



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 29 September 2015

location: council chambers

time: 6:30 p.m.



mission statement

***“To create opportunities
for a variety of work
and lifestyle choices
in a healthy, natural
environment”***

How Council Operates

Hawkesbury City Council supports and encourages the involvement and participation of local residents in issues that affect the City.

The 12 Councillors who represent Hawkesbury City Council are elected at Local Government elections, held every four years. Voting at these elections is compulsory for residents who are aged 18 years and over and who reside permanently in the City.

Ordinary Meetings of Council are generally held on the second Tuesday of each month (except January), and the last Tuesday of each month (except December), meeting dates are listed on Council's website. The meetings start at 6:30pm and are scheduled to conclude by 11pm. These meetings are open to the public.

When an Extraordinary Meeting of Council is held, it will usually also be held on a Tuesday and start at 6:30pm. These meetings are also open to the public.

Meeting Procedure

The Mayor is Chairperson of the meeting.

The business paper contains the agenda and information on the items to be dealt with at the meeting. Matters before the Council will be dealt with by an exception process. This involves Councillors advising the General Manager by 3pm on the day of the meeting, of those items they wish to discuss. A list of items for discussion will be displayed at the meeting for the public to view.

At the appropriate stage of the meeting, the Chairperson will move for all those items which have not been listed for discussion (or have registered speakers from the public) to be adopted on block. The meeting then will proceed to deal with each item listed for discussion and decision.

Public Participation

Members of the public can register to speak on any items in the business paper other than the Confirmation of Minutes; Mayoral Minutes; Responses to Questions from Previous Meeting; Notices of Motion (including Rescission Motions); Mayoral Elections; Deputy Mayoral Elections; Committee Elections and Annual Committee Reports. To register, you must lodge an application form with Council prior to 3pm on the day of the meeting. The application form is available on Council's website, from the Customer Service Unit or by contacting the Manager - Corporate Services and Governance on (02) 4560 4444 or by email at council@hawkesbury.nsw.gov.au.

The Mayor will invite registered persons to address the Council when the relevant item is being considered. Speakers have a maximum of three minutes to present their views. The Code of Meeting Practice allows for three speakers 'For' a recommendation (i.e. in support), and three speakers 'Against' a recommendation (i.e. in opposition).

Speakers representing an organisation or group must provide written consent from the identified organisation or group (to speak on its behalf) when registering to speak, specifically by way of letter to the General Manager within the registration timeframe.

All speakers must state their name, organisation if applicable (after producing written authorisation from that organisation) and their interest in the matter before speaking.

Voting

The motion for each item listed for discussion will be displayed for Councillors and public viewing, if it is different to the recommendation in the Business Paper. The Chair will then ask the Councillors to vote, generally by a show of hands or voices. Depending on the vote, a motion will be Carried (passed) or Lost.

Planning Decision

Under Section 375A of the Local Government Act 1993, voting for all Planning decisions must be recorded individually. Hence, the Chairperson will ask Councillors to vote with their electronic controls on planning items and the result will be displayed on a board located above the Minute Clerk. This will enable the names of those Councillors voting For or Against the motion to be recorded in the minutes of the meeting and subsequently included in the required register. This electronic voting system was an innovation in Australian Local Government pioneered by Hawkesbury City Council.

Business Papers

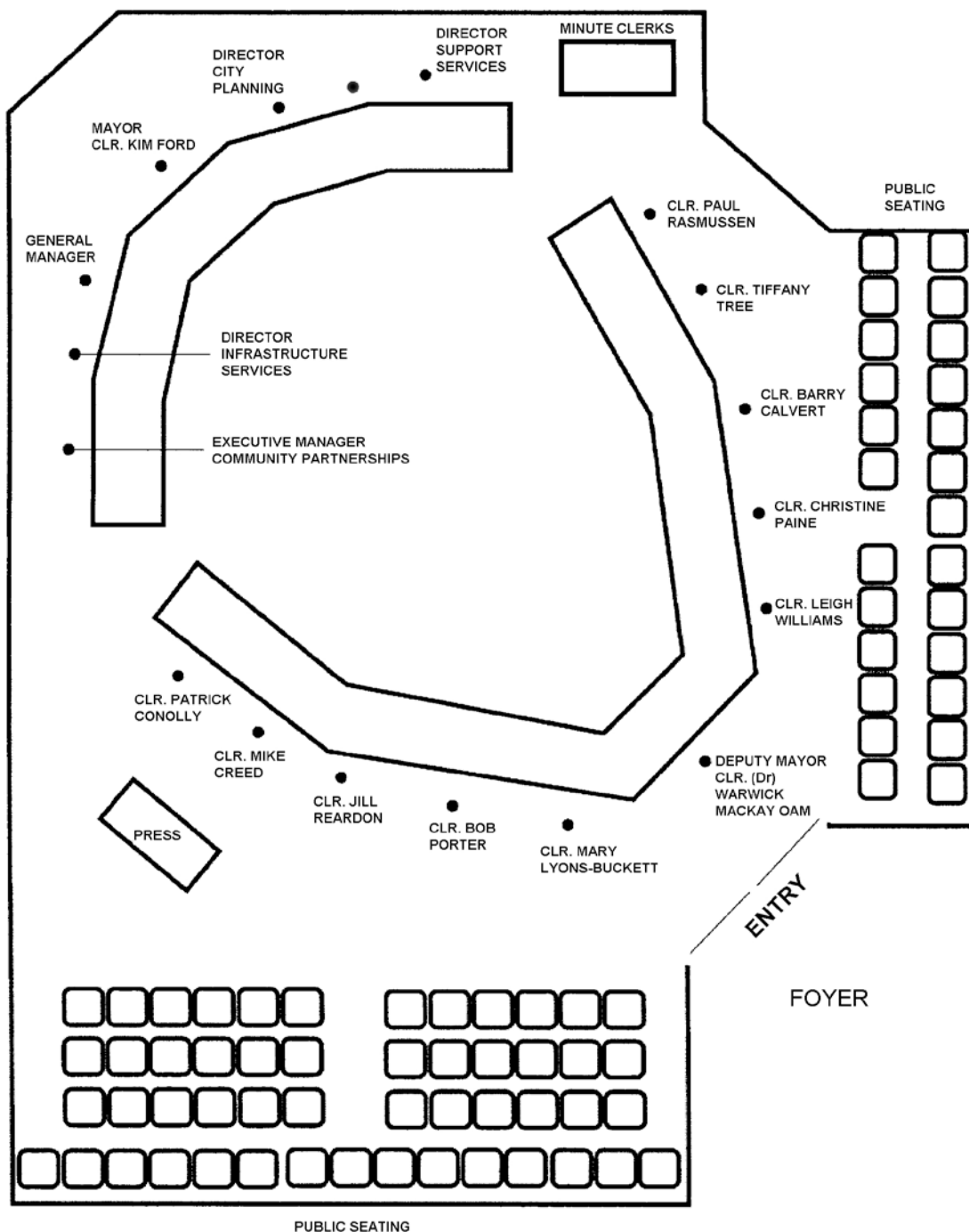
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>.

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12 noon on the Friday before the meeting, and electronic copies are available on CD to the public after 12 noon from Council's Customer Service Unit. The business paper can also be viewed on the public computers in the foyer of Council's Administration Building.

Further Information

A guide to Council Meetings is available on the Council's website. If you require further information about meetings of Council, please contact the Manager, Corporate Services and Governance on, telephone (02) 4560 4444.

Hawkesbury City Council



ORDINARY MEETING

Table of Contents

Meeting Date: 29 September 2015

AGENDA

- **WELCOME**
 - Prayer**
 - Acknowledgement of Indigenous Heritage**
- **APOLOGIES AND LEAVE OF ABSENCE**
- **DECLARATION OF INTERESTS**
- **SECTION 1 - Confirmation of Minutes**
- **ACKNOWLEDGEMENT OF OFFICIAL VISITORS TO THE COUNCIL**
- **SECTION 2 - Mayoral Minutes**
- **EXCEPTION REPORT - Adoption of Items Not Identified for Discussion and Decision**
- **SECTION 3 - Reports for Determination**
 - Planning Decisions**
 - General Manager**
 - City Planning**
 - Infrastructure Services**
 - Support Services**
- **SECTION 4 - Reports of Committees**
- **SECTION 5 - Notices of Motion**
- **QUESTIONS FOR NEXT MEETING**
- **REPORTS TO BE DISCUSSED IN CONFIDENTIAL SESSION**

ORDINARY MEETING

Table of Contents

Meeting Date: 29 September 2015

ORDINARY MEETING**Table of Contents****Meeting Date:** 29 September 2015**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
SECTION 1 - Confirmation of Minutes		3
SECTION 2 - Mayoral Minutes		7
MM	Greater Sydney Commission - Selection of District Commissioners - (79351, 79353, 120428)	7
SECTION 3 - Reports for Determination		15
PLANNING DECISIONS		15
Item: 156	CP - Development Report - DA0503/14 - Lot A DP 359072 - 135 Mountain Avenue, Yarramundi - Truck Depot - Retrospective Application - Extension to existing shed, landfill and use of property - (95498, 111135, 97761)	15
Item: 157	CP - Review of Council's Section 94A Contributions Plan 2006 and Proposed Exhibition of Draft Section 94A Contributions Plan 2015 - (124414, 95498)	35
GENERAL MANAGER		41
Item: 158	GM - 2015 Christmas Program - Request for Funds and Project Proposal - (79351, 79356, 127800, 94012)	41
CITY PLANNING		46
Item: 159	CP - Draft Notice of Approval - Protection of the Environment Operations (Clean Air) Regulation 2010 - (95498, 96330)	46
INFRASTRUCTURE SERVICES		52
Item: 160	IS - Parking Capacity for Kurrajong Village - (95495)	52
Item: 161	IS - Roads to Recovery Program 2014-2019 - (95495, 79344)	57
SUPPORT SERVICES		60
Item: 162	SS - Monthly Investments Report - August 2015 - (96332, 95496)	60
Item: 163	SS - General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2015 - (96332, 95496)	64
Item: 164	SS - Hawkesbury Community Strategic Plan - Community Indicators Mid-Term Report - (95496, 96328)	69
Item: 165	SS - Management and Disposal of Community Sharps - (96328, 95496)	72
Item: 166	SS - Policy for Payment of Expenses and Provision of Facilities to Councillors - Review - (95496, 96333)	77
Item: 167	SS - Representations - Accessibility of Windsor Centrelink Office - (95496, 96328, 95244)	79

ORDINARY MEETING**Table of Contents****Meeting Date:** 29 September 2015

ITEM	SUBJECT	PAGE
SECTION 4 - Reports of Committees		85
ROC	Floodplain Risk Management Advisory Committee - 6 August 2015 - (86589)	85
ROC	Heritage Advisory Committee - 27 August 2015 - (80242)	89
ROC	Local Traffic Committee - 14 September 2015 - (80245)	95
QUESTIONS FOR NEXT MEETING		113
Councillor Questions from Previous Meetings and Responses - (79351)		113
CONFIDENTIAL REPORTS		115
Item: 168	CP - Draft Business Case for the Dredging of Hawkesbury River between Windsor and Sackville Ferry - (95498, 124414) CONFIDENTIAL	115
Item: 169	IS - Progress Report - Proposed Compulsory Acquisition of Crown Lands - Waste Management Facility - (95495, 112179, 82995) CONFIDENTIAL	116
Item: 170	SS - Property Matter - Lease to Anthony Riley - Clarendon Parkside Cafe (Part Lot 3 in Deposited Plan 1062683) - (95496, 112106, 74459, 106692) CONFIDENTIAL	117
Item: 171	SS - Property Matter - Lease to Jodale Enterprises Pty Limited - Shop 1 Glossodia Shopping Village - (38869, 74051, 95496) CONFIDENTIAL	118

ordinary

section 1

confirmation of minutes

ORDINARY MEETING
Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

SECTION 1 - Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

ordinary

section 2

mayoral minutes

ORDINARY MEETING

Mayoral Minutes

ORDINARY MEETING

Mayoral Minutes

SECTION 2 - Mayoral Minutes

MM **Greater Sydney Commission - Selection of District Commissioners - (79351, 79353, 120428)**

REPORT:

Executive Summary

On Tuesday, 8 September 2015 the Minister for Planning, The Hon. R Stokes MP, issued a press release regarding the structure of the proposed Greater Sydney Commission (GSC) which is to be formally established in the coming months with additional information being available via the Department's website.

I have now received correspondence from the Department of Planning & Environment (DPE) in relation to the selection of the District Commissioner for the District that includes the Hawkesbury local government area (HLGA) and inviting Council to nominate one representative to participate on the panel for the selection of the District Commissioner for the District covering the HLGA.

I propose to recommend that Council nominate the Mayor, or his nominee, to represent Council on the selection panel.

Background

On Tuesday, 8 September 2015 the Minister for Planning, The Hon. R Stokes MP, issued a Press release regarding the structure of the proposed Greater Sydney Commission (GSC) which is to be formally established in the coming months with additional information being available via the Department's website.

The Minister's press release advised:

"Planning Minister Rob Stokes today revealed the structure of the Greater Sydney Commission, delivering the soon to be established organisation with responsibility for metropolitan planning in a partnership between state and local government.

Mr Stokes said that for too long Sydney's urban planning has operated in silos of councils and government departments, without effective joined-up coordination for the infrastructure our city and suburbs need.

The Greater Sydney Commission will be comprised of 13 appointees, including:

- *The Chair;*
- *Environment Commissioner, Economic Commissioner; Social Commissioner;*
- *Six District Commissioners, nominated by their councils; and*
- *Three key government heads: Planning, Transport and Treasury.*

"The Greater Sydney Commission will be responsible for delivery plans for each of Sydney's six districts," Mr Stokes said.

The six districts will all be represented by a member chosen by their elected local government officials, which will give councils the opportunity to play a major role in the planning decisions that shape their broader districts.

The appointment of independent Commissioners to represent the economy, environment and community will ensure that we receive expert advice on how to keep Sydney sustainable as it changes over the next decade.

ORDINARY MEETING

Mayoral Minutes

The Commission will also be charged with conducting regular reviews of Council's Local Environmental Plans and will act as the decision maker on rezoning proposals currently undertaken by the Minister.

For more information go to www.gsc.nsw.gov.au."

In addition, the DPE website also indicates that:

"The Commission will be supported by a Finance and Governance Committee, Infrastructure Delivery Committee, Strategic Planning Committee and Sydney Planning Panel.

The Sydney Planning Panel will take on the functions of the current Sydney Joint Regional Planning Panels.

The Commission will also be supported by a CEO and small staff agency.

Role of the Commission

The Greater Sydney Commission will be responsible for:

- *finalising district plans for each of Sydney's six districts*
- *conducting regular reviews of councils' Local Environmental Plans*
- *conducting all decision-making and plan-making on rezoning proposals currently undertaken by the Minister (or delegate)*
- *taking on the current assessment and plan making functions of the Sydney Joint Regional Planning Panels, including pre-gateway reviews*
- *monitoring and reporting to Government in implementation of actions in A Plan for Growing Sydney*
- *requiring councils to give effect to regional growth plans and district plans when amending their local plans.*

Next steps

Legislation to establish the Commission will be introduced to Parliament shortly.

Recruitment for the CEO and independent Commissioners will also take place.

The Commission will be formally established later in 2015."

A "Frequently Asked Questions" document produced by the DPE in relation to District Commissioners for the GSC is included as Attachment 1 to this Mayoral Minute.

It will be noted that the membership of the GSC will include *"Six District Commissioners, nominated by their councils"*. For this purpose the HLGA is part of the West District together with Blue Mountains and Penrith City Councils. The "Frequently Asked Questions" document referred to above in relation to the qualification requirements for District Commissioners indicates that *"Currently serving elected Council members and property developers will not be eligible for this role."*

An advertisement for positions on the GSC, including for the role of District Commissioners, first appeared in the Sydney Morning Herald newspaper on Saturday, 12 September 2015. It has since been confirmed with the DPE that a council cannot nominate an individual for the role of District Commissioner which must be the subject of a direct submission from interested persons. As the 'candidate information package' for the role of District Commissioner was not available at the time of preparation of this Mayoral Minute no further information in this regard is available at present.

I have now received correspondence from the Department of Planning & Environment in relation to the selection of the District Commissioner for the West District and inviting Council to nominate one representative to participate in the selection panel for the District Commissioner.

ORDINARY MEETING

Mayoral Minutes

The letter advises:

"The Minister for Planning, the Hon. Rob Stokes MP, has announced the role and structure of the Greater Sydney Commission as the next step in its establishment. This announcement opens new opportunities for 'joined-up planning' in Greater Sydney, with greater collaboration between government, stakeholders and communities to implement A Plan for Growing Sydney.

A key step in establishing the Commission is selection of the District Commissioners, who will represent the councils in the six planning Districts. Your council is invited to nominate one representative to participate in the selection panel for the District Commissioner for your District.

Council's representative will work with Boomerang Partners Asia Pacific Executive Search who will oversee the nomination and selection process for the District Commissioners.

Council representatives on the selection panel can expect to be required for up to two hours for shortlisting applicants and then an additional four to six hours for interviewing and deliberations. These processes will be fully supported by Boomerang Partners and a probity advisor.

This is an exciting opportunity for councils to play a major role in the decisions that will shape the Districts and planning outcomes for Greater Sydney as a whole.

Nominations will be accepted until 5.00 pm on Friday 9 October 2015, allowing four weeks for council to agree on your nomination to participate in the selection panel for the District Commissioner for your District.

Nominations should be forwarded to info@gsc.nsw.gov.au. For further information please contact Elizabeth Kinkade, Executive Director Planning Policy on 02 9228 6380 or at Elizabeth.kinkade@planning.nsw.gov.au."

Discussions with the DPE suggested that the Mayor would be an appropriate nominee to participate on the selection panel to make a recommendation for appointment to the Minister but concluded that the actual nomination was up to the Council to determine.

As such I would recommend that Council nominate the Mayor, or my nominee in the event that I may be unavailable at the time, to represent the Council on the selection panel.

Conformance to Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions Statements:

- Maintain its independent identity and voice through strong local government and community institutions.
- Have constructive and productive partnerships with residents, community groups and institutions.

and is also consistent with the nominated strategy in the Community Strategic Plan being:

- Broaden the resources and funding available to our community by working with local and regional partners as well as other levels of government.

Financial Implications

It is considered that there will be minimal financial implications associated with Council's participation on the selection panel for District Commissioner for the West District of the GSC.

ORDINARY MEETING

Mayoral Minutes

RECOMMENDATION:

That Council nominate the Mayor, or his nominee, to participate on the selection panel being established in connection with the selection of the District Commissioner to represent the West District on the Greater Sydney Commission.

ATTACHMENTS:

AT - 1 Greater Sydney Commission – District Commissioners – Frequently Asked Questions

**AT - 1 Greater Sydney Commission –
District Commissioners - Frequently Asked Questions**



**Planning &
Environment**

**Greater Sydney Commission
District Commissioners – Frequently Asked Questions**

September 2015

What is a District Commissioner?

A District Commissioner is a member of the Greater Sydney Commission. There will be six District Commissioners covering each district (formerly known as subregion) in Greater Sydney.

District Commissioners will make up six of the thirteen members of the Commission. The other members include three Commissioners (Social, Environment and Economic), the Commission Chair and Secretaries (or their delegates) from the Department of Planning and Environment, Transport for NSW and NSW Treasury.

What will be their role?

The District Commissioners will have advisory and decision making functions as part of the Commission and the committees that support the work of the Commission.

The proposed *Greater Sydney Commission Act* and the *Environmental Planning and Assessment Act 1979* will provide the legislative framework for the work of the Commission including the District Commissioners.

District Commissioners will chair the Sydney Planning Panels on a rotating basis.

District Commissioners will be members of the Strategic Planning Committee and will play a key role representing Council priorities at the district and metropolitan level of strategic planning.

District Commissioners will be employed on a part time basis.

How will they be selected?

A model has been developed in consultation with the Office of Local Government to select District Commissioners for each of the six Greater Sydney Districts.

Importantly, Councils will play a key role in the appointment of District Commissioners.

The key steps of the appointment process are:

Step 1: Panel of Mayors/Council nominees (selection panels) established in each District

Each Council to nominate a person to represent it on the recruitment selection panel. The panel for each district will be briefed on the process.

Step 2: Expression of Interest

Advertising of an Expression of Interest from interested candidates.

Step 3: Selection process

Selection panel to review candidates and interview up to five successful candidates. Panel to select a preferred candidate and two additional candidates for an eligibility list and provide to the Minister for Planning.



**Planning &
Environment**

Step 4: Ministerial appointment

Minister for Planning appoints District Commissioners.

An independent recruitment company and a probity officer will support this process. The recruitment process is expected to take up to eight weeks.

What qualifications will District Commissioners require?

The District Commissioners will be required to have qualifications and experience in one of the following areas to ensure they are qualified to undertake its roles for the Sydney Planning Panels: planning, architecture, the environment, urban design, land economics, traffic and transport, law, engineering, tourism, or government and public administration.

They will have an extensive knowledge of the social and strategic planning issues, opportunities and constraints for the relevant district.

Currently serving elected Council members and property developers will not be eligible for this role.

How long is their term?

The new legislation to establish the Greater Sydney Commission will include provisions that will allow District Commissioners to be appointed for a period up to four years and for a maximum period of eight years.

Any other questions

For further information, please contact Elizabeth Kinkade, Executive Director, Planning Policy, Department of Planning and Environment on 02 9228 6380 or Elizabeth.Kinkade@planning.nsw.gov.au

oooO END OF MAYORAL MINUTE Oooo

ordinary

section

3

reports
for determination

ORDINARY MEETING

Meeting Date: 29 September 2015

ORDINARY MEETING

Meeting Date: 29 September 2015

SECTION 3 - Reports for Determination

PLANNING DECISIONS

Item: 156 **CP - Development Report - DA0503/14 - Lot A DP 359072 - 135 Mountain Avenue, Yarramundi - Truck Depot - Retrospective Application - Extension to existing shed, landfill and use of property - (95498, 111135, 97761)**

Development Information

File Number: DA0503/14
Property Address: 135 Mountain Avenue, Yarramundi
Applicant: Peter Vicary
Owner: Gulf Western Premium Quality Lubricating Oils Manufacturing Pty Ltd
Proposal Details: Truck Depot - Retrospective Application - Extension to existing outbuilding, landfill and use of property
Estimated Cost: \$60,000
Zone: E4 Environmental Living
Date Received: 5 August 2014
Advertising: 15 August 2014 - 29 August 2014

Key Issues:

- ◆ Unauthorised works/use
- ◆ Amenity
- ◆ Bushfire

Recommendation: Approval

REPORT:

Pursuant to Section 80(1)(a) of the Environmental Planning and Assessment (EP&A) Act 1979 (as amended) this application seeks Council's approval for an extension of an existing outbuilding, the filling of land and use of the property as a truck depot at Lot A DP 359072, No. 135 Mountain Avenue, Yarramundi. The extension to the outbuilding, the filling of the land and the use of the property as a truck depot, have all been carried out without approval.

The application is being reported to Council for determination at the request of Councillor Williams.

The application was publicly notified from 15 August 2014 to 29 August 2014. Three submissions were received objecting to the development. A summary of the matters raised in the submissions follows:

- truck movements and the capacity of Mountain Avenue, pedestrian safety
- expansion of the use in the future
- out of character with the rural locality
- hours of operation – noise and lights
- fuel stored on the property and fire risks
- aboriginal cultural heritage
- loss of property value.

This report highlights that the proposed development is consistent with Hawkesbury Local Environmental Plan 2012, Sydney Regional Environmental Plan No. 20, State Environmental Plan No. 44, State Environmental Planning Policy No. 55, and that subject to conditions of consent is unlikely to have any adverse impacts on the natural or built environment.

ORDINARY MEETING

Meeting Date: 29 September 2015

As a result it is recommended that the application be approved.

History of Application

5 August 2014	Development Application DA0503/14 received
15 August 2014	Public exhibition of proposal for two weeks commences
7 October 2014	Request the Applicant to provide additional information in relation to permissibility, the requirements of the Building Code of Australia, plans, waste, chemical storage and the matters raised in public submissions.
20 May 2015	Additional information received from Applicant in relation to 7 October 2014 request.
2 July 2015	Request the Applicant to provide further information in relation to Workcover requirements and the servicing and washing of vehicles.
10 July 2015	Response received in relation to request of 2 July 2015.
26 August 2015	A Respondent contacted Council with concerns with the size (B-triple vehicle) of the tanker being parked on the site. Requested the Applicant provide a response to this concern.
8 September 2015	Response received in relation to request of 26 August 2015.

