CAG plays a critical role in shaping the PoM by reporting its minutes to Council. This is not just procedural, it underpins governance, accountability, and strategic alignment. Reporting minutes demonstrates that community voices, which are represented through the CAG are influencing decisions. This builds trust and reinforces Council's commitment to participatory governance.

Published minutes allow stakeholders and residents to stay informed about progress, priorities, and actions, reducing ambiguity and fostering engagement.

CONCLUSION

Feedback received from the Community Advisory Group (CAG) and the broader community will be used for consideration within the updated Plan of Management (PoM). This ensures that community perspectives are reflected in the final document and informs Council's decision-making process. By incorporating this feedback, the PoM will align with local priorities, enhance transparency, and strengthen Council's commitment to collaborative governance.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Minutes of the Clarke's Point Reserve and Morts Reserve CAG Meeting held 26 November 2025 [↓](#)
2. Richard White's Briefing Paper [↓](#)



ITEM : MINUTES

SUBJECT : CLARKE'S POINT RESERVE & MORTS RESERVE PLAN OF MANAGEMENT (PoM) COMMUNITY ADVISORY COMMITTEE (CAG)

DATE/TIME : WEDNESDAY 26 NOVEMBER 2025 AT 6.00PM

LOCATION : HUNTER'S HILL COUNCIL CHAMBER
22 ALEXANDRA STREET HUNTERS HILL

CHAIRPERSON : COUNCILLOR TATYANA VIRGARA

PURPOSE : The CAG will play a critical role in shaping how Clarke's Point Reserve and Morts Reserve are managed for the future - balancing open space and recreation needs with heritage and ecological conservation. The CAG will ensure that decisions are community-informed, transparent, and sustainable.

1. PRESENT

Cr Virgara	Councillor
Nick Tobin	General Manager
Annie Goodman	Director, Community & Customer
Jeff Ellis	Council's Property Advisor
Richard White	Community Member
Nicholas Yap	Community Member
Jason Chai	Hunters Hill Sailing Club
Daniel Sealy	Director, Planning - Sydney Harbour Trust
Kerrie Dedes	Deckhouse

2. APOLOGIES

David Kellet	Woolwich Dock
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3. BUSINESS ARISING

3.1 Update from Council and Stakeholders

Council Update

- Council hosted L' Art De La Terre En Plein Air - a landscape art competition at Clarke's Point Reserve on Sunday 2 November and received feedback about the update to the Plan of Management.

- Council staff recently undertook a walk-through of Clarke's Point Reserve to understand the topography of the site, determine maintenance schedules, necessary upgrades and accessibility solutions including walking track surfaces.
- Council Officers will be meeting with the Hunters Hill Sailing Club next week.
- Onsite corflute signage with QR codes will be placed onsite in the first week of December. A5 flyers have been printed and are available for distribution to properties neighbouring Clarke's Point Reserve. Council will update the project page on Council's website as necessary.

Richard White - Community Representative

Richard tabled 'Suggested improvements to assist in the management of Hunter's Hill Council and Harbour Trust lands at Woolwich' (attached). This paper was discussed in detail. The CAG thanked Richard for his in-depth suggestions on how to improve the area for the benefit of users and the community.

A summary of some of the suggestions included:

- Install and maintain all weather accessible pathways across all sites.
- Install seating/picnic areas and reinvigorate the slipway. There was once a climbing frame in place.
- Host more events at Clarke's Point Reserve and the Horse Paddock.
- Install directional and interpretive signage across all sites.
- Ensure tree plantings do not obstruct views to assist in reducing tree vandalism.
- Consider establishing sight lines from the Woolwich lookout, which have been obstructed with vegetation growth.
- Consider consistent hedging and pruning of vegetation.
- Create a structured area for emergency services near the Hunters Hill Sailing Club.
- Open the Harbour Trust's LARC carpark for overflow parking for events.
- Manage bush fire risk.
- Action the Hunters Hill Parking Strategy.
- Link the Horse Paddock to Kelly's Bush.
- Richard has spoken with and received feedback from several residents about ideas for the update to the PoM which are included in the attached document.

Nicholas Yap – Community Representative

- The French Markets are a good indication of parking capacity, particularly from the hours of 10am to 11.30am, which are peak hours for parking.

Jason Chai - Hunters Hill Sailing Club

- Council could consider looking at examples from other successful infrastructure projects such as The High Line in New York.
- The ramp needs to be upgraded.
- The Sailing Club and Council will meet shortly to discuss a number of items.
- Storage racks could be considered for boats and to get them off the ground.

Kerrie Dedes - Deckhouse

Kerrie outlined the following items:

- Current issues with the French markets as the Deckhouse has lost patrons as a result.
- Parking is a problem for Deckhouse guests.
- People getting married in Clarke's Point Reserve are not necessary having their receptions at the Deckhouse.

Cr Virgara – Hunter's Hill Council and Daniel Sealy – Harbour Trust

A number of questions were asked of the Sydney Harbour Trust including:

- Q) Does the Trust have any plans for the post war buildings 3 and 4 located within Woolwich Dock?
- A) Daniel Sealy responded stating that there is no immediate plan in place to alter or upgrade the buildings. There may be longer term plans for the buildings behind the Sawtooth building to be demolished/re purposed.
- Q) Would the Harbour Trust consider transferring or licencing the Woolwich lookout area to Council? Note: Cucinetta have been seeking outdoor dining for a number of years.
- A) The Harbour Trust can look into how this type of arrangement could be structured.
- Q) Is there any opportunity to have a RiverCat stop at the Deckhouse Wharf?
- A) The boat drop off/pick up at Deckhouse Wharf is treated as a public wharf (pick up and drop off for is timed for a maximum of 15 minutes – no long-term mooring). There may be an opportunity to have discussions with Sydney Ferries.

