



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 30 May 2017

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 may address Council on any items in the business paper other than the Confirmation of Minutes; Responses to Questions from Previous Meeting; Mayoral Elections; Deputy Mayoral Elections and Committee Elections.

To register, please 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 Branch or by contacting the Corporate Services and Governance Manager on (02) 4560 4444 or by email at council@hawkesbury.nsw.gov.au

The Chairperson will invite registered persons to address Council when the relevant item is being considered. Speakers have a maximum of five 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).

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 Chairperson 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 Secretary.

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.

Business Papers

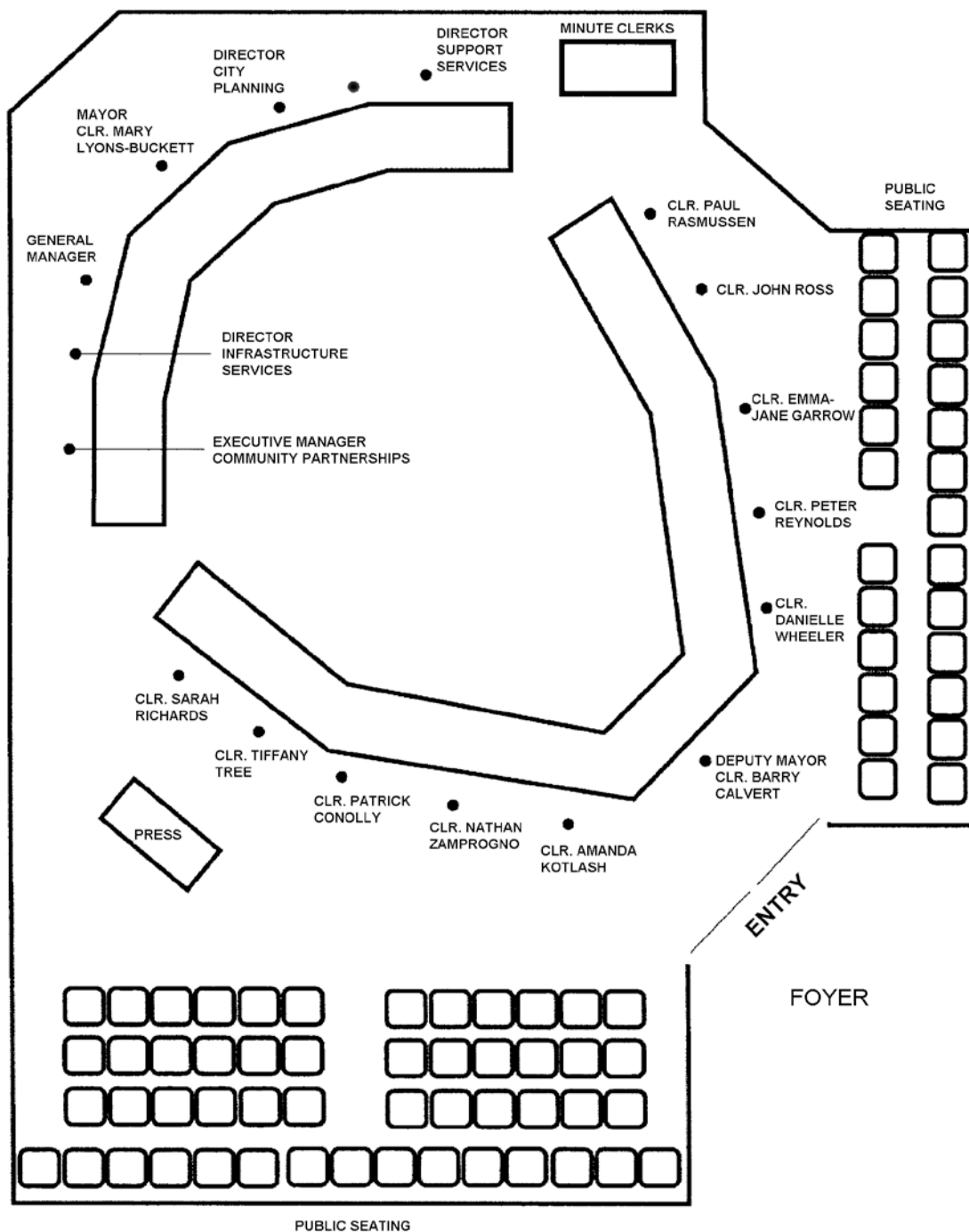
Business papers can be viewed online from 12pm on the Friday before the meeting on Council's website <http://www.hawkesbury.nsw.gov.au>

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12pm on the Friday before the meeting. 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 Corporate Services and Governance Manager on (02) 4560 4444.

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SECTION 1 - Confirmation of Minutes

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SECTION 2 - Mayoral Minutes

MM1 Review of Hawkesbury Residential Land Strategy

REPORT:

Hawkesbury City Council has been invited by the Federal and State Governments to participate in the Western Sydney City Deal. A regional initiative centred around the Badgerys Creek Airport.

Initial "City Deal" related investigations carried out by the Commonwealth has identified a number of serious and long term challenges confronting the member Councils. To this end the 2017 Commonwealth Budget referred to the significant housing challenges confronting Western Sydney.

As a consequence, The Commonwealth Government is looking to work with the NSW State Government and a number of Western Sydney Councils to develop a City Deal that addresses a number of issues under the umbrella of a City Deal (refer Attachment 1).

The Commonwealth City Deals program aims to develop an Integrated Plan that:

- Facilitates an increase in Infrastructure Investment including public transport in order to unlock economic opportunities and reduce congestion
- Promotes employment growth and investment attraction through reduced regulation, investing in skills, with a particular focus on youth and Indigenous employment
- Improves housing affordability and housing diversity and identifies locations where circumstances may support higher housing densities
- Enhances the areas environmental and liveability qualities, such as biodiversity conservation, improved air quality, green spaces, artistic and cultural experiences
- Improves co-ordination between the various levels of government to better integrate infrastructure, land use, housing and environmental planning.

I am therefore proposing that we support the integrated planning approach laid out by the Commonwealth Government to address the various urban planning challenges confronting The Hawkesbury, and update Hawkesbury's Residential land Strategy.

Hawkesbury Residential Land Strategy

The Hawkesbury Residential Land Strategy was adopted by Council on 10 May 2011.

The 'Introduction' section of the Strategy states the following:

"The purpose of the Hawkesbury Residential Land Strategy is to guide future residential development within the LGA over the next 30 years and ensure future residential development is sustainable and meets the needs of the Hawkesbury population."

Section 7.3 of the Strategy relates to its Review and Ongoing Monitoring and recommends that it be reviewed every five years to:

- Take into account demographic changes as contained in updated ABS Census data
- Align with the provisions of the Comprehensive LEP, as it is monitored and reviewed overtime.

Current Position

As a period of five years has now passed and it is appropriate to consider initiating a review of the Hawkesbury Residential Land Strategy, including incorporating the results of the recent census data once it becomes available.

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In the spirit of the Commonwealth Government's City Deal initiative, there is also scope to integrate a number of additional matters into the review of the Hawkesbury Residential Land Strategy, in particular:

- Infrastructure considerations – including Council's Traffic Study, the proposed M9 Outer Orbital and the Bells Line of Road to M7 link.
- Employment considerations – including Council's Tourism and Economic Development Plans.
- Housing supply, affordability and diversity as it relates to Council's Residential Land Strategy.
- Environmental and liveability qualities, such as biodiversity conservation, improved air quality, water quality, green spaces, artistic and cultural experiences.
- Improving co-ordination between the various levels of government to better integrate infrastructure, land use, housing and environmental planning.

Background Considerations

1. Relevant Council resolutions

Since the adoption of the Hawkesbury Residential Land Strategy, Council has received submissions and has formally resolved to address a number of issues in any review of the Strategy. Some of the resolutions relate to matters of quite specific detail and will need to be considered in relation to the overall objectives of the strategy so as to avoid contradictions and ensure consistency within any revised strategy.

The details of the Council resolutions can be summarised as follows:

24 June 2014	Mapping rural residential areas - initial focus Kurrajong/Kurmond: - S94 Plans and VPA Policy - Review other Development Policies - Secondary Dwelling
28 October 2014	Dual Occupancy.
9 December 2014	Secondary Dwellings and Dual Occupancy.
9 December 2014	S94 Plan for growth development areas Dual Occupancy.
24 June 2014	Structure planning in Kurrajong/Kurmond.
31 March 2015	Implementation planning for Kurrajong/Kurmond. Adoption of investigation area.
28 July 2015	Introduction of development constraint criteria.
11 August 2015	Reduce dwelling targets by 2,000 Cap on dwellings west of Hawkesbury River Increase development in Oakville/Maraylya (not previously included in Strategy.)
25 August 2015	More information on lot and dwelling supply be provided in a briefing session.
10 November 2015	VPAs for development in Kurrajong/Kurmond Investigation area until S94 Plan in place.
24 November 2015	Progress information report on Kurrajong/Kurmond Investigation Area.
31 May 2016	Dual Occupancy.

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30 August 2016	Progress report for Kurrajong/Kurmond investigation area survey results (deferred to new Council).
11 August 2016	Dual Occupancy.
29 November 2016	Survey results of Kurrajong/Kurmond investigation area survey.
28 March 2017	Report on the status of Dual Occupancy planning proposal. This resolution also included the following: "Following release of the Hawkesbury / Nepean Flood Risk Management Strategy, Council reconsider options in terms of the permissibility of secondary dwellings and dual occupancy (detached) across the Hawkesbury Local Government Area, taking into consideration, but not limited to, the Rural Land Strategy and the Regional Traffic Study."

2. Current Applications under consideration

Council has previously considered nine applications and resolved to support them receiving Gateway Approval to progress to formal Community Consultation and assessment by Council Planning Officers. The details of the relevant applications which can be summarised as follows:

Application No.	Street Address	Status
LEP010/16	74 Longleat Lane, Kurmond	Gateway determination issued 23 September 2016. Awaiting additional information from Applicant before exhibiting.
LEP004/16	452 Greggs Road, Kurrajong	Public authority consultation completed. Waiting for a waste water disposal study from the applicant to exhibit the planning proposal.
LEP001/15	219 Bells Line of Road, North Richmond	Council at its meeting of 28 February 2017 resolved to make the plan.
LEP006/14	631 Bells Line of Road, Kurrajong	Reported to Council Meeting 11 April 2017.
LEP003/14	431 and 431A Greggs Road, Kurrajong	Amended Planning Proposal forwarded to DP&E. Post exhibition draft VPA endorsed Council Meeting on 11 April 2017.
LEP002/14	1420 Kurmond Road, Kurmond	The maps submitted online to DP&E on 20/02/2017 and requested to review the uploaded maps prior to make a request to the Parliamentary Council Office to prepare a draft LEP. Post exhibition draft VPA endorsed Council Meeting on 11 April 2017.
LEP009/13	373 Bells Line of Road, Kurmond	Amended plan received 31 March 2017. To be reported to Council. Waiting on applicant re draft VPA.
LEP004/13	1059A Grose Vale Road, Kurrajong	JRPP appointed as RPA.
LEP11-001/12	1442 and 1442A Kurmond Road, Kurmond	Section 59 report being prepared. Final VPA provided to developer for signature.

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These could now be progressed via and assessment against the Commonwealth Governments Integrated "City Deal" Planning Principles in relation to:

- Infrastructure considerations
- Employment considerations
- Housing supply, affordability and diversity
- Environmental and liveability qualities
- Improving co-ordination and integration between infrastructure, land use, housing and environmental planning.

3. Moratorium on new Applications

In more recent times Council has also resolved to decline to accept new planning proposals and/or defer consideration of Planning proposals.

The details of the Council resolutions can be summarised as follows:

24 June 2014	Suspend acceptance of planning proposals until 31 July 2015.
29 November 2016	<p>Council not accept any further planning proposal applications within the Kurmond and Kurrajong investigation area until such time as the structure planning as outlined in this report is completed. Council receive a progress report on the structure planning prior to July 2017.</p> <p>Council continue processing the planning proposals within the investigation area that have received support via a Council resolution to proceed to a Gateway determination and any planning proposals currently lodged with Council as at 29 November 2016.</p>

Council has received ten applications that are impacted by the above resolutions. Two of the applications have been formally deferred by Council, pending the completion of the review of the Hawkesbury Residential Land Strategy. In respect of the remaining eight applications, the proponents have been contacted and requested to withdraw their application pending the completion of the review of the Hawkesbury Residential Land Strategy. The details of these applications which can be summarised as follows:

Application No.	Street Address	Status
LEP017/16	49 and 56 Longleat Road, Kurmond	Applicant advised of Council's resolution of 14 February 2017 and requested to provide advice as to how they wish to proceed (defer, withdraw, report to Council) 4 April 2017. Waiting advice.
LEP016/16	72 Bells Line Road, Kurmond	Applicant advised of Council's resolution of 14 February 2017 and requested to provide advice as to how they wish to proceed (defer, withdraw, report to Council) 4 April 2017. Waiting advice.
LEP009/16	42 Bells Lane, Kurmond	Planning proposal deferred until adoption of policy for KKIA at Council meeting of 14 February 2017.
LEP007/16	535 Bells Line of Road, Kurmond	Applicant advised of Council's resolution of 14 February 2017 and requested to provide advice as to how they wish to proceed (defer, withdraw, report to Council) 4 April 2017. Waiting advice.
LEP006/16	98 Bells Lane, Kurmond	Planning proposal deferred until adoption of policy for KKIA at Council meeting of 14 February 2017.

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Application No.	Street Address	Status
LEP005/16	3 Longleat Road, Kurmond	Applicant advised of Council's resolution of 14 February 2017 and requested to provide advice as to how they wish to proceed (defer, withdraw, report to Council) 4 April 2017. Waiting advice.
LEP003/16	36 and 42 Vincents Road, Kurrajong	Applicant advised of Council's resolution of 14 February 2017 and requested to provide advice as to how they wish to proceed (defer, withdraw, report to Council) 4 April 2017. Waiting advice.
LEP002/15	79, 95 & 100 Bells Lane, Kurmond 457 Bells Line of Road, Kurmond	Applicant advised of Council's resolution of 14 February 2017 and requested to provide advice as to how they wish to proceed (defer, withdraw, report to Council) 4 April 2017. Waiting advice.
LEP007/14	3 Bells Lane, Kurmond	Applicant advised of Council's resolution of 14 February 2017 and requested to provide advice as to how they wish to proceed (defer, withdraw, report to Council) 4 April 2017. Waiting advice.
LEP005/14	2 Inverary Drive, Kurmond	Applicant advised of Council's resolution of 14 February 2017 and requested to provide advice as to how they wish to proceed (defer, withdraw, report to Council) 4 April 2017. Waiting advice.

Council's decision not to accept any further applications would assist it in implementing an integrated approach to the review of the Residential Land Strategy so as to ensure that all future applications achieve improved outcomes in terms of:

- Infrastructure
- Employment
- Housing
- Environment and liveability
- Improving co-ordination and integration between infrastructure, land use, housing and environmental planning.

4. Other Council Initiatives

Council has also initiated a number of other activities that are of relevance to the review of the Hawkesbury Residential Land Strategy.

Community Strategic Plan – The Hawkesbury 2036.... It's Our Future

The recently adopted Community Strategic Plan contains a number of initiatives that relate specifically to the review of the Hawkesbury Residential Land Strategy, in particular:

- 2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life.
- 2.5.2 Provide community and cultural services through a range of affordable and accessible facilities.
- 2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations.
- 3.4.1 Work with businesses and tourism operators to promote good practice and sustainability principles.
- 3.4.2 Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources.
- 4.1.3 Have a comprehensive transport system of well maintained local and regional linkages that are financially and environmentally sustainable and respond to community safety, priorities and expectations.
- 5.1.1 Council's Planning is integrated and long term.
- 5.1.4 Encourage increased community participation in planning and policy development.
- 5.2.1 Our planning and actions will ensure that Aboriginal and Non Aboriginal heritage are integral to our City.
- 5.2.2 Encourage and implement progressive urban design, sensitive to environment and heritage issues.