History of Site

DA1496/03	Clearing of vegetation (approved)
DA0609/08	2 storey dwelling (approved but did not proceed)
DA0608/08	Retrospective approval for outbuilding additions and landfilling (refused)
DA0038/09	Dwelling (approved)
DA0577/10	Attached garage (approved)

Description of Proposal

The application seeks Council's approval for the use of an extension of an existing outbuilding, the filling of land and use of the property as a truck depot at Lot A DP 359072, No. 135 Mountain Avenue, Yarramundi. The extension to the outbuilding, the filling of the land and the use of the property as a truck depot, have all been carried out without approval. The trucks have been operating from the site for approximately 6 years.

Extension to outbuilding

The existing outbuilding on the land is approximately 130m². The extension to this outbuilding is located on the southern side and has an area 122m², having dimensions of 14.6m by 8.4m, and a maximum height of 4.53m. The combined area of the outbuilding and extension is 252m².

The extension to the outbuilding will be used for the parking of the owner's vehicles, equipment for the maintenance of the property and for the servicing of trucks associated with the truck depot.

Filling of the land

An area around the existing outbuilding has been filled, with the depth of filling ranging from 300mm to 3m. The Applicant advises that the material used came from the property and no material was imported to the site.

ORDINARY MEETING

Meeting Date: 29 September 2015

Truck Depot

The use of the site as a truck depot involves the parking of the following:

- 1 semi trailer
- 1 truck and dog
- 1 float trailer
- earthmoving equipment
- 1 tanker truck.

A maximum of four truck movements will occur each day between the hours of 5am and 6pm.

The servicing of the trucks involves minor maintenance including changing of tyres, and replacing of light globes. The Applicant has clarified that the servicing of vehicles involving the changing of fluids will be undertaken offsite. In addition, the washing of vehicles will also be done offsite.

The truck depot operation involves two employees. The proposed hours of operation for the activity are 5am to 6pm.

Council Policies, Procedures and Codes to Which the Matter Relates

- State Environmental Planning Policy No. 44 – Koala Habitat
- State Environmental Planning Policy No. 55 – Remediation of Land
- Sydney Regional Environmental Plan No 20 – Hawkesbury-Nepean River
- Hawkesbury Local Environmental Plan 2012
- Hawkesbury Development Control Plan 2002.

Matters for Consideration under Section 79C of the Environmental Planning and Assessment Act 1979 (EPA Act)

In determining the application, Council is required to take into consideration the following matters as are relevant to the development that apply to the land to which the development application relates:

a. The provisions of any:

i. Environmental Planning Instrument:

State Environmental Planning Policy No. 44 – Koala Habitat.

SEPP No. 44 applies to land within the Hawkesbury Local Government Area to which a development application has been made and has an area of more than 1 hectare.

Circular No. B35 was issued by the former Department of Planning (DIPNR) on 22 March 1995. The purpose of the Circular was to provide information relating to the implementation of SEPP 44 and to provide the Guidelines made by the Director for the purposes of the SEPP. Section 1.5 of the Circular states, inter alia, that:

"In relation to affected DAs it is the intention of the policy that investigations for 'potential' and 'core' koala habitats be limited to those areas in which it is proposed to disturb habitat".

The site exceeds 1 hectare in area and therefore triggers the requirements of SEPP No. 44. However, the proposed development does not require the removal of native vegetation and will therefore not disturb habitat areas within the site. Consequently, an investigation into whether or not the land is potential koala habitat is not required for the development.

State Environmental Planning Policy No. 55 – Remediation of Land.

Clause 7(1) of SEPP No. 55 outlines a consent authority "*must not consent to the carrying out of any development on land unless:*

- *it has considered whether the land is contaminated*
- *if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out*
- *if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose".*

A Soil Testing Report, Reference Number 306, prepared by Compaction & Soil Testing Services Pty Ltd was submitted in support of the application. This Report concludes that the site is suitable for a continuing residential use and the results of the soil sample collected from 17 test pits indicate that they comply with the most stringent residential land use criteria (HIL 'A'). This Report has been reviewed by Council's Environmental Health Officer who raises no objections to the development.

Consequently, under Clause 7 of SEPP No. 55 Council is not prevented from granting consent to the proposal.

Sydney Regional Environmental Plan No. 20 – Hawkesbury-Nepean River.

The subject land falls within the boundary of SREP 20. This Policy aims "*to protect the environment of the Hawkesbury-Nepean River system by ensuring that the impacts of future land uses are considered in a regional context*". SREP 20 requires an assessment with regard to the general and specific considerations, policies and strategies set out in the Policy.

The site is not located within a scenic corridor of significance. The proposed development will not significantly impact on the environment of the Hawkesbury-Nepean River either in a local or regional context and the development is not inconsistent with the general and specific aims, planning considerations, planning policies and recommended strategies.

Hawkesbury Local Environmental Plan 2012

An assessment of the proposed development against the relevant provisions of the HLEP 2012 follows:

Clause 1.2 – Aim of Plan

The proposed development is considered to be consistent with the aims of the Plan as outlined in Clause 1.2(2) of HLEP 2012 in that it will not result in significant environmental or visual impacts and is considered to be acceptable in design and scale.

Clause 1.4 Definitions

The development is best defined as a 'truck depot' which means "a building or place used for the servicing and parking of trucks, earthmoving machinery and the like."

Clause 2.2 – Zoning of land to which Plan applies

The property is zoned E4 Environmental Living.

Clause 2.3 – Zone objectives and Land Use Table

'Truck depot' is permitted with development consent within the E4 Environmental Living zone.

It is considered that the development as proposed is generally consistent with the objectives of the zone in that:

- the property does not have any physical characteristics or bushfire risk that would be prohibitive to the proposed development
- the proposal is considered to be compatible with the environmental capabilities of the land and the existing infrastructure, services and facilities in the locality
- the proposed development is not considered to create any unreasonable land use conflicts
- the proposal will not have a significant adverse effect on water catchments, or important ecosystems such as waterways
- will have no adverse impact on the potential agricultural use of the site having regard to the topography of the land and the siting of the development, and will not result in the fragmentation or alienation of agricultural land.

Clause 4.3 – Height of Buildings

The extension to the building has a maximum height of 4.35m as measured from natural ground level and therefore complies with the 10 metre maximum height requirement of this clause.

Clause 5.10 – Heritage Conservation

The property is not affected by heritage.

Clause 6.1 – Acid Sulfate Soils

The proposal is located on land within Class 5. It is unlikely that the works carried out would have lowered the watertable to a level below 1m AHD.

Clause 6.2 - Earthworks

It is considered that the proposed development is consistent with the requirements of this Clause as:

- the proposal will have no detrimental effect on the existing drainage pattern of the locality or on soil stability
- the filling of the land for the truck depot is unlikely to hinder future redevelopment of the land
- evidence has been provided to demonstrate that the fill material used on the site is suitable in relation to the use of the property for both residential purposes and for a truck depot
- it is considered that the proposed development will have no unreasonable adverse impacts on the amenity of adjoining properties
- the application was referred to the Local Aboriginal Land Council who have raised no objection to the development
- the proposal will have no significant adverse impacts on watercourses, waterbodies or environmentally sensitive areas.

Clause 6.4 – Terrestrial Biodiversity

The land has been identified as having 'significant vegetation' and 'connectivity between significant vegetation' on the Terrestrial Biodiversity Map.

A review of aerial photos dated 2003 to 2014 confirm that the unauthorised filling and extension to the existing outbuilding on the land had occurred circa 2008. When these works were carried out native trees and vegetation were removed to create the adjoining apron to the outbuildings and provide manoeuvring driveway areas.

ORDINARY MEETING

Meeting Date: 29 September 2015

Additional works will be required to provide suitable batters for the filled area to the east of the existing buildings. These works will not require the removal of native vegetation and they will be sufficiently setback from areas of native vegetation.

As this application is seeking approval for unauthorised works/uses having been carried out, and no further works requiring the removal of native vegetation will occur, no significant adverse impact on flora and fauna, habitats or biodiversity will result should the activity continue.

Clause 6.7 – Essential Services

The subject site is serviced by the onsite collection of water, onsite disposal of wastewater and reticulated electricity and telecommunications services. Services to the site exist and are considered adequate to service the proposed development.

ii. Draft Environmental Planning Instrument that is or has been placed on exhibition and details of which have been notified to Council:

There are no draft environmental planning instruments that directly relate to the land or the specified development.

iii. Development Control Plan applying to the land:

Hawkesbury Development Control Plan (HDCP) 2002

An assessment of the proposal against the relevant provisions of this plan follows:

Part A Chapter 3 - Notification

The Application was notified for the period 15 August 2014 to 29 August 2014 in accordance with the requirements of this Chapter of the Development Control Plan.

Part C Chapter 2 – Car parking and Access

This chapter does not prescribe a parking rate for truck depots.

Based on the number of employees expected to be on the premises at any one time (two) and the number of trucks (three) and associated trailers and machinery operating from the site, it is considered that the existing concrete area adjacent to the building is sufficient to provide adequate parking for the development. It is further considered that sufficient space would be available on site should any overflow parking be required.

Access to the property exists from Mountain Avenue and is considered satisfactory for the use of the land for a truck depot, having regard to the size and number of vehicles to be operated from the site.

Part C: Chapter 8 – Management of Construction and Demolition Waste

A waste management plan has been submitted in respect to waste management of the ongoing activity.

Part D Chapter 7 – Landfill

The following comments relate directly to the general principles outlined in the Landfill Chapter of the HDCP 2002:

1. The excavation and filling works carried out have assisted the use of the land as a truck depot. It is noted that works will be required to ensure that all batters comply with the 1 in 3 slope requirement of Hawkesbury Development Control Plan – Appendix E.

ORDINARY MEETING

Meeting Date: 29 September 2015

2. Appropriate drainage of the filled land can be achieved.

Roof stormwater from the extension to the outbuilding is connected to existing water tanks located adjacent to the buildings.

Surface stormwater runoff from the filled area will drain to the east following the natural contour lines and natural drainage lines. Given the size of the property and the location of the development from boundaries, stormwater runoff from this area will have no adverse impact on adjoining properties or watercourses having regard to increased flows, concentration of flows or water quality.

3. It is considered that the filled area is suitable for its use having regard to compaction of fill material.
4. Suitable conditions to be imposed with respect to erosion and sediment control devices during any rectification works.
5. The existing land filling has no adverse impact on the visual and scenic quality of the locality given the size of the property, the setbacks of the development from boundaries and the presence of exiting vegetation.
6. The fill material that has been used at the site has been certified as being suitable for use on the property.
7. The filled area has no adverse impact on adjoining properties.
8. The existing landfill has been certified as suitable for use on the property and it is unlikely that it will adversely impact on the health and safety of residents.
9. The landfill will improve the use of the land. The fill will have no adverse impact on the rural character of the locality.
10. The proposal is not expected to affect water quality within the catchment. Suitable conditions of consent are to be imposed in relation to erosion and sediment control.
11. The proposed works are not expected to expose any acid sulphate soils, sodic soil or saline soils.

Given the above, the filling of the land is considered to be consistent with the requirements of this Chapter of the Development Control Plan.

iv. Planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F:

There has been no planning agreement or draft planning agreement entered into under Section 93F of the Environmental planning and Assessment Act, 1979.

v. Matters prescribed by the Regulations:

The Environmental Planning and Assessment Regulation 2000 requires:

- The development to be completed in accordance with the National Construction Code – Building Code of Australia
- Developer contribution fees to be paid in accordance with Council's Section 94A Development Contribution Plan. It is noted that developer contribution fees are not applicable to the development as the estimated cost of development is \$60,000, which is below the minimum levy threshold of \$100,000 set by Council's Section 94A Development Contribution Plan.

ORDINARY MEETING

Meeting Date: 29 September 2015

Suitable conditions of consent are recommended to ensure compliance with these requirements where relevant.

b. The likely impacts of that development, including environmental impacts on both the natural and built environments and the social and economic impacts in the locality:

Context

It is considered that the proposed development is compatible with the adjoining land uses and will not result in an unreasonable impact on the amenity of the nearby residences.

The proposal will have no adverse impacts on the visual amenity of the locality given the location and size of the property, the location of the development on the land and the distance from adjoining properties and residences, and the presence of existing native vegetation on the property. It is therefore also considered that the proposed development will not unreasonably impact on adjoining properties in terms of overshadowing, loss of visual or acoustic privacy, or loss of views and vistas.

The truck depot activity comprising four truck movements per day is considered low scale and therefore compatible with the rural character and rural/residential use of the locality.

Noise

The proposed hours of operation for the activity are 5am to 6pm. In accordance with the Protection of the Environment Operations (Noise Control) Regulation 2008 a person must not cause or permit a motor vehicle to be used on residential premises in such a manner that it emits noise that can be heard within a habitable room in any other residential premises (regardless of whether any door or window to that room is open):

- a) before 8 am or after 8 pm on any Saturday, Sunday or public holiday
- b) before 7 am or after 8 pm on any other day.

The proposal for trucks leaving the site from 5am has the potential to negatively impact on residences along Mountain Avenue in respect to noise and lights. Having regard to the low scale of the development, it is considered reasonable that the operators of the activity be given an opportunity to demonstrate that the operating hours will not result in any unreasonable adverse impacts on the amenity of the locality. In this regard a reviewable condition has been included in the Recommendation to this Report. The owner/operator has agreed to this.

Access, Transport and Traffic

Access to the site is considered satisfactory. The traffic generated by the development is unlikely to have any significant impact on the safety and efficiency of traffic using Mountain Avenue or surrounding roads. Suitable onsite car parking has been proposed for the development and suitable manoeuvring is available on the site for the proposed activity.

Utilities

The proposed development will not place unreasonable demands on the provision of services.

Flora and Fauna

The application does not require the removal of native vegetation or the destruction of known habitats of native fauna on site. Therefore the proposed development will not result in a significant impact on any threatened species or endangered ecological communities and it is therefore considered that the requirements of Part 5A of the Environmental Planning and Assessment Act, 1979 can be satisfied.

Waste

Given the use of the building for a truck depot, WC facilities are required to be provided in order to comply with the requirements of the Building Code of Australia. In this regard, the WC will need to be either connected to the existing sewage management facility on the site or be provided with a new system. Given that the activity only involves two employees, and has been carried out for the past six years, it is considered that the existing system has the capacity to support the use.

Social and Economic Impact on the Locality

It is considered that the proposal will not have any significant social or economic impacts on the locality.

Cumulative Impact

Given the development is compatible with the adjoining land uses, the objectives of the zone and requirements of Hawkesbury DCP, no negative cumulative impact is foreseen.

c. Suitability of the site for the development:

The development is considered suitable within the context of the locality, compatible with adjoining land uses and is permissible within the zone.

The development is located within a previously cleared area with appropriate setbacks from boundaries. Existing vegetation on the property provides suitable screening of the development from adjoining properties.

The proposed development is located on bushfire prone land. This bushfire affectation is not prohibitive to the development.

The car parking and access is suitable to service the development.

The development will not impact upon critical habitats and threatened species, populations, ecological communities and habitats.

The site is therefore considered to be suitable for the proposed development.

d. Any submissions made in accordance with the Act or the Regulations:

The proposal was exhibited for two weeks in accordance with Part A of the Hawkesbury Development Control Plan 2002 from 15 August 2014 to 29 August 2014 inclusive. Three submissions were received during this time. The matters raised in these submissions are discussed below:

- *Truck movements and the capacity of the Mountain Avenue, pedestrian safety;*

Comment: One Respondent raised concern that the fuel tanker accessing the property is a B-triple. This matter was raised with the Applicant/Owner who advised that "the best solution is that I will leave the rear tanker at another site and will only use Mountain Ave with the truck and 1 tanker." The use of Mountain Avenue by a B-triple is not permitted, and the Police and Roads and Maritime Services are the authorities for the regulation of heavy vehicles on roads.

The safety of pedestrians on Mountain Avenue was raised in regard to the size and speed of the trucks. Given the scale of the proposal, it is considered that the activity will have no unreasonable additional risks.

ORDINARY MEETING

Meeting Date: 29 September 2015

- *Expansion of the use in the future;*

Comment: The application provides the parameters by which the proposed development is to be carried out, including hours of operation, number of employees and the number of trucks and truck movements. Should the proposal be approved, the activity must be operated in accordance with the Applicants stated limits. These limits can also be ensured through conditions of consent. In this regard conditions relating to the hours of operation and number of truck movements have been included in the Recommendation to this Report.

- *Out of character with the rural locality;*

Comment: Truck depots are permissible on the land. It is considered that the proposed development will have no adverse impact on the character and amenity of the locality for the following reasons:

- a) the proposal will have no adverse impacts on the visual amenity of the locality given the location and size of the property, the location of the development on the land and the distance from adjoining properties and residences, and the presence of existing native vegetation on the property
- b) the activity is considered be of a low scale, comprising of a maximum of three trucks and therefore four truck movements per day and a maximum of two employees.

- *Hours of operation – noise and lights;*

Comment: As previously discussed, a reviewable condition in respect to the hours of operation has been included in the Recommendation to this Report to monitor the impacts from trucks leaving early in the morning.

It is noted that the concerns raised in respect to the impacts of noise and light from the trucks has been done so in relation to the unauthorised operation, and relate to the departure of trucks from the property at 3:00am in the morning.

- *Fuel stored on the property and fire risks;*

Comment: Concern has been raised in respect to the parking of the fuel tanker on the site and fire risks. The Applicant advises:

"The client delivers oil to gulf western oil at St Marys, if for any reason they get there too late to unload the tanker is left there overnight at that site and it is unloaded the next morning. The client has a ute parked at gulf western site so they can leave the tanker there overnight and drive the ute home. They have never and will never bring a tanker home with any oil in it.

There are no requirements from workcover regarding the operation of the tankers. There may be a slight residue of oil in the tanker, (5 litres) in the entire tank), however there is no risk of this exploding, the base oil that is in the tanker has the same flashpoint as motor oil, you could put a lighted match in the oil and it would extinguish the flame."

"Oil is not a dangerous good and the tankers are not registered to carry dangerous goods."

NSW Rural Fire Services document 'Planning for Bush Fire Protection 2006' does not provide any requirements for this type of activity.

ORDINARY MEETING

Meeting Date: 29 September 2015

It is considered that the parking of the tanker on site will not result in any significant adverse impact on adjoining properties in terms of their bush fire risks or on the natural environment as:

- the tanker is parked within a cleared, sealed area;
 - the truck depot is approximately 175m from the nearest neighbouring residence;
 - the owners have the ability to easily remove the vehicle from the premises during times of bushfire threat;
 - the tanker will not be full when parked on site and will only contain a residue of approximately five litres. This is comparable to the storing of fuels on properties for other rural/residential uses such as use in mowers, tractors, cars, oil tanks for heating etc.
- *Aboriginal cultural heritage;*

Comment: The Deerubbin Local Aboriginal Land Council was notified of the application and did not make any submissions.

- *Loss of property value.*

Comment: Truck depots are permissible with consent in E4 Environmental Living zone.

e. The Public Interest:

The proposal is consistent with the various planning controls affecting the site and would support a use that is permitted within the zone.

It is considered that the site will be able to cater for the development with no negative cumulative impact foreseen. The proposal is not contrary to public interest and it is recommended that the application be supported.

Developer Contributions

The development is exempt from contributions under Council's Section 94A Contributions Plan.

Conclusion

The proposed development is considered to be consistent with the relevant provisions of Hawkesbury Local Environmental Plan 2012, Sydney Regional Environmental Plan No. 20, State Environmental Planning Policies No. 44 & 55, and Hawkesbury Development Control Plan.

It is considered that the truck depot can be carried out without any significant adverse impacts on the amenity of the locality due to the low scale nature of the activity. However, the proposed hours of operation of the truck depot allows trucks to leave the premises as early as 5:00am. Given the scale of the activity, comprising a maximum of four truck movements per day, it is considered unlikely that trucks will have any unreasonable adverse impact on adjoining residences, and residences in Mountain Avenue, in terms of noise and light. To ensure that this is the case a reviewable condition has been included in the Recommendation to this Report in relation to the hours of operation. This condition will allow the operation of the depot from 5:00am for a six month period. Should this be unsuccessful, the depot will then be required to operate from 7:00am, consistent with the requirements of the Protection of the Environment Operations (Noise Control) Regulation 2008.

ORDINARY MEETING

Meeting Date: 29 September 2015

Planning Decision

As this matter is covered by the definition of a “planning decision” under Section 375A of the Local Government Act 1993, details of those Councillors supporting or opposing a decision on the matter must be recorded in a register. For this purpose a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

RECOMMENDATION:

That development application DA0503/14 at Lot A DP 359072, 135 Mountain Avenue, Yarramundi for a Truck Depot - Extension to existing outbuilding, landfill and use of property be approved subject to the following conditions:

General

1. The development shall take place generally in accordance with the stamped plans, specifications and accompanying documentation submitted with the application except as modified by these further conditions.
2. No excavation, site works or building works shall be commenced prior to the issue of an appropriate Construction Certificate.
3. The development shall comply with the provisions of the National Construction Code – Building Code of Australia.
4. The building shall not be used or occupied until the issue of an appropriate occupation certificate.
5. The accredited certifier shall provide copies of all Part 4 certificates issued under the Environmental Planning and Assessment Act, 1979 relevant to this development to Hawkesbury City Council within seven days of issuing the certificate. A registration fee applies.
6. This development falls within the Sewerage Scheme controlled by Hawkesbury City Council. Therefore Hawkesbury City Council is the approving authority for all sewer works.
7. A Building Certificate is to be obtained prior to the issue of a construction certificate.

Prior to Issue of Building Certificate

8. A structural engineer shall inspect and certify that the building is structurally adequate to resist the loads likely to be imposed upon it.

Prior to Issue of Construction Certificate

9. Council is the sewer authority for this development. As this development involves works in connection to the on-site septic system, a payment of the prescribed inspection fee for both internal and external sewer drainage work is required to be made prior to the issue of a construction certificate.
10. Two additional personnel exit doors are required to be provided in accordance with the recommendations of the Building Code of Australia Compliance Report prepared by Fire Safety Engineering Consultants dated 5 May 2015. The exit doors are required to swing in the direction of egress and be provided with lever type handles and illuminated exit signage. Details are required to be provided with the construction certificate application.

ORDINARY MEETING

Meeting Date: 29 September 2015

11. Bollards are required to be provided to all personnel exit doors in accordance with the recommendations of the Building Code of Australia Compliance Report prepared by Fire Safety Engineering Consultants dated 5 May 2015.
12. An accessible WC is required to be provided to serve the building in accordance with the recommendations of the Building Code of Australia Compliance Report prepared by Fire Safety Engineering Consultants dated 5 May 2015. Details are required to be provided with the construction certificate application.
13. Emergency Lighting, Illuminated Exit Signage and Portable Fire Extinguishers are required to be provided throughout the building in accordance with the recommendations of the Building Code of Australia Compliance Report prepared by Fire Safety Engineering Consultants dated 5 May 2015. Details are required to be provided with the construction certificate application.
14. An accessible car-parking space is required to be provided in accordance with the recommendations of the Building Code of Australia Compliance Report prepared by Fire Safety Engineering Consultants dated 5 May 2015. Details are required to be provided with the construction certificate application.
15. Braille and tactile signage is required to be provided in accordance with the recommendations of the Building Code of Australia Compliance Report prepared by Fire Safety Engineering Consultants dated 5 May 2015. Details are required to be provided with the construction certificate application.

Prior to Commencement of Works

16. The applicant shall advise Council of the name, address and contact number of the Principal Certifying Authority, in accordance with Section 81A 2(b) of the Environmental Planning and Assessment Act, 1979.
17. At least two days prior to commencement of works, notice is to be given to Council, in accordance with the Environmental Planning and Assessment Regulation.
18. Erosion and sediment control devices are to be installed and maintained at all times during site works and construction.
19. The waste management plan shall be amended to include any construction works. An amended copy of the waste management plan shall be provided to the Principal Certifying Authority prior to the commencement of works.
20. A sign displaying the following information is to be erected adjacent to each access point and to be easily seen from the public road. The sign is to be maintained for the duration of works:
 - a) Unauthorised access to the site is prohibited.
 - b) The owner of the site.
 - c) The person/company carrying out the site works and telephone number (including 24 hour 7 days emergency numbers).
 - d) The name and contact number of the Principal Certifying Authority.

During Construction

21. Dust control measures, eg vegetative cover, mulches, irrigation, barriers and stone shall be applied to reduce surface and airborne movement of sediment blown from exposed areas.
22. Measures shall be implemented to prevent vehicles tracking sediment, debris, soil and other pollutants onto any road.