- Q) Is there any capacity to host events in the Horse Paddock such as open-air cinema nights, polo and other events and extend access via a driveway or similar access pathway.
- A) The Harbour Trust is looking to ensure that the Horse Paddock is available for more events. Access can be considered.
- Q) Would the Harbour Trust consider the establishment of utilities such as power within the Horse Paddock?
- A) This is something that the Harbour Trust can consider and look into. Electricity is already available in the carpark; however, this may not extend to the Horse Paddock.
- Q) Can the LARC carpark be used for events and the like?
- A) The Harbour Trust had originally planned to expand the carpark. Now that vegetation has grown and has screened off the carpark, the carpark is less intrusive. The LARC carpark will be used for more regular parking, e.g. for events, stallholders, etc. Line marking will be upgraded.

Daniel Sealy also noted that joint signage (Harbour Trust and Council) will be included within the updated plans. This will ensure consistency throughout the various sites.

3.2 Community Engagement Feedback

Feedback received from residents via Council's website and events includes:

- Kayak racks
- Boat playground on the slipway
- Continuous path around both Council and Harbour Trust land
- Fix paths
- Events on the Horse Paddock
- Management of fire pits
- More bench seating
- Consolidation of bins
- More signs
- Bike trail
- More local events like the art event

3.3 Confirmation of the timeline for the draft PoM

A draft of the PoM should be ready for public exhibition in February or March 2026 following addition community engagement.

Public exhibition of both the Clarke's Point Reserve and Morts Reserve PoM and the Harbour Trust Management Plan would likely go on public exhibition at a similar time.

NEXT MEETING

TBA

Suggested improvements to assist in the management of Hunters Hill Council and Harbour Trust lands at Woolwich

Richard White, Community Member Clarke's Point reserve & Mort's reserve plan of management community advisory committee (cag)

26 November 2025

Typical users of the parklands.

- Hunters Hill Sailing club
- School sports
- Kite flyers
- Picnickers
- New Years Eve Fireworks
- Weddings
- Fishers
- Walkers and dog owners



Picnickers on the Horse Paddock



Fishing activities on the Horse Paddock

Paths and access

- Install all weather accessible pathways from the Horse Paddock around Clarke's Point to the Boat House Restaurant and interlinking pathways across the sites
- Restructure HH Sailing club and HT boat ramp – remove artificial grass – micro plastic pollution issue for harbour waters

Picnic shelters and furniture

- Install picnic shelters and seating around the slipway area
- Install seats in vantage locations for harbour views

Pop up coffee/ice cream van

- Provide opportunities for a pop up coffee/ice cream van at the Southeast corner of Clarkes Point – Summertime weekends?

Community events and exhibitions

- L' Art de la Terre en plein art competition
- Sculpture by the harbour exhibition
- Classic car shows on the Horse paddock and Dock
- Classic yacht/boat shows in Dock
- Steam and wooden boat festival in dock
- Foreshore open air cinema on the Horse Paddock
- Explore the possibility of an annual charity fun run/walk around the perimeter of the dock and parklands



L' Art de la Terre en plein art competition



Classic car exhibition Horse Paddock



Classic car exhibition dock area



Classic yacht exhibition

Lookout at corner of Alfred and Edgecliff Sts

- Install a lookout to capture the vistas of the harbour and city skyline
- This was part of earlier proposals for the development of the HT lands

Signage

- Common style and sizes where appropriate
- Located at all entrances to all sites
- Try to balance necessity whilst reducing visual pollution
- Historical information signs to be placed as appropriate

Dogs and bikes

- Need to have common policy for dog owners and bike riders
- Need to address resident concerns of electric bikes being used in all areas

Historic interpretation

- Signage/photographs illustrating the shipbuilding history of Clarkes Point
- Kanangara, one of the many Sydney ferries built there is currently being restored by Sydney Heritage Fleet
- Houses on the Horse Paddock
- ARMY usage of the Horse Paddock and Goat Paddock
- Use of the Horse Paddock for the prefabrication of elements to construct Gladesville Bridge
- Interpret the original shoreline of the Horse Paddock. This could be done using a different species of grass

Hire options – Weddings and fireworks events**Horse Paddock Trees and landscaping of Council and Harbour trust lands**

- HT proposal doesn't reflect Kelly's Bush species and density
- Planned avenue of Eucalypts will block scenic views to and from land and water

Key points below from the Eco Logical Australia 2025, Clarkes Point Reserve, Woolwich Dock, Horse Paddock and Goat Paddock - Flora and Fauna Study, Prepared for Hunters Hill Council that should be considered in overall vegetation and landscaping planning.

5.1.1. Proposed plantings in the Horse Paddock

5.1.1.1. Proposed foreshore tree plantings

- Sydney Harbour Federation Trust have proposed a foreshore avenue planting of 22 advanced native trees. The objective of these plantings will be to improve public amenity by providing shade along the pathway near the seawall, while also utilising indigenous tree species to improve habitat resources in this largely open area.