The integrated planning approach laid out by the Commonwealth Government to address the various urban planning challenges confronting The Hawkesbury would allow for the communities aspirations contained in the Community Strategic Plan to be incorporated into the review of Hawkesbury's Residential Land Strategy.

Comprehensive Hawkesbury Traffic Study

In late 2016 Council considered a number of reports in relation to the completion of a comprehensive traffic study for Hawkesbury. Funds were allocated and additional funds have been proposed in the draft 2017/2018 Operational Plan. Staff are currently in the process of procuring the services of a consultant to assist with the completion of the Traffic Study

The results of the Hawkesbury Traffic Study could be incorporated into the review of Hawkesbury's Residential Land Strategy.

Hawkesbury Tourism Strategy

The Tourism Working Group is an action of the Hawkesbury Tourism Strategy which was adopted in 2015. The Strategy was developed with input from tourism business operators and community members. A key element of the Tourism Strategy relates to recognition of the following:

- Each of the primary towns and villages within the Hawkesbury offer some point of difference
- These points of difference can be built on in order to strengthen them as tourist destination nodes
- Adopting an integrating approach to planning, tourism and development of the various towns and villages will assist them in their development as destinational nodes or hubs.

As such the results of the Hawkesbury Tourism Strategy also need to be incorporated into the review of Hawkesbury's Residential Land Strategy.

Economic Development Strategy

Council previously resolved to complete an Economic Development Strategy for the Local Government Area. Elements of the proposed Strategy will relate specifically to building both the social and commercial aspects of Hawkesbury's village centres. The completion of this Strategy was impacted by more recent work demands associated with the issue of Local Government Amalgamations. However, we should now re-activate this project and feed the results into the review of the Residential Land Strategy.

The results of the Hawkesbury Economic Development Strategy could be incorporated into the review of Hawkesbury's Residential Land Strategy.

5. State Government initiatives

The State Government has initiated a number of urban planning and related investigations, the outcomes of which are directly relevant to the review, for example:

- The Greater Sydney Commission's District Plan
- The Hawkesbury / Nepean Flood Risk Management Strategy
- The Regional Traffic Study including the Outer Orbital Investigation Corridor and the M7 to Bells Line of Road link

Any review of the Hawkesbury Residential Land Strategy should reflect both the objectives and details of the final version of the final adopted version of the District Plan.

Furthermore, the results of the various State Government Projects, in particular in terms of timing and budget allocations can be factored into the review of Hawkesbury's Residential Land Strategy.

6. Commonwealth Government Initiatives

As outlined previously, Hawkesbury City Council has been invited by the Federal and State Governments to participate in the Western Sydney City Deal. A regional initiative centred on the Badgerys Creek Airport. The objective of the City Deal is to facilitate:

- An increase in infrastructure investment, including transformative public transport projects, to unlock the economic potential of the region, reduce congestion and support local needs.
- A program of employment and investment attraction to support the development of the region, through reduced business regulation, investment in skills and removing barriers to employment, including a focus on youth and Indigenous employment.
- Improving housing affordability through support for increased supply and housing diversity, including improvements to planning and zoning regulations and higher density developments in appropriate locations.
- Improved environmental and liveability outcomes, including streamlined and coordinated biodiversity conservation, support for clean air, green spaces, vibrant arts and cultural experiences.
- Coordination between governments to deliver regulatory reforms that better integrate infrastructure, land use, housing and environmental planning decisions to facilitate growth.

All of the above City Deal objectives have relevance to the review of the Hawkesbury Residential Land Strategy.

RECOMMENDATION:

That:

1. Council staff initiate a review of the Hawkesbury Residential Land Strategy and in doing so draw on:
 - a) all available data such as Council's recently adopted Community Strategic Plan and additional data as it becomes available, for example: Council's Economic Development Strategy,
 - b) Council's Comprehensive Hawkesbury Traffic Study, the Western Sydney City Deal and data from the recent Census.
2. Council adopt the Commonwealth Governments "City Deal" criteria in relation to:
 - Infrastructure
 - Employment
 - Housing
 - Environment and liveability
 - Improving co-ordination and integration between infrastructure, land use, housing and environmental planning

as a further consideration in the ongoing assessment of the nine applications that have received Gateway Approval to progress to formal Community Consultation and assessment by Council Planning Officers.

3. Council reaffirm its previous resolution in relation to new Planning Proposals in relation to Rural Land, which read as follows:

Council not accept any further planning proposal applications within the Kurmond and Kurrajong investigation area until such time as the structure planning as outlined in this report is completed. Council receive a progress report on the structure planning prior to July 2017.

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4. Council be provided with regular updates regarding the progress of reviewing the Hawkesbury Residential Land Strategy and associated matters.

ATTACHMENTS:


AT - 1 Western Sydney City Deal Summary Sheet.

AT - 1 - Western Sydney City Deal Summary Sheet



Australian Government

WESTERN SYDNEY CITY DEAL



The Australian and New South Wales governments will work together with local governments towards a landmark agreement for Western Sydney that will unlock public and private investment in key infrastructure, support jobs and economic growth, and help improve the liveability of Sydney's outer west.

The West and South-West Districts of Sydney are set to grow by almost half a million people by 2036. The City Deal will bring together the three levels of government in a collaborative partnership to set the right conditions for growth.

The Western Sydney City Deal will be the single largest planning, investment and delivery partnership in the history of the nation, maximising the advantages of the region to support the emerging Western Sydney city. The City Deal will build on the Australian Government's commitment to deliver a Western Sydney Airport and leverage our other key infrastructure investments to catalyse jobs growth and better transport links.

The Australian and New South Wales governments will work with local governments across Penrith, Liverpool, Camden, Campbelltown, Fairfield, Wollondilly, the Blue Mountains and Hawkesbury.

DELIVERING TRANSFORMATIVE CHANGE FOR WESTERN SYDNEY

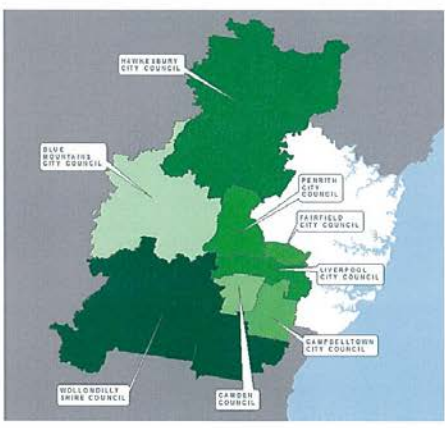
An increase in infrastructure investment, including transformative public transport projects, to unlock the economic potential of the region, reduce congestion and support local needs.

A program of employment and investment attraction to support the development of the region, through reduced business regulation, investment in skills and removing barriers to employment, including a focus on youth and Indigenous employment.

Improving housing affordability through support for increased supply and housing diversity, including improvements to planning and zoning regulations and higher density developments in appropriate locations.

Improved environmental and liveability outcomes, including streamlined and coordinated biodiversity conservation, support for clean air, green spaces, vibrant arts and cultural experiences.

Coordination between governments to deliver regulatory reforms that better integrate infrastructure, land use, housing and environmental planning decisions to facilitate growth.

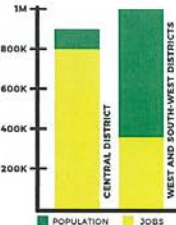


(1) '2016 New South Wales State and Local Government Area Population Projections', NSW Department of Planning and Environment, 2016
(2) 'Summary Employment Forecasts 2011-2041', Transport for NSW, September 2014

WESTERN SYDNEY WILL GROW BY MORE THAN 1 MILLION PEOPLE OVER THE NEXT 20 YEARS INCLUDING ALMOST 500,000 IN THE WEST AND SOUTH WEST DISTRICTS⁽¹⁾

Year	Population
2016	1,069,950
2026	1,290,800
2036	1,534,200

West and South West Districts



The West & South-West Districts have 360,000 jobs for a population of over one million

Compared with Sydney's Central District, which has over 800,000 jobs for a population of close to 900,000⁽²⁾

oooO END OF MAYORAL MINUTE Oooo

MM2**Cities Power Partnership (79353)**

REPORT:

The Climate Council has invited Hawkesbury City Council to become a member of the Cities Power Partnership.

The Cities Power Partnership seeks to establish a “Collaboration” between the Climate Council, Local Government, Mayors, Councillors and communities to work towards a more sustainable future involving a move to a clean energy future.

The Climate Council's Cities Power Partnership will support its partners across Australia to:

- Identify opportunities to implement more sustainable electricity generation and patterns of use.
- Celebrate and accelerate the emission reduction and clean energy successes of Australian towns and cities.

Participating councils who join the partnership will have six months to identify five actions in relation to activities such as renewable energy, energy efficiency, transport and advocacy.

To assist and support them in relation to their nominated actions, Councils will then have access to a national knowledge hub to assist with the implementation of emissions reductions projects. Councils will also be buddied with other participating councils to knowledge share.

The resulting successes of councils and their communities will be showcased in print and online media across Australia. These stories will also be shared through the Climate Council and the Cities Power Partnership social media platforms.

A Common Sense Approach

The Climate Council's Cities Power Partnership presents a number of benefits and opportunities for Hawkesbury City Council and its Community. These include:

- A reduction in greenhouse gas production through the implementation of more sustainable regimes of energy production and use.
- A contribution towards limiting the impacts of climate change on our natural environment, in particular our World Heritage Areas and the Hawkesbury River Valley, both of which are also important economic and tourist assets.
- A reduction in Council's operational costs, as many energy saving initiatives also deliver a reduction in Council's day to day operational costs.

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RECOMMENDATION:

That:

1. Council agree to become a member of the Cities Power Partnership and advise the Climate Council accordingly.
2. A report be presented to Council within six months, outlining options available to Council recommending five actions for Council to focus on in relation to activities such as renewable energy, energy efficiency, transport and advocacy.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF MAYORAL MINUTE Oooo

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SECTION 3 - Reports for Determination

PLANNING DECISIONS

Item: 87 **CP - DA0765/16 - 19 Fitzgerald Street, Windsor - Lot 4 DP 834919 - Boarding House - Alterations and Additions - (95498, 137494)**

Previous Item:

Development Information

File Number: DA0765/16
Property Address: 19 Fitzgerald Street, Windsor
Applicant: Anglicare
Owner: Tower Projects
Proposal Details: Boarding House – Alterations and additions to the building and the creation of a 19 room boarding house, commercial premises and two parking spaces
Estimated Cost: \$2,879,899
Zone: B2 Local Centre
Date Received: 8 November 2016
Advertising: 25 November 2016 to 9 December 2016

Key Issues: ♦ Categorisation and Permissibility
 ♦ Parking

Recommendation: Refusal

REPORT:

Executive Summary

This application seeks the consent of Council for a boarding house and commercial premises at 19 Fitzgerald Street, Windsor. The subject building was previously used as the Windsor Fire Station.

The proposal involves alterations, additions and an extension of the existing building to allow it to operate as a boarding house accommodating a maximum of 19 residents. The southern 'engine bay' portion of the former fire station building is to be used for commercial purposes, although a specific use and tenant are unknown at this stage. Two onsite parking spaces that are accessible off Union Lane are to service the development.

The boarding house is to be operated by Anglicare and is to provide accommodation for seniors at risk of homelessness.

Council has adopted an Affordable Housing Policy which aims to increase the supply of affordable housing in appropriate and well-serviced areas. Whilst the development may contribute towards the achievement of Council's broad affordable housing objectives, the proposal fails to comply with the numerical parking controls of State Environmental Planning Policy (Affordable Rental Housing) 2009 and the Hawkesbury Development Control Plan 2002. No request for a variation of the State Environmental Planning Policy has been provided. Furthermore, only two onsite parking spaces are proposed to service the development as opposed to the ten parking spaces required under the relevant planning controls. This non-compliance was discussed with the proponent, including options for providing three to four car spaces on site and better configured motorcycle parking. However, the Applicant has elected to proceed without making any significant amendments to address the issue of parking.

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Given the extent of the parking non-compliance, as well as the design and location of the parking arrangements, the refusal of the application is recommended.

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

Development Description

Pursuant to Section 78A(1) of the Environmental Planning and Assessment (EP&A) Act 1979 (as amended) this application seeks Council's approval for a boarding house and commercial premises at the subject property. The building was previously used as the Windsor Fire Station and was purchased by Tower Projects in February 2016.

The proposal specifically involves:

- the demolition of a western lean-to addition and a south-eastern awning of the former fire station building
- earthworks and the installation of retaining walls to create a level building platform
- minor restoration works and alterations to the former fire station building to create a commercial tenancy and communal rooms associated with a boarding house
- the construction of a two-storey building that is to be attached to the former fire station and is to comprise of 19 boarding rooms, a common room, accessible toilet, communal laundry and lift. Two of the boarding rooms, Units 8 and 16, are to be designed as adaptable units
- the construction of a parking area off Union Lane providing parking for two passenger vehicles and three motorcycles. One additional motorcycle space is also to be provided off Fitzgerald Street
- the provision of an accessible parking space on Fitzgerald Street, immediately in front of the former fire station building
- the provision of landscaping and communal facilities such as an external courtyard, clothes drying area, bicycle racks and a garbage storage area
- the operation of a boarding house accommodating a maximum of 19 lodgers.

The use of the commercial premises component of the development is not proposed with this application.

The boarding house is to be operated by Anglicare, a not-for-profit organisation. Documentation supplied in support of the application indicates that the boarding house will be used to provide supportive accommodation for seniors who are at risk of homelessness.

The property has been purchased from Fire and Rescue NSW (formerly NSW Fire Brigades) by Tower Projects. Tower Projects have an agreement with Anglicare to design and construct the development. Upon the completion of the works, Anglicare will purchase the land and operate the boarding house facility.

The proposed boarding house is to form a part of Anglicare's Housing Assistance Program which aims to provide subsidised, affordable and secure accommodation for seniors at risk of homelessness. Anglicare currently operate or have obtained approval for a number of similar developments in Penrith, Katoomba and Chippendale under their Housing Assistance Program.

The subject property has been selected by Anglicare based on its proximity to transport, location within a town centre and proximity to services.

An onsite manager will not be provided to oversee and manage the boarding house. The provision of such a manager is not a requirement of State Environmental Planning Policy (Affordable Rental Housing) 2009 where there are less than 20 lodgers within a boarding house. Instead a Facility Manager will oversee this and other Anglicare facilities within Sydney. The Manager will visit the site as required and would typically be available between 8:00am and 4pm seven days a week. An Anglicare Customer Call Centre is also available 24 hours a day.

The application acknowledges that the boarding house component of the development fails to provide parking in accordance with State Environmental Planning Policy (Affordable Rental Housing) 2009. The supplied documentation argues that this non-compliance is acceptable as the residents are unlikely to own

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vehicles based on their age and financial position. In support of reduced parking requirements the Applicant proposes the imposition of conditions requiring the registration of restrictions over the property to only allow residents over the age of 60, control rental rates and prohibit car ownership. The conditions proposed by the Applicant are as follows:

- *Prior to the issue of an Occupation Certificate, a restriction must be registered against the title of the property in accordance with Section 88E of the Conveyancing Act 1919 stating that the boarding house is to be used for the purposes of affordable housing, being accommodation for persons over 60 years of age with a gross household income that is less than 120 per cent of the median household income for the time being of Greater Sydney Statistical Division (according to the Australian Bureau of Statistics) and that pay no more than 30% of that gross income in rent.*
- *Prior to the issue of an Occupation Certificate, a restriction must be registered against the title of the property in accordance with Section 88E of the Conveyancing Act 1919 stating that the boarding house is to be used for the purposes of affordable housing entering into a Residential Tenancy Agreement with special conditions stating that they do not own a motor vehicle.*
- *Prior to the issue of an Occupation Certificate, a restriction must be registered against the title of the property in accordance with Section 88E of the Conveyancing Act 1919 stating that the boarding house be operated by a not-for-profit organisation that is a direct provider of rental housing to tenants.*

Site and Locality Description

The subject property has frontages to Fitzgerald Street, Johnston Street and Union Lane and is legally known as Lot 4 in DP 834919. The land has a site area of approximately 933.6m² and is occupied by a former fire station building and car park.