ORDINARY MEETING

Meeting Date: 29 September 2015

23. The site shall be secured to prevent unauthorised access and the depositing of unauthorised material.
24. Works shall not impeded or divert any natural water flow from adjoining properties. All natural and subsurface water-flow shall not be re-directed or concentrated to adjoining properties. Water flows shall follow the original flow direction without increased velocity.
25. Site and building works (including the delivery of materials to and from the property) shall be carried out only on Monday to Friday between 7am – 6pm and on Saturdays between 8am – 4pm.
26. The site shall be kept clean and tidy during the construction period and all unused building materials and rubbish shall be removed from the site upon completion of the project. The following restrictions apply during construction:
 - a) Stockpiles of topsoil, sand, aggregate, spoil or other material shall be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and shall have measures in place to prevent the movement of such material off site.
 - b) Building operations such as brick cutting, washing tools, concreting and bricklaying shall be undertaken only within the site.
 - c) Builders waste must not be burnt or buried on site. All waste (including felled trees) must be contained and removed to a Waste Disposal Depot.
27. Compliance certificates (known as Part 4A Certificates) as are to be issued for Critical stage inspections as detailed in the Environmental Planning and Assessment Regulation 2000 as required by section 109E (3) (d) of the Environmental Planning and Assessment Act 1979 by the nominated Principal Certifying Authority .
28. Inspections and Compliance Certificates for sanitary drainage works can be conducted and issued by Hawkesbury City Council. Inspections must be conducted on the exposed pipes prior to covering. Please phone (02) 4560 4444 to arrange inspections.
29. Vehicle entrances and exits shall be clearly signposted, including street number, and visible from both the street and site at all times.
30. The filled area shall be battered at a slope not exceeding one vertical to three horizontal.
31. All constructed batters shall be topsoiled and turfed immediately upon completion of construction.
32. All civil construction works required by this consent shall be in accordance with Hawkesbury Development Control Plan appendix E Civil Works Specification.
33. Disabled parking shall be provided in accordance with AS2890.6.

Prior to Issue of an Interim Occupation Certificate

34. A Certificate from a telecommunications carrier confirming that provision has been made for services to the development shall be submitted to the Principal Certifying Authority.
35. Written clearance from Integral Energy shall be submitted to the Principal Certifying Authority.
36. A Section 73 Compliance Certificate under the Sydney Water Act 1994 must be obtained from Sydney Water Corporation.
37. Written clearance from Hawkesbury City Council (as the local sewer authority) that the development is suitably connected to the on-site sewerage management system, is required to be submitted to the Principal Certifying Authority prior to the issue of an Interim Occupation Certificate.

ORDINARY MEETING

Meeting Date: 29 September 2015

38. A compliance certificate from Hawkesbury City Council's Development Services Branch confirming completion of internal and external drainage must be submitted to the Principal Certifying Authority.
39. A works as executed plan and contour depth of fill plan prepared by a registered surveyor or the design engineer shall be submitted.

Use of the Development

40. No advertising signs or structures shall be erected, displayed or affixed on any building or land without prior approval.
41. No internal or external alterations shall be carried out without prior approval of Council.
42. Servicing or washing of trucks and other vehicles associated with the truck depot is not permitted on the property.
43. Oil, fuel, brake fluid, radiator fluid, battery acid and other liquids must not be stored on the site.
44. The hours of operation for the premises are regulated by a reviewable condition as follows:
 - a) The hours of operation are restricted to:

7am and 6pm Mondays to Fridays
8am and 6pm Saturdays, Sundays and public holidays

Reviewable extended hours
 - b) During the trial period of six months, from date of issue of this consent, the use may operate as follows:

5am and 6pm Mondays to Fridays
8am and 6pm Saturdays, Sundays and public holidays
 - c) The extended hours in (b) above may be reviewed by Council at any time during the trial period. Such a review will occur in the event that a breach of the maximum noise restriction criteria has occurred and has not been satisfactorily resolved following a written request from Council.
 - d) Notwithstanding the right of Council to review the hours of operation during the trial period a further application may be lodged by the owner to continue the extended hours of operation outlined in (b) above before the end of the trial. Council's consideration of a proposed continuation of the hours of operation will be based on, among other things, the performance of the operator in relation to the compliance with development consent conditions, any substantiated complaints received and any views expressed during public consultation or from other relevant stakeholders.
 - e) The purpose of the reviewable condition is to allow ongoing assessment of the hours of operation in relation to neighbourhood amenity and operational performance, and allow the management to demonstrate successful practices in relation to the above.
45. The truck depot activity shall not employ more than two persons.
46. Only a total of four truck movements per day is permitted to and/or from the property.
47. The tanker can only be brought to/parked on the property if empty.

ORDINARY MEETING

Meeting Date: 29 September 2015

48. Any oil or liquid spills must be cleaned up promptly. Necessary materials and equipment shall be kept onsite to contain and clean up any spills. Sufficient supplies of appropriate absorbent materials and/or other appropriate spill clean up equipment shall be kept on site to recover any liquid spillage. Liquid spills must be cleaned up using dry methods only and shall not give rise to an offence under the Protection of the Environment Operations Act 1997.
49. Any lighting on the site is to be directed in such a manner so that no nuisance is caused to adjoining properties or to drivers on surrounding streets.
50. The subject development, including landscaping, is to be maintained in a clean and tidy manner.
51. All fire safety equipment and fixtures shall be regularly serviced and maintained. The owner or their agent shall certify annually that each of the fire safety measures specified in this statement has:
 - a) been assessed by a properly qualified person
 - b) found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the certificate is issued.
52. Waste is to be stored in an appropriate manner in a covered area and removed at regular intervals.
53. All vehicles shall be driven in a forward direction at all times when entering and leaving the premises.
54. Noise generated as a result of the activity shall be managed so that the LAeq noise levels, measured at any point in accordance with the NSW DEC's Industrial Noise Source Policy, do not exceed 5dB(A) (LAeq) above background levels (LA90) with respect to noise amenity of other properties and associated outdoor areas.
55. The activity shall not give rise to 'offensive noise' as defined by the Protection of the Environment Operations Act 1997.
56. Waste is to be separated where appropriate for reuse and recycling.

ATTACHMENTS:

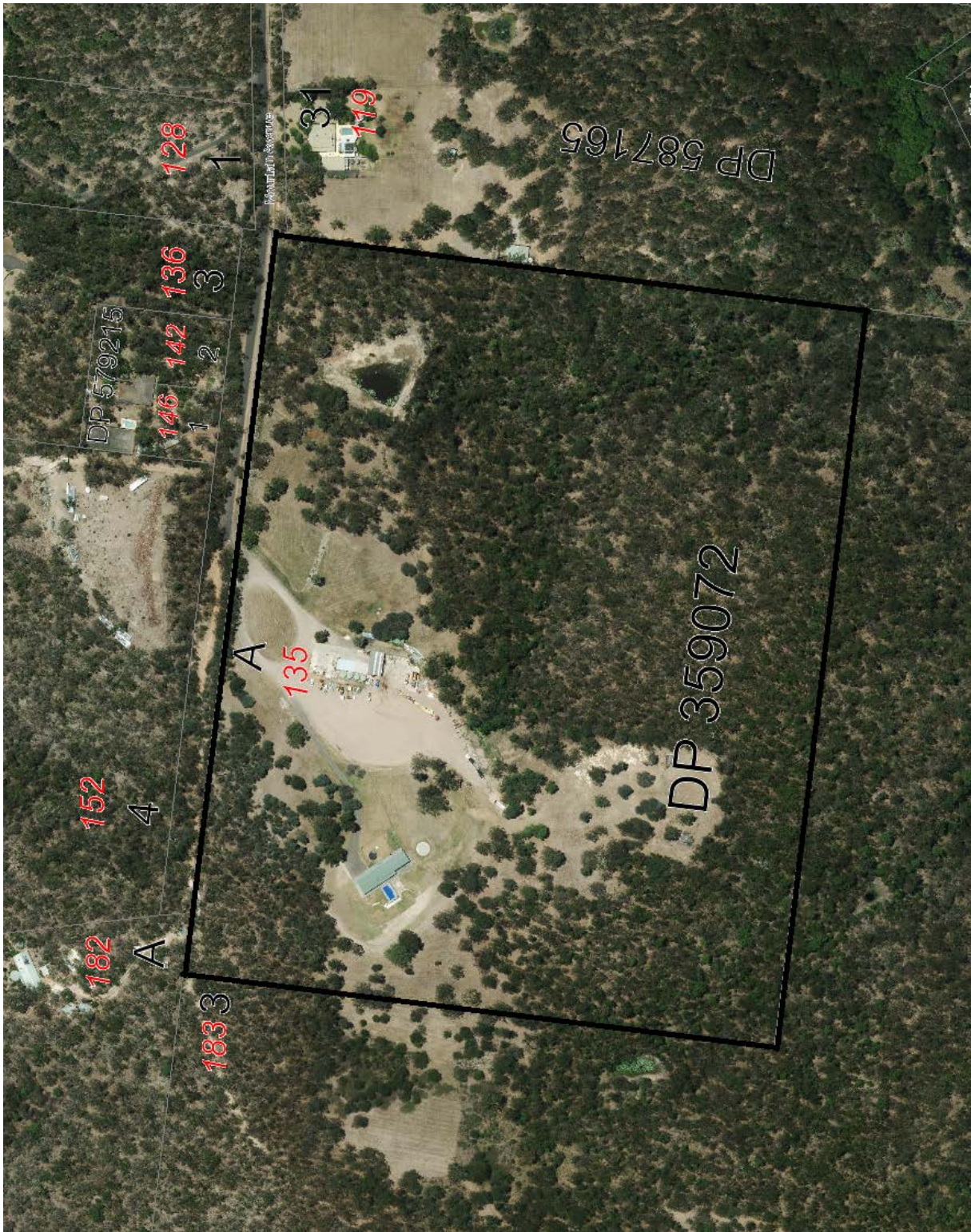
- AT - 1 Locality Plan
- AT - 2 Aerial Photo
- AT - 3 Site Plan
- AT - 4 Elevation Plan

Meeting Date: 29 September 2015

ORDINARY MEETING

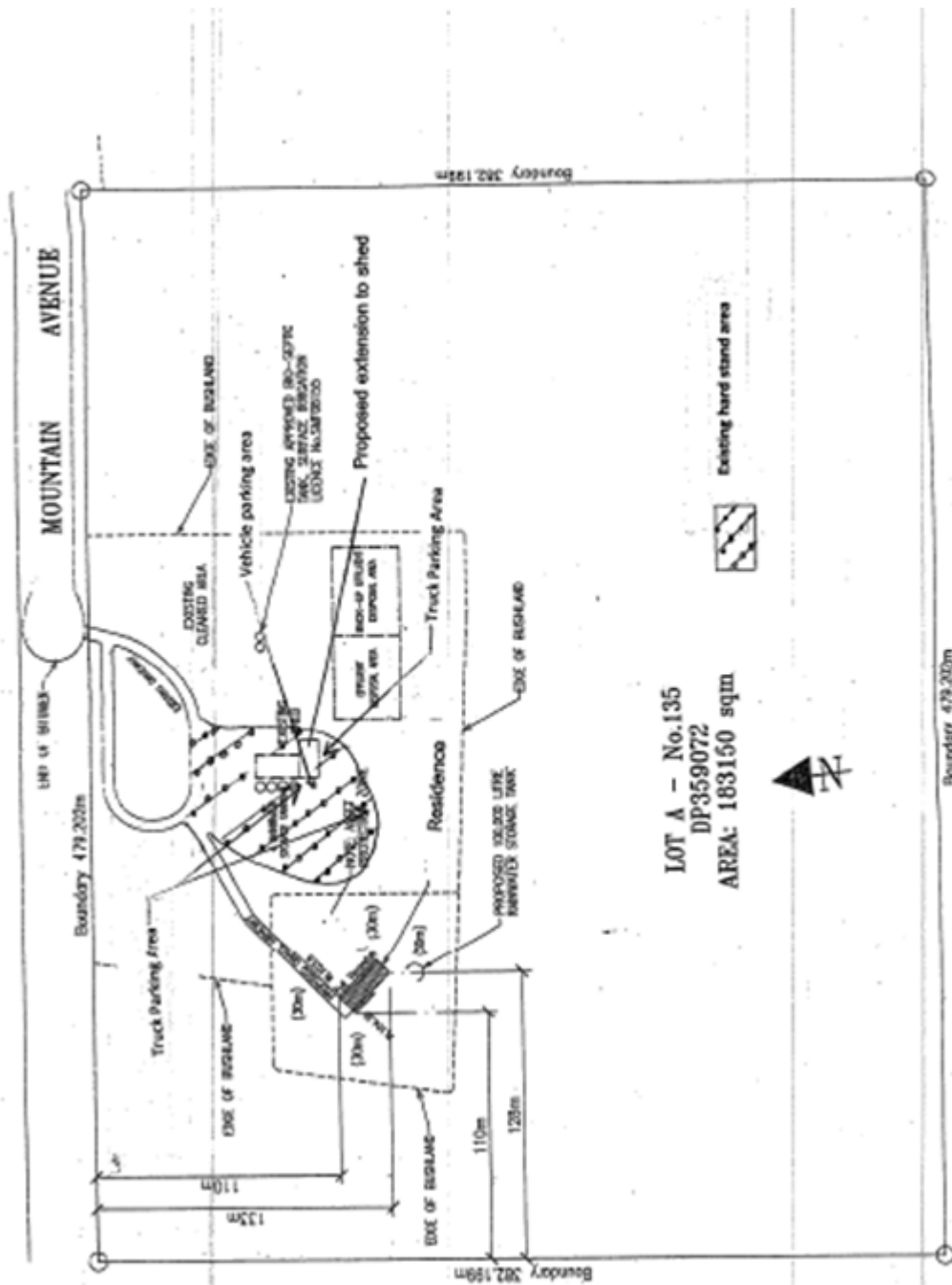
Meeting Date: 29 September 2015

AT - 2 Aerial Photo



Meeting Date: 29 September 2015

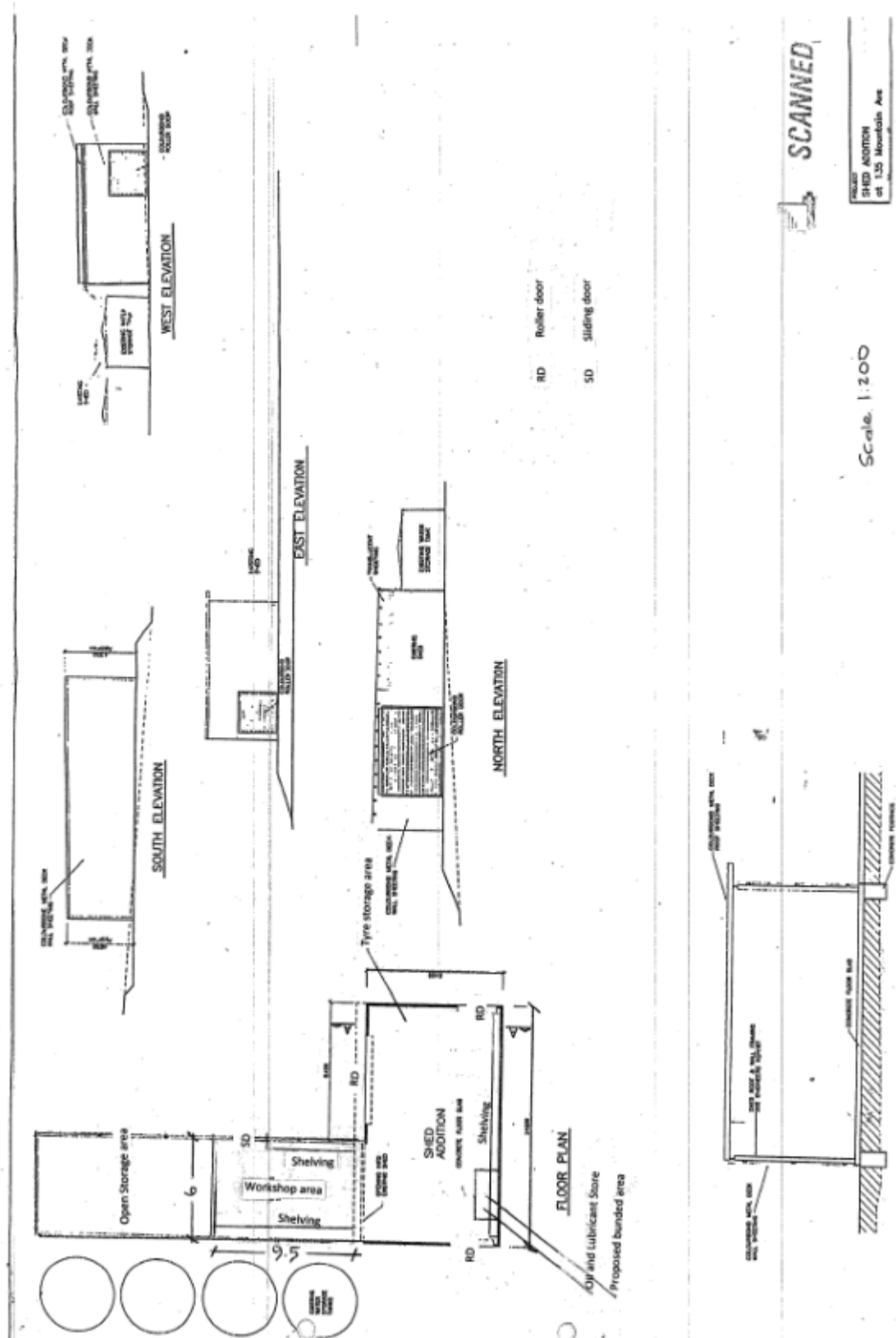
AT - 3 Site Plan



ORDINARY MEETING

Meeting Date: 29 September 2015

AT - 4 Elevation Plan



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Item: 157**CP - Review of Council's Section 94A Contributions Plan 2006 and Proposed Exhibition of Draft Section 94A Contributions Plan 2015 - (124414, 95498)**

REPORT:**Executive Summary**

The purpose of this report is to advise of a review of Council's Section 94A Contributions Plan 2006 (the S94A Plan) and seek Council approval to exhibit the draft Hawkesbury Section 94A Contributions Plan 2015 (the draft S94A Plan).

The S94A plan needed review for the following key reasons:

- Contributions Plans should be regularly reviewed and the current plan is almost 10 years old
- a range of S94A exemptions for development types have been introduced by the Minister since 2006
- the works program proposed in 2006 has only been partially completed (due to the reduction in S94A levies and therefore reduced funding available)
- a revised work program can respond to a more reasonable scope of works and projected future population needs particularly around the key town centres
- to take into account the sustainability issues identified during the preparation and adoption of Council's Fit for the Future (FFTF) proposal.

The S94A funding is intended to augment and align with locations where Voluntary Planning Agreement (VPA) funded works are occurring. This will enable the delivery of short, medium and long term project elements where the requirement for these works cannot be directly linked to population growth arising from new residential development.

Consultation

It is proposed that the draft S94A Plan be publicly notified in accordance with the relevant provisions of the Environmental Planning and Assessment Act 1979 and Regulation 2000 for a minimum period of 28 days.

Introduction

Section 94A of the Environmental Planning and Assessment Act 1979 allows a consent authority to impose, as a condition of development consent, a requirement that a developer/applicant pays a levy towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation). The levy can only be imposed if it is authorised by a contributions plan. The levy is based on a percentage of the Capital Investment (CI) cost of carrying out the development.

It should be noted that S94A is a different levy system to that imposed by S94. Whilst a S94 Plan is very specific as to the identification of the collection regime, catchment areas for collection and expenditure and timing of works, S94A is a flat levy imposed on the CI value of the project and is more flexible in the identification of works within the Plan.

The Department of Planning and Environment (DP&E) guidelines for Section 94A contributions plans described these plans as a "flat rate levy" plan and recommend their application:

ORDINARY MEETING

Meeting Date: 29 September 2015

- where there is little growth and slow accrual of funds in established urban areas or rural areas, or where provision of facilities benefits a dispersed set of contributors,
- in areas with multiple ownership with little scope for land dedications or work-in-kind,
- costs of needed infrastructure are relatively low and spread over time.

A S94A levy cannot be imposed on the same development application (DA) or Complying Development Certificate (CDC) if a S94 contribution is also required. Also, other than in the case of further subdivision, a S94A levy cannot be imposed on a DA or CDC if a S94 contribution has previously been paid on the land.

Council's S94A Plan collects contributions for commercial facilities infrastructure, communications infrastructure, public amenity infrastructure, transportation infrastructure, community buildings, recreation facilities and park improvements. It is based on a levy of 1% of the CI cost of development with some exemptions within the S94A Plan and then later additional exemptions imposed by the then Minister of Planning.

The S94A Plan has been in effect since 10 May 2006 and the subsequent Ministerial exemptions and general downturn in development have significantly reduced the expected contributions collected under this plan. In response to this, the draft S94A Plan has been prepared for placement on public exhibition, and is attached to this report.

Key Features of the Draft S94A Plan

The draft S94A Plan sets out the following:

- location maps of the Local Infrastructure items supported by a works program setting out an estimate of their cost and staging. Note, the preparation of the proposed works program is discussed in greater detail later in this report
- the relationship between the expected development in Hawkesbury City and the Local Infrastructure included in this Plan
- the section 94A levy rates for the anticipated types of development in the area
- the administrative and accounting arrangements applying to contributions that are required by this Plan.

The proposed levy rates are as follows.

Development type*	Levy rate
Development that is not subject to a section 94 contribution under any other contributions plan adopted by the Council under the EP&A Act, and the proposed cost of carrying out the development is: <ul style="list-style-type: none">• up to and equal to \$100,000• more than \$100,000 and up to and including \$200,000• more than \$200,000.	 Nil 0.5% of that cost 1% of that cost

These rates are based on a current Ministerial Direction.

The plan provides for the following exemptions to the levy:

- development ordinarily incidental or ancillary to the use of a dwelling, such as swimming pools, garages, sheds, tree applications and the like

ORDINARY MEETING

Meeting Date: 29 September 2015

- alterations or refurbishment of an existing development, where there is no enlargement, expansion, increase in floor area or intensification of the current land use
- an application by or on behalf of Council for community infrastructure, such as, but not limited to, libraries, community facilities, recreation areas, recreation facilities and car parks
- an application by or on behalf of the NSW Government for public infrastructure, such as, but not limited to, police stations, fire stations and public transport infrastructure
- education establishments
- hospitals
- child care centres
- places of public worship
- seniors housing development (other than self-contained dwellings forming part of seniors housing development)
- an application for demolition (where there is no replacement building or development)
- development exempted from section 94A levies by way of a direction made by the Minister for Planning under section 94E of the EP&A Act
- any other development for which Council considers an exemption warranted, where a decision is made by formal ratification of the Council at a public Council meeting.

These exemptions are based on a current Ministerial Direction and consideration of exemptions identified in a report to Council of 24 September 2013.

The draft S94A Plan, if made, would repeal the current S94A Plan and it would have no effect on any other contributions plan prepared and adopted by the Council. Furthermore, nothing in the draft S94A Plan would prevent the Council and a developer from entering into a Voluntary Planning Agreement.

The draft S94A Plan includes a Local Infrastructure works schedule containing costs and staging details and maps showing the location of the Local Infrastructure items.

Preparation of Proposed Works Program

A major element of reviewing the S94A Plan was redefining the works program. The current S94A Plan's works program identified 104 works which were costed at \$8.6M and were scheduled to be delivered over 8 years with the bulk of projects to have been completed by 2012/2013. This works program was based on assumptions as to the level of S94A contributions yield that would be available to fund proposed works. As noted above, Ministerial exemptions and other factors have substantially reduced this yield. As at 31 August 2015, nine years into the program, Council has received \$4.01M in total contributions (or 47% of the estimated contributions).

Accordingly the previously adopted works program has been reviewed to identify a more reasonable scope of works. The review has also taken into account the sustainability issues identified during the preparation and adoption of Council's Fit for the Future (FFTF) proposal.

In this respect, Council's FFTF proposal included a strategy to achieve a more integrated approach to future capital works investment. In broad terms the aim of this strategy is to implement a capital investment framework with a clear focus on the renewal of existing assets and on works which deliver on the objectives within Council's suite of adopted plans. This strategy is intended to minimise future exposure to increased asset maintenance costs and annual depreciation charges, as well as delivering on the directions within the Hawkesbury Community Strategic Plan 2013-2032 (CSP).