Four possible species have been proposed and include *Ficus rubiginosa*,

- *Angophora costata*, *Banksia integrifolia* and *Casuarina glauca*.
- There are two challenges posed by tree plantings in this area.
 1. **The first** is that roughly 40% of the Horse Paddock is reclaimed land from the river, occurring on fill including some contaminants. The soil landscape of the majority of the study area is mapped as 'Disturbed Terrain' and is presented in Figure 24
 This fill has been capped as a remediation measure to support land use of the Horse Paddock as public open space. Investigation would need to be undertaken at the proposed tree locations in order to determine the depth of the capping.
 A depth of about >60cm of soil along the proposed tree planting length would be considered ideal in order to provide enough stability for tree roots to support mature trees. A depth of about <40 cm is generally too shallow and likely to inhibit plant growth, for tree species such as those listed above.
 2. **The second** issue posed is the obstruction of sightlines from nearby residents that may occur depending on the location and size of trees planted.
- Nearby residents with views of the water are likely to be frustrated by tree plantings in this area, and some tree vandalism has already occurred along the Goat Paddock and Edgecliff Road, including a very old mature *Ficus rubiginosa* (Figure 25).
- The trees proposed for plantings by SHFT can grow to large heights once mature in ideal, sheltered situations. The exposed location along the water's edge and disturbed soils are likely to inhibit growth to some degree, with trees more likely to be shorter.
- However, the maximum height of the proposed species is provided in Table 9, along with some other species with some salt tolerance, that may also be suitable.
- For the combination of both issues, as well as the need for salt-tolerant species based on the proximity to the water's edge, the optimal species would be *Casuarina glauca*, *Banksia integrifolia*, and *Melaleuca quinquenervia*.

- These species are generally lower growing than some of the eucalypt species below and *Ficus rubiginosa* and could be **more suitable for maintenance such as pruning or lopping to manage their respective heights.**

5.1.2.2. High-density understorey revegetation

- Inappropriate species -She-oaks used for carpark screen
It should be noted that some of these areas are dominated by she-oak species, *Casuarina cunninghamiana subsp. cunninghamiana* and *C. glauca*. These areas are unlikely to be suitable for revegetation based on a combination of shading and allelopathy from fallen she-oak needles which can inhibit growth of other plants. (Eco Logical Australia 2025, Clarkes Point Reserve, Woolwich Dock, Horse Paddock and Goat Paddock - Flora and Fauna Study, Prepared for Hunters Hill Council.)

Clarkes Point

- Top dress and returf slipway area to improve use as picnic area
- Explore possibility of creating a beach in the slipway area
- Beach covered with a partial sunscreen and a low sea wall to stop wave erosion



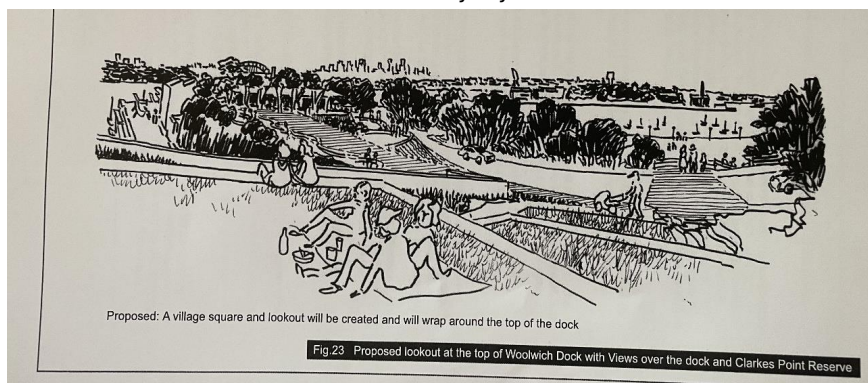
Beach concept

Plan of Management for Clarkes Point Reserve and Morts Reserve (2004)**5.3.6 Vegetation management. Page 59 - Visual corridors**

- Maintain grassed areas adjoining the foreshores that are currently free of trees to preserve visual links from the site to the harbour and city landmarks
- Preserve view corridors through the site from Woolwich Dock and The Woolwich Pier Hotel

Woolwich Lookout

- Clear existing vegetation and restore original concept of an open sloping landscape that enhances views of the harbour and city skyline.



Original concept with panoramic views of harbour and picnic area



Loss of view and open concept caused by inappropriate planting

- **Key elements of the SYDNEY HARBOUR FORESHORES & WATERWAYS AREA DCP FOR SREP (SYDNEY HARBOUR CATCHMENT) 2005 should be borne in mind when selecting tree and vegetation species**

(26a Various landscape character types (1-16) in Parts 3 ,4 & 5)

Maintenance, protection and enhancement of views

- development should maintain, protect and enhance views (including night views) to and from Sydney Harbour,
 - development should minimise any adverse impacts on views and vistas to and from public places, landmarks and heritage items,
 - the cumulative impact of development on views should be minimised.
- **Random hedging and trimming**
Random hedging and trimming is currently carried out by the Trust in parts of the HT lands, and a more consistent and equitable policy needs to be put in place.