Access to the property is currently available from Fitzgerald Street and Union Lane.

The property is located within the Windsor Town Centre, with surrounding development generally comprising of commercial and retail development, including the Riverview Shopping Centre at 227 George Street. Residential development within the vicinity of the property includes a heritage-listed dwelling house at 12 Fitzgerald Street, first floor units at 21 Fitzgerald Street and townhouses at 19 Johnston Street.

The property is located approximately 1.1km from the Windsor Train Station whilst the nearest bus stop is located in front of 21 Fitzgerald Street.

Legislation, Policies, Procedures and Codes to which the matter relates

- Hawkesbury Local Environmental Plan (LEP) 2012
- State Environmental Planning Policy (Affordable Rental Housing) 2007 (Affordable Rental Housing SEPP)
- State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004 (Housing for Seniors SEPP)
- State Environmental Planning Policy No. 55 – Remediation of Land (SEPP No. 55)
- Sydney Regional Environmental Plan No. 20 – Hawkesbury-Nepean River (SREP No. 20)
- Hawkesbury Development Control Plan (DCP) 2002
- Affordable Housing Policy

Section 79C Matters for Consideration

The development has been considered against the heads of consideration listed under Section 79C(1) of the EP&A Act.

(a)(i) Environmental Planning Instruments: *Hawkesbury Local Environmental Plan 2012*

The subject property is zoned B2 Local Centre under the Hawkesbury LEP 2012.

The Hawkesbury LEP 2012's Dictionary provides the following definitions for 'boarding houses' and 'commercial premises':

"boarding house means a building that:

- a) *is wholly or partly let in lodgings, and*
- b) *provides lodgers with a principal place of residence for 3 months or more, and*
- c) *may have shared facilities, such as a communal living room, bathroom, kitchen or laundry, and*
- d) *has rooms, some or all of which may have private kitchen and bathroom facilities, that accommodate one or more lodgers,*

but does not include backpackers' accommodation, a group home, hotel or motel accommodation, seniors housing or a serviced apartment.

commercial premises means any of the following:

- (a) *business premises,*
- (b) *office premises,*
- (c) *retail premises."*

The proposed facility is to be operated by a not-for-profit organisation and is to provide accommodation for seniors who are at risk of homelessness. Documentation supplied with the application indicates that the facility will provide long-term accommodation for people who are elderly and have *"less means and opportunities to afford themselves adequate accommodation and healthcare and generally do not have the opportunity to resume or commence a long-term career or learn a new skill/trade"*. The residents will have access to private bathrooms and kitchen facilities and communal laundry facilities. The proposal therefore satisfies the above definition of a boarding house.

Rehabilitation treatment for alcohol or drug abuse will not be undertaken on the property.

A specific use for the proposed commercial tenancy is not nominated however the proposed fitout works associated with the creation of this tenancy would be categorised as commercial premises.

Boarding houses and commercial premises are permissible forms of development within the B2 Local Centre zone.

The objectives of the B2 Local Centre are:

- *To provide a range of retail, business, entertainment and community uses that serve the needs of people who live in, work in and visit the local area.*
- *To encourage employment opportunities in accessible locations.*
- *To maximise public transport patronage and encourage walking and cycling.*
- *To promote the development and expansion of business activities to meet the optimum employment and social needs of Hawkesbury.*

The proposal is generally consistent with the above objectives in that the commercial tenancy will provide employment opportunities and retain a commercial character from Fitzgerald Street. The property is appropriately located within a town centre that is serviced by shops, commercial, community and medical facilities as well as public transport.

The development will also satisfy the adopted Affordable Housing Policy which recommends the provision of affordable housing within town centres.

However, the proposal fails to satisfy Council's parking controls and as a result is seen to be contrary to the zoning objective relating to the development and expansion of business activities. The approval of the development as submitted would place a greater burden on public streets and car parks, further exacerbating parking issues within the Windsor Town Centre.

Therefore, whilst the development is permissible within the B2 Local Centre zone, the non-compliance with the relevant parking controls is such that the application is seen to be contrary to the provisions of the Hawkesbury LEP 2012.

State Environmental Planning Policy (Affordable Rental Housing) 2007

Section 3 of the Affordable Rental Housing SEPP outlines the following aims for this Policy:

- (a) *to provide a consistent planning regime for the provision of affordable rental housing,*
- (b) *to facilitate the effective delivery of new affordable rental housing by providing incentives by way of expanded zoning permissibility, floor space ratio bonuses and non-discretionary development standards,*
- (c) *to facilitate the retention and mitigate the loss of existing affordable rental housing,*
- (d) *to employ a balanced approach between obligations for retaining and mitigating the loss of existing affordable rental housing, and incentives for the development of new affordable rental housing,*
- (e) *to facilitate an expanded role for not-for-profit-providers of affordable rental housing,*
- (f) *to support local business centres by providing affordable rental housing for workers close to places of work,*
- (g) *to facilitate the development of housing for the homeless and other disadvantaged people who may require support services, including group homes and supportive accommodation.*

The Affordable Rental Housing SEPP applies to commercial zones and permits boarding houses within the B2 Local Centres zone.

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Division 3 of the Affordable Rental Housing SEPP outlines specific controls for boarding houses. A compliance table detailing the proposal's level of compliance with this Policy is included below:

Affordable Rental Housing SEPP				
Section 26 – Land to which Division applies				
	SEPP Control	Requirement	Proposal	Compliance
Zoning	Section 26	The land must be within specific zones (primarily residential or commercial).	The site is zoned B2 Local Centre and the boarding house component of the development is permissible within this zone.	Complies. The proposal is permitted under the Affordable Rental Housing SEPP and the Hawkesbury LEP 2012.
Section 27 – Development to which Division applies				
	SEPP Control	Requirement	Proposal	Compliance
	Clause 27(2)	The Policy does not apply to land zoned R2 Low Density Residential (or equivalent) unless the land is within an 'accessible area'.	The site is zoned B2 Local Centre and the provisions of this clause do not apply to the development.	Not applicable.
Section 29 – Standards that cannot be used to refuse consent				
	SEPP Control	Requirement	Proposal	Compliance
Density and scale (FSR)	Clause 29(1)	The development is not to exceed the maximum floor space ratio (FSR) permitted for development within the zone.	Council does not have a maximum FSR for development within the zone.	Not applicable.
Building height	Clause 29(2)(a)	The building height is not to be more than the maximum permitted for any building on the land. Clause 4.3 of the Hawkesbury LEP 2012 establishes a 10m height limit for the land.	The former fire station building has a height of approximately 7.05m and this will not be altered. The proposed two-storey addition will have a height of approximately 8.5m at its highest point.	Complies. The proposal satisfies the maximum 10m height limit for the land.

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Affordable Rental Housing SEPP				
	SEPP Control	Requirement	Proposal	Compliance
Minimum landscaped area	Clause 29(2)(b)	The landscape treatment of the front setback must be compatible with the surrounding area.	The former fire station building is built to the boundary of Fitzgerald Street. The proposed landscaping treatment along the north-eastern portion of the property is considered appropriate for a commercial area.	Complies.
Solar access	Clause 29(2)(c)	A communal room shall receive a minimum of three hours direct sunlight between 9am and 3pm during midwinter.	The two ground floor communal rooms have north facing windows and will receive a minimum of three hours sunlight.	Complies.
Private open space (Lodgers)	Clause 29(2)(d)(i)	An area of at least 20m ² , with minimum dimension of 3m, is to be provided.	The northern external courtyard has an area of approximately 29m ² and a minimum width of 3m.	Complies.
Private open space (Manager)	Clause 29(2)(d)(ii)	An area of at least 8m ² , with minimum dimension of 2.5m, is to be provided for the onsite manager.	An onsite manager will not be provided for the boarding house and accordingly this provision does not apply.	Not applicable.
Parking	Clauses 29(2)(e)(ii) and (iii)	Within a non-accessible area at least 0.4 parking spaces are to be provided for each boarding room, plus no more than one space for the onsite manager.	The property is not located within an accessible area and based on 19 rooms the boarding house component of the development requires the provision of eight onsite parking spaces.	Does not comply. Two onsite parking spaces are proposed as opposed to the eight spaces detailed under the Policy.

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Affordable Rental Housing SEPP				
	SEPP Control	Requirement	Proposal	Compliance
Accommodation size (Single room)	Clause 29(2)(f)(i)	A single boarding room is to have a minimum area of 12m ² , exclusive of kitchen or bathroom facilities.	The submitted documentation indicates that the rooms will cater for single lodgers only.	Complies. All boarding rooms have a minimum area of at least 18m ² , exclusive of kitchens or bathrooms.
Accommodation size (Double room)	Clause 29(2)(f)(ii)	A double boarding room is to have a minimum area of 16m ² , exclusive of kitchen or bathroom facilities.	The submitted documentation indicates that the rooms will cater for single lodgers only.	Not applicable.
Kitchen and bathroom facilities	Clause 29(3)	Boarding rooms may have private kitchen or bathroom facilities.	Each of the boarding rooms have private kitchens and bathrooms.	Complies.
Section 30 – Standards for boarding houses				
	SEPP Control	Requirement	Proposal	Compliance
Communal living room	Clause 30(1)(a)	A communal living room shall be provided if there are five or more boarding rooms.	Two communal rooms are to be provided.	Complies.
Maximum room size	Clause 30(1)(b)	No boarding room is to have an area greater than 25m ² , exclusive of kitchen or bathroom facilities.	None of the boarding rooms have an area exceeding 25m ² , exclusive of kitchen and bathroom facilities.	Complies.
Occupancy	Clause 30(1)(c)	No more than two lodgers are to occupy a boarding room	The submitted documentation indicates that the rooms will cater for single lodgers only.	Complies.

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Affordable Rental Housing SEPP				
	SEPP Control	Requirement	Proposal	Compliance
Bathroom and kitchen facilities	Clause 30(1)(d)	Adequate bathroom and kitchen facilities are to be provided for each lodger.	As permitted by Clause 29(3) of the Policy, each of the boarding rooms are to be provided with their own kitchen and bathroom. A communal kitchenette will be provided within the eastern ground floor common area.	Complies.
Room for onsite manager	Clause 30(1)(e)	A room is to be provided for an onsite manager if there are 20 or more lodgers onsite.	The boarding house is to cater for 19 lodgers and accordingly an onsite manager is not required.	Not applicable.
Commercial uses	Clause 30(1)(g)	Where the site is zoned primarily for commercial purposes, no part of the ground floor of the boarding house is to be used for residential purposes, unless otherwise permissible under another planning instrument.	The subject site is zoned for commercial purposes and a boarding house use is proposed for the ground floor. A ground floor commercial premise is proposed for the ground floor level fronting Fitzgerald Street.	Complies. Boarding houses are permissible within the B2 Local Centre zone under the Hawkesbury LEP 2012. Accordingly the boarding house use is allowed at ground level.

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Affordable Rental Housing SEPP				
	SEPP Control	Requirement	Proposal	Compliance
Bicycle and motorcycle parking	Clause 30(1)(h)	One bicycle space is to be provided for every five rooms, plus one motorcycle space for every five rooms. Based on the number of rooms, three bicycle and motorcycle spaces must be provided.	Space for the parking of four bicycles and four motorcycles is available.	Does not comply. A dedicated car park for motorcycles has not been provided for the development. The motorcycle parking is instead split between areas adjoining Union Lane and fronting Fitzgerald Street.

As detailed in the above table, the proposed development satisfies the room size, height, facility, amenity and communal open space controls of the Affordable Rental Housing SEPP. The provision of an onsite manager is not required based on the number of residents within the boarding house.

The subject property is not located within an 'accessible area' on account of bus servicing times. Based on the number of rooms the boarding house component of the development would typically require the provision of eight onsite parking spaces under Clause 29(2)(e)(ii) of the Affordable Rental Housing SEPP. Furthermore, based on an area of 66m² the commercial tenancy requires two onsite parking spaces under Table 2.5.2 of Part C Chapter 2 of the Hawkesbury DCP 2002.

The development therefore requires a minimum of 10 parking spaces onsite.

Even if Council applied the lesser standards of Table 2.5.1 of Part C Chapter 2 of the Hawkesbury DCP 2002, or the accessible area controls of Clause 29(2)(e)(ii) of the Affordable Rental Housing SEPP, the boarding house component would still generate a parking demand of four spaces.

With the provision of only two onsite spaces the proposal fails to satisfy the numerical parking controls of the Affordable Rental Housing SEPP and the Hawkesbury DCP 2002. Clause 30 (1)(h) of the Affordable Rental Housing SEPP requires one motorcycle space and one bicycle space to be provided for every five rooms. Whilst the proposal complies with the numerical controls, the location and design of the motorcycle parking is impractical.

Documentation supplied in support of the application argues that this numerical parking non-compliance is acceptable as the residents are unlikely to own vehicles based on their age and financial position. The Applicant further recommends the imposition of conditions requiring the registration of restrictions over the property to only allow residents over the age of 60, control rental rates and prohibit car ownership.

However, this argument fails to acknowledge the parking demands likely to be generated by the proposed commercial tenancy, visitors to the site or servicing requirements. Whilst Council staff have advised that a reduced parking rate may be considered on account of the nature of the development, the provision of only two onsite spaces is considered insufficient for a commercial tenancy and a boarding house that accommodates 19 residents.

A Traffic and Parking Report has not been provided in support of the parking non-compliance.

In addition to the numerical parking non-compliance, Council's Development Engineer is also unsupportive of the design and location of the development's parking arrangements. The proposal involves the creation of two parallel parking spaces off Union Lane. These spaces are to be designed as an extension of Union Lane and there are concerns that there would be confusion over the ownership of these spaces. Such an extension of the road pavement would read as public street parking and would be more prone to use by vehicles that are not associated with the boarding house or commercial premises. The spaces would also be heavily reliant on Union Lane for manoeuvring.

Instead the Development Engineer has advised that a dedicated off-street car park should be provided for the development. All manoeuvring to enter and exit parking spaces should be located within the site and vehicles should be able to enter and exit the site in a forward direction. The car park should also be provided with convenient, safe and direct pedestrian access to the boarding house and commercial premises. The existing widths of the footpath at the intersection of Union Lane and Fitzgerald Street will provide poor pedestrian access between the proposed parking area and the facility.

State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004

The accommodation component of the development may also be considered as 'seniors housing' and a 'hostel' under the Housing for Seniors SEPP and the Hawkesbury LEP 2012. The development would not satisfy the parking or landscaping standards under this Policy if it was considered as seniors housing.

Under this Policy a 'senior' is defined as someone aged 55 years or older.

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:*

- a) *it has considered whether the land is contaminated, and*
- b) *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, and*
- c) *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 Stage 1 Preliminary Investigation Report has been prepared in support of the application. As the site is constrained by the existing building and car park limited testing was undertaken however the report details the presence of lead, copper and zinc at concentrations above recommended levels. The Stage 1 Preliminary Investigation Report recommends further testing with the removal of the car park and the preparation of a Remedial Action Plan.

However, the report does outline that with remediation the land is capable of being made suitable for residential development having regard to the provisions of SEPP No. 55. In the absence of this information on account of the constraints of the site, if the application was to be approved it is recommended that a condition is imposed requiring further detailed investigation to be undertaken and the preparation of a submission of a suitable Remediation Action Plan based on the findings of the report.