ORDINARY MEETING

Meeting Date: 29 September 2015

Management are currently working towards the finalisation of a revised (draft) Long Term Financial Plan (LFTP) based on these strategic principles. As part of this process, Council staff have recently completed an audit of Council's adopted plans to categorise their content according to the themes within the CSP as well as identifying the connected outcomes these plans are pursuing. In simple terms the audit has identified four primary CSP outcomes with an inherent requirement for capital works investment. These are:

- renewing town centres and villages - upgrading parklands, public domain and infrastructure to improve functionality, look and walkability of centres and their capacity to support community events by creating safe places of activity by day and night
- a linked and integrated network of multi-use facilities and public spaces - extending capacity of public domains, parklands and sporting reserves by expanding and integrating facilities to bring people together and provide active and passive recreation options for all ages
- activating rivers, landscapes and heritage - actively using waterways and riparian reserves as key assets for recreation, tourism, sports and cultural expression and showcasing Hawkesbury landscapes and heritage fabric
- pedestrian connectivity and integrated transport network - improving walking, cycling and way-finding connections so people can safely access facilities, traverse public spaces and safely use roadways, public transport and other active transport options.

In conjunction with this process, Council staff had also canvassed with the consultant engaged to review the S94A Plan, how this framework might apply to investment priorities for the expenditure of S94A developer contributions. As a result of these discussions, the following broad principles for S94A investment were proposed:

- S94A should be treated as a revenue source rather than as a discrete, stand alone, capital works program
- S94A funds would best be used to supplement funding for capital works which have been identified in Council's Long Term Financial Plan or adopted plans
- S94A works should focus on upgrading existing assets to cater for the increased demand arising from population growth, rather than creating new 'stand-alone' assets. S94A works should be integrated into Council's capital works priorities and S94A funds leveraged to deliver on these priorities.

The proposed works program within the draft S94A Plan has been constructed taking into account these principles as well as the CSP priorities identified above. The proposed works program identifies S94A funding contributions to be applied to capital works identified in the Hawkesbury Residential Land Strategy, the Regional Open Space Strategy, the Hawkesbury Mobility Plan, the Hawkesbury Cultural Plan, the Upper Hawkesbury Coastal Zone Management Plan, the Hawkesbury Tourism Strategy, the Hawkesbury Access and Inclusion Plan, Windsor Foreshore Parks Plan of Management and Plans of Management for various riverside parks and reserves along the Hawkesbury and Grose Rivers. The proposed works program also targets those localities which are likely to experience residential development through the continued implementation of the Hawkesbury Residential Land Strategy.

The proposed works program provides for flexibility in how S94A funding contributions are to be used in that it does not list specific works, but identifies a more generic scope of works aimed at improving public domains, parks, facilities and shared pathways. This approach has been taken to allow S94A funded works to be identified as an element of a larger integrated project to be funded from a combination of revenue sources such as General Funds, Voluntary Planning Agreements (VPA), and Grants.

The proposed time frames for the completion of works have also been framed to allow for flexibility in the implementation of projects. Works have been categorised as to whether they need to be delivered in the short term (by 2018), medium term (by 2020) and long term (by 2025). The draft S94A Plan specifies the end date by which a project is intended to be delivered but does not prevent a project from being commenced at any time up to this date. This approach has been taken to enable projects to be brought forward in circumstances where Council may be successful in securing external investment for proposed works and therefore may need to bring works forward to take advantage of these opportunities. The schedule of works also aligns with partnership works which are to be primarily funded from VPAs. The S94A funding contribution for these works is intended to augment VPA funded works to enable the delivery of projects elements where the requirement for these works cannot be directly linked to population growth arising from new residential development.

It should be noted that the proposed works program will be subject to regular review and adjusted as needed to take into account changing circumstances.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Looking After People and Place directions:

- Population growth is matched with the provision of infrastructure and is sympathetic to the rural, environmental, heritage values and character of the Hawkesbury
- Have development on both sides of the river supported by appropriate physical and community infrastructure.

The proposal is consistent with the Linking the Hawkesbury direction:

- Plan for, maintain and renew our physical infrastructure and community services, facilities and communication connections for the benefit of residents, visitors and businesses

The proposal is consistent with the Shaping Our Future Together direction

- The Council be financially sustainable to meet the current and future needs of the community based on a diversified income base, affordable and viable services.

Financial Implications

The cost associated with the review of Council's Section 94A Plan is covered in Council's existing budget.

Planning Decision

As this matter is covered by the definition of a "planning decision" under Section 375A of the *Local Government Act 1993*, details of those Councillors supporting or opposing a decision on the matter must be recorded in a register. For this purpose a division must be called when a motion in relation to the matter is put to the meeting. This will enable the names of those Councillors voting for or against the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

ORDINARY MEETING

Meeting Date: 29 September 2015

RECOMMENDATION:

That the draft Section 94A Contributions Plan 2015 be publicly exhibited for a minimum period of 28 days and the outcome of the public exhibition be reported back to Council upon completion of the exhibition period.

ATTACHMENTS:

AT - 1 Draft Hawkesbury Section 94A Contributions Plan 2015 - *(Distributed Under Separate Cover)*

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 September 2015

GENERAL MANAGER

Item: 158 **GM - 2015 Christmas Program - Request for Funds and Project Proposal - (79351, 79356, 127800, 94012)**

Previous Item: 421, Ordinary (30 November 2010)
 243, Ordinary (8 November 2011)
 286, Ordinary (9 October 2012)
 68, Ordinary (12 March 2013)
 324 Ordinary (24 September 2013)
 139, Ordinary (8 April 2014)
 95; Ordinary (30 June 2015)

REPORT:

Executive Summary

Since 2010, Council has provided funds in the budget towards the provision of Christmas lights in town centres by relevant business groups to support the Christmas festive and trading period.

This year, a review of the Business Christmas Program was undertaken. It was identified that each business group approach the program differently due to resourcing and funding availability and that there was scope to provide a more cohesive community Christmas program.

As a result, the Christmas Lights program has been transitioned to Council's Corporate Communication Branch to enable the program to be realigned and expanded. This realignment will see the program become more community focused to capitalise on existing Christmas events while cooperating with and building upon programs carried out by business groups in their respective areas.

This year it is proposed that the budget allocated for a Christmas Program is used to continue limited support to the business groups program as well as commence the implementation of a street banner initiative.

Consultation

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. However Council has met with Kurrajong Community Forum (KCF), Windsor Business Group (WBG) and Richmond Mainstreet Inc (RM Inc) and corresponded with Hawkesbury City Chamber of Commerce's (HCCC) who were unable to attend the meeting regarding this matter.

Background

Since 2010, Council has provided funds in the budget towards the provision of Christmas lights in town centres by relevant business groups to support the Christmas festive and trading period.

In November 2010, Windsor Business Group (WBG) approached Council for funding to assist with a lights display for the Christmas period, with the view to make it an annual activity. Subsequently funding was provided to WBG for the past five years for lights and prize for a business lights competition.

Since 2010, other business groups have approached Council to participate in the program and to undertake lights displays and other activities in town centres to support the Christmas period. Other business groups who have participated are Kurrajong Community Forum (KCF), Hawkesbury City Chamber of Commerce's (HCCC) and Richmond Mainstreet Inc (RM Inc).

ORDINARY MEETING

Meeting Date: 29 September 2015

This year, Council undertook a review of the Business Christmas Lights Program and identified that each business group approach the program differently due to resourcing and funding availability. This therefore results in a lack of consistency across Council's key town centres. Council also receives feedback each year from the community requesting more community focused activities and decorations in the Hawkesbury to create a more festive atmosphere at Christmas.

As a result, the Christmas Lights program has been transitioned to Council's Corporate Communication Branch to enable the program to be realigned and expanded. This realignment will see the program become more community focused to capitalise on existing Christmas events while cooperating with and building upon programs carried out by business groups in their respective areas.

Discussions have been held and correspondence entered into with the four business groups where they shared their experiences in implementing their respective programs including the successes and challenges that they have faced. Staff advised of the transitioning of the program, which was well received by all the groups, who agreed that consistency between the centres would add vitality to the program and assist them in their endeavours.

Council has allocated \$15,000 to the Christmas Program this year and it is proposed this funding is used to continue limited support to the business groups program as well as commence the implementation of a street banner initiative. This proposal was also well received by the business groups with all agreeing in principal and Kurrajong Forum offering to standardise their Christmas banners so that a consistent Christmas theme could be achieved throughout the Hawkesbury, adding to its impact.

The street banner initiative would initially aim to install street banner infrastructure to display Christmas flags on selected street lights in Windsor and Richmond. The system would be also be suitable for the display of event banners throughout the year. Council staff are currently investigating a new and emerging banner infrastructure, FlagTax, which addresses previous concerns about the cost of banner installation and maintenance. Council would be one of the first council's in NSW to implement the use of this new technology.

Council staff have begun discussions with the supplier of the system and Endeavour Energy which is responsible for the street lights to ensure this system is suitable, adheres to Work Health and Safety requirements and is appropriate for the required use, before commencing the program. If this system is deemed appropriate and addresses all requirements, and the necessary approvals are obtained, a portion of the allocated budget would be utilised to install the banner system infrastructure this financial year, with the view to use the next financial year's budget to launch a major program for Christmas 2016. The current budget would only allow for the installation of twelve banners throughout the city which would have limited impact. This timing and impact issue was acknowledge by the business groups in Council's discussions and was deemed acceptable.

The representatives at the meeting also suggested and discussed the use of solar lighting and this will be investigated by Council staff.

As outlined above, it is proposed that Council would continue limited support to the business groups program this year. The funding request and program activities of local business groups to be considered by Council are detailed below.

Windsor Business Group

Involvement: 2010 to 2014

Total funds provided: \$19,250 for the lights and \$800 for the business lights competition

Request for 2015: \$5,000

Program Details for 2015: Holding a Light up Windsor event on Thursday, 19 November 2015 in Thompson Square including a carols by candle light. This event will include the participation of schools, local dance studios, choirs and businesses.

ORDINARY MEETING

Meeting Date: 29 September 2015

Lights purchased from previous funding rounds would be re-used on buildings/ shop fronts. The display will start from Thompson Square and extend down to Anytime Fitness and Good Year.

They will use the requested funds to purchase:

- additional large ornaments such as reindeers, Santa's and Christmas Trees
- employ an electrician to install spotlights on tree in Thompson Square
- solar fairy lights to be used on other trees within Thompson square
- carol singers, provided through Sydney Blues and Roots Festival.

Kurrajong Community Forum

Involvement: 2013 and 2014

Total funds provided: \$5,500 for the banners and \$400 for the business lights competition

Request for 2015: \$4,800

Program Details for 2015: Intend to expand on prior years and erect Christmas banners, garlands and wreaths, decorated with solar lights as well as hold a business lights competition for shop owners. The Village would be decorated the first weekend in December.

They will use the requested funds to:

- install and remove banners
- purchase replacement banners
- purchase solar fairy lights
- prize money for business lights competition
- administration and promotional material.

Hawkesbury City Chamber of Commerce

Involvement: 2014

Total funds provided: \$1,500

Request for 2015: \$3,000

Program Details for 2015: The Chamber proposes a similar program to 2014 which was a Christmas Giving Tree in Richmond Marketplace. Gifts collected were donated to the Women's Cottage.

Richmond Mainstreet Inc.

Involvement: 2014

Total funds provided: \$3,000

Request for 2015: \$1,500

Program Details for 2015: Installation of lights across shop frontages (where building owner's permission and any land use approvals obtained) down either side of Windsor Street from the intersection of Bosworth Street and Windsor Street to intersection of Toxana Street and Windsor Street. They will also be strung around the magnolia tree at the Windsor Street entrance to Magnolia Mall. Lights will be active from the 17 November 2015 to 6 January 2016.

A competition will be held to encourage business to participate in the Christmas Lights program. Approximately 40 businesses have indicated that they will be involved in the RM Inc. Christmas lights event so far.

ORDINARY MEETING

Meeting Date: 29 September 2015

RM Inc. to fund any balance of lights and set up, above the requested funds.

Requested funding will be used to purchase:

- 5 x 20 metre lengths of white solar berry lights (\$199.75)
- 35 x 20 metre lengths of dual colour (\$1,398.25).

While funds for the prize for the business competition has not been requested, Council may like to consider allocating funds for a prize to RM Inc.

Further detail about the lights and banners to be purchased by any of the four groups can be obtained during the sponsorship agreement stage of the program, if necessary, to further understand Christmas lights delivery in light of the likely part funding of the funding requests across the board.

Council's total budget for the Christmas program is \$15,000. \$10,000 is proposed to be allocated for the purchase of banner infrastructure, additional funding is required for installation, therefore, it is not possible to provide all the requested funding assistance to the four business groups for Christmas lights in town centres and associated activities.

The following table provides the proposed amount of funding to be provided:

Business Group	Funding Requested	Funding Proposed
WBG	\$5,000	\$1,000
KCF	\$4,800	\$1,000
HCCC	\$3,000	\$1,000
RM Inc.	\$1,500	\$1,000
Competition Prizes	N/A	\$600
Total	\$14,300	\$4,600

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Supporting Business and Local Jobs Directions Statement;

- Help create thriving town centres, each with its own character that attracts residents, visitors and businesses.

Financial Implications

An amount of \$15,000 for a Christmas Program focusing on key towns has been allocated in the 2015/2016 Operational Plan.

ORDINARY MEETING

Meeting Date: 29 September 2015

RECOMMENDATION:

That Council:

1. Approve the payment of \$1,000 of funding to each business group, to support Christmas Lights displays and associated activities for Christmas 2015 in town centres, subject to the business groups providing details on the proposed expenditure of any allocated funds to the satisfaction of the General Manager.
2. Retain \$600 of the available funding to be used towards prizes for competitions undertaken by the groups to encourage businesses to participate in the Christmas lights activities.
3. Approve the execution of the Council's standard Sponsorship Agreement for the above projects.
4. Support the investigation of street banner infrastructure to be funded through the Christmas Program for Windsor and Richmond Town Centres with a view to implementing a major Christmas Banner Program in 2016.
5. Use the balance of funding to commence the installation of street banner infrastructure pending a positive result of the investigation.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 September 2015

CITY PLANNING

Item: 159 **CP - Draft Notice of Approval - Protection of the Environment Operations (Clean Air) Regulation 2010 - (95498, 96330)**

Previous Item: 248, Ordinary (9 November 2010)

REPORT:

Executive Summary

The Protection of the Environment Operations (Clean Air) Regulation 2010 outlines burning requirements for local councils. Council has previously adopted Notice of Approvals that allow residents to conduct pile burning, without making written application to Council. The Draft Notice of Approval lists the exemption conditions for pile burning.

This report recommends that the attached Notice of Approval be re-adopted to set the criteria for Pile Burning without approval.

Consultation

In accordance with clause 13(3) of the Protection of Environment Operations (Clean Air) Regulation 2010, the opinions of the Environmental Protection Authority were obtained in regard to the extension of Council's Draft Notice of Approval (Attachment 2).

A copy of the draft Notice of Approval was provided to the EPA. The EPA advised Council that they had no objections from an air quality perspective.

Background

The Protection of the Environment Operations (Clean Air) Regulation 2010 outlines burning requirements for local councils and fire management authorities. The Regulation:

- requires anyone who burns anything in the open or in an incinerator to do so in a manner that prevents or minimises air pollution
- imposes a state-wide ban on the burning of tyres, coated wire, paint/solvent containers and residues, and treated timber
- controls the burning of domestic waste and vegetation
- gives powers to councils to control the extent of vegetation burning in their Local Government area where they have elected to have this control
- permits agricultural, cooking and recreational fires
- allows other burning if approved by the Department of Conservation, Climate Change and Water (DECCW)
- bans home-unit incinerators.

The Regulation does not affect bushfire hazard reduction work allowed under the Rural Fires Act, the destruction of prohibited plants or drugs, or the burning of diseased animal carcasses.

ORDINARY MEETING

Meeting Date: 29 September 2015

The Regulation allows local councils to assess local conditions and to select the appropriate control of burning for the area. The Regulation lists the level of control for Council as follows:

1. all burning of vegetation in the open or in an incinerator is prohibited except with approval. Councils have powers to grant approvals for burning dead and dry vegetation on the premises on which the vegetation grew
2. the burning of domestic waste on residential premises where domestic waste management services are not available.

The Council's Notice of Approval needs to be extended for the following reasons:

- The current Notice of Approval was previously adopted by Council on 9 November 2010, for the time period 9 November 2010 until 9 November 2015. Therefore, the current Notice of Approval will lapse on 9 November 2015.
- Continue to allow residents on properties that are one acre or greater, or properties of any size that are designated as an Extreme Risk, the ability to burn dead and dry vegetation (without the need for an approval), therefore protecting themselves against wildfires.
- Collection and disposal of vegetation in Council's waste service is not practical - waste service bins are too small. The green waste service is only provided to the urban areas and not the rural areas.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Caring for Our Environment Directions statement;

- Take active steps to encourage lifestyle choices that minimise the ecological footprint;

and is also consistent with the nominated strategy in the CSP being:

- Encourage and educate the community to care for their environment.

Financial Implications

Funding for this initiative can be met from within the Environment and Regulatory Services approved budget within the 2015/2016 Operational Plan.

Conclusion

Council's existing Notice of Approval provides residents on properties 4,000m² (one acre) or greater, or properties of any size designated as an Extreme Risk, the ability to pile burn dead and dry vegetation (without the need for an approval).

It is proposed that the Draft Notice of Approval will remain in force for a period of five years. Hence, outside of the Bush Fire Season residents on properties greater than 4,000m², and residents on properties less than 4,000m² which are designated as an Extreme Bush Fire Risk will be able to pile burn, dead and dry vegetation in accordance with the Notice of Approval, i.e. individual consent from Council will not be required. These residents will only need to seek consent from Council when they wish to burn dead and dry vegetation outside of the restrictions of the Notice of Approval. It should be noted that it is still necessary for residents to seek the necessary approvals from the Rural Fire Service during the declared Bush Fire Season.

ORDINARY MEETING

Meeting Date: 29 September 2015

RECOMMENDATION:

That the draft Notice of Approval as attached to this report be adopted.

ATTACHMENTS:

AT - 1 Draft Notice of Approval

AT - 2 Correspondence from the EPA regarding extension of Council's existing Notice of Approval

ORDINARY MEETING

Meeting Date: 29 September 2015

AT - 1 Draft Notice of Approval

Clean Air Regulation 2010
Notice of Approval
Rural Areas and Villages



Hawkesbury City Council hereby grants general approval for the pile burning of dead and dry vegetation grown on that property, in the open, for either of the following;

- On land which is 4,000 square metres (one acre) or greater, or
- On land designated as an Extreme Risk under the Hawkesbury Bush Fire Risk Management Plan.

Properties in Yarramundi, Bowen Mountain, Tabaraga Ridge - Kurrajong Heights, "The Islands Estate", Blaxlands Ridge, Grose Vale and Kurrajong village are designated as Extreme Risk.

This approval remains in force from 9 November 2015 to the 9 November 2020.

It is prohibited to burn

1. For the purposes of bush fire hazard reduction. Bush fire hazard reduction burns are not covered under this Notice. Such burns need to be assessed and approved under the *Rural Fires Act 1997* and residents should apply to the relevant local authority.
2. Without the approval of the NSW Fire Brigade throughout the year in the following areas: McGraths Hill, Windsor Downs, Bligh Park, South Windsor, Windsor, Vineyard, Clarendon, Richmond, and North Richmond.
3. Without the approval of the Rural Fire Service between 1 October to 31 March or until the commencement of the Bush Fire Season if declared earlier.
4. Ecological/bush regeneration burns to be carried out in vegetation which is listed as an Endangered Ecological Community (EEC) or which is habitat for threatened species will require a licence from the Department of Environment, Climate Change and Water (DECCW).

This approval does not include:

1. The burning of other matter other than dead and dry vegetation grown on the property;
2. The burning of vegetation resulting from land clearance. Development consent is required for the clearing of native vegetation which can be obtained from Council;
3. The burning of vegetation which has been cleared for commercial development or building construction as development consent must be obtained from Council;
4. The removal of dead or dying trees as written notification needs to be provided to Council under its Tree Preservation Order; and
5. The removal or burning of any native vegetation that comprises an EEC or habitat for threatened species which requires assessment and approval under the *Rural Fires Act*.

The approval is granted subject to the provisions of the Protection of the Environment Operation (Clean Air) Regulation 2010 and to the following conditions:

1. Pile burning of dry and dead vegetation should NOT be seen as the best method for disposing of dry and dead vegetation. Alternative means of disposal such as re-use; recycling; composting; disposal through Council's waste service, kerbside collection service or waste management facility; should be thoroughly investigated and are the preferred disposal methods.
2. Only dry and dead vegetation originating on a property that is included in this approval shall be burnt on that property. Burning is to be conducted in accordance with the NSW Rural Fire Service "Standards for Pile Burning" February 2006;
<http://www.hawkesbury.nsw.gov.au/environment/19544.html>

ORDINARY MEETING

Meeting Date: 29 September 2015

3. Burning must at all times be carried out by such practical means as are necessary to prevent or minimise air pollution. The potential for smoke impacting on any person due to wind direction and weather conditions must be taken into account.
4. In the event of a Total Fire Ban being declared, this approval is suspended. Any existing fire is to be extinguished and cannot be re-commenced until the Total Fire Ban is lifted.
5. In the event of a No Burn Day being declared by the EPA, this approval is suspended for the duration of the declaration. When a "No Burn" notice is issued, it applies to the lighting of new fires in the declared areas. Existing fires should be allowed to continue as extinguishing the fire will result in more smoke. "No Burn Notices" are notified in the Public Notices section of the Sydney Morning Herald not later than on the day on which the order is to take effect. Recorded information about "No Burn Notices" is usually available from 4pm the day before the notice comes into effect and can be accessed by calling ph: 1300 130 520 or is available on the Department of Environment and Climate Change NSW (DECC) website at www.environment.nsw.gov.au/air/airqual.htm
6. Adjoining neighbours and people likely to be affected by smoke are to be notified at least 48 hours before the fire is lit. This will allow for smoke-sensitive people such as asthmatics, to plan to be away from the area when the burn is conducted.
7. Written notice is to be given to the Hawkesbury Rural Fire Service at least 24 hours prior to the burn. (The Rural Fire Service will require additional time during the Bush Fire Season). Such notice must specify the location, purpose, period and time of the fire proposed to be lit. Complete form on Council website.
8. A responsible supervising adult over the age of eighteen shall be on site at all times with enough water to extinguish the fire, if required, for that time the fire is active.
9. Burning shall only be conducted between the hours of 8am and 5pm on any day.
10. Any residue waste from the burning must be disposed of in an environmentally satisfactory manner and in accordance with the Protection of the *Environment Operations Act 1997* and the Protection of the Environment Operations (Waste) Regulation 1996". On completion of the burn, the burnt area must be maintained in a condition that minimises or prevents the emission of dust from the area and prevents sediment or ash from fires being washed from the area into waters.

Failure to comply with this approval may result in an On The Spot fine of \$500.00 for an individual or \$1,000.00 for a corporation. In the event of prosecution, the maximum penalty is \$5,500.00 for an individual and \$11,000.00 for a corporation.

If you do not comply with the conditions specified above you are not permitted to burn without separate approval being issued by Council.

For further information please contact:

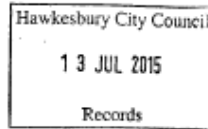
Hawkesbury City Council
Regulatory Services
PO Box 146
Windsor NSW 2756

Ph: (02) 4560 4444
Fax: (02) 4560 4400
Email: council@hawkesbury.nsw.gov.au

ORDINARY MEETING

Meeting Date: 29 September 2015

**AT - 2 Correspondence from the EPA regarding extension of
Council's existing Notice of Approval**



Our reference: DOC15/225764-01

Contact: David Gathercole, Ph. 9995 6823

Mr Garry Baldry
Manager of Environment and Regulatory Services
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756

Dear Mr Baldry

I refer to your letter dated 17 June 2015 seeking Environment Protection Authority's (EPA) comments on Council's proposal to extend its burning permit under the *Protection of the Environment Operations Act (POEO) Clean Air Regulation 2010* Notice of Approval Rural Areas and Villages from 9 November 2015 until 9 November 2020.

The EPA is fully supportive of Council meeting its obligations in relation to fire risk as a first priority. As you are aware, the EPA previously commented (18 July 2006 & 13 August 2010) on earlier versions of the Notice of Approval and it appears that Council has taken into account the EPA's comments and suggestions in relation to reducing impacts on air quality. Some of the comments made in the above correspondence may still be relevant and the EPA suggests that Council reviews these submissions to make a clear distinction between the purpose of pile burns and bush fire hazard reduction burns. The residents must clearly understand that the *POEO Clean Air Regulation 2010* does not cover bush fire hazard reduction works. Bush fire hazard reduction works are undertaken under the *Bush Fire Environmental Assessment Code and The Rural Fires Act 1997*.