Hedging on the Goat Paddock



Hedging on the Goat Paddock



Trimming on the lookout



Hedging on the lookout



Hedging on the lookout



Hedging on the lookout



Trimming on the Horse Paddock



Thinning on the Horse Paddock



Hedging on the Horse Paddock



Thinning on the Horse Paddock



View from 20 Edgecliff Rd Woolwich Circa 1988



The same view from 20 Edgecliff Rd Woolwich 2025 illustrating the loss of views caused by inappropriate tree plantings

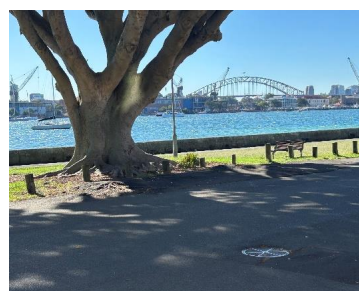
- **Trees in Rushcutters Bay**



Rushcutters Bay



Rushcutters Bay view



Rushcutters Bay view

- **Trees trimmed top and bottom in Rushcutters Bay by Woolahra Council to preserve and enhance views over and under the trees and maintain community harmony**

Bush Fire Hazards (BFH)

- Page 40. HT Management plan 2007. Horse Paddock BFH zone identified as **HIGH PRIORITY** *“Manage bushland in the western portion of the Horse Paddock to minimise bush fire risk”*
- Page 17. HT Management plan 2007 *“the Trust will take into account the need to minimise bush fire risk in any proposed re-vegetation or re-landscaping of the Horse paddock “*
- Inappropriate species -Eucalypts
- Leaf and bark litter pose increased fire hazard
- HT has slashed vegetation in dock to reduce fire hazard in response to the fierce Andiamo boat fire 2024

Helipad and Police access to H H Sailing Club pontoon

- Create a structured area for emergency services
- Install an emergency helipad on the Horse paddock near HT boat ramp

PARKING**Overflow parking and boat parking**

- Open the previous Army LARC parking area for overflow parking and special events such as Le Marche and New Years Eve
- Utilise the LARC area for paid off street boat storage
- Implement Council parking plan for Woolwich precinct.

Relevant extracts from the Hunters Hill Parking Strategy Feb 2020 - P4331

5.12 Precinct 11: Woolwich Marina***Action Plan***

The following actions are recommended:

- *Introduce 3P time restrictions on all on-street parking spaces within the precinct and on Alfred Street*
- *Extend the Woolwich Residential Parking Scheme to Margaret Street and Alfred Street*
- *Delineate parallel parking spaces*
- *Install wheel stops to prevent boat trailers parking behind car spaces*
- *Implement an enforcement schedule to discourage non-compliant parking within 3P areas. Hunters Hill Parking Study 2019*

Linking the Horse Paddock to Kelly's Bush

Explore the possibility of the State/Federal Government requisitioning the Woolwich Marina to provide a continuous open public foreshore amenity.

There is a once in a lifetime opportunity for the Government to acquire open space on the foreshore which will consolidate the HT lands, Clarkes Point and Kelly's Bush into a 1.8 Km Foreshore walk and would be a historically significant and valuable addition to the Sydney Harbour Green Necklace

The Green Necklace

Six reserves and parks along the inner Sydney Harbour have been added to the NSW State Heritage Register, recognising their unique cultural, environmental, and industrial histories while safeguarding Sydney Harbour's natural beauty for generations to come.

Nestled across one of the most stunning harbours in the world, the 'green necklace' is a series of iconic cultural landscapes around the headlands and water planes that connect the northern and southern shores.

The Green Necklace is formed by:

- *Badangi Reserve*
- *Ballast Point Park*
- *Balls Head Reserve in Waverton*
- *Berrys Bay (Carradah Park) in Waverton*
- *Yurulbin Park and Foreshore in Birchgrove*

Ideas put forward by residents living adjacent to the Horse Paddock

- A 50m lap swimming facility along one of the walls of CPR. I believe every Harbour foreshore park should have one. The beach at the old boat slipway probably has too much heritage value and contamination and cost to be included. The Woolwich baths are generally silty and unattractive for swimming. The water quality off CPR is vastly superior.
- A small wetland for birds at the base of the Horse Paddock cliffs. This area is generally saturated during rain periods, and a wetland area would be amazing.
- Cockatoo nesting boxes/pipes in the larger trees to regenerate the populations of these Cockatoo Island namesakes.
- Tidy up the sailing area. Even though I love the opportunities they provide the whole boat laydown area with temporary fencing is a weed infested eyesore and the fake grass with microplastic runoff directly into the harbour seems at odds with the Councils views on artificial turf for playing fields.
- The Horse Paddock does not drain for weeks after a heavy rainfall - it needs attention.
- The bubbler near the toilets has been broken for months
- The Horse Paddock should be left as open grassland for residents/visitors, but an occasional shade tree would make it nice for picnickers.
- The little beachfront could be levelled, re grassed and a load of sand would enhance this play area.
- Solar cameras should be permanently hidden to catch/deter vandals re tree destruction
- A notice could go up near the BBQs as some people use them as their personal table for the day. Bicentennial Park has such notices - ie Please move away from BBQ after cooking so others can use BBQ.
- Object to the van "living" in the Horse Paddock carpark
- Inappropriate trees at Margaret St end of Horse Paddock
- Council regulation about vegetation not to block views to and from the river

ITEM NO	: 4.15
SUBJECT	: MINUTES OF THE BUSHLAND MANAGEMENT ADVISORY COMMITTEE HELD ON 3 NOVEMBER 2025
STRATEGIC OUTCOME	: NATURAL SPACES, INCLUDING OUR BUSHLAND, URBAN TREE CANOPY, FORESHORES AND WATERWAYS ARE PRESERVED AND ENHANCED
ACTION	: COMPLETE THE ANNUAL BUSHCARE MAINTENANCE PROGRAM
REPORTING OFFICER	: JACQUI VOLLMER

Ref:805204

PURPOSE

The purpose of this report is to provide Council with the Minutes of the Bushland Management Advisory Committee held 3 November 2025.