Sydney Regional Environmental Planning Policy 20 – Hawkesbury – Nepean River

The subject land falls within the boundary of SREP No. 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 No. 20 requires Council to assess development applications with regard to the general and specific considerations, policies and strategies set out in the Policy.

SREP No. 20 does not outline specific controls or strategies for boarding houses.

The property previously operated as a fire station and is located within an established commercial area. The proposal involves the adaption and re-use of an existing building and the development is not expected to significantly impact upon the environment of the Hawkesbury-Nepean River.

(a)(ii) Draft Environmental Planning Instruments

There are no draft environmental planning instruments that apply to the subject land.

(a)(iii) Development Control Plans

Hawkesbury Development Control Plan 2002

Part A Chapter 3 – Notification

The proposal was notified and signposted in accordance with Part A Chapter 3 of the Hawkesbury DCP 2002. Six submissions were received and are discussed later in this report.

Part C Chapter 2 – Car Parking and Access

Tables 2.5.1 and 2.5.2 of Part C Chapter 2 of the Hawkesbury DCP 2002 establish the following parking controls for boarding houses and commercial premises:

- one space per five beds
- one space per 30m² of GFA.

Based on the boarding house catering for a maximum of 19 lodgers and the commercial tenancy having an area of approximately 66m², the provision of six parking spaces would be required for the development under Part C Chapter 2 of the Hawkesbury DCP 2002. The proposal therefore fails to comply with Part C Chapter 2 of the Hawkesbury DCP 2002.

(a)(iiia) Planning Agreements

There are no planning agreements applicable to the proposed development.

(a)(iv) Matters Prescribed by the Regulations

The EP&A Regulation 2000 requires compliance with the Building Code of Australia (BCA) and Disability (Access to Premises – Buildings) Standards 2010.

The accessible space nominated within Fitzgerald Street is not supported by Council's Infrastructure Section, nor can it be included in any parking calculations. Council is unable to provide street parking to cater for individual properties only. Where there is requirement to provide accessible parking this must be provided on the subject property.

(a)(v) Coastal Zone Management Plan

The proposal is generally consistent with the Upper Hawkesbury River Estuary Coastal Zone Management Plan. Should the application be approved conditions would be imposed requiring the preparation and implementation of sedimentation and erosions controls plans during construction.

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

There has been a steady decline in the availability of housing that is affordable to families and individuals on low to medium incomes. House prices and private rentals are rapidly increasing both in the Hawkesbury and across Greater Western Sydney.

The continuing decline of affordable housing will negatively impact on low to middle income brackets and lead to greater housing stress and homelessness for an increasing number of families and individuals. Council has adopted an Affordable Housing Policy which aims to develop appropriate strategies to increase the supply of affordable housing, advocates for increased affordable housing in suitable locations and create partnerships with key stakeholders and agencies to increase affordable housing options.

The proposed facility is to be operated by a not-for-profit organisation and is to provide accommodation for elderly people at risk of homelessness.

Council's Community Services Department has advised that there is a shortage of social and affordable housing dwellings within the Hawkesbury which contributes to the risk of insecure housing and homelessness. Council is currently working in partnership with Wentworth Community Housing (WCH) and other stakeholders to implement the Hawkesbury Homelessness Action Plan and is in the process of exploring a partnership with WCH and other community housing providers to increase the supply of affordable and social housing dwellings within the Hawkesbury. To this end, Council is currently exploring the potential use of some of Council's community land holdings which would be most suitable for community housing developments.

While the development of a boarding house has the potential to reduce homelessness, the evidence suggests that the most effective model of addressing homelessness is a 'housing first' approach where vulnerable residents are provided with the support services they will require to sustain their tenancies. These 'wrap around' support services are a critical element of the 'housing first' approach as people at risk of homelessness generally present with a range of psychosocial issues – such as substance abuse, trauma, mental health, family violence - which if not addressed, will continue to place these vulnerable residents at further risk of homelessness.

The proposed development will see up to 19 vulnerable residents located within one premises. While residents will have access to an offsite regional facility manager and a 24 hour customer call centre, these arrangements may not be sufficient in themselves to ensure that these vulnerable residents are provided with the support services they will require to sustain their tenancies.

(c) Suitability of the site for the development

The subject property is not listed as a local or State heritage item but is registered as an item under Section 170A of the Heritage Act 1977. A listing under Section 170A of the Heritage Act places a responsibility on government agencies to ensure that items under their care, control or management are maintained and protected in accordance with Office of Environment and Heritage (Heritage Council) guidelines.

The NSW Fire Brigade (a 'government instrumentality') formerly owned the site but has since sold it to Tower Projects who are a private entity. Section 170A does not place any statutory onus on a private entity in respect of an item previously owned by a government agency.

Regardless, the former fire station building dates from 1917 and is seen to contribute to the character of the Windsor Town Centre. The proposed development is to be of a contemporary design and views of the former station will be maintained from Fitzgerald Street. Council's Heritage Advisor has reviewed the application and supports the proposal from a heritage and streetscape perspective.

(d) Submissions

The application was publicly exhibited in accordance with Part A Chapter 3 of the Hawkesbury DCP 2002 between 25 November and 9 December 2016. A total of six submissions were received in response to the notification of this application. The matters raised in these submissions are detailed below in *italics*, followed by a response by the assessing officer:

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<u>Submission</u>	<i>The application is unclear as to who will be accommodated within the boarding house. The development could be used to accommodate women escaping domestic violence, recovering addicts, people who were formerly incarcerated, people in financial hardship etc.</i>
Officer's comment	<p>As detailed previously in this report the boarding house will be operated by Anglicare and used to provide supportive accommodation for seniors who are at risk of homelessness.</p> <p>Tower Projects (the owner) have advised that they are willing to accept a restriction on the title of the property restricting the age of the residents.</p>
<u>Submission</u>	<i>There are no guarantees that Anglicare will continue to manage the boarding house into the future.</i>
Officer's comment	<p>This is the case with most social or community developments. However with an aging population the provision of affordable housing for seniors is likely to remain an issue for the community.</p> <p>Tower Projects (the owner) have advised that they are willing to accept a restriction on the title of the property restricting the operation of the land.</p>
<u>Submission</u>	<i>The development is likely to increase the risk of crime within the area.</i>
Officer's comment	<p>The boarding house is to be occupied by seniors and on this basis is unlikely to generate significant amenity impacts for the locality.</p> <p>A residential presence in the street may also offer improved surveillance of the area.</p> <p>Comments received from the Hawkesbury Local Area Command (Police) may be incorporated in the supplied Plan of Management. An in-house Anglicare maintenance team will periodically maintain landscaping and remove graffiti as required.</p>
<u>Submission</u>	<i>The addition of itinerant/transient people will likely impact upon the amenity of nearby residents.</i>
Officer comment	<p>The supplied documentation indicates that lodgers generally stay at the boarding house for the long-term. It is anticipated that residents will typically remain at the facility until such time that they are able to financially re-enter the residential market or, more likely, require full-time care at another facility.</p>
<u>Submission</u>	<i>The development will exacerbate traffic and parking issues for the locality.</i>
Officer's comment	<p>This issue is agreed and the issue of parking has been discussed previously in this report.</p>
<u>Submission</u>	<i>Inadequate parking is to be provided for a 19 room boarding house.</i>
Officer's comment	<p>This issue is agreed and parking has been discussed previously in this report.</p>
<u>Submission</u>	<i>The proposal is an overdevelopment of the site.</i>
Officer's comment	<p>The proposal's inability to provide an appropriate number of spaces – designed and located in a practical manner – is seen to be systematic of an overdevelopment of the site.</p>

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<u>Submission</u>	<i>The development would be incompatible with the character of the local area.</i>
Officer's comment	The proposal retains the former fire station building and is supported by Council's Heritage Advisor. It is considered that the development is compatible with the commercial character and appearance of the locality.
<u>Submission</u>	<i>The proposed works extend over a right of carriageway that benefits 21 Fitzgerald Street.</i>
Officer comment	<p>The Deposited Plans for both 19 and 21 Fitzgerald have been examined in the assessment of this application.</p> <p>The Deposited Plan for the subject property, DP 834919, has been reviewed and the proposed works do not extend over a right of carriageway that benefits 21 Fitzgerald Street.</p>
<u>Submission</u>	<i>Neighbouring property owners and residents were not notified of the application.</i>
Officer comment	The application was notified to nearby property owners and residents in accordance with Section 3.3 of Part A Chapter 3 of the Hawkesbury DCP 2002. A site sign advertising the development was also placed on the site in accordance with Section 3.2.1 of Part A Chapter 3 of the Plan.

(e) The Public Interest

It is recognised that boarding houses play a key role in providing affordable accommodation and addressing social needs within a locality. However, in this instance the application seeks to develop the majority of the land without providing necessary parking. Whilst a reduced parking rate may be considered for the boarding house, the proposal fails to adequately consider parking generated by the commercial premises and visitors to the site.

Based on the extent of the numerical parking non-compliance, as well as the design of the parking arrangements, it is considered that the approval of the application would not be in the public interest.

Financial Implications

The boarding house is to be operated by a not-for-profit organisation and affordable housing developments are not subject to Section 94A Contributions under Clause 25J(3) of the EP&A Regulation. Under Section 2.7 of the Section 94A Contributions Plan 2015 Council may elect to not impose contributions on such developments.

Conclusion

The application has been assessed in accordance with the provisions of the EP&A Act with all matters specified under Section 79C(1) having been taken into consideration. The proposed development appears to be consistent with the aims of Council's Affordable Housing Policy in that it seeks to increase the supply of affordable housing in town centres such as Windsor. However, it is unclear as to whether the construction and operation of a boarding house as proposed, will deliver a suitable and sustainable affordable housing solution for the vulnerable elderly residents who are described as being at risk of homelessness. In addition, in this instance the site coverage and design of the development is such that the proposal is unable to provide sufficient and practical parking to cater for the boarding house and commercial development.

On these grounds the proposal is unacceptable and is recommended for refusal.

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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 Council as the consent authority pursuant to Clause 80(1)(b) of the Environmental Planning and Assessment Act 1979 (as amended) refuse Development Application No. DA0765/16 for a boarding house and commercial premises on Lot 4 in DP 834919, known as 19 Fitzgerald Street, Windsor for the following reasons.

Reasons for Refusal

1. The proposal provides insufficient onsite parking and fails to comply with the numerical parking controls of State Environmental Planning Policy (Affordable Rental Housing) 2009 and the Hawkesbury Development Control Plan 2002.

The provision of two onsite parking spaces is proposed for the development as opposed to the ten parking spaces required under State Environmental Planning Policy (Affordable Rental Housing) 2009 and the Hawkesbury Development Control Plan 2002.

Particulars:

- a) The subject property is not located within an 'accessible area' and based on the number of rooms the boarding house component of the development requires the provision of eight onsite parking spaces under Clause 29(2)(e)(ii) of State Environmental Planning Policy (Affordable Rental Housing) 2009.
 - b) Based on an area of 66m² the commercial tenancy component of the development requires two onsite parking spaces under Table 2.5.2 of Part C Chapter 2 of the Hawkesbury Development Control Plan 2002.
2. A State Environmental Planning Policy 1 exception of the State Environmental Planning Policy (Affordable Rental Housing) 2009 was not requested.
 3. The development site is not provided with an accessible parking space that complies with the requirements of Australian Standard AS2980.6:2009.
 4. The car parking for both passenger vehicles and motorcycles proposed to be provided for the development is impractical.
 5. The proposal represents an overdevelopment of the site.

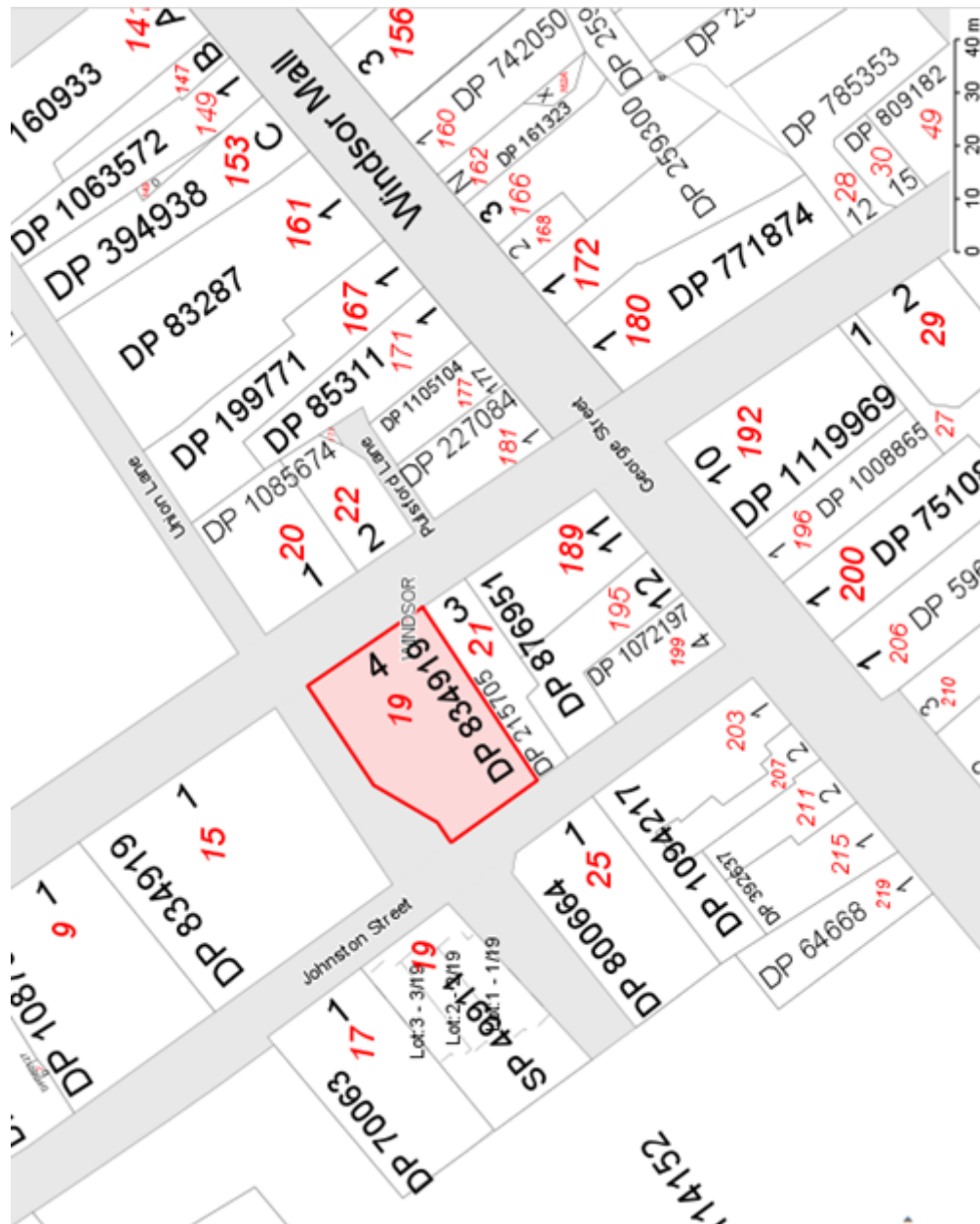
ATTACHMENTS:

- AT - 1 Locality Plan
- AT - 2 Aerial Plan
- AT - 3 Plans of Proposal

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AT - 1 Locality Plan



ORDINARY MEETING

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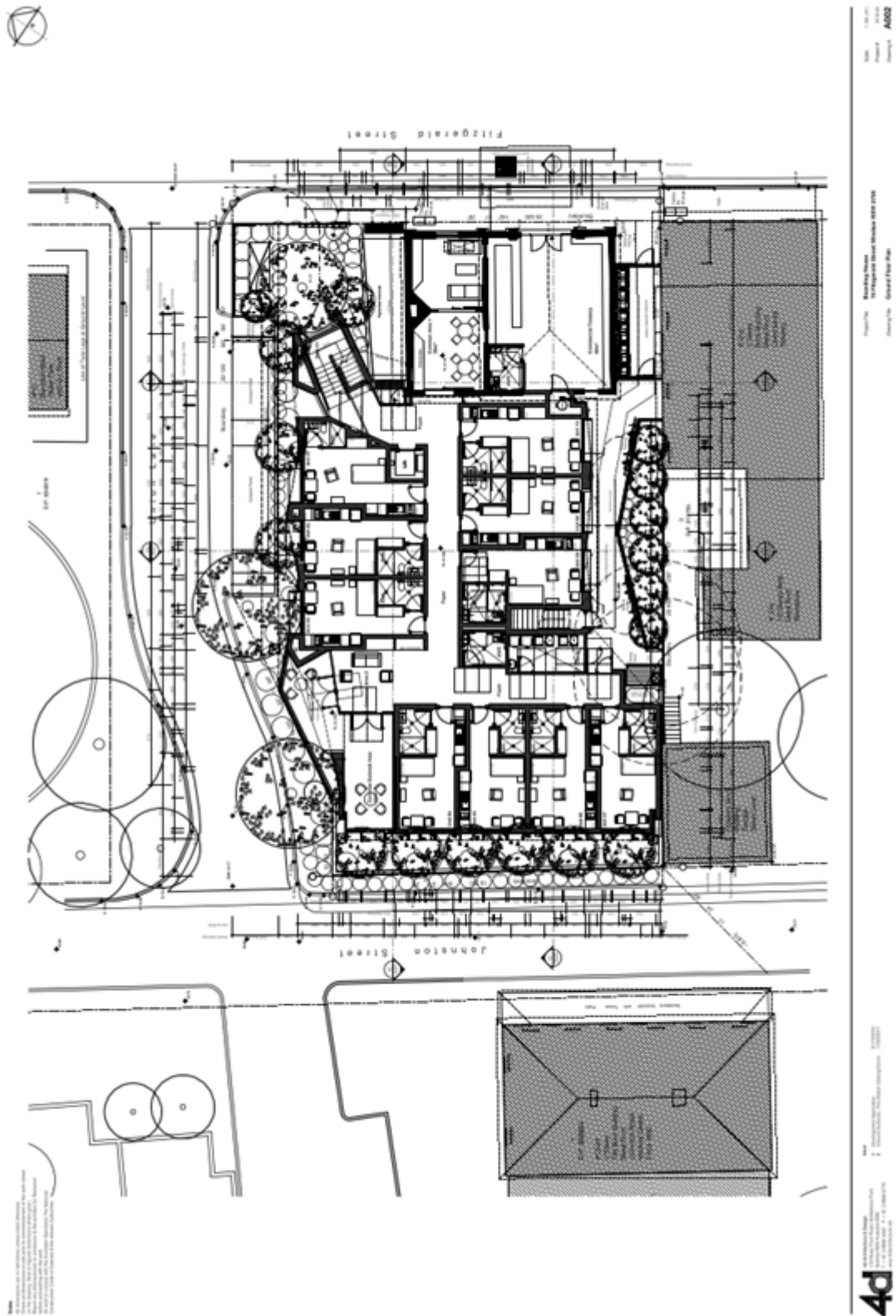
AT - 2 Aerial Plan



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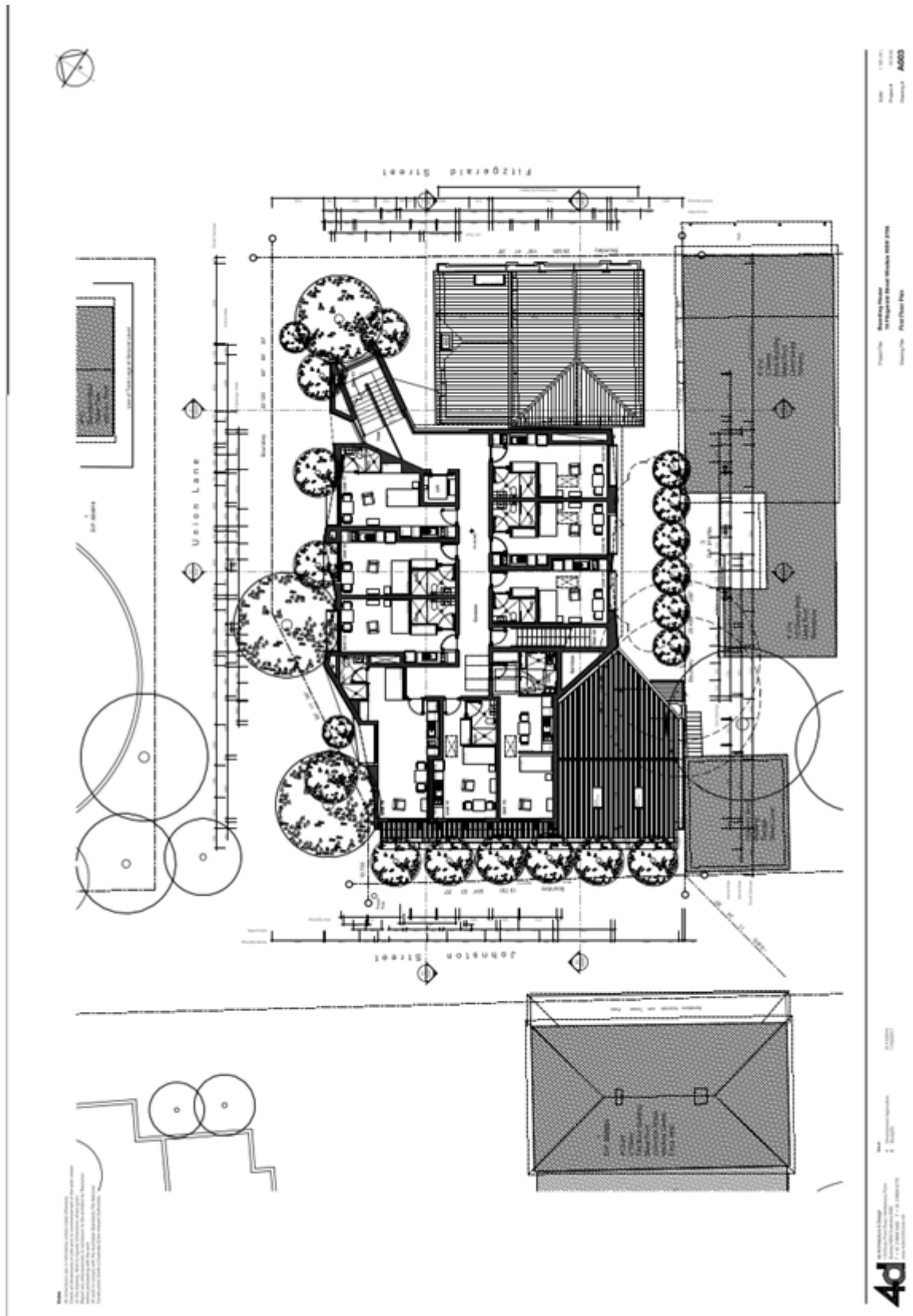
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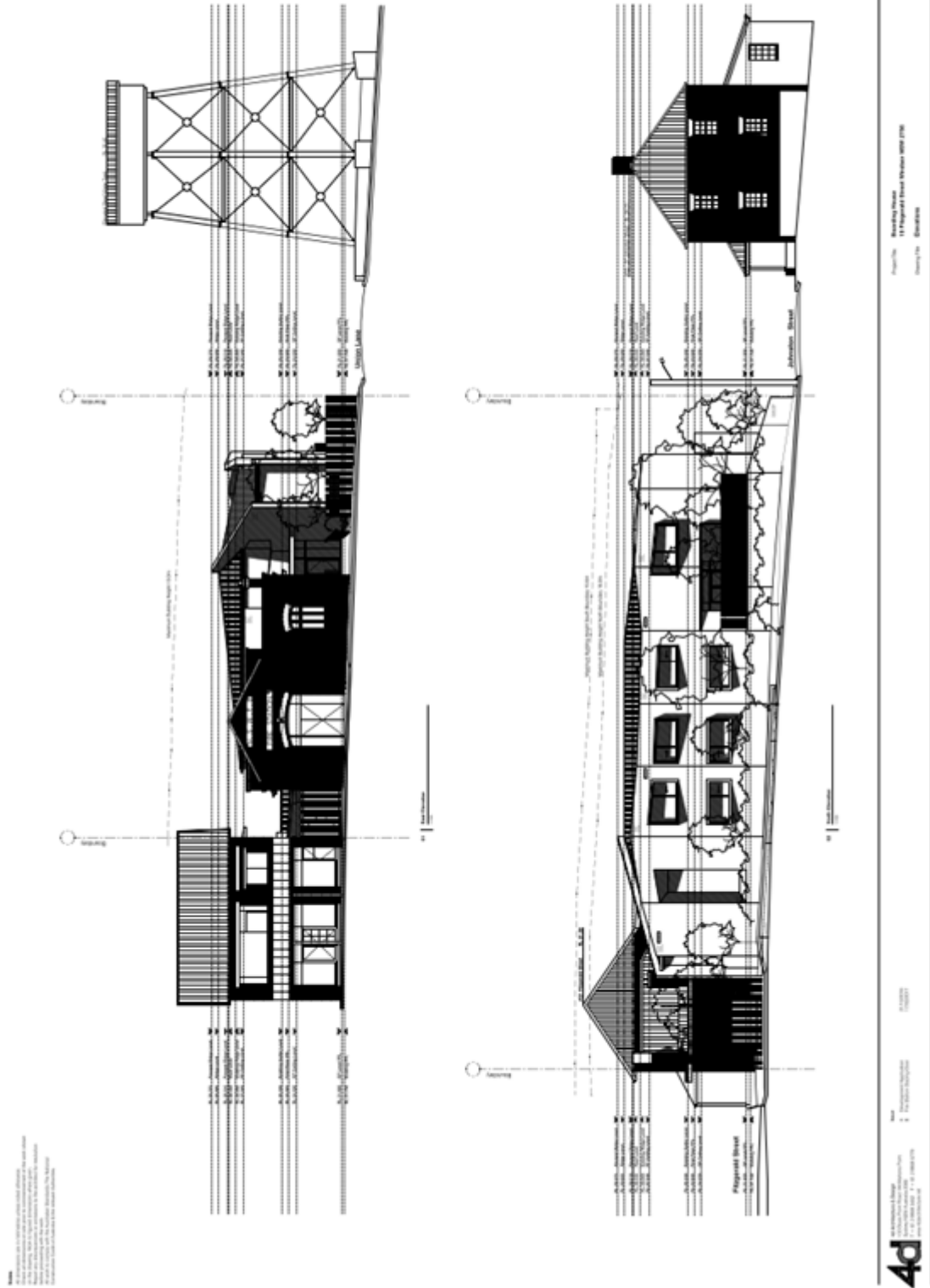


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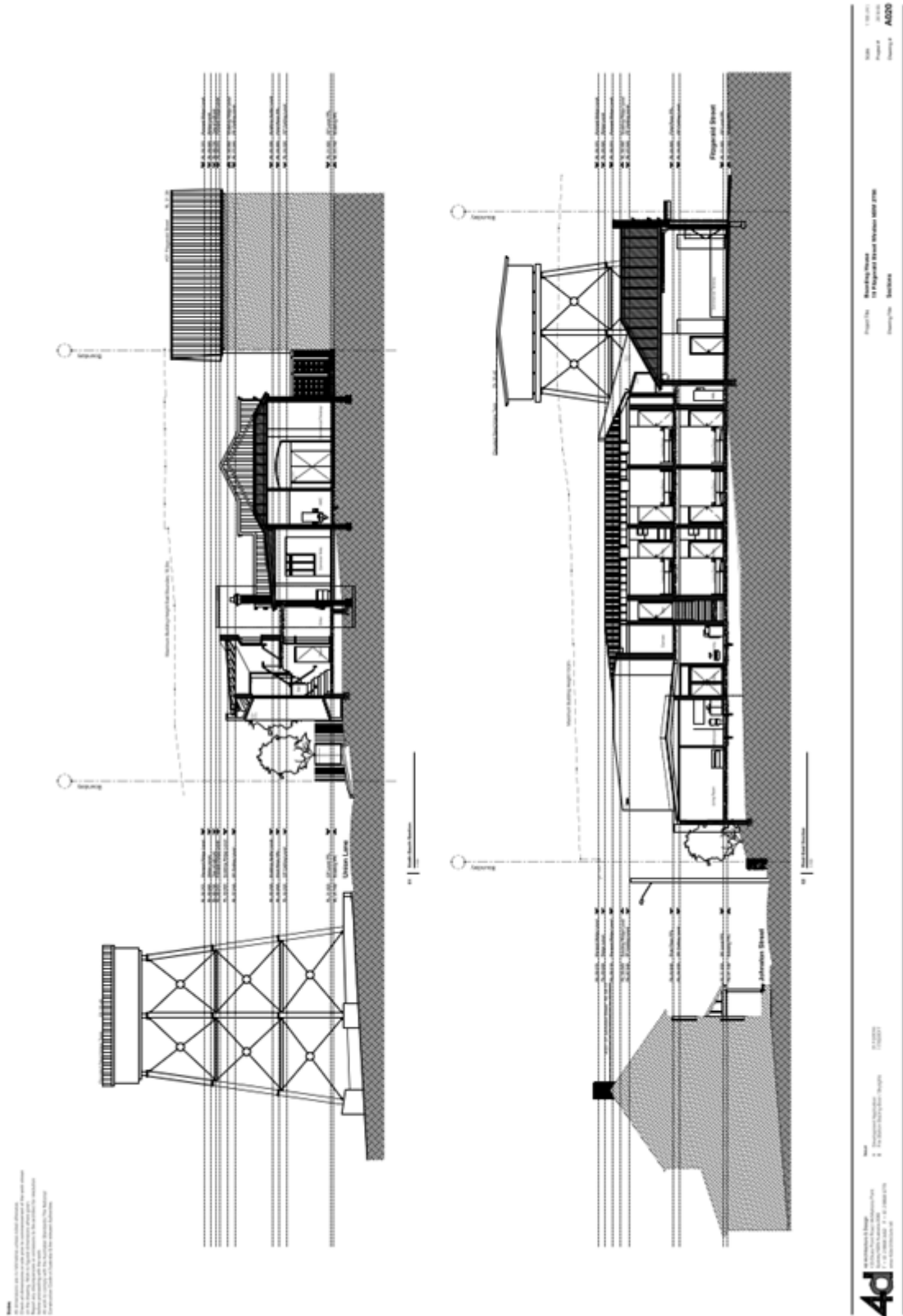


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oooO END OF REPORT Oooo

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GENERAL MANAGER

Item: 88 **GM - Development Application Monitoring Advisory Committee - (127794, 79351)**

REPORT:

Executive Summary

The Development Application Monitoring Committee (DAMAC) was established in June 2013. The purpose of the DAMAC was to monitor the assessment process and processing times of development applications generally and to review on a quarterly basis, details of outstanding development applications. At the DAMAC meeting held on 30 March 2017 it was considered that it would be more beneficial for the reporting of the statistics to be presented to Council's Ordinary meetings on a six monthly basis.

This report recommends that the DAMAC be discontinued upon commencement of the reporting of statistics to Council Ordinary meetings.

Consultation

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

Background

The DAMAC comprises of five Councillors, the General Manager, the Director of City Planning and the Manager Development Services. At these meetings the statistical information regarding development applications is presented to the Councillors on a quarterly basis.