However, from an air quality perspective EPA has no objections to Council extending its existing approval until 9 November 2020.

Please note that this response does not cover potential impact on native vegetation, threatened species and their habitat, which is the responsibility of the Office of Environment and Heritage.

I trust you find this information helpful and if you wish to discuss this matter please contact David Gathercole on Ph. 9995 6823.

Yours sincerely

 8/7/2015

Greg Sheehy
A/ Director Metropolitan
Environment Protection Authority



SCANNED

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oooO END OF REPORT Oooo

INFRASTRUCTURE SERVICES

Item: 160 **IS - Parking Capacity for Kurrajong Village - (95495)**

Previous Item: NM1, Ordinary (29 July 2014)

REPORT:

Executive Summary

This report responds to a Council request to identify and review the current capacity and operation of car parking at the Kurrajong Village and outline possible options for improvement.

There are 80 on-street and 32 off-street public parking spaces available along the Kurrajong Village precinct.

The available parking capacity across the Village precinct is considered to be sufficient and the report does not identify any need at this stage to implement timed parking. Safety improvements such as edge line marking as well as the provision of 'No Stopping' zones at all intersections connecting to this section of road should be progressed. Kerb and gutter along the southern side of Grose Vale Road between Drummond Road and Timms Hills Road and a footpath within the off-street car park located at Nos. 60 to 62 Old Bells Line of Road can also be listed for consideration in a future works program.

Consultation

The issues raised in this report do not constitute a trigger for Community Engagement under Council's Community Engagement Policy.

Background

Council previously resolved that:

"Council prepare a report on the capacity of car parking at Kurrajong Village and outline the possible options for improvement."

In undertaking the evaluation of car parking capacity at the Kurrajong Village, both the on-street and off-street available public parking was assessed. In determining the available parking yield, the section of road investigated extended from No 54/63 Old Bells Line of Road, adjacent to the Gateway treatment, through to Grose Vale Road at its intersection with Drummond Road. This covers a distance of approximately 425 metres (250 metres along Old Bells Line of Road and 175 metres along Grose Vale Road).

This section of road provides approximately 80 on-street parallel parking spaces, in addition to three Bus zones. Details of the existing parking layout are contained in Attachment 1 to this report. This number is based on vehicles parallel parking in the vicinity of the Nursery at No. 1132 Grose Vale Road, to comply with road/parking standards and not the current practice of informal angle parking. The off-street Council car park located at Nos. 60 to 62 Old Bells Line of Road caters for 32 vehicles, which includes a Loading zone and Disabled parking space. Both the on-street and off-street public parking spaces are not time restricted.

The combined on-street and off-street parking available along this precinct is 112 vehicles. This does not include the available parking on the side streets which include Woodburn Road, Timms Hills Road and Old Bells Line of Road. These immediately adjoining side streets have the capacity to double the available parking. Private parking spaces are also available off-street adjacent to some of the businesses.

During the surveys undertaken, it was noted that the uptake of the on-street and off-street public parking was in the order of 50% to 75% during the week and in the order of 75% to 90% on weekends. The uptake of parking along the side streets was not surveyed as usage was minimal. A formal length of stay survey was not undertaken as all visits to the site indicated that parking was at all times available, and it was observed that only a very small number of vehicles were parking all day.

Given the general availability of parking, the introduction of timed parking restrictions is not considered necessary at this stage.

Options for line marking and sign posting to improve safety:

As part of the investigation, line marking was also reviewed.

This section of road across the Kurrajong Village precinct has double barriers (BB) centre lines marked. It is proposed to provide Edge lines on both sides of the road which will establish parking lanes on both sides of the road. There have been previous complaints in relation to speeding through the Village and the provision of the Edge lines will create a narrowing effect of the roadway that tends to lead to drivers taking care and discouraging speeding. The additional line marking will aid in the safe and orderly movement of traffic through the Village precinct.

Currently the side streets leading to this section of road are not sign posted at its intersections. In accordance with the Australian Road Rules, vehicles should not be parking within ten metres of an intersection. Australian Road Rule 170 (ARR170) – “Stopping in or near an intersection” stipulates in part that a driver must not stop on a road within ten metres from the nearest point of an intersecting road at an intersection without traffic lights.

During the review it was noted that some vehicles were parked close to the intersection reducing the available sight distance for drivers negotiating the intersection. It is proposed to sign post all intersections along this section of road in accordance with the details provided in Attachment 1. The provision of regulatory sign posting will improve the sight distance at the intersections. The sign posting of the intersections will have only a minor effect on the available number of on-street parking spaces with only the removal of one parking space (No. 16 along Grose Vale Road at its intersection with Old Bells Line of Road).

Options for kerb and gutter between Drummond Road and Timms Hill Road:

As indicated earlier in this report, the current parking in the vicinity of the Nursery at No. 1132 Grose Vale Road, between Drummond Road and Timms Hill Road should be formalised to parallel parking. Due to the open nature of the road shoulder and nature strip, vehicles are parked at various angles to the roadway which is in breach of the Australian Road Rules and considered to be an unsafe practice. These vehicles by way of angle parking are blocking the passageway along the nature strip/footpath area.

An option to improve safety along this section of road and create formal parking would be to construct kerb and gutter between Drummond Road and Timms Hills Road which will formalise the parking to parallel parking whilst also providing an area for the safe passage of pedestrians. The current road shoulder and nature strip allows for approximately 18 vehicles to park in an informal manner (variable angle parking), however this does not provide for pedestrian passage on this side of the street.

There is inadequate road width to formalise the angled parking in this vicinity. Various options of angle parking were investigated, and both 30° and 45° parking layouts result in reduced parking provision. This is due to the need to remove parking from one side of the street.

Providing parallel parking to both sides of this section of road yields 35 spaces, with 30° parking yielding 16 spaces and 45° parking yielding 25 spaces in total.

It should also be noted that angled parking is generally not considered compatible with higher volume roads such as this, unless there is adequate manoeuvring area separate from through traffic lanes. 90° parking would require parking vehicles to utilise both travelling lanes to access the space.

As there is inadequate road width to safely provide formalised angled parking in this vicinity with increased capacity it is recommended that formalised parallel parking be provided which will increase parking in the order of one to two spaces near Drummond Road compared to the current informal angle parking, which will off-set the loss of parking space No. 16.

Expansion of Off-Street Car Park

The existing car park could be extended to achieve another 12 spaces. This would however involve either the construction of extensive retaining walls and associated works, or be at a split level with ramp structures (reducing yield). The cost to provide the additional 12 spaces is in the order of \$950,000 and is not considered cost effective.

To improve pedestrian access from Lenords Lane to the Shops, an option is to provide a constructed footpath. The pathway, to allow for mobility access, will require the surrounding area to be reshaped accordingly. The estimated cost for these works is in the order of \$25,000.

Summary:

The overall movement of traffic along this section of road as well as at the intersecting roads can be improved with the following measures outlined in Attachment 1 of this report and as listed below:

1. the existing centre line marking be supplemented with Edge lines on both sides of the road
2. intersection regulatory restrictions be implemented with 'No Stopping' zones.

The provision of kerb and gutter and associated pavement works along the southern side of Grose Vale Road between Drummond Road and Timms Hill Road can be listed for consideration in a future works program.

The provision of a footpath within the off-street car park located at Nos. 60 to 62 Old Bells Line of Road can be listed for consideration in a future works program.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Linking the Hawkesbury Directions statement;

- Plan for, maintain and renew our physical infrastructure and community services, facilities and communication connections for the benefit of residents, visitors and businesses.

and is also consistent with the nominated strategy in the CSP being:

- Revitalise and enhance town centres and villages.

Financial Implications

The sign posting and line marking changes recommended in this report can be undertaken within the current operational budget provisions, within the 2015/2016 Operational Plan.

ORDINARY MEETING

Meeting Date: 29 September 2015

RECOMMENDATION:

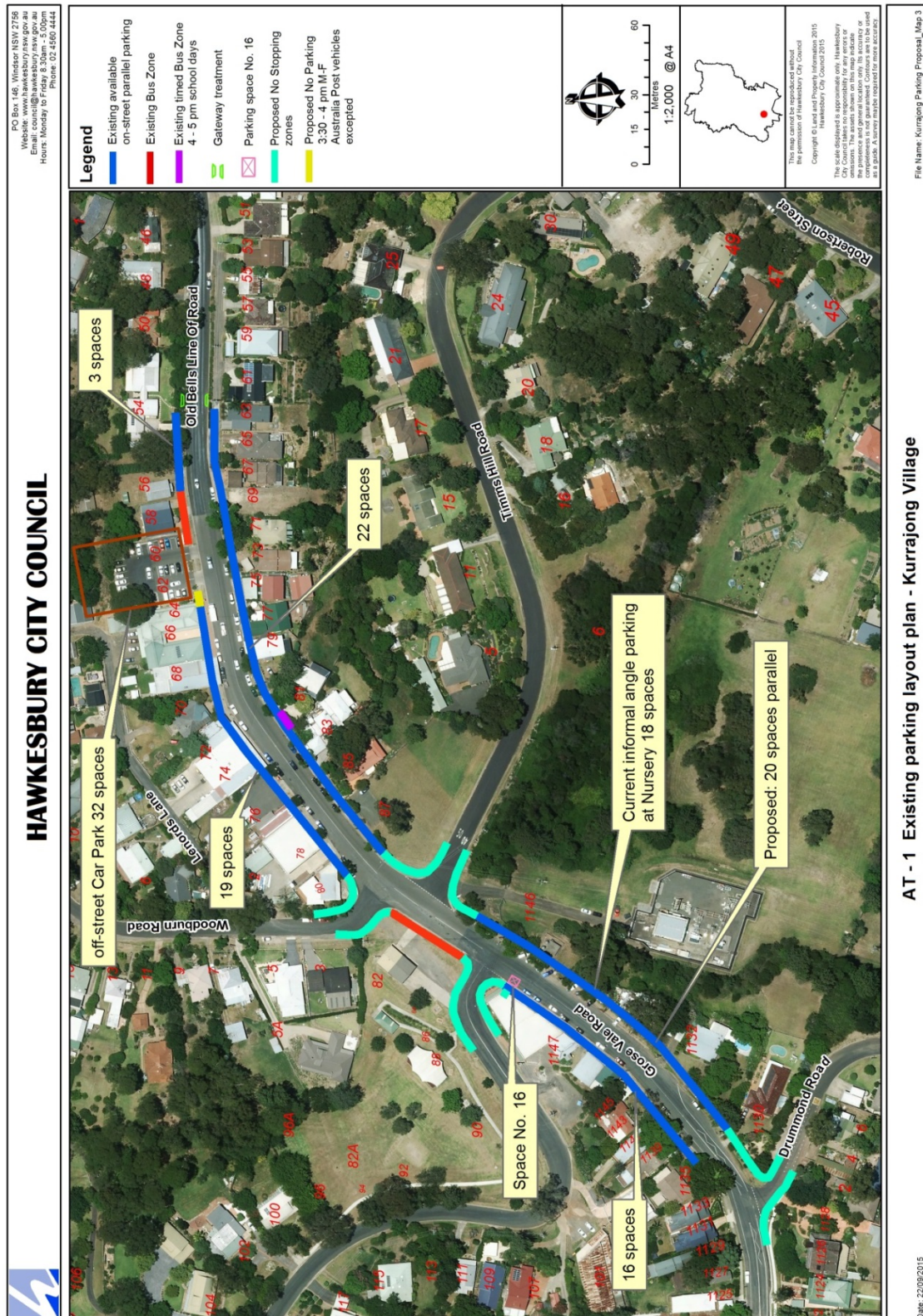
That:

1. The following line marking and sign posting measures (subject to referral to and support of the Local Traffic Committee) be undertaken (as outlined in Attachment 1) along the Kurrajong Village Precinct extending from No 54/63 Old Bells Line of Road, adjacent to the Gateway treatment, through to Grose Vale Road at its intersection with Drummond Road:
 - a) the existing centre line marking be supplemented with Edge lines on both sides of the road
 - b) intersection regulatory restrictions be implemented with 'No Stopping' zones.
2. The construction of kerb and gutter and associated pavement works along the southern side of Grose Vale Road between Drummond Road and Timms Hills Road be listed for consideration in a future works program.
3. The construction of footpath in the existing off-street car park located at Nos. 60 to 62 Old Bells Line of Road be listed for consideration in a future works program.

ATTACHMENTS:

AT – 1 Existing Parking Layout Plan – Kurrajong Village

AT – 1 Existing Parking Layout – Kurrajong Village



oooO END OF REPORT Oooo

ORDINARY MEETING**Meeting Date:** 29 September 2015**Item: 161** **IS - Roads to Recovery Program 2014-2019 - (95495, 79344)****Previous Item:** 228, Ordinary (25 November 2014)**REPORT:****Executive Summary**

This report outlines details of the additional funding allocation for the Roads to Recovery grant program for 2014 - 2019. A program of works has been developed for road rehabilitation works for the current year's additional allocation with further investigation and prioritisation being undertaken for subsequent years.

It is recommended that the additional allocation of \$665,402 in 2015/2016 be utilised to rehabilitate failed road sections on Wallace, Scheyville and Tizzana Roads as detailed in the report.

Consultation

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

Background

Under the Roads to Recovery Program Council has been advised of additional funding in the amount of \$2,450,901 over the 2015/2016 and 2016/2017 financial years. The adjusted funding allocations over the life of the program are shown in the following table:

	Previous Program Allocation	Additional Funding	New Program Allocation
2014 - 2015	\$776,587		\$776,587 [#]
2015 - 2016	\$1,553,174 ^{##}	\$665,402	\$2,218,576
2016 - 2017	\$776,587	\$1,785,499	\$2,562,086
2017 - 2018	\$776, 587		\$776, 587
2018 - 2019	\$776,587		\$776, 587
Totals	\$4,659,522	\$2,450,901	\$7,110,422

[#] 2014/2015 Program Complete

^{##} Council's adopted Operational Plan for 2015/2016 allocated these funds to Bull Ridge Road, Tizzana Road and Terrace Road

ORDINARY MEETING**Meeting Date:** 29 September 2015

Based on priority assessment, it is recommended that the additional allocation of \$665,402 for 2015/2016, be utilised to rehabilitate failed road sections at the following locations:

Location	Funding Allocation \$
Wallace Road, Vineyard Rehabilitate approximately 400m failed road pavement west of Bandon Road.	\$230,000
Scheyville Road - Maraylya Rehabilitate failed section south of Dunns Road.	\$85,000
Tizzana Road, Ebenezer Rehabilitate failed section between Coromandel Road and Stones Road.	\$350,402
Total	\$665,402

It should be noted that all works under this Program are additional to existing maintenance and rehabilitation projects.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Linking the Hawkesbury Directions Statement;

- Have a comprehensive system of transport connections which link people and products across the Hawkesbury and with surrounding regions

and is also consistent with the nominated strategy in the CSP being:

- Provide and maintain roads that are financially and environmentally sustainable and respond to community safety, priorities and expectations

Financial Implications

The additional funding, as advised under the Roads to Recovery Program will be incorporated within the adopted 2015-2016 Operational Plan, as part of the September Quarterly Review and in Council's forward program.

It should be noted that the terms of the grant require Council to maintain its current (trend) expenditure levels for road projects with the grant funds intended to provide additional capacity to undertake road improvements.

ORDINARY MEETING

Meeting Date: 29 September 2015

RECOMMENDATION:

That the additional funding in the 2015/2016 Roads to Recovery allocation of \$665,402 be utilised to rehabilitate failed road sections at:

1. Wallace Road, Vineyard - rehabilitate approximately 400 metre failed road pavement west of Bandon Road.
2. Scheyville Road, Maraylya - rehabilitate failed section south of Dunns Road.
3. Tizzana Road, Ebenezer - rehabilitate failed section between Coromandel Road and Stones Road.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING**Meeting Date: 29 September 2015****SUPPORT SERVICES****Item: 162****SS - Monthly Investments Report - August 2015 - (96332, 95496)****REPORT:****Executive Summary**

According to Clause 212 of the Local Government (General) Regulation 2005, the Responsible Accounting Officer must provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act 1993. The report must include a certificate as to whether or not investments have been made in accordance with the Act, the Regulation and the Council's Investment Policy.

This report indicates that Council held \$45.90 million in investments at 31 August 2015.

It is recommended that this report be received and noted.

Consultation

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

Background

The following table indicates that Council held \$45.90 million in investments as at 31 August 2015. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
CBA	A1+	AA-			1.75%	2,100,000	4.58%	
Total On-call Investments								2,100,000
Term Investments								
ANZ	A1+	AA-	03-Sep-14	02-Sep-15	3.73%	1,000,000	2.18%	
ANZ	A1+	AA-	06-Aug-15	04-Nov-15	3.00%	1,500,000	3.27%	
ANZ	A1+	AA-	19-Aug-15	18-Nov-15	2.90%	3,000,000	6.54%	
ANZ	A1+	AA-	26-Aug-15	16-Dec-15	2.90%	1,000,000	2.18%	
ANZ	A1+	AA-	26-Aug-15	13-Jan-16	2.90%	1,000,000	2.18%	
ANZ	A1+	AA-	26-Aug-15	17-Feb-16	2.90%	1,000,000	2.18%	
ANZ	A1+	AA-	19-Aug-15	15-Jun-16	2.95%	2,000,000	4.36%	
ANZ	A1+	AA-	19-Aug-15	17-Aug-16	2.95%	2,000,000	4.36%	
Bankwest	A1+	AA-	14-May-15	21-Oct-15	3.00%	1,500,000	3.27%	
Bankwest	A1+	AA-	08-Jul-15	04-Nov-15	2.90%	1,000,000	2.18%	
CBA	A1+	AA-	19-Mar-15	21-Oct-15	3.05%	1,000,000	2.18%	
CBA	A1+	AA-	01-Apr-15	02-Oct-15	2.98%	2,000,000	4.36%	
CBA	A1+	AA-	08-Apr-15	07-Oct-15	3.02%	1,000,000	2.18%	
CBA	A1+	AA-	08-Apr-15	07-Oct-15	3.02%	500,000	1.09%	
NAB	A1+	AA-	03-Sep-13	02-Sep-15	4.10%	2,000,000	4.36%	
NAB	A1+	AA-	03-Sep-14	02-Sep-15	3.65%	500,000	1.09%	

ORDINARY MEETING

Meeting Date: 29 September 2015

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
NAB	A1+	AA-	03-Oct-14	07-Oct-15	3.59%	1,000,000	2.18%	
NAB	A1+	AA-	15-Oct-14	07-Oct-15	3.60%	500,000	1.09%	
NAB	A1+	AA-	06-May-15	13-Jan-16	2.93%	1,000,000	2.18%	
NAB	A1+	AA-	06-May-15	13-Jan-16	2.93%	1,000,000	2.18%	
NAB	A1+	AA-	24-Feb-15	24-Feb-16	3.15%	1,000,000	2.18%	
NAB	A1+	AA-	24-Feb-15	24-Feb-16	3.15%	1,000,000	2.18%	
NAB	A1+	AA-	27-Feb-15	02-Dec-15	3.14%	2,000,000	4.36%	
NAB	A1+	AA-	04-Mar-15	02-Mar-16	3.13%	2,000,000	4.36%	
NAB	A1+	AA-	06-May-15	04-May-16	2.93%	2,000,000	4.36%	
NAB	A1+	AA-	08-Jul-15	06-Jul-16	3.00%	2,000,000	4.36%	
Westpac	A1+	AA-	04-Feb-15	04-Feb-16	3.40%	1,000,000	2.18%	
Westpac	A1+	AA-	27-May-15	02-Mar-16	3.05%	1,300,000	2.83%	
Westpac	A1+	AA-	20-May-15	16-Mar-16	3.05%	2,000,000	4.36%	
Westpac	A1+	AA-	02-Jun-15	30-Mar-16	3.05%	2,000,000	4.36%	
Westpac	A1+	AA-	10-Jun-15	06-Apr-16	3.05%	2,000,000	4.36%	
Total Term Investments								43,800,000
TOTAL INVESTMENT AS AT 31 August 2015								45,900,000

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	2,100,000	1.75%	Reserve Bank Cash Reference Rate	2.00%	-0.25%
Term Deposit	43,800,000	3.11%	UBS 90 Day Bank Bill Rate	2.15%	0.96%
Total	45,900,000	3.04%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	7,570,367
External Restrictions - Other	3,511,863
Internal Restrictions	24,434,028
Unrestricted	10,383,742
Total	45,900,000

Unrestricted funds, whilst not subject to a restriction for a specific purpose, are fully committed to fund operational and capital expenditure in line with Council's adopted Operational Plan. As there are timing differences between the accounting for income and expenditure in line with the Plan, and the corresponding impact on Council's cash funds, a sufficient level of funds is required to be kept at all times to ensure Council's commitments are met in a timely manner. Council's cash management processes are based on maintaining sufficient cash levels to enable commitments to be met when due, while at the same time ensuring investment returns are maximised through term investments, where possible.

ORDINARY MEETING

Meeting Date: 29 September 2015

In addition to funds being fully allocated to fund the Operational Plan activities, funds relating to closed self-funded programs and that are subject to legislative restrictions, cannot be utilised for any purpose other than that specified. Externally restricted funds include funds relating to Section 94 Contributions, Domestic Waste Management, Sewerage Management, Stormwater Management and Grants.

Funds subject to an internal restriction refer to funds kept aside for specific purposes, or to meet future known expenses. This allows for significant expenditures to be met in the applicable year without having a significant impact on that year. Internally restricted funds include funds relating to Tip Remediation, Workers Compensation, and Election.

Investment Commentary

The investment portfolio increased by \$4.50 million for the month of August 2015. During August 2015, income was received totalling \$13.20 million, including rate payments amounting to \$9.10 million, while payments to suppliers and staff costs amounted to \$6.04 million.

The investment portfolio currently involves a number of term deposits and on-call accounts. Council's current investment portfolio is not subject to share market volatility.

Council has a loan agreement for an amount of \$5.26 million under the Local Government Infrastructure Renewal Scheme (LIRS). The full amount was drawn down upon signing the agreement in March 2013, with funds gradually being expended over the period during which the Program of Works is being delivered. The loan funds have been placed in term deposits, with interest earned on unexpended invested loan funds being restricted to be used for works relating to the LIRS Program projects.

As at 31 August 2015, Council's investment portfolio is all invested with major Australian trading banks or wholly owned subsidiaries of major Australian trading banks, and in line with Council's Investment Policy.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Independent advice is sought on new investment opportunities, and Council's investment portfolio is independently reviewed by Council's investment advisor each calendar quarter.

Council's investment portfolio complies with Council's Investment Policy, adopted on 30 June 2015.

Investment Certification

I, Emma Galea (Responsible Accounting Officer), hereby certify that the investments listed 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 2005 and Council's Investment Policy.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement:

- The Council be financially sustainable to meet the current and future needs of the community based on a diversified income base, affordable and viable services.

Financial Implications

Funds have been invested with the aim of achieving budgeted income in 2015/2016.

ORDINARY MEETING

Meeting Date: 29 September 2015

RECOMMENDATION:

The report regarding the monthly investments for August 2015 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 September 2015

Item: 163

SS - General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2015 - (96332, 95496)

REPORT:

Executive Summary

Section 413(1) of the Local Government Act, 1993 (the Act), requires that *"a council must prepare financial reports for each year, and must refer them for audit as soon as practicable"*. The unaudited Annual Financial Statements for the 2014/2015 financial year have been completed and are ready for audit.

The purpose of this report is to refer the General Purpose Financial Statements and Special Purpose Financial Statements (Financial Statements) for the financial year 2014/2015, to audit.

Consultation

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

Background

Section 413(1) of the Act requires that *"a council must prepare financial reports for each year, and must refer them for audit as soon as practicable"*. Section 416(1) of the Act requires a council's financial reports for a year to be prepared and audited within four months after the end of the year concerned.

The attached unaudited Financial Statements for the year ended 30 June 2015 (Attachment 1 – distributed under a separate cover) have been completed and are ready for audit.

Statements by Councillors and Management on Council's Financial Statements in the prescribed format must be signed to refer the Financial Statements to audit.

Clause 215(1) of the Local Government (General) Regulation 2005 (Regulation) determines the format of the Statement by Councillors and Management. The Statement must:

- a) be made by resolution of Council
- b) be signed by:
 - (i) the Mayor
 - (ii) at least one other member of the Council
 - (iii) the Responsible Accounting Officer
 - (iv) the General Manager.