The objective of the committee is to provide a formal mechanism for Council to consult with key stakeholders, seek advice and assistance from the community and enable community participation in the formulation, development and delivery of bushland management strategies, initiatives and activities to:

- Protect and promote the intrinsic value of Hunters Hills bushland.
- Protect, preserve and enhance Hunters Hill bushland to achieve ecological diversity, including local native flora and fauna that it supports; associated habitat and wildlife corridors; as well as Endangered Ecological Communities in the municipality listed under the Biodiversity Conservation Act 2016, namely Sydney Turpentine Ironbark Forest, Coastal Saltmarsh, Swamp Oak Floodplain Forest and Sydney Freshwater Wetlands.
- Protect, preserve and enhance Hunters Hill's natural heritage and associated cultural heritage, including Aboriginal heritage.
- Provide advice, community views and information, where requested, to assist the Council in meeting its statutory and other requirements regarding bushland management.

RECOMMENDATION

That the Minutes be received and noted.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

Minutes of the [Bushland Management Advisory Committee](#) held 3 November 2025.

COMMENCEMENT

The meeting opened at 3.35 PM.

IN ATTENDANCE

Cr Tatyana Virgara	Councillor
Jim Sanderson	Community Representative
Jacqui Vollmer	Bushland Management Officer
Steven Buchert	Friends of Boronia Park
Liz Hinton	Friends of Kelly's Bush
Chris Mutton	Friends of Gladesville Reserve and Betts Park
Michael Shilman	Bushcare Coordinator
Bev Debrincat	Bedlam Bay and Tarban Creek Bridge
Heather Armstrong	Friends of Buffalo Creek Reserve and the GNW

APOLOGIES

Cr Carla Kassab	Chair
Sally Gaunt	Tarban Creek Action Group
Katherine Hassett	Riverglade Bushcare
Brigid Dowsett	Tarban Creek Action Group and Ferdinand St Reserve
Annie Goodman	Director Community and Customer Service
Constantinos Efthimiou	Youth representative

CONFIRMATION OF MINUTES**RECOMMENDATION**

That the Minutes of Bushland Management Advisory Committee of previous Meeting held on 15/09/2025 12:00:00 AM be adopted with amendments proposed

by Heather Armstrong, moved by Bev Debrincat and seconded by Heather Armstrong.

BUSINESS ARISING

2.1 BUSINESS ARISING

Heather Armstrong to provide edits to previous minutes and advised on potential new volunteer wanting to remove African Olives at Huntleys Point.

There is no Clarkes Point Reserve Plan of Management (PoM) Community Advisory Group minutes on Councils website. Councillor Tatyana Virgara provided an overview of the recent Clarkes Point Reserve PoM CAG and indicated that the minutes will be circulated to the BMAC members. See Clarkes Point PoM report for further discussion.

REPORTS

3.1 DRAFT TREE VANDALISM POLICY

Heather Armstrong reviewed the draft Tree Vandalism Policy and made a number of suggested edits which the Committee agreed to support. The main change to the document was to reduce the categorisation i.e. remove minimal, moderate and severe impact incidents, and merge into one, as there is likely to be arguments over severity. Each tree vandalism incident is currently dealt with on a case by case basis. Councillors determine if legal proceedings will occur for major tree vandalism. Also suggested edit to include “any one or more of the following actions” in 2.5. Council will make changes to the document and the Policy will need to be adopted by Council.

3.2 CLARKES POINT PLAN OF MANAGEMENT

Councillor Tatyana Virgara provided an update on the Clarkes Point PoM. The Community Advisory Group (CAG) for the PoM comprises 2 community members, 2 commercial members (which will be consulted when required), Councillor, General Manager, Council staff and Sydney Harbour Federation Trust (SHFT) representative.

As reported previously, SHFT is updating their PoM for Woolwich Dock and Parklands within the same timeframe and have a CAG. There was discussion on either SHFT or State Government buying back the marina but no response from SHFT. All parties were aligned with the flora and fauna study, tree vandalism and youth engagement. Also all parties seeking coordination on connectivity, signage, footpaths, potential additional parking and furniture. Issues raised include trees near the marina, fishing rubbish and upgrades required to the boat ramps. The

Committee suggested including habitat connectivity in connectivity considerations with SHFT.

Community engagement for the Clarkes Point PoM commenced October 2025 and will continue through to November 2025. The PoM will be drafted December 2025 to January 2026, with public exhibition expected to be February to March 2026.

Jim Sanderson raised the heritage listing of the slipways and has provided Annie Goodman additional information on heritage values.

The Committee endorses the recommendations in the flora and fauna study.

3.3 REPORTS BY EXCEPTION

Friends of Gladesville Reserve and Betts Park reported that the new plantings have survived, and they have extended plantings near the waterway. They enquired about tree vandalism signage and replacement trees (which will be planted in April) and suggested installing cameras as well in April (not pointing to houses and footpaths so no privacy issues). It was also suggested to put “area under surveillance” on the signage. Council to investigate options for surveillance cameras including by making inquiries with National Parks re its use of cameras.

Friends of Kellys Bush reported a large number of dead trees and termites in one section of the reserve. Council has not been successful in getting advice on this issue. Council to make inquiries with Ryde Council Bushcare Officer who has experience with termite issue. Also plants are thriving along Alfred Street and carpark.

Tarban Creek Bridge bushcare reported that new plantings are doing well and Heather Armstrong section is thriving. Leaving dead wood piles is attracting blue wrens. Issues raised include African Olives and Privet along the ridge and Madeira Vine adjoining overpass. The Camphor Laurel at Reiby Road will also be reported to Transport for NSW.