At the meeting held on 30 March 2017 the Committee considered that it would be more beneficial to report these matters to Council's Ordinary meeting on a six monthly basis and therefore that the Committee be discontinued and that a report be sent to Council that recommends:

1. *The reporting of DA assessment statistics to the Ordinary meeting of Council on a six monthly basis.*
2. *The Development Application Monitoring Committee be discontinued upon commencement of the reporting of the statistics to Council Ordinary meetings.*

The purpose of this report is to present the recommendations to Council.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

5.1 Strategic Planning Governance

5.1.2 Council's decision making on all matters is transparent, accessible and accountable.

5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.

5.1.4 Encourage increased community participation in planning and policy development.

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Meeting Date: 30 May 2017

Financial Implications

There are no direct financial implications applicable to this report.

RECOMMENDATION:

That:

1. Council discontinue the Development Application Monitoring Committee.
2. The Development Application assessment statistics be reported to an Ordinary meeting of Council on a six monthly basis commencing with the six monthly period ending 30 June 2017.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

INFRASTRUCTURE SERVICES

**Item: 89 IS - Draft Conservation Management Strategy - Singletons Reserve, Kurrajong
- (95495, 79354)**

REPORT:

Executive Summary

The purpose of this report is to advise Council of the actions taken and proposed in relation to conservation of heritage elements of Singletons Reserve.

Singletons Reserve, located at 154 Mill Road, Kurrajong is historically and archaeologically significant, due to the site containing the remnants of the water mills built between 1810 and 1816 by James and Benjamin Singleton.

Of 13 known mills that were established throughout the Hawkesbury District, the majority of these sites were demolished in the past. Of the four known sites only two are State Listed for heritage significance, with the remainder, having no formal conservation protection.

Singletons Reserve and the mill site within it is one such site.

To address this, a Draft Conservation Management Strategy was prepared, peer reviewed and submitted to the Hawkesbury Heritage Advisory Committee for comments. Comments received from the Committee have been incorporated into the final draft document.

This report recommends placing the Draft Conservation Management Strategy on public exhibition and a further report to Council for adoption.

Consultation

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that Council undertake public exhibition and that the Draft Conservation Management Strategy be advertised for community feedback for 28 days and then reported to Council for further consideration and adoption.

Background

Singletons Reserve is located at 154 Mill Road, Kurrajong. The Reserve is bounded by Mill Road and Little Wheeny Creek and is mostly covered in bushland.

At the Ordinary Council meeting of the 9 August 2011, correspondence was received from the Kurrajong – Comleroy Historical Society requesting a name change of Mill Road Reserve to Singletons Reserve, due to the significance of site and its historical importance as it contains the remnants of the water mills built by James and Benjamin Singleton.

As part of the investigation for the proposed name change, research showed that 13 known mills were established throughout the Hawkesbury District. The majority of these sites have in the past been demolished with the materials used for other buildings and functions. Of the four known sites only two are State Listed for heritage significance. Singletons Reserve and the mill site within it is one such site that has not been State Listed or afforded any formal conservation protection.

Consequently in 2016 Council appointed a heritage conservation specialist to undertake the development of a Conservation Management Strategy for the remnant archaeology and make recommendation on future works and conservation of this significant site.

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A number of on-site meetings and inspections were held with representatives from the Kurrajong – Comleroy Historical Society and a heritage specialist to gain an understanding of the site and its significance to early colonial settlement.

In February 2017, the Draft Conservation Management Strategy was peer reviewed and submitted to the Hawkesbury Heritage Advisory Committee for comments. A number of comments were received from the Committee and these have been incorporated into the final draft document.

The Draft Conservation Management Strategy has recommended a number of items that will direct the management of the site and in some cases will require future funding and resourcing to implement. These include:

- Singletons Reserve being listed on Council's LEP and an application being submitted to list the mill site and associated areas of archaeological potential on the State Heritage Register (SHR). This is likely to require additional research as well as liaison with the Heritage Division.
- Staff and supervisors of any bush regeneration activity are made aware of the locations and significance of the elements of the mill site and that any activity within these areas is carefully managed to avoid any damage.
- Regular monitoring of the Reserve and consultation with local interested parties to identify any threats to the values of the site and determine appropriate actions to avoid impact.
- The development of an interpretation strategy to increase public awareness and education about the valuable historic resource within the Reserve.

In addition to these current recommendations the Strategy has outlined potential further research of this complex mill site that would enhance Council's knowledge of early colonial industry in the Hawkesbury Region.

It is proposed to make the Draft Conservation Management Strategy available for public comment via public exhibition and then further report the results to Council.

Conformance to the Hawkesbury Community Strategic Plan

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

Our Community:

2.5 Cultural development and heritage - Enable broad and rich celebration of our local culture and significant heritage

2.5.4 Recognise and promote the area's history and heritage, for current and future generations.

Financial Implications

There are no financial implications arising from this report, other than advertising costs which are provided for in the current Operational Plan. Funding for planned implementation works will need to be considered in future Operational and Delivery Plans.

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Meeting Date: 30 May 2017

RECOMMENDATION:

That:

1. The Draft Conservation Management Strategy attached as Attachment 1 to the report for Singletons Reserve be placed on public exhibition for a period of 28 days.
2. Following the exhibition period a further report be provided to Council.

ATTACHMENTS:

- AT - 1** Draft Conservation Management Strategy Singletons Reserve, Kurrajong - *(Distributed under separate cover)*

oooO END OF REPORT Oooo

Item: 90

IS - Windsor Bridge Replacement Project - (95495, 73621)

REPORT:

Executive Summary

As part of the Windsor Bridge Replacement Project, Roads and Maritime Services (RMS) were required to undertake heritage assessment investigations. This work is embodied in a Strategic Conservation Management Plan.

This report informs Council of proposed briefings of stakeholders by RMS on this Plan, and recommends that two Councillors, in addition to staff, be nominated to attend. A copy of the invitation to the briefings is attached as Attachment 1 to this report.

Consultation

Although Council does not have primary carriage of the public consultation on this subject, a report including a draft submission will be prepared for Council consideration and input. Public submission can be made directly to RMS by stakeholders and other interested parties.

Background

RMS are continuing to progress the design for the Windsor Bridge Replacement Project and the underlying studies required under the conditions of approval for the project. This includes the preparation of the Strategic Conservation Management Plan (SCMP). The first two volumes of this document is intended to document the heritage of the site and provide an ongoing policy and guidance framework for management. Volume 3 of the SCMP relates to design and management issues for the bridge project.

RMS have advised that the SCMP Volumes 2 and 3 are due to be released, and that stakeholder briefings are to be undertaken, which will involve presentations on the Plan, it's key findings and application.

These briefings are to be undertaken on Thursday, 1 June 2017 from 5:30pm - 7:30pm and Tuesday, 6 June 2017 from 2:30pm - 4pm (same content). Council officers will be attending and RMS have indicated that Councillor representation is also welcomed. It is suggested that Council nominate two Councillors to attend either of these briefings.

RMS advise that these briefings are being conducted to outline and summarise the key aspects of what are understood to be large technical documents.

A report will be prepared following assessment of the SCMP incorporating a draft submission for Council consideration and endorsement. Council's Heritage Advisor will also be engaged to provide input into this submission and will also be requested to attend the briefing.

The closing date for submissions is Monday, 3 July 2017.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Assets

4.1 Transport infrastructure and connections

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

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Financial Implications

There are no financial implications arising from this report.

RECOMMENDATION:

That Council nominate two Councillors to attend either of the RMS Briefings on the Strategic Conservation Management Plan on Thursday, 1 June 2017 or Tuesday, 6 June 2017.

ATTACHMENTS:

AT - 1 RMS Windsor Bridge Replacement Project - Invitation to Stakeholder Briefing Sessions

AT - 1 RMS Windsor Bridge Replacement Project - Invitation to Stakeholder Briefing Sessions



May 2017

Windsor Bridge replacement project – Invitation to a stakeholder briefing session for the Strategic Conservation Management Plan

Roads and Maritime Services is hosting stakeholder briefing sessions in early June as part of our targeted consultation for Volumes Two and Three of the draft Strategic Conservation Management Plan.

About the Strategic Conservation Management Plan

The Strategic Conservation Management Plan (the Plan) will be used as a guide for the conservation of Thompson Square and the surrounding area.

Preparation of the Plan is required under the Infrastructure Approval Conditions for the Windsor Bridge replacement project, and has been developed to provide a strategic heritage management framework for the Thompson Square area and surrounds, within the limitations of the approved construction project.

The Plan has been split into three volumes:

- | | |
|---------------|--|
| Volume One: | Site background, history and heritage item inventory. This document is aimed at a public audience. |
| Volume Two: | Significance assessment and policy framework. This volume is aimed at Hawkesbury City Council, as the primary land manager of the study area and local regulator, and the Office of Environment and Heritage, as the regulator for Aboriginal, historic and maritime heritage. It will also be of interest to other stakeholder groups and adjacent landowners but it does not provide detailed recommendations for specific properties. |
| Volume Three: | Application of the Plan to the Windsor Bridge replacement project. This volume indicates how the project has responded to the various heritage design principles and management issues raised in the Plan and is mainly aimed at the Department of Planning and Environment, as consent authority for the project and the Office of Environment and Heritage. |

The document has been designed so that Volumes One and Two will continue to be relevant to the strategic heritage management of Thompson Square and surroundings once the new bridge has been constructed; and Volume Three will become an historical document at the completion of the Windsor Bridge replacement project.

Targeted consultation

Volume One of the draft Plan is currently available for public review online at rms.nsw.gov.au/windsorbridge. We also invite you to take part in targeted consultation to provide comment on Volumes Two and Three of the draft Plan.

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The content and intended audience of Volumes Two and Three has led us to conduct targeted consultation with relevant and interested stakeholder groups and individuals to allow more focused interactions and the effective and efficient generation of valuable expertise and feedback.

Briefing sessions

Up to **two** representatives from your business, property or organisation are invited to **one** of the below stakeholder briefing sessions to be held in the **Tebbutt Room at Deerubbin Centre**, 300 George Street, Windsor:

- **After hours: Thursday 1 June (5.30pm - 7pm) OR**
- **Business hours: Tuesday 6 June (2.30pm – 4pm).**

Please RSVP via the below email. Copies of Volumes Two and Three will be provided on USB at the briefing sessions for review. If you are unable to attend, but would still like to view the documents and provide comment, please contact the project team via the below email.

Confirm your attendance

Please contact Roads and Maritime Services Liaison Manager Lauren Nicholls to **accept or decline** this invitation via Windsor_Bridge@rms.nsw.gov.au or phone 0427 338 089 (during business hours).

What can you expect?

The briefing will be run by Dr MacLaren North of Extent Heritage Pty Ltd, who has had primary responsibility for the management and development of the Plan. This will include a presentation of the key findings of the Plan and how those findings have been applied to the approved Roads and Maritime project.

What happens next?

Feedback will be open on the Strategic Conservation Management Plan for four weeks following the briefing sessions, until **3 July 2017**.

Feedback will be used to identify gaps which may need to be addressed and to refine and develop the strategic policy framework for the management of heritage in the vicinity of Thompson Square into the future.

All feedback will be considered before the Strategic Conservation Management Plan is finalised and submitted to the Department of Planning and Environment for approval. Following this, the final approved document and consultation report will be made available online.

For more information on the project, visit rms.nsw.gov.au/windsorbridge.

Yours sincerely,



Gurjit Singh
Roads and Maritime Services Project Manager

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oooO END OF REPORT Oooo

SUPPORT SERVICES

Item: 91 **SS - Disability Inclusion Action Plan 2017-2021 - (96328, 95496)**

Previous Item: 134, Ordinary (29 July 2014)
 61, Ordinary (25 March 2014)
 35, Ordinary (13 March 2012)
 266, Ordinary (29 November 2011)
 87, Ordinary (10 May 2011)

REPORT:

Executive Summary

This report has been prepared to seek Council approval to publicly exhibit the Draft Disability Inclusion Action Plan 2017-2021 (DIAP), attached as Attachment 1 to the report, which supersedes the Hawkesbury Access and Inclusion Plan 2014-2017 adopted by Council on 14 October 2014. The report outlines the consultations undertaken in the preparation of the draft DIAP and also provides a brief summary of the outcomes of the previous Access and Inclusion Plan.

The report also briefly summarises the content of the draft DIAP and notes that it has been prepared in accordance with relevant state-wide guidelines to address key focus areas of Community Attitudes and Behaviours, Liveable Communities, Employment and Systems and Processes.

The DIAP identifies 35 actions, which if adopted by Council, will be prioritised for progressive implementation by the Hawkesbury Access and Inclusion Advisory Committee.

Consultation

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that Council place the Draft Disability Inclusion Action Plan 2017-2021 on public exhibition for a period of 28 days. It should be noted that the content of the Draft Plan has been based on consultations undertaken with people with a disability, the indigenous community and service providers.

Planning for Access and Inclusion

In accordance with the provisions of the NSW Disability Inclusion Act 2014, which required Council to have a plan for promoting access and inclusion, Council prepared and adopted the Hawkesbury Access and Inclusion Plan 2014-2017. This Plan will expire in July 2017.

In response to the actions within the Access and Inclusion Plan 2014-2017, Council has undertaken the following key activities:

- Trained executive and management staff in disability awareness.
- Established the Hawkesbury Access and Inclusion Award for local businesses that demonstrate good access practices and/or who have a positive and proactive approach to employment of people with a disability.
- Constructed new accessible recreational facilities at Hawkesbury Oasis Aquatic and Leisure Centre and Ham Common.

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- Developed and rolled out the Access and Inclusion Checklist, a tool to promote the accessibility of services and facilities.
- Improved access to library services through the purchase of assistive equipment.
- Offered opportunity for local business to access Council sponsorship to fund works which improve access to services and facilities.
- Achieved Third Party Verification status against the Disability Service Standards in 2015 for the sector support function provided by Community Services.
- Hosted Hawkesbury Disability Employment Expo in partnership with disability service providers.
- Supported delivery of employment support training to people with disabilities, in partnership with disability service providers.
- Supported local events that celebrate community diversity.
- Implemented a prioritised program of kerb ramp upgrades and other access improvements.
- Made representations to State and Federal Government agencies for access improvements to key service outlets.

Disability Inclusion Action Plan 2017-2021

Council is now required to update its Access and Inclusion Plan in accordance with the NSW Disability Inclusion Action Planning Guidelines (a framework developed by NSW Department of Family and Community Services and Local Government NSW) which were released in November 2015. The updated plan being presented to Council conforms with the Guidelines in that it addresses the key focus areas within the NSW Disability Inclusion Plan which are:

1. Community attitudes and behaviours
2. Liveable communities
3. Employment
4. Systems and processes

The preparation of the DIAP saw Council conduct a series of focus groups and online surveys to consult with people with a disability, disability service providers, the indigenous community and Council staff about the issues facing people with a disability living in the Hawkesbury LGA.

In addition to the focus groups and online surveys, Council hosted a mental health forum in recognition of the impact a psychosocial disability has on a person's ability to participate in community life. Actions arising from the mental health forum that fall outside the scope of a disability inclusion action plan (e.g. health services and programs that address the consequence of some psychosocial disabilities such as suicide response/ prevention, drug and alcohol treatment programs) are captured in Appendix A together with recommended actions for Council to undertake in response to these issues.

The actions identified within the DIAP have been linked to the key directions and strategies within the Hawkesbury Community Strategic Plan 2017–2036.

In the same manner in which the Hawkesbury Access and Inclusion Plan 2014–2017 has been implemented, it is proposed that Council commission the Hawkesbury Access and Inclusion Advisory Committee to oversee and report on implementation of the DIAP. To facilitate this process, the review and implementation of the DIAP has been included in Council's Draft Operational Plan 2017/2018.