Clause 215(2) of the Regulation also requires that the Statement must indicate:

- a) whether or not Council's annual financial reports have been drawn up in accordance with:
 - the Local Government Act, 1993 and the Regulation made there under
 - the Australian Accounting Standards and Professional Pronouncements
 - the Local Government Code of Accounting Practice and Financial Reporting
- b) whether or not those reports present fairly the Council's financial position and operating result for the year

ORDINARY MEETING

Meeting Date: 29 September 2015

- c) whether or not those reports are in accordance with the Council's accounting and other records
- d) whether or not the signatories know of anything that would make those reports false or misleading in any way.

Council's Financial Statements have been prepared in accordance with the requirements detailed in Clause 215(2) (a) to (c) of the Regulation, as outlined above. Council's Chief Financial Officer, as the Responsible Accounting Officer, considers that these Financial Statements fairly present Council's financial position.

The Financial Statements are prepared by Council staff and comply with Australian Accounting Standards and the Local Government Code of Accounting Practice and Financial Reporting. The Statements are required to be audited by an independent auditor, and lodged with the Office of Local Government before 30 October 2015.

The Financial Statements for the year ended 30 June 2015 were discussed by Council's Audit Committee members on 23 September 2015.

The table below provides a summary of the key results. These figures are draft and are subject to audit adjustments.

Item	2014/2015	2013/2014
Income from continuing operations (including Capital Grants and Contributions)	\$107.0m	\$83.0m
Capital Grants and Contributions	\$30.2m	\$18.4m
Expenses from continuing operations	\$68.8m	\$68.4m
Net Operating result (before Capital Grants and Contributions)	\$8.0m	(\$3.7m)
Total Assets	\$1,061.9m	\$882.2m
Total Equity	\$1,034.6m	\$855.6m
Cash and Investments	\$45.8m	\$43.2m
Unrestricted Current ratio	3.56:1	3.95:1
Rates, Annual Charges, Interest and Extra Charges Outstanding Ratio	5.52%	5.82%

A copy of the audited Financial Statements for the year ended 30 June 2015 will be submitted for adoption at the Council Meeting on 10 November 2015. A detailed explanation on these key results will be included in the Financial Statements presented at that meeting. At that meeting, a presentation relating to the Financial Statements will be given by Council's External Auditors, PricewaterhouseCoopers.

This report recommends that Council refer the unaudited Financial Statements for the financial year 2014/2015, for audit, by completing the attached Statements by Councillors and Management (Attachment 2).

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement:

- Have transparent, accountable and respected leadership and an engaged community.

Funding

There are no financial implications applicable to this report.

ORDINARY MEETING

Meeting Date: 29 September 2015

RECOMMENDATION:

That:

1. Council note the following Statement in respect of Section 413(2)(c) of the Local Government Act 1993 as to its Annual Financial Statements:
 - a) *Council's Annual Financial Statements for 2014/2015 have been drawn up in accordance with:*
 - *The Local Government Act 1993 (as amended) and the Regulation made there under;*
 - *The Australian Accounting Standards and Professional Pronouncements; and*
 - *The Local Government Code of Accounting Practice and Financial Reporting.*
 - b) *The Statements present fairly the Council's financial position and operating result for the year.*
 - c) *The Statements are in accordance with the Council's accounting and other records.*
 - d) *The signatories do not know of anything that would make these Statements false or misleading in any way.*
2. Council sign the "Statements by Councillors and Management". The Statements are to be signed by the Mayor, Deputy Mayor, General Manager and the Responsible Accounting Officer.
3. Council seek a presentation from its External Auditors, PricewaterhouseCoopers, at a Council Meeting following the completion of the audit.

ATTACHMENTS:

- AT - 1** General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2015 (*Distributed under separate cover*)
- AT - 2** Statements by Councillors and Management on the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2015

ORDINARY MEETING

Meeting Date: 29 September 2015

Attachment 2: Statements by the Councillors and Management on the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2015

Hawkesbury City Council

General Purpose Financial Statements
for the financial year ended 30 June 2015

Statement by Councillors and Management
made pursuant to Section 413(2)(c) of the Local Government Act 1993 (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- The Local Government Act 1993 (as amended) and the Regulation made thereunder,
- The Australian Accounting Standards and professional pronouncements, and
- The Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these Financial Statements:

- present fairly the Council's operating result and financial position for the year, and
- accords with Council's accounting and other records.

We are not aware of any matter that would render the Statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 29 September 2015.

Councillor Kim Ford, Mayor

Councillor Warwick Mackay, Deputy Mayor

Peter Jackson, General Manager

Emma Galea, Responsible Accounting Officer

ORDINARY MEETING

Meeting Date: 29 September 2015

Hawkesbury City Council

Special Purpose Financial Statements

for the financial year ended 30 June 2015

Statement by Councillors and Management

made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- The NSW Government Policy Statement *"Application of National Competition Policy to Local Government"*.
- The Division of Local Government guidelines *"Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality"*.
- The Local Government Code of Accounting Practice and Financial Reporting.
- The NSW Office of Water (Department of Environment, Climate Change and Water) Guidelines – *"Best Practice Management of Water and Sewerage"*.

To the best of our knowledge and belief, these Financial Statements:

- Present fairly the operating result and financial position for each of Council's declared Business Activities for the year, and
- Accord with Council's accounting and other records.

We are not aware of any matter that would render the Statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 29 September 2015.

Councillor Kim Ford, Mayor

Councillor Warwick Mackay, Deputy Mayor

Peter Jackson, General Manager

Emma Galea, Responsible Accounting Officer

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 September 2015

Item: 164 **SS - Hawkesbury Community Strategic Plan - Community Indicators Mid-Term Report - (95496, 96328)**

Previous Item: 108, Ordinary (28 June 2014)
 135, Ordinary (29 July 2014)

REPORT:

Executive Summary

This report has been prepared to advise Council of the compilation and completion of the initial Hawkesbury Community Strategic Plan - Community Indicators Report. The content of the Community Indicators Report is based on the 79 community indicators adopted by Council in July 2014 to measure progress in the implementation of the Hawkesbury Community Strategic Plan 2013-2032.

The report proposes that the Community Indicators Report be released for publication on Council's web-site.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. The report recommends the release of information to advise the community of progress in the implementation of the Hawkesbury Community Strategic Plan 2013-2032 (CSP), which was adopted following extensive community consultation. The Community Indicators Report is intended to measure progress against the measures contained within the CSP.

Background

The Hawkesbury Community Strategic Plan 2013-2032 (CSP) was adopted by Council on 9 April 2013. The Plan documents the community's aspirations for the future of the Hawkesbury. The Plan incorporates a series of Directions, Strategies and Goals, which outline how these aspirations are to be achieved, and the targets that will need to be met if they are to be achieved. The Plan also identifies measures to track progress in moving towards these targets.

At the Councillor Workshop to review the CSP held in 2012, there was a strong emphasis on developing a Plan, whose outcomes could be objectively measured. To this end, considerable time was spent on developing a set of measures which reflect the Goals within the CSP. These measures were subsequently included in the CSP and also appear in the Delivery Program.

On 29 July 2014, Council adopted a list of 79 community indicators to measure progress in the implementation of the strategies within the CSP. The 79 community indicators were developed with the assistance of the Human Services Advisory Committee and the Sustainability Advisory Committee. In adopting the community indicators, Council also resolved to direct staff to compile a 'community report card', based on the adopted indicators, and for this document to be reported to Council.

The Community Indicators Mid-Term Report

As Council was advised in July 2014, the timing for the production of a community report card would need to take into account the frequency of data to be collected for each of the community indicators. Much of this data is only generated at two yearly or five yearly intervals. On this basis, Council was advised that there would be little value in implementing a six-monthly or annual reporting regime, as this frequency of reporting would not provide for the identification of any meaningful trend over the short term. A more realistic position would be to prepare a two-yearly community report card (a 'mid-term' and an 'end of term' report).

ORDINARY MEETING

Meeting Date: 29 September 2015

The Community Indicators Mid-Term Report (Attachment 1 – distributed under separate cover) is the first report to have been compiled using the adopted community indicators. Due to the time required to source and test data, and then prepare and format the initial report, there has been a delay in its completion. As such the Mid-Term Report is being reported to Council in the third year of its four year term. With the completion of this first report, it is envisaged that the preparation of subsequent reports will not be as resource intensive and the timing of subsequent reports will coincide with the second and final years of the term of Council.

The Community Indicators

Source. The indicators were derived from established indicators which have been identified in conjunction with the development of community indicator frameworks by other local governments, universities and state and federal local government peak bodies.

Scope. Each community indicator is directly linked to the 43 measures within the CSP. They include a headline indicator – which directly relates to the CSP measure or which is as close as possible to the measure (given the availability of data). Secondary indicators supplement the headline indicator.

A mix of Indicators. A combination of quantitative and qualitative indicators has been used. The quantitative indicators provide hard numerical data, while the qualitative indicators are primarily derived from Council's biennial community survey tool.




Measurable and based on existing sources. Only indicators which could be readily obtained from an existing, reliable source have been used (so they can be replicated over time).

Achievable within existing resources. Indicators were identified on the basis that they could be accessed and collated without the need for significant additional staffing or financial resources.

Referenced to biennial Community Survey. The list of 79 indicators includes 19 indicators which are sourced directly from the biennial Community Survey conducted by Micromex Research.

Snapshot of Outcomes

Each indicator was assessed on the basis of a simple three part rating scale – 'on track' where the trend is heading in the right direction; 'stable' where there was a neutral result; and 'heading the wrong way' where the outcome showed a negative trend. There were 11 indicators where no data was currently available to measure performance. The following table summarises the community indicator outcomes against each CSP theme, based on this rating scale.

CSP Theme	no of indicators	 on track	 stable	 heading the wrong way	no data	data not yet available
Looking After People and Place	25	9 36%	5 20%	6 24%	5	20%
Caring for Our Environment	12	7 59%	4 33%	0 0%	1	8%
Linking the Hawkesbury	9	3 33%	3 33%	2 22%	1	12%
Supporting Business and Local Jobs	14	4 29%	8 57%	0 0%	2	14%
Shaping our Future Together	19	6 32%	6 32%	5 26%	2	10%
Total	79	29 37%	26 33%	13 16%	11	14%

Excluding those indicators, for which no data was available, leaves a net measurable list of 68 indicators. Of these 68 indicators, 29 (43%) were assessed as on track; 26 (38%) as stable, and 13 (19%) as heading the wrong way. In summary, 55 of the 68 indicators (81%) for which data was available, were assessed as either on track or stable. Overall, this could be considered a positive and encouraging result.

ORDINARY MEETING

Meeting Date: 29 September 2015

The 13 (19%) indicators which returned a negative result included:

Housing Affordability	Reflecting an increase in the number of low-income households experiencing housing stress and an increase in the proportion of median household income required to meet median housing costs.
Population Profile	In net migration terms, the Hawkesbury suffered a loss in population in 6 of 8 age categories (more people leaving than arriving). In proportional terms, between 2006 and 2011, the population profile of the Hawkesbury was ageing at a faster rate than the statewide trend.
Heritage	Decline in community satisfaction with the protection of heritage area.
Services and Infrastructure	Decline in community satisfaction with the general provision of services and infrastructure.
Road Condition & Maintenance	A decline in the proportion of the sealed road network, with a PCI rating of satisfactory or above, and an increase in the funding gap between actual and required expenditure on road maintenance and renewal.
Financial Performance	Reflecting the increase in operating deficits.
Engagement in decision making, Council leadership, performance & lobbying	A decrease in the level of community satisfaction with community engagement in decision making, Council performance, Council leadership and Council lobbying other levels of government.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement:

- Have transparent, accountable and respected leadership and an engaged community;

and is also consistent with the nominated strategy in the CSP being:

- Achieve community respect through good corporate governance and community leadership and engagement.

Financial Implications

There are no financial implications arising from this report.

RECOMMENDATION:

That the Hawkesbury Community Strategic Plan: Community Indicators Mid-Term Report - August 2015 be received and released for publication on Council's web-site.

ATTACHMENTS:

- AT - 1** Hawkesbury Community Strategic Plan: Community Indicators Mid-Term Report - August 2015
(Distributed under separate cover)

oooO END OF REPORT Oooo

Item: 165**SS - Management and Disposal of Community Sharps - (96328, 95496)**

REPORT:**Executive Summary**

This report has been prepared to seek Council's approval to enter into a partnership with the Nepean Blue Mountains Local Health Network, for the purpose of better managing needle and syringe waste streams within the Hawkesbury Local Government Area. The report provides a brief outline of issues related to community sharps management and options available to Council to fund the installation and servicing of community sharps disposal bins. The report proposes that Council seek funding under the NSW Ministry of Health's Community Sharps Management Funding Support Program, and if successful, install community sharps disposal bins at appropriate locations in Richmond and North Richmond.

Consultation

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

Background

In April 2015, the Nepean Blue Mountains Local Health Network (NBMLHN) wrote to Council requesting that Council give consideration to the installation of additional community sharps disposal bins to supplement the single existing disposal bin located outside the Hawkesbury District Community Health Centre in Windsor. An extract of this correspondence is attached to this report (Attachment 1).

Representatives of the NBMLHN subsequently attended the Councillor Briefing Session held on 4 August 2015, to provide advice to Councillors in relation to this proposal. As part of their presentation, the NBMLHN representatives advised that there has been an increase in community demand for facilities for the safe disposal of needles and syringes due to a number of factors including:

- the increasing incidence of chronic disease including insulin dependent diabetes
- increase in early discharge from hospital with patients requiring injectable medications
- increase in new treatments and migraine medication requiring injectable medications
- increase use of performance and image enhancing drug use
- continued illicit drug use.

Councillors were also advised that illicit drug needle and syringe use, as a proportion of total needle and syringe use, was decreasing. Research undertaken by the NBMLHN has indicated that 70% of needles and syringe waste are now medically generated.

Accordingly, the NBMLHN advised Council that there had been an increase in elderly, diabetic and medical clients contacting the Health Service to enquire about the safe disposal of needles and syringes. In response to this public health issue, the NBMLHN had written to Council to request that it give consideration to installing additional community sharps disposal bins in Richmond, and in subsequent discussions with staff, also at North Richmond.

Proposed Location of Community Sharps Disposal Bins

Staff from the NBMLHN have advised that the preferred location for community sharps disposal bins are sites which provide for easy access for pedestrians and vehicles, which would allow for vehicles to pull-up and stop for a few minutes to access the disposal bin. Many of the people using these bins will be elderly or have chronic health conditions. As the metal community sharps disposal bins are 240L in capacity, and contain a lockable internal plastic wheelie bin, the contractors who service the bins will need short term parking and a clear path to wheel the internal bin to their truck.

Based on these considerations, staff from the NBMLHN, have suggested that suitable locations in Richmond would either be the Coles car park or the front of Richmond Library, and in North Richmond the Coles car park or the Neighbourhood Centre.

As sharps waste is collected and recycled by private contractors, the installation of community sharps disposal bins would divert needle and syringe waste from the domestic waste stream and from Council's landfill. It would also lessen the risk of needle stick injuries to residents and Council staff.

If Council approves the installation of the additional community sharps disposal bins, information on their locations would be distributed to pharmacies, medical centres and hospitals and uploaded to the 'Safe Sharps' website.

Funding of Community Sharps Disposal Bins

The estimated cost (GST inclusive) of purchasing and installing a community sharps disposal bin is \$2,230 per unit. The cost of servicing the unit is \$70.96 per service. The frequency of servicing is dependent on the usage of the bin. The average annual service charge for the existing sharps disposal bin, outside the Community Health Centre in Windsor, is \$473.

Based on these figures the capital cost of installing sharps disposal bins at two locations in Richmond and North Richmond would be \$4,460, and the annual operating cost would be approximately \$950. There would also be a small additional cost to implement an information program, to advise stakeholders of the locations of the new bins.

To fund the capital cost of purchasing and installing two sharps disposal bins, it is proposed that Council submit an application under the NSW Ministry of Health's Community Sharps Management Funding Support Program. A successful application would provide an indication of the NSW Government's commitment to the public health partnership proposal put to Council by the NBMLHN.

Given that the purpose of installing sharps disposal bins is to divert needle and syringe waste from the domestic waste stream, and Council's landfill, and for this waste to be recycled, it is proposed that the annual operating costs be funded through the Waste Management Fund. There will be an additional cost involved in the initial distribution of information to stakeholders, as to the locations of the additional sharps disposal bins, which can be met from the existing Community Service budget allocation. These operational costs would be identified as Council's contribution to the public health partnership proposal within the proposed funding application.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Looking After People and Place Directions Statement:

- Have an effective system of flood mitigation, fire and natural disaster management and community safety which protects life, property and infrastructure.

and is also consistent with the nominated strategy in the CSP being:

- Upgrade the necessary physical infrastructure and human services to meet contemporary needs and expectation.

The proposal outlined in this report is concerned with a public health program. However it also addresses a number of other CSP strategies including the recycling of resources, and working in partnership with other levels of government to increase the provision of services to the residents of the Hawkesbury.

Financial Implications

As outlined in this report, the capital cost of the proposed public health partnership is to be grant funded and will be subject to the success of a funding application. Should the funding application be approved, the annual operating costs for the project will be primarily met through the Waste Management Fund.

ORDINARY MEETING

Meeting Date: 29 September 2015

RECOMMENDATION:

That

1. Council apply for funding under the NSW Ministry of Health's Community Sharps Management Funding Support Program to purchase and install two community sharps disposal bins at the most appropriate locations in Richmond and North Richmond, as outlined in this report.
2. Subject to the success of the funding application, Council approve the allocation of funds from the Waste Management Fund, to meet the annual cost of servicing the two community sharps disposal bins, as outlined in this report.

ATTACHMENTS:

- AT - 1** Correspondence from the Team Leader, Needle and Syringe Program, Nepean Blue Mountains Local Health Network (dated 9 April 2015).

ORDINARY MEETING

Meeting Date: 29 September 2015

AT - 1 Extract from correspondence received from the Team Leader, Needle and Syringe Program, Nepean Blue Mountains Local Health Network (dated 9 April 2015)



Health

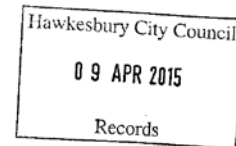
Nepean Blue Mountains
Local Health Network

South Court Primary Care
Needle and Syringe Program
Nepean Hospital
PO Box 63
Penrith 2751

Ph: 0247 343996
Fax: 0247 343389

26/03/2015

Mr Peter Jackson
General Manager
Hawkesbury City Council
366 George St [PO Box 146]
Windsor NSW 2756



Dear Mr Jackson

At present there is only one community sharps bin located in the Hawkesbury LGA. This is located at the front of the Hawkesbury Hospital / Community Health Centre in Windsor. Increasingly we are being contacted for assistance with disposal of sharps from a range of sources; medical treatments, diabetic treatment, body art and injecting drug use. In particular we have noticed that there are a lot more diabetic, elderly and medical clients contacting our service for disposal services. We believe there is a need for further bins accessible to people living in the Hawkesbury LGA, particularly in Richmond and would like to work with Council to locate a suitable site and management plan for such a bin. We would like to install a yellow metal sharps bin [see photos of similar bins below]. These contain a plastic 120 L or 240 L "Otto" bin that are regularly emptied by a private waste company. At present "Sterihealth" are contracted by NBMLHD to provide this service.

I have included a copy of the NSW Health "Community Sharps Management Guidelines for NSW Councils". I draw your attention to the information contained on pages 39 – 41 regarding the Safe Disposal in Practice and Community Sharps Disposal Bins. "Where large community sharps bins are provided, they should be promoted as a whole-of-community service for people with diabetes and other medical conditions as well as for injecting drug users."

Disposal bin locations should be well lit at night and provide secure and non-threatening environment for bin users. Experience has shown that placement of these bins in readily accessible areas such as local council facilities, and shopping centre car parks does not increase drug use or encourage anti-social behaviour."



SCANNED

Nepean Blue Mountains Local Health Network
ABN 31 910 677 424

Entrance via Derby Street, Kingswood
PO Box 63, Penrith NSW 2751
Tel 4734 2120 Fax 4734 3737

Providing health services to the communities of • Hawkesbury • Penrith • Blue Mountains • Greater Lithgow

ORDINARY MEETING

Meeting Date: 29 September 2015



Health
Nepean Blue Mountains
Local Health Network

Whilst we are hoping to install one extra bin at this time, we would welcome the opportunity to work with you to develop a more comprehensive Sharps Management Plan for the Hawkesbury LGA.

Yours sincerely,

Julie Page
Team Leader, Needle and Syringe Program



This bin is located outside an NGO in Cranbrook



This bin is located outside the Community Health Centre in Lithgow.

Nepean Blue Mountains Local Health Network
ABN 31 910 677 424

Entrance via Derby Street, Kingswood
PO Box 63, Penrith NSW 2751
Tel 4734 2120 Fax 4734 3737

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oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 September 2015

Item: 166 **SS - Policy for Payment of Expenses and Provision of Facilities to Councillors - Review - (95496, 96333)**

Previous Item: 166, Ordinary (9 September 2014)

REPORT:

Executive Summary

Councils are required to adopt a Policy on the Payment of Expenses and the Provision of Facilities to Councillors by the Local Government Act 1993 (the Act). The Act requires that the Policy be reviewed and adopted annually.

The annual review of Council's Policy has been undertaken and there are minor proposed amendments. The report recommends the Policy be placed on public exhibition and the matter be reported back to Council at the conclusion of the exhibition period.

Consultation

Section 253 of the Act requires the Policy to be placed on public exhibition for a period of 28 days prior to its adoption. As there are proposed minor amendments, public exhibition is required as also outlined in the then Division of Local Government Circular 11-27 'Findings from Review of Councillor Expenses and Facilities Policies'.

Background

At the meeting of Council, held on 9 September 2014, Council adopted a 'Policy on the Payment of Expenses and Provision of Facilities to Councillors' following a public exhibition period. No amendments were made in last year's review of the Policy.

Section 252 of the Act requires each council, within five months after the end of each financial year, to adopt a policy in this regard. Section 253 of the Act also details requirements to be complied with prior to such a policy being adopted or amended, and is in the following terms:

- "(1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.*
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submission and make any appropriate changes to the draft policy or amendment.*
- (3) Despite subsection (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.*
- (4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:*
 - (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and*
 - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and*
 - (c) a copy of the notice given under subsection (1).*

ORDINARY MEETING

Meeting Date: 29 September 2015

- (5) *A council must comply with this section when proposing to adopt a policy each year in accordance with section 252(1) even if the council proposes to adopt a policy that is the same as its existing policy."*

A review of the Council's Policy has been undertaken and the following minor amendments are proposed:

- all references to the Division of Local Government or DLG, be amended to the Office of Local Government or OLG
- under the heading of 'Mayor', clause 2(a)(vi) reference to Bluetooth capability has been worded more accurately
- under the heading 'Part 2 – Payment of Expenses' point 1(d), an additional clause is added: "vi Upon business of Council inside the HLGA (such as functions, ceremonies, school presentations etc)".

A copy of the Policy, including the proposed changes detailed above, is attached to this report as Attachment 1.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement:

- Have transparent, accountable and respected leadership and an engaged community;

and is also consistent with the nominated strategy in the CSP being:

- Have ongoing engagement and communication with our community, governments and industries.

Financial Implications

The advertising costs associated with the public exhibition of the Policy will be paid from Service Account 122 – Administrative Services of the adopted 2015/2016 Operational Plan.

RECOMMENDATION:

That the Policy for Payment of Expenses and Provision of Facilities to Councillors, included as Attachment 1 to the report, be placed on public exhibition for a period of at least 28 days and that the matter be reported back to Council at the conclusion of the exhibition period, along with any submissions received.

ATTACHMENTS:

- AT - 1 Policy for Payment of Expenses and Provision of Facilities to Councillors - *(Distributed Under Separate Cover)*

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 September 2015

Item: 167 **SS - Representations - Accessibility of Windsor Centrelink Office - (95496, 96328, 95244)**

REPORT:

Executive Summary

This report has been prepared at the request of the Hawkesbury Access and Inclusion Advisory Committee (HAIAC). At the August meeting of HAIAC, the Committee resolved to request that Council make representations to the Manager of the Windsor Centrelink Office regarding the accessibility of the Centrelink Office, which also operates as the outlet for Medicare and the National Disability Insurance Scheme (NDIS). The request from the HAIAC has been made following representations received from a resident regarding the difficulty experienced by people with mobility disabilities safely accessing the Centrelink Offices.

It is to be noted that the carpark referred to in this report is a private carpark.

Consultation

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

Background

The HAIAC was established by Council to provide advice on strategies to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating in community and civic life.