Bedlam Bay bushcare plantings are also thriving along the embankment, Madeira Vine has been removed, the Bedlam Bay swim site has had dangerous vegetation removed and native groundcovers planted by Greater Sydney Landcare Network corporate volunteers, and Bev Debrincat conducted a small bird talk and walk as part of this year PRCG Riverfest.

Friends of Boronia Park reported that NTD plantings are thriving and watered regularly, and there has been replacement plants and interested from 2 TAFE students. A cultural burn for Boronia Park is in the planning stages (as part of a potential comparison burn grant lead by Dr Jo Rey) and a Fire and Rescue NSW hazard reduction burn is scheduled in the coming weeks adjoining High Street.

Friends of Buffalo Creek Reserve and the Great North Walk would like to thank Michael Shilman for growing and supplying plants for this bushcare site. It was also

reported that 8 Barons Crescent is trimming native vegetation both on Council and his land (Council will investigate).

OTHER BUSINESS

4.1 OTHER BUSINESS

The PRCG bank naturalization project has shortlisted Riverglade Reserve (Tarban Creek from Manning Road to the estuary) for concept designs to improve water quality and ecosystem health. A series of recommended projects has been proposed by a consultant which will go to public exhibition for community feedback. Concept designs can then be used to support future grant applications.

The Bedlam Bay swim site will be officially opened the 28 November 2025.

Friends of Boronia Park and family of the late Geoff Grace have approached Council to hold an anniversary event marking 25 years since the Geoff Grace wetland was constructed and 40 years since Friends of Boronia Park was formed in October 2026.

The Priory restoration group received a “above and beyond” award in this year’s Spring garden competition.

Ryde, Lane Cove and Hunters Hill Councils are submitting a joint application to engage a Weed Inspection Officer via the Weed Action Grant Program starting early 2026 for a 4 year term.

This year Bushcare Xmas Party will be held at Henley Community centre on Thursday 27 November at 5pm.

The Committee has requested that Council appoint a second community representative to BMAC as per the Terms of Reference.

The meeting closed at 4.45 PM.

I confirm that these Minutes are a true and accurate record of Bushland Management Advisory Committee Meeting held on 3 November 2025.

.....
CHAIRPERSON

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.16
SUBJECT	: MINUTES OF THE SUSTAINABILITY ADVISORY COMMITTEE HELD ON 20 NOVEMBER 2025
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: REPORT TO COUNCIL AND THE COMMUNITY ON MATTERS OF PUBLIC INTEREST VIA MAYORAL MINUTES AND STAFF REPORTS
REPORTING OFFICER	: MARGAUX PARK

Ref:804208

PURPOSE

The purpose of this report is to provide Council with the Minutes of the Sustainability Advisory Committee held 20 November 2025.

RECOMMENDATION

That the Minutes be received and noted.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

Minutes of the Sustainability Advisory Committee held 20 November 2025.**COMMENCEMENT**

The meeting opened at 6:03pm.

IN ATTENDANCE

Clr Carol Tannous Sleiman	Chair
Clr Ross Williams	Clr
Margaux Park	Member
George El Kazzi	Member
Sarah Stronach	In attendance
Arthur Conigrave	Member
Gabriela Mitsidis	Member

APOLOGIES

Clr Marc Lane	Clr
Carrie Hamilton	Member
Helen Whitkin	Member
Christian Hailazidis	Member
William Imseis	Member
Constantinos Efthimiou	Member

CONFIRMATION OF MINUTES**RECOMMENDATION**

That the Minutes of Sustainability Advisory Committee of previous Meeting held on 21/08/2025 at 6pm be adopted.

Moved by Arthur Conigrave

Seconded by Clr Williams

REPORTS**0.0 FOGO BRIEFING****PROCEEDINGS IN BRIEF**

Members were brought up to date on the recent adoption by Council of a food organics garden organics (FOGO) service to commence 6 July 2026.

The service will remain the same with a change only to the green bin which will become a weekly collection as residents will place food scraps into the bin.

This was identified as the better option for this community noting that Lane Cove Council has resolved to implement a food only service (5th bin) from March 2026.

All households (units included) will commence at the same time.

Around May-June, all households will have a replacement 240L green lid FOGO bin delivered to their property. Unit complexes will share 1 bin for every 10 units. At the same time, all households will receive a benchtop kitchen caddy with 6-month supply of liner bags plus educational material on how to use the service. A delivery of liner bags will occur every 6 months.

The collected material will be taken to Cleanaway's organics facility in Eastern Creek for processing into compost. The LGAs of Fairfield, Blacktown and Parramatta currently use this facility.

We have been fortunate to receive \$176,000 from the NSW EPA under their GO FOGO Grants R4 to assist with the project implementation, plus additional allocated funding in the current 25/26 OPEX budget.

The Committee then commenced discussion and activities around the following questions:

1. Who is our community?
2. Why would someone participate (and why wouldn't they)?
3. What are the perceived barriers to participation?
4. How does our community like to be informed?
5. How will you commit to being involved?

The results of the discussion will be built into the project plan and form part of how the program is implemented in 2026.

The project plan will focus on 3 key stages:

- Service planning and introduction of the service
- Pre-service bin rollout and comms
- Post implementation comms to drive uptake

Members discussed there may be opportunity for Committee Members to be involved in a 'formal launch' of the service to the community, identifying the community members as 'champions' of the service.