As was the case with the previous Access and Inclusion Plan, the actions within the draft DIAP are intended to be prioritised for progressive implementation by the Hawkesbury Access and Inclusion Advisory Committee. Within this framework the Committee will seek advice and work with Council staff to give practical effect to the actions within the Plan by aligning existing resources and works programs, and

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where required, to scope any additional works and projects require further investment. This process will provide a mechanism for Council staff to seek grant funding to deliver these works and projects and/or to identify a requirement for additional budget allocations which can be reported to Council for consideration and determination.

The DIAP identifies 35 actions based on the findings and recommendations of the community consultations which have informed the development of the plan. The DIAP identifies both outcome and output measures for these 35 actions. The proposed outcome measures will be aligned with community indicators linked to the Community Strategic Plan, so that progress against these outcomes can be measured through the biennial Hawkesbury Community Survey. The output measures identify what is planned to be undertaken over the next four years for each of the 35 actions – progress in implementing these actions will be reported to Council in accordance with Council's Integrated Performance and Reporting Framework.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.4 Community wellbeing and local services

- 2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.

Financial Implications

There are no direct financial implications arising out of this report. If adopted, following the public exhibition period, the DIAP may require the allocation of staff hours and resources which will be negotiated in conjunction with the normal development of Council work plans and within Council's budget planning processes.

Where a requirement for additional budget allocations is identified, this requirement will be reported to Council for Council's consideration and determination.

RECOMMENDATION:

That:

1. The Draft Disability Inclusion Action Plan 2017-2021, attached as Attachment 1 to the report, be placed on public exhibition for a period of not less than 28 days.
2. The outcome of the public exhibition be further reported to Council.

ATTACHMENTS:

- AT - 1** Draft Hawkesbury Disability Inclusion Action Plan 2017 - 2021 - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING

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Item: 92 **SS - Hawkesbury Youth Summit 2017 - (96328, 95496)**

Previous Item: 128, Ordinary (11 August 2015)
 55, Ordinary (29 March 2011)
 30, Ordinary (23 February 2010)
 233, Ordinary (10 November 2009)
 212, Ordinary (21 October 2008)
 NM1, Ordinary (8 April 2008)

REPORT:

Executive Summary

This report has been prepared to advise Council of the findings and recommendations of the Hawkesbury Youth Summit held on 5 April 2017. The report also outlines the outcome of the recommendations of the previous Youth Summit held on 31 March 2015, which were adopted by Council for implementation. The report proposes that Council adopt the recommendations of the 2017 Youth Summit for implementation.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. The report outlines the outcomes of a consultation process undertaken pursuant to a previous resolution of Council.

Background

The Young People – Community Participation and Civic Leadership Report was commissioned in response to a request from Council to identify options for supporting youth services and young people to plan and deliver events, programs and activities for young people, and to increase their involvement in Council's policy-making processes.

The Report was prepared in conjunction with the Hawkesbury Youth Interagency and documented the outcomes of focus groups and interviews held with young people and youth workers. The results of the consultations informed the eight recommendations in the Report which were adopted by Council in October 2008.

Three of the eight recommendations in the Young People – Community Participation and Civic Leadership Report related to the staging and funding of a regular youth summit. Accordingly, Council has held a Hawkesbury Youth Summit every two years following adoption of the Report. This report provides an update on the progression of recommendations from the 2015 Youth Summit, as well as the outcomes of the Youth Summit held 5 April 2017.

Outcomes of Hawkesbury Youth Summit 2015

The Hawkesbury Youth Summit 2015 referred six recommendations for Council's consideration, all of which were subsequently adopted by Council. The following table documents the 2015 recommendations and their current status.

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Recommendation	Current Status
1. <i>As bullying was identified as an ongoing issue, Hawkesbury City Council to work with the Risky Business Working Group of the Hawkesbury Youth Interagency (HYI) to resource a suitable anti-bullying program and make it available to all Hawkesbury High Schools. Council to also investigate how this program can be provided to young people not engaged in mainstream education.</i>	Completed. Council's Youth Participation Officer (YPO) worked with HYI to determine the anti-bullying programs that best meet local needs; the outcome of this work was reported to Council, and Council adopted the recommendation that a choice of 2 programs be offered: <i>The Human Sound Project</i> and <i>The Respectful Relationships and Anti-bullying Workshops</i> . Council provided funding for these programs for Hawkesbury high schools and non-mainstream education providers. YPO also created an anti-bullying toolkit, which was provided to all Hawkesbury schools and youth service providers.
2. <i>Council to contribute to the resourcing of a Youth Mental Health Forum based in the Hawkesbury.</i>	Completed. Council contributed \$2,000 towards a Youth Mental Health Forum held in October 2015. YPO worked with Hawkesbury Youth Interagency to deliver a Mental Health exhibition and activity pop-up at the Hawkesbury Skate Park League Competition in October 2016. YPO worked with Council's Community Services Department to deliver the Hawkesbury Mental Health Forum and Community Consultation in March 2017.
3. <i>Hawkesbury City Council continues to work with Peppercorn Services Inc. to promote and enhance existing youth transport initiatives.</i>	Completed and Ongoing. Peppercorn Services Inc. Youth Transport Program utilised and promoted widely during Hawkesbury Youth Week activities. YPO worked with Hawkesbury Youth Interagency and Schools Partnership Group to provide opportunities for promotion of the program within schools and with service providers.

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Recommendation	Current Status
4. <i>Contact to be maintained with young people to provide opportunities for young people to be involved in civic leadership and Council processes. Youth Participation Officer to support Council staff by promoting opportunities for young people to have ongoing involvement with Council projects.</i>	<p>Completed and Ongoing.</p> <p>YPO worked with Hawkesbury Youth Interagency, Schools Partnership Group, and through social media to promote and support the participation of young people in student leadership programs.</p> <p>The YPO worked with Council's Strategic Planning Department to support the participation of young people in the Community Strategic Plan Community Consultations. The YPO designed and conducted interviews with 50 young people at the Richmond Pool Party and Windsor Oasis Aquatic Centre Swimathon.</p> <p>YPO worked with Council's Waste Education Officer and Bushcare Officer to promote and support the participation of young people in Waste Education and Bushcare initiatives.</p>
5. <i>Hawkesbury City Council to determine measures to support young people in accessing employment services or events.</i>	<p>Completed.</p> <p>YPO worked with the Hawkesbury Youth Interagency and Schools Partnership Group to promote and support the participation of young people at local employment conferences, fairs, and workshops. YPO worked with service providers to provide 16 employment skills workshops for young people in the Hawkesbury in the 2016/2017 financial year.</p>
6. <i>Youth Participation Officer to assist Cultural Services to investigate Careers programs and enhance existing High School Certificate revision programs.</i>	<p>Completed.</p> <p>The YPO worked with Cultural Services to investigate new careers programs and worked with the Hawkesbury Youth Interagency, Schools Partnership Group, and through social media to promote and support the participation of young people at careers programs and Higher School Certificate revision programs.</p>

Hawkesbury Youth Summit 2017

The fourth Hawkesbury Youth Summit was held on Tuesday, 5 April 2017. The Summit was attended by 118 young people from across the Hawkesbury. Participants represented six Hawkesbury high schools and two non-mainstream education providers including: Arndell Christian College, Bede Polding College, Colo High School, Eagle Arts and Vocational College, Kuyper Christian School, Richmond High School, Western Sydney Training and Education Centre (WSTEC), and Windsor High School.

Following the Youth Summit, Council's Youth Participation Officer has worked with the Youth Summit Planning Group and Hawkesbury Youth Interagency to prepare a report documenting the outcomes of the Summit – *The Hawkesbury Youth Summit 2017 Outcomes: 'Get involved, be heard, and make a difference Report*. A copy of the Report is attached as Attachment 1 to this report.

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The seven Key Findings and eight Recommendations in the Summit Report are outlined below:

Youth Summit Key Findings:

1. Participants indicated that the primary issue young people are facing in the Hawkesbury is a lack of access to youth services.

This was followed by the top issues as shown below:

- A lack of public transport
 - Mental Health
 - A lack of youth activities & facilities
 - Alcohol and Drugs
 - A desire to maintain the Hawkesbury's natural heritage
 - Competitiveness in friendships
 - Youth employment options
 - Bullying
 - A desire for more inter-school events
2. A lack of public transport and youth transport options continues to be raised at the Summit as a major concern for young people in the Hawkesbury. The feedback from young people indicated that a lack of transportation affects the ability of young people to engage in employment and youth services. The feedback from young people also indicated that the lack of transportation can lead to a sense of isolation, and can have ramifications on the Mental Health of young people in the Hawkesbury.
 3. Bullying was raised as an ongoing concern. Many young people indicated that they were aware of the anti-bullying programs provided by Council, and indicated that although they consider these as quality programs, they are not sufficient for creating a meaningful impact to reverse bullying culture in the Hawkesbury.
 4. Alcohol and drug usage continues to be raised at the Summit as a major concern for young people in the Hawkesbury. The feedback from young people indicated that there is not currently adequate service provision for young people facing these concerns in the Hawkesbury.
 5. Young people indicated overwhelmingly that a lack of youth events, activities, and inter-school events continues to be a concern for young people in the Hawkesbury. The feedback from young people indicated that there is a growing desire for more engaging youth events that showcase local talent.
 6. Youth employment continues to be raised at the Summit as a major concern for young people in the Hawkesbury. Feedback from young people indicated that there is not currently adequate service provision for young people looking for work in the Hawkesbury.
 7. Protection of the Hawkesbury's natural and cultural heritage was raised as an issue for young people in the Hawkesbury.

Youth Summit Recommendations:

1. As a lack of access to youth services was identified as an ongoing issue, Hawkesbury City Council is to work with the Hawkesbury Youth Interagency and Schools Partnership Group to promote, enhance, and improve access to existing youth services.
2. As a lack of public transport and youth transport options was identified as an ongoing issue, Hawkesbury City Council is to continue to work with Peppercorn Services Inc. to support and enhance existing youth transport initiatives.

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3. As bullying was identified as an ongoing issue, Hawkesbury City Council is to investigate options for resourcing suitable anti-bullying programs for all Hawkesbury high schools and non-mainstream education providers.
4. As youth employment was identified as an ongoing issue, Hawkesbury City Council is to continue to work with Ability Options and the Hawkesbury Youth Interagency to determine measures to support young people in accessing employment services or events.
5. As youth mental health was identified as an ongoing issue, Hawkesbury City Council to investigate options for resourcing a Youth Mental Health Forum based in the Hawkesbury.
6. As a lack of youth activities was identified as an ongoing issue, Youth Participation Officer is to work with Council's Cultural Services Department and the Hawkesbury Youth Interagency to investigate options for how new cultural and artistic events for young people can be created that showcase local talent.
7. As the protection of the Hawkesbury's natural and cultural heritage was raised as an issue, Hawkesbury City Council is to investigate options to support and promote natural heritage initiatives and events for young people.
8. Contact to be maintained with young people to provide opportunities for young people to be involved in civic leadership and Council processes. Youth Participation Officer to support Council staff by promoting opportunities for young people to have ongoing involvement with Council projects.

Proposed response to Youth Summit

The Youth Summit has proved to be a successful mechanism for young people to talk with Council and to express their views and experiences of living, working, or studying in the Hawkesbury. The staging of the Summit will give rise to the reasonable expectation (by young people and youth workers) that Council will carefully consider the outcomes of the Summit and provide an informed response to its recommendations. To facilitate this it is proposed that Council:

- a) Receive The *Hawkesbury Youth Summit 2017 Outcomes: Get involved, be heard, and make a difference* Report;
- b) Adopt the eight recommendations within the report for implementation.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.3 Community partnerships continue to evolve

- 2.3.1 Encourage and facilitate community partnerships.

2.4 Community wellbeing and local services

- 2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.
- 2.4.2 Provide flexible services that can adapt to changing community needs and service demands.

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Financial Implications

There are no direct financial implications arising out of this report. Implementing the 2017 Youth Summit recommendations will require the allocation of staff hours and resources which will be negotiated in conjunction with the normal development of Council work plans and within Council's budget planning processes. Where a requirement for additional budget allocations is identified, this requirement will be reported to Council for Council's consideration and determination.

RECOMMENDATION:

That:

1. Council receive The Hawkesbury Youth Summit 2017 Outcomes: 'Get involved, be heard, and make a difference' Report.
2. Council adopt the eight recommendations within the 2017 Youth Summit Report for implementation.
3. Council extend its appreciation to the members of the Hawkesbury Youth Summit 2017 planning group, for their work in assisting Council staff in organising the 2017 Youth Summit, and preparing the 2017 Youth Summit Report.

ATTACHMENTS:

- AT - 1** The Hawkesbury Youth Summit 2017 Outcomes: Get involved, be heard, and make a difference Report - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 May 2017

Item: 93 **SS - March 2017 Quarterly Budget Review Statement - (96332, 95496)**

Previous Item: 113, Extraordinary (14 June 2016)

REPORT:

Executive Summary

Within two months of the end of each quarter, Council is required to review its progress in achieving the financial objectives set out in its Operational Plan. This report and the relevant attachment provide information on Council's financial performance and financial position for the third quarter of the 2016/2017 financial year, and the resulting financial position including the Budget variations proposed.

The Quarterly Budget Review Statement - March 2017 (QBRS) recommends a number of variations that result in a balanced budgeted position being maintained.

Consultation

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

Background

Council adopted its Operational Plan for 2016/2017 on 14 June 2016.

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

The QBRS has been prepared in accordance with the Division of Local Government Circular 10/32 dated 10 December 2010 and is attached as Attachment 1 to this report.

Financial Position

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

The QBRS recommends Budget adjustments that result in a balanced adjustment for the quarter, and in the opinion of the Responsible Accounting Officer, maintains a satisfactory short term financial position for Council. The Responsible Accounting Officer Statement is included in the attachment to this report.

The report and attachment provide details on the major Budget variations proposed in this QBRS and provide a list of variations requested.

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The more significant items of the March 2017 QBRS include:

- **Road Reseals Program – Favourable Variance \$639K**

As a result of savings on the unit rates applied by the supplier, Council has been able to deliver the Road Reseals Program for \$639K less than budgeted, including \$400K carried over from 2015/2016. Whilst this would have been applied to extending the reseals to achieve the optimal levels, deterioration to failure levels of road and other assets warrants a higher immediate priority for use of funds.

- **Investment Earnings – Net Favourable Variance \$179K**

As part of the 2016/2017 Original Budget, Council forecasted interest to be earned on the investment portfolio at 2.9% on an average balance of \$33.5M. While the average interest rate is lower than the forecast at 2.8%, the average balance has been \$40M, due to changes in the timing of scheduled expenditure and the receipt of a larger amount of developer contributions than forecasted. Included in this QBRS is a net favourable variance of \$179K, after the allocation of interest restricted to external reserves.

- **Employee Costs – Favourable Variance \$123K**

As a result of vacancies and acting arrangements over a number of months, the budget for employee costs can be reduced by \$123K.

- **Vehicles and Plant – Net Favourable Variance \$62K**

Adjustments relating to the sales and purchase of vehicles and plant have been included in this QBRS, amounting to a net favourable variance of \$29K. Additionally, the running costs relating to vehicles has been less than forecasted, based on the observed trend as at the end of the reporting period, with a favourable variance of \$33K.

- **Greenway Crescent to Cornwallis Road Footpath – Favourable Variance \$60K**

The current program of works is proposed to be modified to investigate alternative options for bridge construction due to boundary issues, resulting in a favourable valuation of \$60K.

- **Lower Portland Ferry Overhaul – Net Favourable Variance \$56K**

The overhaul of the Lower Portland Ferry has been completed at a lesser than estimated cost, resulting in a net favourable variance of \$56K.

- **Fire and Emergency Services Levy (FESL) Implementation – Favourable Variance \$55K**

The current budget for the implementation of the FESL was based on the contribution paid by the NSW State Government. The work involved in the implementation was unknown at the time of entering the budget. Council has been able to undertake much of the required work with in-house resources, at a reduced overall cost, through the diversion of staff from normal duties. A favourable variance of \$55K has been included in this QBRS.