The Constitution of the HAIAC (as adopted by Council) includes the following objective:

"(g) To provide a mechanism through which Council can be informed of access and inclusion issues where Council may be in a position to seek a resolution or advice regarding these issues through representations, lobbying and/or advocating to government agencies and/or elected representatives."

Representations - Disability parking at Centrelink Offices in Windsor

At its August Meeting, the Committee considered the following representations from a resident of the Hawkesbury in relation to the accessibility of the Centrelink Offices in Windsor:

"From: [REDACTED]
Sent: Monday, 15 June 2015 2:54 PM
To: Hawkesbury City Council
Subject: TRAFFIC MANAGEMENT GROUP - DISABILITY PARKING AT CENTRELINK OFFICES WINDSOR

Dear Sir/Madam,

My name is [REDACTED] and I live at [REDACTED].

My daughter [REDACTED] who lives with my wife and I is a paraplegic and confined to a wheelchair, we recently had to attend Centrelink at Windsor for an interview. At the interview we asked why there was no disabled parking in the Centrelink car park and why the footpath was so unsafe and unfriendly to wheelchair users with access to the ramp to get into Centrelink without support from an able bodied person.

ORDINARY MEETING

Meeting Date: 29 September 2015

On all counts Centrelink stated that it was the Councils problem and that they only lease the building and were not liable for disability parking of any kind as it was not their car park and that we should contact the Council. On asking the lady at reception at the Council Offices she politely informed us to write to the Traffic Management group within Council.

I have now contacted yourselves in writing for some sort of answers as to where we can park to drop my daughter off that has easy and safe wheelchair access for her and any other wheelchair users that may have to attend the Centrelink Offices in Windsor.

This is of grave concern to me because after personally assessing the footpaths, pedestrian crossings and other areas where a wheelchair user may have to go to get to Centrelink, I feel that none of the routes actually comply with current Australian OH&S laws.

Your response will be most welcomed as will your commitment to making the footpaths and crossings safe for all users.

Regards,

Phone [REDACTED]"

Action to Date

The representations were received at Council on 15 June 2015. In response to the representations, the resident was contacted by Council staff, and at their request, an access audit was undertaken of the Centrelink car-park and adjoining footpath areas.

The audit identified a need for some repairs and adjustments to the Council footpath outside the Centrelink Offices, and also noted a lack of designated disability parking within the (private) carpark adjoining the Centrelink Office.

A work request for footpath repairs to be undertaken by Council has been generated and repair work to the footpath has been scheduled for completion in the near future. There are however some significant accessibility issues affecting the footpaths along George Street. The height of the road verge creates a significant camber where driveways intersect with the footpath. This is particularly the case on the western side of George Street (Council's Mobility Map identifies the eastern side of George Street as the preferred route for mobility access). The level of a substantial section of George Street would have to be effectively raised to address these camber issues, which would involve major roadworks.

A solution to the difficulty that people with mobility issues, particularly people in wheelchairs, have in safely accessing the Windsor Centrelink Offices, could be achieved through the simple provision of designated disability parking within the carpark adjoining the Centrelink Office.

As noted in the representations, the initial advice from Centrelink staff erroneously implies that Centrelink has no responsibility for the provision of disability parking for its customers, and that it was Council's responsibility to rectify this problem. Members of the HAIAC were somewhat surprised and disappointed with this response – particularly as the Windsor Centrelink Office is also the designated service centre for Medicare and the National Disability Insurance Scheme, and it could be reasonably surmised that a significant proportion of Centrelink customers will have mobility disabilities.

An assessment undertaken by Council staff suggests designated disability parking could be provided within the carpark adjoining the Centrelink Office by combining three car parking spaces into two designated disabled parking spaces, and including provision for an access ramp to safely negotiate the change of levels between the car park and the office entry.

ORDINARY MEETING

Meeting Date: 29 September 2015

It is proposed that Council write to the Manager of the Windsor Centrelink Office to advise that Council would be willing to work with Centrelink and the owners of the site to investigate the provision of designated disability parking, to improve customer access to the Windsor Centrelink Office. Council may also wish to advise the Centrelink Manager, and the owners of the site, that under the *Accessibility Improvements* Category within Council's Community Sponsorship Program, Council would be happy to accept an application under the Community Sponsorship Program seeking a contribution of up \$3,000 to fund these works (on a 50:50 basis).

It is also proposed that a copy of this correspondence be forwarded to the Federal Member for Macquarie to inform her of the customer representations regarding access to the Windsor Centrelink Office and of Council's willingness to work with Windsor Centrelink to improve this access and to seek her assistance in facilitating this outcome.

Proposed Representations

In view of these issues, the HAIAC has requested that Council undertake the following actions:

1. Council write to the Manager of the Windsor Centrelink Office to advise them of the Centrelink customer representations received at Council, and inviting the Manager to work with Council staff to investigate the provision of designated disability parking to improve customer access to the Windsor Centrelink Office.
2. A Copy of this correspondence be forwarded to the Federal Member for Macquarie, Mrs Louise Markus MP, with the request that she make representations to the Federal Minister for Human Services, the Hon. Stuart Robert MP, to progress this matter, so as to ensure that customers with mobility disabilities can safely access Centrelink, Medicare and NDIS services provided through the Windsor Centrelink Office.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement:

- Have constructive and productive partnerships with residents, community groups and institutions

and is also consistent with the nominated strategy in the CSP, being:

- Work with the community to determine affordable levels of services and facilities.

Financial Implications

There are no funding implications arising from this report. Should an application for a funding contribution be received under Council's Community Sponsorship Program, this will be reported to Council for determination. Footpath repairs referred to in this report are funded from the Footpath Maintenance funding allocation in the 2015/2016 Operational Plan.

RECOMMENDATION:

That Council make representations regarding the accessibility of the Windsor Centrelink Office as outlined in this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 29 September 2015

ordinary

section 4

reports
of committees

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

SECTION 4 - Reports of Committees

ROC Floodplain Risk Management Advisory Committee - 6 August 2015 - (86589)

The meeting commenced at 4:12pm in Council Chambers.

Present:	Councillor Bob Porter, Chairperson Mr Trevor Devine, Deputy Chairperson Councillor Mary Lyons-Buckett, Hawkesbury City Council Councillor Warwick Mackay (OAM), Hawkesbury City Council Councillor Jill Reardon, Hawkesbury City Council Councillor Kim Ford, Hawkesbury City Council Mr Geoffrey Bessell, Community Representative Mr Peter Cinque (OAM), SES Mr Damian Moon, Community Representative Mr Harry Panagopoulos, Office of Environment and Heritage Mr Les Sheather, Community Representative
Apologies:	Mr Kevin Jones, SES Mr Ted Books, Community Representative Snr Inspector, Robert Bowman, Department of Primary Industries Mrs Louise Markus MP, Federal Member for Macquarie
In Attendance:	Mr Phillip Pleffer, Hawkesbury City Council Mr Chris Amit, Hawkesbury City Council Mr Matthew Owens, Hawkesbury City Council Mrs Shari Hussein, Hawkesbury City Council Ms Robyn Kozjak - Minute Taker, Hawkesbury City Council
Non Attendance:	Ms Kirstan Smelcher, RAAF

REPORT:

RESOLVED on the motion of Councillor Porter and seconded by Councillor Reardon that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Porter and seconded by Councillor Reardon that the Minutes of the Floodplain Risk Management Advisory Committee held on 11 June 2015, be confirmed.

ORDINARY MEETING
Reports of Committees

Attendance Register of Floodplain Risk Management Advisory Committee

Member	20/11/14	26/02/15	09/04/15	11/06/15	06/08/15
Councillor Kim Ford, Chair	✓	✓	✓	✓	✓
Councillor Bob Porter, Deputy Chair	✓	✓	✓	✓	✓
Councillor Mary Lyons-Buckett	✓	✓	✓	✓	✓
Councillor Jill Reardon	✓	A	✓	✓	✓
Councillor (Dr) Warwick Mackay OAM	A	✓	✓	✓	✓
Mr Peter Cinque OAM - (SES Sydney Western Division)	A	A	A	A	✓
Mr Harry Panagopoulos - (Office of Environment and Heritage)	✓	✓	A	A	✓
Ms Kirstan Smelcher – (Dept of Defence)	X	X	X	A	X
Snr Inspector Robert Bowman - (Industry & Investment NSW) - Primary Industries	A	A	A	A	A
Mr Kevin Jones - (SES Headquarters)	A	A	✓	A	A
Mr Les Sheather - (Community Member)	✓	✓	✓	✓	✓
Mr Geoffrey Bessell - (Community Member)	✓	✓	✓	A	✓
Mr Damian Moon (Community Member)	✓	✓	A	✓	✓
Mr Trevor Devine - Deputy Chairperson	✓	✓	✓	✓	✓
Mr Ted Books (Community Member)	✓	✓	✓	✓	A

Key: A = Formal Apology

✓ = Present

X = Absent - no apology

SECTION 3 - Reports for Determination

FRMAC - Declarations of Interest - (86589)

RECOMMENDATION TO COMMITTEE:

That:

1. General disclosures of interest listed in this report be received.
2. Other specific disclosures of interest be declared if deemed appropriate.

MOTION:

RESOLVED on the motion of Mr Moon, seconded by Mr Bessell.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. General disclosures of interest listed in this report be received.
2. Other specific disclosures of interest be declared if deemed appropriate.

SECTION 5 - General Business

Mr Cinque provided the Committee with an update on the Hawkesbury Nepean Flood Emergency State Plan and the Regional Evacuation Plan. Mr Cinque advised the SES's primary objective was to educate the community by disseminating more information in relation to flooding.

Mr Cinque commenced his presentation.

Key Points:

- Sydney Olympic precinct to have an evacuation centre to be utilised for emergencies.
- 70% of flood watches turn into flood warnings.
- Time taken for all vehicles to leave Windsor, approximately 13 - 15 hours (allowing for accidents).
- Grose River difficult to forecast due to not easily accessible - difficult to get gauges in.
- Separate plan for transport. Signage detail is key item in Plan. Working in consultation with Councils.
- Regional Flood Study to be prepared in approximately 18 months in conjunction with councils and consultants - funding from government required.
- Utilising Monte Carlo simulation to gauge possible outcomes and assess risks.

5:08pm - Mr Cinque invited questions from the Committee.

- Councillor Porter referred to the amount of incoming traffic to Windsor during the last rise in the river and asked what SES's position was in relation to preventing site-seers and resultant major traffic problems.

Mr Cinque acknowledged there were traffic issues, partly due to a large volume of people working outside of the area and coming back home to collect their families. Mr Cinque advised he would bring the issue to the attention of the various agencies involved, adding it may be that the control points may need to be reviewed.

- Mr Sheather asked what emergency recovery plans were in place to service the 30,000 or so residents which may potentially be caught on the other side once the bridges closed and ferries were out of service. Mr Sheather raised concern people would be stuck on the other side with no services for months, particularly if the Mt Tomah roads (prone to landslides) were closed.

Mr Cinque acknowledged and noted Mr Sheather's concern.

- Mr Devine asked if the SES was doing any work with the RMS to identify a more efficient evacuation route over the Jim Anderson Bridge.

Mr Cinque responded the work being progressed was subject to Cabinet in Confidence, however, he could confirm that particular issue was actively being considered and modelled for improvement.

ORDINARY MEETING
Reports of Committees

- Mr Sheather asked what education programs the SES had in place in relation to evacuation.

Mr Cinque responded a Flood Safe program had been developed - (floodsafe.com.au) which included a range of materials and promotions, however, it was noted resources in the SES were lacking and the taskforce had been made aware that more staff were needed. Mr Cinque advised councils also had a critical role, as does the OEH and DoP, in engaging the community with programs - ideally on an ongoing yearly basis.

- Mr Pleffer asked if Mr Cinque could provide an approximate number of staff and volunteers required to cater for an evacuation and what level of confidence the SES had in maintaining those numbers, especially in relation to volunteers.

Mr Cinque responded there were approximately 850 to 900 members, increasing each year. Mr Cinque added the tasks required were time intensive so can be difficult to enlist and retain volunteers. Mr Cinque advised 1,000 volunteers would be required in the field, including volunteers to assist with doorknocking when evacuation was required.

- Mr Panagopoulos asked if the Taskforce had put a timeframe for completion of its work.

Mr Cinque responded unfortunately due to the complexities involved in the work it was not possible to provide a timeframe for completion.

MOTION:

RESOLVED on the motion of Councillor Porter, seconded by Mr Devine.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION

That the Floodplain Risk Management Advisory Committee recommend to Council that a letter be forwarded to the Department of Transport requesting that a road corridor to provide flood free access across the Hawkesbury River be created between the Driftway and North Richmond generally in the alignment previously identified by Mr Ted Books OAM.

The Mayor relayed, on behalf of the Committee, a special thanks to Mr Cinque for his assistance.

The meeting closed at 5:48pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC **Heritage Advisory Committee - 27 August 2015 - (80242)**

The meeting commenced at 5:42pm in Council Chambers.

- Present:** Mr Jonathan Auld, Deputy Chairperson
 Councillor Patrick Conolly, Hawkesbury City Council
 Mr Glenn Falson, Community Member
 Ms Janice Hart, Community Member
 Ms Judith Newland, Community Member
 Ms Michelle Nichols, Community Member
 Ms Carol Roberts, Community Member
- Apologies:** Professor Ian Jack, Chairperson
- In Attendance:** Mr Matthew Owens, Hawkesbury City Council
 Mrs Shari Hussein, Hawkesbury City Council
 Mr Craig Johnson, Hawkesbury City Council
 Ms Robyn Kozjak - Minute Taker, Hawkesbury City Council

REPORT:

Mr Auld, Deputy Chairperson, assumed the Chair in the absence of Professor Jack.

Professor Jack tendered his belated apologies post-meeting.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Nichols and seconded by Ms Roberts that the Minutes of the Heritage Advisory Committee held on the 7 May 2015, be confirmed.

Attendance Register of Heritage Advisory Committee

Member	27/11/14	19/02/15	07/05/15	27/08/15	
Councillor Patrick Conolly	✓	✓	A	✓	
Mr Glenn Falson	✓	✓	✓	✓	
Ms Janice Hart	✓	✓	✓	✓	
Mr John Miller	✓	A	Resigned from Committee	Resigned from Committee	Resigned from Committee
Professor Ian Jack	✓	✓	✓	A (Belated apology)	
Ms Carol Roberts	A (Belated apology)	A	✓	✓	
Mr Jonathan Auld	✓	✓	✓	✓	
Ms Michelle Nichols	A	✓	✓	✓	
Ms Judith Newland	✓	✓	✓	✓	

Key: A = Formal Apology

✓ = Present

X = Absent - no apology

SECTION 3 - Reports for Determination

HAC - 3 year Heritage Strategy for 2016/17 - 2018/19 - (80242)

DISCUSSION:

- Mrs Hussein advised as a requirement of the Heritage Advisory funding from the NSW State Heritage Office, a new 3 Year Heritage Strategy is required to be put in place by July 2016. Mrs Hussein subsequently sought the Committee's input for the new Strategy.
- Mrs Hussein brought to the Committee's attention the Council's Hawkesbury Horizons Initiative (HHI) which is considering regionally significant investment projects including beautification and revitalisation plans for the Hawkesbury. Mrs Hussein reported a component of the HHI would include a focus on façade improvement on the Windsor and Richmond town centres and suggested that element be added as an action item to Recommendation 6 of the Strategy.
- Mrs Hussein suggested an Incentive Fund theme - *Facade Improvement Program* - be added to Recommendation 5 of the Strategy which aimed to encourage commercial building owners and business operators in local centres to improve the appearance of their building's shopfronts.
- Ms Newland asked if there was provision in the Strategy for educating private home owners of their responsibilities to look after their heritage homes and to encourage pride of ownership.

Mrs Hussein responded the program's aim was incentive based so education awareness and encouragement to look after their properties could be included.

- Ms Nicholls advised she would like to see a review of Heritage Listings.
- Mr Falson made reference to other councils (in Victoria) where heritage conservation precincts were included in their LEP's and asked if it was possible to investigate the addition of a 'second tier' in Council's HLEP.

Mrs Hussein responded identification of conservation areas could be something to consider as a way to identify places of character (eg Georgian architecture, Colonial character etc). Mrs Hussein added she was mindful however there were not many resources available for the area and it would be more beneficial for funding if aligned with a specific strategy.

- Ms Nicholls suggested the Committee contribute to the next Heritage Festival and referred to a previous (successful) event where guest presenters were invited to speak on topics to raise the profile of heritage buildings and architecture.

RECOMMENDATION TO COMMITTEE:

That:

1. The Heritage Advisory Committee provide input into the development of a new 3 year Heritage Strategy for 2016/17 - 2018/19.
2. A heritage strategy be finalised by Council officers based on the Committee's input and then be presented to Council for endorsement.

MOTION:

RESOLVED on the motion of Councillor Conolly, seconded by Mr Falson.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The Heritage Advisory Committee provide input into the development of a new 3 year Heritage Strategy for 2016/17 - 2018/19.
2. A draft heritage strategy be finalised by Council officers based on the Committee's input and then be presented to Council for endorsement.

SECTION 5 - General Business

Verbal Report (Mrs Hussein) - Local Heritage Incentive Fund - Minor works to Cemetery Monuments

- Final date for applications - 18 September 2015.
- Funding offered is on a dollar for dollar basis (\$1 of grant funding for each \$1 of private funding), maximum funding available \$2,000.
- Applications and further information available on Council's website.

MOTION:

RESOLVED on the motion of Ms Hart, seconded by Councillor Conolly.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

Verbal Report (Mrs Hussein) - Listings for LEP2012 - Status

- Consultants have undertaken work on 13 sites.
- Preparing listing sheets for submission to Heritage Office.

MOTION:

RESOLVED on the motion of Councillor Conolly, seconded by Ms Nicholls.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

Verbal Report (Mrs Hussein) - HOWS App - Status

- HoWS group (via a consultant) in the process of developing a colonial heritage mobile application (App) for the Western Sydney area
- Funding to date provided for development of the App by Penrith City Council, Liverpool City Council and Camden Council.
- App should be launched by end of the year. In phase 1, it is expected there would be approximately 20 early colonial sites per council (Hawkesbury sites would include iconic places such as McQuade and Richmond Parks, Thompsons Square, Windsor Court House etc).
- Cost benefits to Council (costs shared across all participating councils).
- Council to contribute \$5,000.

MOTION:

RESOLVED on the motion of Mr Falson, seconded by Ms Newland.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

Care and Maintenance of Site - Pitt Town Bottoms - Friendship Bridge Reserve

Correspondence was tabled in relation to Pitt Town Bottoms - Friendship Bridge Reserve

- Ms Newland acknowledged Council's agreement to take over the maintenance of the Friendship Bridge site, however raised concern Council's garbage trucks utilise that area to turn its trucks around and therefore the area becomes very gouged out and unsightly. Ms Nicholls added there was potential for the trucks to slip into the monument during wet weather.

Mrs Hussein responded she would raise the concern with Council's Infrastructure Services directorate who is responsible for the maintenance of the area.

MOTION:

RESOLVED on the motion of Ms Hart, seconded by Councillor Conolly.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

- Mrs Hussein advised she would arrange for future HAC agendas to include a "Questions for Next Meeting" section to facilitate responses to queries which arise during the HAC meetings.
- Mr Auld asked if there were any updates on the Jolly Frog Hotel.

ORDINARY MEETING
Reports of Committees

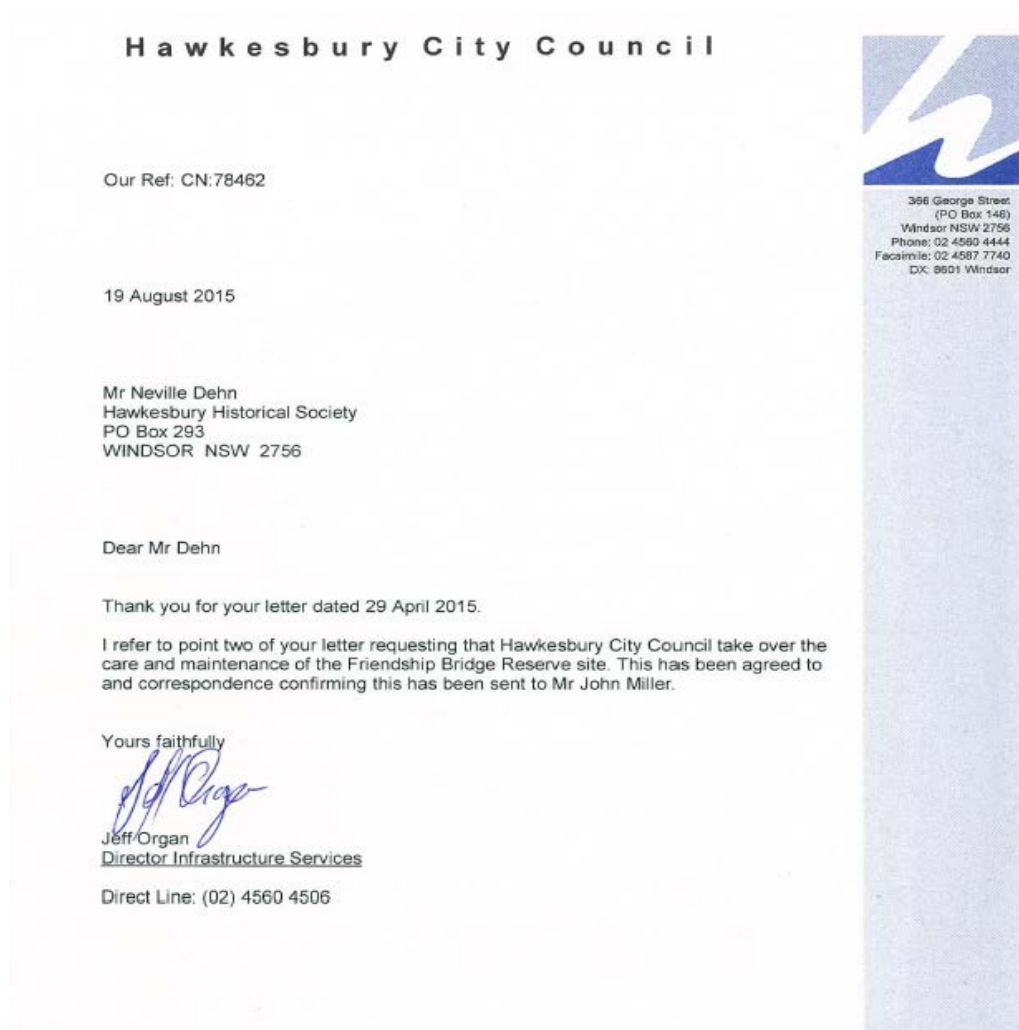
Mr Owens responded Orders had been issued by Council in relation to stabilisation of potential asbestos at the site and to secure the site. Mr Owens advised the Orders had been complied with and the owner was being pursued in relation to submitting a development application for partial demolition/redevelopment of the site. Mr Owens added Council did not hold any powers to enforce the submission of a development application.

- Mrs Hussein addressed the Committee and advised this would be her last attendance at a HAC meeting as she had tendered her resignation from Hawkesbury City Council and would be leaving at the end of September 2015.

On behalf of the Committee, Mr Auld gave special thanks to Mrs Hussein for her assistance during her time supporting the Committee.

TABLED CORRESPONDENCE

1. Correspondence to Hawkesbury Historical Society confirming Council agrees to taking over the care and maintenance of the Friendship Bridge Reserve site.
2. Correspondence to Mr John Miller confirming Council agrees to taking over the care and maintenance of the Friendship Bridge Reserve site.



ORDINARY MEETING
Reports of Committees

Our Ref: CN: 28599

19 August 2015

Mr John Miller
40/25 Chapel Street
RICHMOND NSW 2753

Dear Mr Miller

Thank you for your phone call last week regarding the maintenance of the Friendship Bridge Reserve site.

The letter is to confirm that the maintenance of the site has been added to Council's maintenance program for mowing and that any opportunities for further enhancements of the area would also be considered.

I trust that this advice and action proves satisfactory.

Yours sincerely



Jeff Organ
Director Infrastructure Services



366 George Street
(PO Box 146)
Windsor NSW 2756
Phone: 02 4560 4444
Facsimile: 02 4567 7740
DX: 8601 Windsor

The meeting closed at 6:47pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Local Traffic Committee - 14 September 2015 - (80245)

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on 14 September 2015, commencing at 3pm.