The committee were informed of meeting dates for 2026:

- 5 March
- 11 June
- 10 September

- 10 December

The meeting closed at 7:30pm.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.17
SUBJECT	: MINUTES OF THE CONSERVATION ADVISORY PANEL HELD ON 19 NOVEMBER 2025
STRATEGIC OUTCOME	: DEVELOPMENT APPLICATION, REGULATION AND MONITORING SERVICES ARE STREAMLINED, MORE ACCESSIBLE, AND USER FRIENDLY
ACTION	: DEVELOPMENT APPLICATIONS (DAS) ARE PROCESSED IN ACCORDANCE WITH SERVICE STANDARDS
REPORTING OFFICER	: STEVE KOUREPIS

Ref:805928

PURPOSE

The purpose of this report is to provide Council with the Minutes of the Conservation Advisory Panel held 19 November 2025.

RECOMMENDATION

That the Minutes be received and noted.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

Minutes of the Conservation Advisory Panel held 19 November 2025.**COMMENCEMENT**

The meeting opened at 4.10pm.

PANEL MEMBERS IN ATTENDANCE

Cr Tatyana Virgara	Councillor and Acting Chairperson
Robert Moore	Representative of NSW Institute of Architects

ALSO PRESENT

Mr Steve Kourepis	Member
Chery Kemp	Member

APOLOGIES

Mayor Miles, Lucy Creagh and Arthur Conigrave

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest without response.

CONFIRMATION OF MINUTES**RECOMMENDATION**

That the Minutes of Conservation Advisory Panel of previous Meeting held on 17/09/2025 be adopted.

REPORTS

3.1 4.15PM 1 GALE STREET, WOOLWICH

PROCEEDINGS IN BRIEF

Attendees Jennifer Hill, Heritage Architect and Gilberto Polla, Architectural Projects

Comments The Committee in summary expressed comments:

- 1) Discussion of possible use of face brickwork for the side addition
- 2) In the rear wing additions there is a lot of intervention due to excavation. There may be a way where more of the rear fabric including internal wall layout is retained.

RECOMMENDATION

That the Panel advise its preliminary comments to the Director, Town Planning for consideration in the process of a future development application.

3.2 4.45PM 7-9 STANLEY ROAD, HUNTERS HILL**PROCEEDINGS IN BRIEF**

Attendees Charles Mendel
Denis Smith - Town Planner
Peter Morson - Architect
James Phillips – Heritage Adviser (via Teams)

Comments The Committee in summary asked the heritage documentation with any DA makes clear where the early/significant parts of the building are, and where new/less significant parts of the building are.

Specifically how will the excavation impact on more significant parts of the earlier fabric of the building and the foundations.

A detailed interpretive analysis of the existing fabric is needed and a response as to how the proposal would affect that and the significance of the heritage building.

Geotechnical and structural engineering reports are expected to be submitted with any DA.

In principal the proposal in this very formative stage, there is no obvious factor apparent that would cause a DA to have a negative outcome, however considerable more documentation is needed to support a DA.

There is an opportunity for good design to bring a new chapter in the life of this altered house.

RECOMMENDATION

That the Panel advise its preliminary comments to the Director, Town Planning for consideration in the process of a future development application.

The meeting closed at 5.06pm.

ATTACHMENTS

There are no attachments to this report.

ITEM NO	: 4.18
SUBJECT	: COUNCILLOR BRIEFING AND WORKSHOPS
STRATEGIC OUTCOME	: COUNCIL, COMMUNITY MEMBERS AND LOCAL BUSINESSES COMMUNICATE CLEARLY AND OPENLY ABOUT POLICIES, DECISIONS AND PROJECTS
ACTION	: PROVIDE UP-TO-DATE AND TRANSPARENT INFORMATION TO THE COMMUNITY
REPORTING OFFICER	: NICK TOBIN

Ref:806056

PURPOSE

The purpose of this report is to provide an update about the most recent Councillor Briefing held on 8 December 2025.

RECOMMENDATION

1. That the report be received and noted.

BACKGROUND

At the Ordinary Council Meeting held on 9th March 2015, on the motion of Clr Bird and seconded by Clr McLaughlin, it was resolved (058/15) unanimously that:

1. *The agenda for Councillor Workshops and Briefings conducted prior to an Ordinary Meeting to be published and made available to the public along with the Business paper.*
2. *Members of the public be allowed to speak at Ordinary Meetings on topics that have been discussed prior to the meeting during Councillor Workshops and Briefings.*
3. *The PROCEDURE IN WORKSHOPS' section of The Hunters Hill Code of Meeting Practice should state:*
 - a. *'there should be no opinion and debate on issues and projects.'*
 - b. *'Questions should aim to clarify facts and not elicit opinion.'*
4. *A brief summary of issues discussed by included in a formal report to council report.*

REPORT

Agenda for Councillor briefing session held on Monday, 8 December 2025:

Topic	Speaker/s	Notes
Montefiore Project update	Peter Strudwick (Partner, URBIS Consultancy) Sarah Fitzgerald (Architect, Jackson Teece Architecture) Robert Orie (CEO, Montefiore)	Council received an update on the current exhibition of the Planning Proposal for the Montefiore site currently being undertaken by the Department of Planning. The consultants also provided an overview of their draft DCP for the site.
S7.12 Contribution Update	Jeff Ellis (Senior Property Advisor)	Council's Senior Property Advisor provided an update on progress of reviewing Council's 7.12 Plan and advised that additional reports will be presented to Council early 2026.
Long-term Financial Plan	Christian Munday (CFO)	Council's Chief Financial Officer and General Manager presented an overview of work being undertaken to finalise an updated long-term financial plan which will be presented to Council in March 2026.
Crown Lands update	Jeff Ellis (Senior Property Advisor)	Council's Senior Property Advisor provided an update on discussions being held on various land holdings under council's care control and management.
1 Nelson Parade – Lease update		Council's Senior Property Advisor provided an update on encroachments on Council's Road Reserve and advised a report will be presented to Council on 15 December 2025.
Henley Community Precinct EOI		Council's Senior Property Advisor provided an update on a proposed EOI to be published early 2026 for the use of the Henley Community Precinct incorporating the unused bowling green.
Hilman Orchard	Annie Goodman (Director Community and Customer Service)	Council's Director Community and Customer Service provided an update on proposed tree removal at Hillman Orchard. A report recommending a Development Application for their removal will be presented to Council on 15 December 2025.