Present:	Councillor Kim Ford (Chairman) Mr James Suprain, Roads and Maritime Services Senior Constable Rob Wright, NSW Police Force
Apologies:	Mr Dominic Perrottet, MP (Hawkesbury) Ms Jill Lewis, NSW Taxi Council Acting Commander Ian Woodward, NSW Police Force Snr Constable Debbie Byrnes, NSW Police Force Mr Steve Grady, Busways
In Attendance:	Mr Chris Amit, Manager, Design and Mapping Services Ms Judy Wong, Community Safety Coordinator Ms Jillian Bentham, Events Coordinator Mrs Cathy Mills, Personal Assistant, Infrastructure Services Mr Ralph Harlander, Taxi Driver, Local Taxi Companies Representative

MOTION:

RESOLVED on the motion of Mr James Suprain, seconded by Senior Constable Rob Wright, that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Mr James Suprain, seconded by Snr Constable Rob Wright, that the minutes from the previous meeting held on Monday, 10 August 2015 be confirmed.

Item 1.2 Business Arising

There was no Business Arising.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Hanna Park Carols 2015 - (Hawkesbury) - (80245, 76799)

REPORT:

An application has been received on behalf of Hawkesbury Valley Baptist Church seeking approval (in traffic management terms) to conduct the Hanna Park Carols 2015 within Hanna Park, North Richmond, on Sunday, 20 December 2015.

ORDINARY MEETING
Reports of Committees

The event organiser has advised:

- This event has been held previously, and this is the second year the application has been submitted to Council relating to traffic management.
- This is a Christmas Carol Community Event. The event will include activities such as Christmas Carols, live bands, Santa by Helicopter, food and Children's activities.
- The event will be conducted between 4:30pm and 9pm. The set up and pack down times are between 6am and 11:30pm.
- The event will be held within Hanna Park at the end of Beaumont Avenue, North Richmond.
- The event is expected to attract approximately 6,000 spectators.
- Pedestrians can access Hanna Park either from Beaumont Avenue or from the south western side of Bells Line of Road by the concrete path which is situated under the bridge.
- Parking for vehicles will be provided within Hanna Park and the Hanna Group car park via Bells Line of Road.
- Access to Hanna Park will be improved by providing a "No Stopping" zone on both sides of Beaumont Avenue extending back from the car park in Hanna Park, for an approximate distance of 80 metres.
- Approval has been provided by Council to utilise Hanna Park for the event.

Discussion

It would be appropriate to classify the event as a "**Class 2**" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may impact on minor traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser has requested the provision of a temporary No Stopping zone on both sides of Beaumont Avenue extending back from the car park in Hanna Park, for an approximate distance of 80 metres. This section of Beaumont Avenue provides untimed parking on both sides of the road and is generally not utilised for parking, as this section of the road provides access into Hanna Park. The provision of the temporary No Stopping zone is not considered to have an adverse effect to the surrounding community.

Beaumont Avenue is a dead end road which extends from Terrace Road for a distance of approximately 625 metres. At the end of Beaumont Avenue is the entrance to Hanna Park with the only side street along Beaumont Avenue being Norfolk Place, positioned approximately 125 metres prior to the end of the road. The road is sealed for its full length. The traffic volume recorded in 2012 in the vicinity of Norfolk Place was 524 vehicles per day. It has a speed limit of 50km/h.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document No: 5329556):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Event and Parking Layout Plan,
5. Risk Assessment,

ORDINARY MEETING
Reports of Committees

6. Copy of Insurance Policy which is valid to 30 September 2015, however does not include the Roads and Maritime Services as an Interested Party,
7. Copy of the application to the NSW Police Force,
8. Copy of the Advertisement from the 2014 Event.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hanna Park Carols 2015 event within Hanna Park and accessed from Beaumont Avenue, North Richmond, on Sunday, 20 December 2015 be classified as a "**Class 2**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures;
 - No road closures are permitted.
 - Temporary replacement of the untimed parking on both sides of Beaumont Avenue with "No Stopping" zones, extending back from the car park in Hanna Park for an approximate distance of 80 metres, during the event period of 20 December 2015. The event organiser will be responsible for the provision of the appropriate zones and restoring back the untimed parking areas after the event.

and the following conditions;

ORDINARY MEETING
Reports of Committees

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; **a copy of the Police Force approval to be submitted to Council;**
- 4d. the event organiser is to **submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4e. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; **a copy of this approval to be submitted to Council;**
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**

ORDINARY MEETING
Reports of Committees

- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
- 4l. the event organiser is to **submit** the completed "Traffic and Transport Management for Special Events – **Final Approval Application Form (Form C)**" **to Council;**

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

APPENDICES:

AT - 1 Hanna Park Carols 2015 – Event and Parking Layout Plan.

AT - 2 Special Event Application – (ECM Document No: 5329556) - *see attached*

AT - 1 Hanna Park Carols 2015 - Event and Parking Layout Plan



COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Senior Constable Rob Wright, seconded by Mr James Suprain.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hanna Park Carols 2015 event within Hanna Park and accessed from Beaumont Avenue, North Richmond, on Sunday, 20 December 2015 be classified as a "**Class 2**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures;
 - No road closures are permitted.
 - Temporary replacement of the untimed parking on both sides of Beaumont Avenue with "No Stopping" zones, extending back from the car park in Hanna Park for an approximate distance of 80 metres, during the event period of 20 December 2015. The event organiser will be responsible for the provision of the appropriate zones and restoring back the untimed parking areas after the event.

and the following conditions;

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally council has an events template which can be provided to assist in identifying and controlling risks);

ORDINARY MEETING
Reports of Committees

- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; **a copy of the Police Force approval to be submitted to Council;**
- 4d. the event organiser is to **submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4e. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; **a copy of this approval to be submitted to Council;**
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
- 4l. the event organiser is to **submit** the completed "Traffic and Transport Management for Special Events – **Final Approval Application Form (Form C)**" **to Council;**

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);

ORDINARY MEETING
Reports of Committees

- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4q. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

SECTION 3 - Reports for Information

There are no Reports for Information.

SECTION 4 - General Business

Item: 4.1 LTC - Bus Zone Request - Eldon Street, Pitt Town - (80245, 125358)

REPORT:

Mr C Amit advised the Committee that Mr Steve Grady from Busways had requested that the following matter be tabled at the meeting. Mr Grady has indicated that there have been issues with bus access at two bus stops on Eldon Street, Pitt Town with vehicles constantly parking at the bus stops and the removal of the bus stop sign, (on the southern side of the street adjacent to the shopping centre) on three occasions over the last eight months. It is requested that Bus Zone signage is installed to provide a 20 metre bus zone to highlight the fact that the bus stops are in use and to highlight the current regulatory restrictions.

The two Bus Stops are located on the northern and southern side of Eldon Street between Chatham Street and Grenville Street. There is a Bus Stop in the vicinity of Nos 32 and 34 with the other being behind No. 81 Bathurst Street west of the shopping centre.

Mr Grady had indicated that parking in the vicinity of the shopping centre is valued and as such, recommends that the Bus Zones be reduced from the standard 30 metre zone to 20 metres and they be timed so as to provide on street parking when bus services are not operating.

The proposed Bus Zone operating times are;

6:30am to 5:30pm Monday to Friday
7:30am to 2pm Saturday

The times above are when services will be on Eldon Street enroute to Windsor, Maraylya and Wisemans Ferry.

Mr Grady has notified local residents and shop owners by way of letter informing them of the intention to request a Bus Zone in lieu of the bus stop signage and no objections were received.

The Committee supported the conversion of the two existing Bus Stops to timed Bus Zones and in particular the 20 metre zone lengths in lieu of the standard 30 metres which will improve the available parking.

ORDINARY MEETING
Reports of Committees

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr James Suprain, seconded by Senior Constable Rob Wright.

Support for the Recommendation: Unanimous support

That:

1. A 20 metre timed Bus Zone (operating 6:30am to 5:30pm Monday to Friday and 7:30am to 2pm Saturday) be provided on the northern side of Eldon Street, Pitt Town from the eastern end of the driveway of No 34 to the wooden light pole (No. 94) at the property boundary of Nos 32 and 34, opposite the shopping centre.
2. A 20 metre Bus Zone (operating 6:30am to 5:30pm Monday to Friday and 7:30am to 2pm Saturday) be provided on the southern side of Eldon Street, Pitt Town, west of the shopping centre and behind No. 81 Bathurst Street, from the wooden light pole (No. 449), adjacent to the phone booth and westward towards Grenville Street.

APPENDICES:

AT - 1 Site Plan - Proposed Changes to Bus Zone – Eldon Street, Pitt Town

AT - 2 Letter to Residents and Shop Owners Advising of Proposed Changes to Bus Zone

AT - 1 Site Plan - Proposed Changes to Bus Zone – Eldon Street, Pitt Town



ORDINARY MEETING
Reports of Committees

AT - 2 Letter to Residents and Shop Owners Advising of Proposed Changes to Bus Zone

Busways Penrith Pty Ltd
47 Mullins Road, Penrith, NSW 2750
Telephone - (02) 4721 8871
Fax - (02) 4732 6160

21 August 2015

The Resident
32 Eldon Street
Pitt Town NSW 2756

Dear Resident

Re: Proposed Bus Stop on Council Land near your property.

In order to provide an efficient and safe mode of public transport in the Pitt Town locality, it has become necessary to convert the present bus stop at the frontage of your property on Eldon Street to a 20 metre Bus Zone. This has resulted due to the constant parking of vehicles at the bus stop thereby obstructing buses to pull into the kerb to drop off or pick up passengers and school children.

The Australian road rules stipulate that parking is not permitted 20 metres before and 10 metres after a bus stop and I am aware of the parking issues in and around the Pitt Town shopping centre. As such, a bus zone is normally installed with the signage being 30 metres apart however; I have requested Hawkesbury Council to install a 20 metre bus zone thereby allowing an additional 10 metres of parking on Eldon Street.

I have also requested Council to install the bus zone with times so that when bus services are not operating, normal on street parking will be permitted in contrast where at the present time, parking at the bus stop is not permitted 24/7.

The times that the bus zone will be in use are;
6.30am to 5.30pm Monday to Friday and
7.30am to 2.00pm Saturday.

Outside of these times, there will be no restrictions placed on parking on Eldon Street.

For your assistance, I have also attached an aerial photo map showing the location of the bus zone at the frontage of your property as well as the bus zone location opposite. Both bus zones will have the same times shown.

Should you wish to make any comment on the proposed installation of a bus stop at this location, please do so in writing to the above FAX, postal or email address by the close of business on Friday the 11th September 2015. If you require any further information then please call me on (02) 4721-8871, 7.30am – 3.00pm weekdays.

Yours Sincerely
Busways Group

Steve Grady
Planning and Infrastructure Officer – Sydney

Item: 4.2 LTC - Proposed Timed No Parking Australia Post Vehicles Excepted Zones at Kurrajong and North Richmond Australia Post Offices - (Hawkesbury) - (80245, 100455)

REPORT:

Mr Amit advised the Committee that Council had received correspondence from Australia Post regarding parking and safety issues they are experiencing when trying to service Post Offices at North Richmond and Kurrajong premises. Little or no parking is available when collecting large quantities of mail and parcels at the North Richmond site with vehicles parking in front of the Street Posting Box at Kurrajong.

Australia Post has requested that the installation of timed "No Parking Australia Post Vehicles Excepted" signs be installed at these two sites so that the North Richmond and Kurrajong communities can be serviced safely. Under the Commonwealth Government's commitment for postal services, Australia Post is obligated to provide the community with retail outlet and street posting boxes (SPBs) as set out in their Community Service Obligations and Customer Service Charter. They are also required, under their duty of care and Workplace Health and Safety (WHS) legislation to reduce or eliminate any danger to the public or staff.

Kurrajong Post Office:

The Kurrajong Post Office is located at No. 64 Old Bells Line of Road, Kurrajong. The Street Posting Box is located along Old Bells Line of Road in front of No 64 and No 62 which is the frontage to the adjacent off-street public car park.

It is reported that vehicles are parking in front of the Street Posting Box at times when Postal workers need to access the Street Posting Box. The request for the Kurrajong site is to provide the timed "No Parking Australia Post Vehicles Excepted" signs across the Street Posting Box. The length of zone required is for a distance of seven metres and would commence from three metres to the west of the Street Posting Box and extend towards the access driveway to the car park. The operating times for the signs are 3:30pm to 4pm – Monday to Friday.

In accordance with the Australian Road Rules, vehicles should not be parking in front of a Street Posting Box. Australian Road Rule 199 (ARR199) – "Stopping near a postbox" stipulates in part that a driver must not park on a road within three metres of a public postbox, unless the driver is dropping off, or picking up, passengers or mail.

In effect the ARR199 creates a de facto No Parking zone of 3.0 metres, either side of a Street Posting Box. The problem at this site is that the majority of infringing drivers either do not understand the rules in the vicinity of a Street Posting Box or choose to ignore the Australian Road Rules.

In accordance with Australian Road Rule 168 (ARR168), the driver of a vehicle must not stop on a length of road or in an area to which a No Parking sign applies unless the driver is dropping off, or picking up passengers or goods, which must be completed within two minutes and does not leave the vehicle unattended (driver stays within three metres of the vehicle). In effect a No Parking zone is a drop off and pickup area.

To conform to the restriction of the No Parking sign and to ensure access to the site for Australia Post clearance staff, it is proposed that the No Parking signs be supplemented with the following wording of "Australia Post Vehicles Excepted 3:30pm to 4pm Monday to Friday".

The provision of the "No Parking Australia Post Vehicles Excepted" zone will not compromise the overall available parking along Old Bells Line of Road as the No Parking zone will only reinforce the existing parking restriction at the Street Posting Box and also provide parking outside of the restriction times.

ORDINARY MEETING
Reports of Committees

The Committee agreed to the request from Australia Post and considered that this proposal did not have an adverse effect on parking along Old Bells Line of Road. In fact this proposal will improve parking by one parking space due to the timed zone replacing the full time restriction across the Street Posting Box.

North Richmond Post Office:

The North Richmond Post Office is located at No 42 Bells Line of Road and would be a matter for RMS to determine. RMS is currently upgrading the configuration of the intersection of Grose Vale Road/Bells Line of Road and Terrace Road, North Richmond.

The request for the North Richmond site is to provide the timed "No Parking Australia Post Vehicles Excepted" signs across mainly the access driveway to the Post Office and for a short distance into the adjacent 1 Hour parking zone. The length of zone required is for a distance of seven metres. The zone would commence from the boundary of Nos. 42/46 and extend across the access driveway and frontage of the Post Office. The operating times for the signs are 4pm to 4:30pm – Monday to Friday.

Mr James Suprain advised the Committee that RMS did not object to this proposal and would support Council undertaking the implementation of this zone.

The provision of the "No Parking Australia Post Vehicles Excepted" zone will not compromise the overall available parking along Bells Line of Road as the No Parking zone will be across the Post Office driveway and only reinforce the existing parking restriction.

The Committee agreed to the request from Australia Post and considered that this proposal did not have an adverse effect on parking along Bells Line of Road.

Summary:

The following zones be implemented to support the request from Australia Post:

That a seven metre "No Parking Australia Post Vehicles Excepted 3:30pm to 4pm Monday to Friday" zone be provided on the northern side of Old Bells Line of Road, Kurrajong, adjacent to Nos. 62 and 64 Old Bells Line of Road (Kurrajong Post Office), commencing from a point three metres west of the Street Posting Box and extend east towards the access driveway to the off-street car park.

That a seven metre "No Parking Australia Post Vehicles Excepted 4pm to 4:30pm Monday to Friday" zone be provided on the northern side of Bells Line of Road, North Richmond, adjacent to Nos. 42 and 46 Bells Line of Road (North Richmond Post Office), commencing from the boundary of Nos. 42/46 and extend east across the access driveway and frontage of the Post Office.

The Committee agreed that there was minimal effect on the available parking at these two sites and the zones would increase the safety of Australia Post staff and the community.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Kim Ford, seconded by Mr James Suprain.

Support for the Recommendation: Unanimous support

That:

1. A seven metre "No Parking Australia Post Vehicles Excepted 3:30pm to 4pm Monday to Friday" zone be provided on the northern side of Old Bells Line of Road, Kurrajong, adjacent to Nos. 62 and 64 Old Bells Line of Road (Kurrajong Post Office), commencing from a point three metres west of the Street Posting Box and extend east towards the access driveway to the off-street car park.

ORDINARY MEETING
Reports of Committees

2. A seven metre "No Parking Australia Post Vehicles Excepted 4pm to 4:30pm Monday to Friday" zone be provided on the northern side of Bells Line of Road, North Richmond, adjacent to Nos. 42 and 46 Bells Line of Road (North Richmond Post Office), commencing from the boundary of Nos. 42/46 and extend east across the access driveway and frontage of the Post Office.

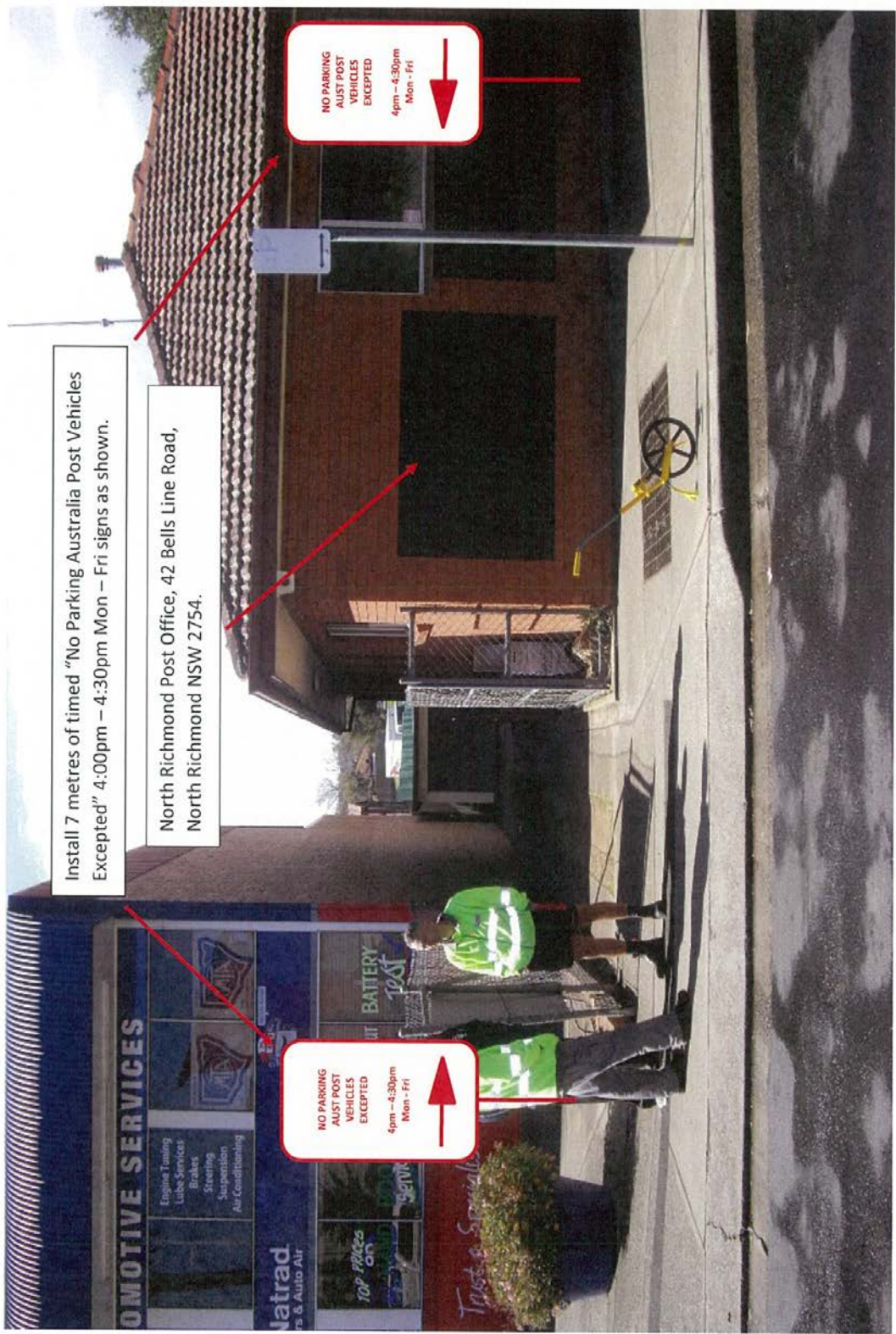
APPENDICES:

- AT - 1** Kurrajong Post Office - Proposed Timed "No Parking - Australia Post Vehicles Excepted" Zone
- AT - 2** North Richmond Post Office - Proposed Timed "No Parking - Australia Post Vehicles Excepted" Zone

**AT - 1 Kurrajong Post Office - Proposed Timed
"No Parking - Australia Post Vehicles Excepted" Zone**



**AT - 2 North Richmond Post Office - Proposed Timed
"No Parking - Australia Post Vehicles Excepted" Zone**



ORDINARY MEETING
Reports of Committees

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 12 October 2015 at 3pm in the Large Committee Room.

The meeting terminated at 4:12pm.

oooO END OF REPORT Oooo

ORDINARY MEETING**Questions for Next Meeting****QUESTIONS FOR NEXT MEETING****Councillor Questions from Previous Meetings and Responses - (79351)**

REPORT:**Questions - 8 September 2015**

#	Councillor	Question	Response
1	Creed	Requested that future Rescission Motions include the previous reports in the business paper for review.	The General Manager advised that this will be done, as appropriate, in the future.
2	Creed	Requested that future business papers be printed double sided.	The Acting Director Support Services advised that it is normal practice that business papers are printed double sided. The single sided print of the business paper for the Council meeting on 8 September 2015 was a result of an oversight relating to printing settings. The issue was identified at completion of the printing process, and it therefore was not cost effective to reprint double sided copies of the business paper.
3	Reardon	Requested the results of the disabled parking survey at North Richmond shopping centre.	The Director infrastructure Services advised that the disabled parking survey results would be provided as requested.
4	Calvert	Enquired if the RFS could be requested to nominate additional neighbourhood safe zones during bushfires in the North Richmond area.	The Director infrastructure Services advised that the request has been sent to the RFS and a response would be provided when received.

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
5	Calvert	Enquired if Council contracted Tenderers employ staff according to appropriate award wages and if Council is able to determine that such staff are paid appropriately.	The Acting Director Support Services advised that Council's Request for Tender documentation used for the calling of Tenders includes the requirement for tenderers to state which Award or Enterprise, Workplace, or other enforceable Industrial Agreements, apply to employment conditions provided by their organisation. Subsequent to a contract being awarded, Council's contractors, when submitting a claim for payment, are required to include a <i>Subcontractor Statement Regarding Workers Compensation, Payroll Tax and Remuneration</i> , declaring that employers' obligations in regard to payments to, or in respect of, employees or sub-contractors, as they relate to the contract, have been met. The signed declaration is deemed to be sufficient evidence for Council to be satisfied that its contractors are meeting their obligations in regard to staff and sub-contractors remuneration.

oooO END OF REPORT Oooo

ORDINARY MEETING
CONFIDENTIAL REPORTS

CONFIDENTIAL REPORTS

Item: 168 **CP - Draft Business Case for the Dredging of Hawkesbury River between Windsor and Sackville Ferry - (95498, 124414) CONFIDENTIAL**

Previous Item: NM, Ordinary (30 March 2010)
 152, Ordinary (28 August 2012)
 NM3, Ordinary (13 November 2012)
 168, Ordinary (27 August 2013)
 87, Ordinary (13 May 2014)

Reason for Confidentiality

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) of the Act as it relates to the findings of a draft business case for the navigation dredging of the Hawkesbury River and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 169 **IS - Progress Report - Proposed Compulsory Acquisition of Crown Lands - Waste Management Facility - (95495, 112179, 82995) CONFIDENTIAL**

Previous Item: 163, Ordinary (13 August 2013)

Reason for Confidentiality

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) of the Act as it relates to , the compulsory acquisition of land and the information is regarded as being commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council, and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 170 **SS - Property Matter - Lease to Anthony Riley - Clarendon Parkside Cafe (Part Lot 3 in Deposited Plan 1062683) - (95496, 112106, 74459, 106692)**
CONFIDENTIAL

Previous Item: 72, Ordinary (12 May 2015)

Reason for Confidentiality

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

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

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 171 **SS - Property Matter - Lease to Jodale Enterprises Pty Limited - Shop 1**
Glossodia Shopping Village - (38869, 74051, 95496) CONFIDENTIAL

Reason for Confidentiality

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

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

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



ordinary
meeting

end of
business
paper

This business paper has
been produced
electronically to reduce
costs, improve efficiency
and reduce the use of
paper. Internal control
systems ensure it is an
accurate reproduction of
Council's official copy of
the business paper.