Hunters Hill Museum – Gallery Space	Nick Tobin (General Manager)	The General Manager presented draft concept plans for a proposed art gallery incorporating the Hunters Hill Museum and stage area of the town hall. The plans will now be distributed to the Hunters Hill Historical Society and Councillors for feedback prior to a further report to Council in March 2026.
Road Safety Plan	George El Kazzi (Acting Director Infrastructure and Projects)	The Acting Director Infrastructure and Projects present the results of community consultation on proposed road safety plans Alexandra St, Ferry St and Woolwich Rd. A report will be presented to Council on 15 December 2025.
Overview: Minutes of previous council meetings.	All	Councillors were provided with a copy of the Minutes from the November Council Meeting to be adopted at the Council Meeting on December 15.
Cr Requests	All	The current status of Councillor Requests was circulated to Councillors for comment.

CONCLUSION

A 'brief' summary of issues discussed at a Councillor Workshop or Briefing be included as a report to Council.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There were no attachments to this report.

7.1 : CR MARC LANE**COUNCILLOR : CR MARC LANE**

Questions With Notice were submitted in writing by Cr Marc Lane to the General Manager on 1 December 2025.

Council's Code of Meeting Practice (Clause 3.16) states: The General Manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

The General Manager has provided the response.

QUESTIONS FROM CR LANEQuestion/s or service/s requested:

1. In the quarterly budget review statement (item 4.2 of November meeting) I queried p229 "Increase for Gladesville Master [plan] - contractor to finalise development of plan" of \$82,210 and was told this was budgeted, and is now being moved forward to pay for the DCP and other consultants. Can you please clarify:
 - the paper that approved this spend; and
 - for each consultant this is being sent to, the amount and work to be done by that consultant.

RESPONSE:

Item 4.1 of the report to Council's Ordinary Meeting of 27 November 2023, adopted the initial overall budget and program for the project.

- for each consultant this is being spent on, the amount and work to be done by that consultant.

Attachment 1 of Item 4.1 of the report to Council's Ordinary Meeting of 27 November 2023 provides an indicative Gladesville Masterplan program and costings, an excerpt of this Information is provided below:

Project Input	Hybrid/Other funding	Fully outsourced
Scoping Report, including consultation with DPE		
Contamination Assessment	\$30,000	\$30,000
Heritage Assessment	\$40,000	\$40,000
Community Needs and Social Impact Assessment	\$40,000	\$40,000
Transport Impact Assessment and Management Plan	\$150,000	\$150,000
Economic Impact Assessment (Review and update previous study)	\$30,000	\$30,000
Services and Utilities Assessment	\$60,000	\$60,000
Urban Design Report and Development Control Plan	\$150,000	\$150,000
High Level Concept Design and Staging for Infrastructure Upgrades	\$100,000	\$100,000
Quantity Survey / Infrastructure Costing	Internal / AMP	\$120,000
Planning Proposal Development	Internal	\$150,000
Development Contributions Framework	Finance / AMP	\$60,000
Total	\$600,000	\$930,000

Notes: AMP denotes Hunter's Hill Council Asset Management Plan

\$82,210.00 of funds allocated to the project have recently been carried forward, as this money was not spent during the previous period due to some variability in task delivery and invoice sequencing. However, these funds are still forecast to be required to pay for the delivery of the project, including for infrastructure assessment and development contributions planning (refer to the above table) which are critical components of the overall project.

Council Staff are currently operating close to the indicative program, having completed approximately 50% of deliverables associated with this project. This work is currently scheduled to be completed by September 2026.

2. As major high density sites are coming forward in the LMR reform areas, it is now urgent that we have a plan to recoup development contributions beyond the standard 1% charge. How soon will a s7.11 or amended s7.12 developer contribution paper be coming to council to cover additional infrastructure, and the accompanying study, to council? When is this planned for exhibition?

RESPONSE:

Under the Environmental Planning and Assessment Act 1979 (EP&A Act) and Regulation, councils can impose a Section 7.12 levy as a fixed percentage of the estimated development cost.

The standard maximum rate is 1%, but councils can request a higher rate if justified.

Any increase requires an amendment to the EP&A Regulation and approval by the Minister for Planning and Public Spaces.

It is proposed that an application to the Minister for Planning and Public Spaces will be submitted seeking an increase in the levy to 3% for development proposing an increase in dwellings (i.e dual occupancies, multi-unit dwellings, residential flat buildings) as well as commercial/retail development within the Village Areas of Hunters Hill. Supporting documents include master plans, infrastructure strategies, and cost-benefit analysis form the backbone of the application seeking the increase.

A Social Infrastructure Needs Study is currently being completed which will respond to the anticipated growth in dwellings within the LGA including the forecast in change resulting from the Low to Mid Rise Housing reform.

A report on the status of the application to the Minister will be reported to Council in February 2026

ATTACHMENTS

There were no attachments to this report.