- **Road Condition Assessment – Favourable Variance \$50K**

The 2016/2017 Original Budget allocation for the road condition assessment was based on prior year costs. Upon obtaining quotes for the assessment, the cost of the assessment was \$50K less than the budget.

- **Aerial Photography and Mapping Software – Net Favourable Variance \$49K**

Council has been awaiting aerial photography updates from Land and Property Information (LPI) at an estimated cost of \$74K. Advice received from LPI is that there will now be minimal costs for 2016/2017. In order to provide for more efficient and effective design services, \$25K of this budget allocation is proposed to be allocated to the upgrade of Council current design software, with the remaining of the budget being a favourable variance included in this QBRS.

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- ***Transfer of State Emergency Service (SES) Vehicle – Favourable Variance \$45K***

The SES has now assumed direct responsibility for replacement of its vehicles with council transferring ownership to SES.

All vehicles have now been transferred to SES ownership and the \$45K favourable variance incorporated in this QBRS, is a result of the final vehicle transfer.

- ***Insurance Settlements – Favourable Variance \$67K***

As the timing and amount of insurance settlements for claims made are uncertain, a budgeted amount is not included until receipt of settlement. Amounts received and included in this QBRS are \$21K for storm damage of Sackville Ferry Amenities in 2015, \$26K for storm damage at the Deerubbin Centre in 2015, and \$20K for a claim at Howe Park.

- ***Road Maintenance – Unfavourable Variance \$400K***

Due to weather impacts, the costs associated with the reactive maintenance of the sealed and unsealed road network, were higher than projected at the time of developing the 2016/2017 Original Budget, with 95% of the budget spent as at the end of the reporting period. In order to enable maintenance to continue at the required rate, an increase in the budget of \$400K is included in this QBRS.

- ***Environment and Regulatory Services Income – Net Unfavourable Variance \$55K***

In line with the projected end of year results, reductions in income projections have been made in relation to the Septic Safe Program (\$42K), Companion Animal fines and sales (\$58K) and net car parking fine income (\$29K). These unfavourable adjustments have been partially offset by \$74K of additional regulatory fine income received above the full year budget, as a result of an additional resource, funded from the Better Waste Program.

- ***Building Maintenance – Unfavourable Variance \$257K***

Costs associated with the maintenance of buildings had reached 84% of the full year budget as at the end of the reporting period, indicating that a net increase to the budget was required to be included in this QBRS of \$257K. This increase has resulted from a higher level of essential repairs and maintenance required than anticipated when developing the 2016/2017 Budget; including airconditioning and plant/equipment failures.

- ***Development Services Income – Unfavourable Variance \$207K***

Unfavourable variances totalling \$207K have been incorporated in this QBRS for Development Services Income. The Original Budget estimates for Development Assessment Income and Subdivision Income included forecasts in relation to the number of lots to be released for certain developments. As a result of issues encountered with Sydney Water sewer connections, delays have occurred, which has impacted on this income, totalling \$117K. The number of Construction Certificates, Complying Development Certificate and Section 149 Certificates requests has been less than anticipated, requiring a \$90K reduction in income.

- ***Electricity and Street Lighting – Net Unfavourable Variance \$90K***

In line with the projected end of year results, an increase in electricity costs of \$65K and street lighting of \$25K (net of an increased subsidy), has been included in this QBRS. The Original 2016/2017 Budget was formulated on the observed usage, projected rates and incorporated efficiencies achieved through more efficient lighting, solar energy, heat pumps and infrastructure upgrades. However, principally as a result of the very high temperatures experienced in the summer months, the usage was greater than forecast, contributing to the additional expenditure.

- ***Rural Fire Service (RFS) Allocation – Net Unfavourable Variance \$76K***

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The 2016/2017 Original Budget relating to the RFS was developed in accordance with advice from Hawkesbury RFS in accordance with the report considered by Council at the Ordinary Meeting on 27 October 2015. Since the formulation of the Original Budget, the NSW RFS has approved the final allocation of expenditure for Hawkesbury, requiring a net unfavourable variance of \$75K to be included in this QBRs.

- ***Variation to Local Environmental Plan Income – Unfavourable Variance \$74K***

As a result of Council resolving to limit development west of the river until a traffic study has been conducted, several refunds have been processed on applications received in prior financial years, and the reduction in the number of applications processed has led to an overall decrease in income of \$74K.

- ***Rental Income – Net Unfavourable Variance \$46K***

The investment properties at 325 George Street, Windsor; and Macquarie Park House, 1A Wilberforce Road, Freemans Reach need approval from the Crown prior to the commencement of works required by the tenants and prior to occupation (and subsequent rental payment). Additionally, a vacancy at Shop 4, McGraths Hill Shopping Centre has also resulted in lower rental income than projected. A net unfavourable variance of \$46K is included in this QBRs.

- ***Recruitment Advertising – Unfavourable Variance \$39K***

Council has experienced a higher turnover than average during 2016/2017, which has increased the usage of advertising to recruit. Additionally, a consultant was engaged to recruit for the General Manager position. Incorporated in this QBRs, is an increase of \$39K for additional advertising, in line with the projected end of year result.

- ***S603 Certificates Income – Unfavourable Variance \$29K***

The 2016/2017 Original Budget for Section 603 Certifications was based on conservative estimates based on average results from prior years. The number of Section 603 Certificates has reduced, reducing the projected end of year result by \$29K. This reflects a slow-down in the number of houses sold in the LGA during the financial year which is further reflected in the aforementioned reduction in income associated with Section 149 Certificates.

- ***Southern Phone Company Dividend – Unfavourable Variance \$24K***

The 2016/2017 Original Budget for the anticipated dividend from Southern Phone Company was based on conservative estimates based on the trend in prior years. The dividend received by Southern Phone Company was \$24K less than projected.

- ***Richmond Pool – Net Unfavourable Variance \$23K***

In line with projected end of year results, a net unfavourable variance of \$23K is included in this QBRs. The costs to run Richmond Pool were greater than anticipated due to two pump failures and income received was also less, attributable to adverse weather conditions affecting attendance.

- ***Asset Dedications***

Adjustments totalling \$2.9M has been included in the capital expenditure budget under New Infrastructure, for assets dedicated to Council, as required under various Development Contributions Plans and Voluntary Planning Agreements. Council was also dedicated an artillery gun to the value of \$30K. These dedications are offset by matching adjustments to Capital Grants and Contributions, therefore have no impact on Council's projected bottom line result.

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- ***Building Works***

As a result of additional costs incurred as part of the extension works at Wilberforce Long Day Care Centre (\$21K), Windsor Preschool (\$66K), and McGraths Hills Long Day Care Centre (\$18K), the Building Works Program has been reduced by \$105K.

- ***Grants – Additional works and programs totalling \$404K***

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

The major adjustments relating to grant funding are outlined below:

- *Library Management System (One Click Away)* – Council has received advice from the State Library of NSW, that \$199K has been granted for the implementation of a new integrated library management system with the focus on enhancing the Library's digital presence.
- *Annual Program Funding 2017 (Gallery & Museum)* – Approval for grant funding of \$105K has been received from Create NSW, a Division of the NSW Department of Planning, to contribute towards the costs of providing arts and cultural activities and programs at the Hawkesbury Regional Gallery and Museum.
- *Safety Around Schools Program* – Included in this QBRs is additional grant funding of \$100K to construct raised crossings outside Bede Polding College and Chisholm Catholic School, as part of the Roads and Maritime Services Pedestrian Infrastructure Around Schools Program.

- ***Reserve Funded Adjustments***

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

- *Section 94 Reserve* – An adjustment for Section 94 Contributions received as at the end of the reporting period of \$290K is included in this QBRs.
- *Section 94A Reserve* – Adjustments for additional contributions received of \$46K and deferral of works to be completed within the 2016/2017 financial year (\$125K) are included in this QBRs.
- *Section 64 Reserve* – In line with Section 64 Contributions received and associated increase in interest earnings, an adjustment of \$46K is included in this QBRs.
- *Local Infrastructure Renewal Scheme Loan Reserve* – A further \$40K has been added to complete the Timber Bridge Replacement Program, funded from the interest earned on the associated loan holdings.
- *Unspent Contributions Reserve* – An amount of \$100K has been incorporated in this QBRs for the completion of mezzanines works, the upgrade of the Fire Control Operation Centre and additional allocation for Glossodia RFB works, funded by NSW Rural Fire Service grants. Also included is \$40K received for the development of a Plan of Management for Yarramundi/ Navua Reserve.
- *Waste Management Facility (WMF) Reserve* – In line actuals received, commercial waste income was reduced by \$53K and internal tipping income increased by \$22K, as proposed in this QBRs. The full year projection, based on the trend observed for the operation of the WMF, indicated that an additional \$124K was required and an adjustment for this amount is included in this QBRs.

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- *Domestic Waste Management Reserve* – Included in this QBRs, is a favourable variance of \$21K, in line with income received as at the end of the reporting period; and a reduction in Plant On-Costs of \$81K, in line with the observed trend.
- *Sewer Reserves* – As a result of the programmed maintenance implemented last quarter, savings of \$35K for wastewater chemicals have been included in this QBRs. Additional to this are favourable variances of \$132K for an insurance settlement received due to storm damage, and \$139K in line with the observed trend for Trade Waste Income. An unfavourable variance of \$303K has been included for the legal costs and fines associated with a sewer spill in July 2015; these costs may be recovered by insurance, however, as the timing of this is uncertain, this has not been included within this QBRs. Any insurance settlement received will be incorporated in a future QBRs. Reactive capital works, as a result of breakages of \$22K, is also included.

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

Performance against Financial Sustainability Benchmarks

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

Table 1

Financial Sustainability Ratio (FSR)	Benchmark	Original Budget 16/17	Amended Budget 16/17	Amended Budget 16/17 After March QBRs
Operating Performance (OPR)	≥ 0	-0.096	-0.126	-0.138
Own Source Revenue (OSR)	$> 60\%$	84.4%	67.7%	64.7%
Asset Renewal (AR)	$> 100\%$	94.3%	139.0%	134.7%
Infrastructure Backlog (IB)	$< 2\%$	2.22%	1.24%	1.14%
Asset Maintenance (AM)	$> 100\%$	92.5%	95.8%	99.8%
Debt Service (DS)	0%-20%	1.15%	1.13%	1.13%
Real Operating Expenditure per Capita (ROEC)	Decrease	Decrease	Increase	Increase

As shown in table above, the proposed amendments included in the March QBRs will result in changes to the projected FSRs. Overall, the number of the seven benchmarks achieved has risen from 3 to 4, however the OPR has deteriorated. It is to be noted that many of the FFTF strategies that will improve on the OPR commence from 1 July 2017. The main strategy that will improve on the OPR will not occur until the proposed Special Rate Variation that would commence from 1 July 2018.

An outline of the impacts on each ratio is provided below:

- The OPR deteriorates by \$947K due to overall income not achieved (\$146K) and additional expenditure required due to high levels and costs of reactive maintenance; and utility rates and usage higher than projected (\$801K);
- The OSR reduces as a result of unbudgeted non-cash dedications and grants;
- The AR improves from the Original Budget due to the receipt of unbudgeted grants and carry-overs from 2015/2016;
- The IB improves due to the additional renewal, resulting from the reasons above;
- The AM improves due to the reallocation from capital works to asset maintenance, required due to the increased costs and level of reactive maintenance;

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- f. The DS lowers due to the increased total operating expenditure, whilst the borrowing costs have not changed since the Original Budget; and
- g. The ROEC deteriorates as a result of carry-overs of operating expenditure from 2015/2016, combined with the additional \$801K of operating expenditure from the Current Budget.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

Funding

Funding and budget impacts have been specified within this report and attachment.

RECOMMENDATION:

That:

- 1. The information contained in the report be received.
- 2. The Quarterly Budget Review Statement – March 2017 be adopted.

ATTACHMENTS:

AT - 1 The Quarterly Budget Review Statement – March 2017 - *(Distributed under separate cover)*

oooO END OF REPORT Oooo

ORDINARY MEETING**Meeting Date: 30 May 2017****Item: 94****SS - Monthly Investments Report - April 2017 - (95496, 96332)****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 \$40.6 million in investments at 30 April 2017.

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 \$40.6 million in investments as at 30 April 2017. 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-			1.25%	400,000	0.99%	
Tcorp*	N/A	N/A			2.21%	4,555,254	11.23%	
Total On-call Investments								4,955,254
Term Investments								
ANZ	A1+	AA-	14-Sep-16	14-Jun-17	2.71%	1,000,000	2.47%	
ANZ	A1+	AA-	14-Sep-16	14-Jun-17	2.71%	1,000,000	2.47%	
ANZ	A1+	AA-	14-Sep-16	05-Jul-17	2.71%	1,500,000	3.70%	
ANZ	A1+	AA-	01-Feb-17	31-Jan-18	2.70%	1,000,000	2.47%	
Bankwest	A1+	AA-	08-Feb-17	05-Jul-17	2.70%	1,000,000	2.47%	
CBA	A1+	AA-	02-Mar-17	02-Mar-18	2.65%	1,000,000	2.47%	
CBA	A1+	AA-	17-Mar-17	14-Mar-18	2.71%	1,500,000	3.70%	
CBA	A1+	AA-	27-Apr-17	27-Apr-18	2.63%	1,500,000	3.70%	
NAB	A1+	AA-	31-Aug-16	28-Jun-17	2.60%	2,000,000	4.93%	
NAB	A1+	AA-	05-Aug-16	03-Aug-17	2.78%	1,000,000	2.47%	
NAB	A1+	AA-	17-Aug-16	16-Aug-17	2.75%	1,500,000	3.70%	
NAB	A1+	AA-	23-Nov-16	18-Oct-17	2.72%	1,000,000	2.47%	
NAB	A1+	AA-	23-Nov-16	22-Nov-17	2.75%	1,500,000	3.70%	
NAB	A1+	AA-	14-Dec-16	13-Dec-17	2.70%	1,500,000	3.70%	
NAB	A1+	AA-	08-Feb-17	07-Feb-18	2.60%	2,000,000	4.93%	
St George	A1+	AA-	24-Jan-17	24-Jan-18	2.70%	1,500,000	3.70%	

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Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
St George	A1+	AA-	22-Feb-17	22-Feb-18	2.61%	1,000,000	2.47%	
Westpac	A1+	AA-	04-May-16	04-May-17	3.05%	2,000,000	4.93%	
Westpac	A1+	AA-	23-Nov-16	24-May-17	2.80%	2,000,000	4.93%	
Westpac	A1+	AA-	17-Aug-16	12-Jul-17	3.00%	1,000,000	2.47%	
Westpac	A1+	AA-	03-Aug-16	03-Aug-17	2.90%	800,000	1.97%	
Westpac	A1+	AA-	05-Aug-16	03-Aug-17	3.00%	1,000,000	2.47%	
Westpac	A1+	AA-	24-Aug-16	24-Aug-17	3.00%	800,000	1.97%	
Westpac	A1+	AA-	31-Aug-16	07-Sep-17	3.00%	1,000,000	2.47%	
Westpac	A1+	AA-	07-Sep-16	07-Sep-17	3.00%	1,000,000	2.47%	
Westpac	A1+	AA-	19-Oct-16	18-Oct-17	3.00%	1,000,000	2.47%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	500,000	1.23%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	1,000,000	2.47%	
Westpac	A1+	AA-	14-Apr-17	18-Apr-18	2.70%	1,000,000	2.47%	
Total Term Investments								35,600,000
TOTAL INVESTMENT AS AT 30 April 2017								40,555,254

* Tcorp is a wholly owned by the NSW State Government

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	4,955,254	2.13%	Reserve Bank Cash Reference Rate	1.50%	0.63%
Term Deposit	35,600,000	2.77%	UBS 90 Day Bank Bill Rate	1.75%	1.02%
Total	40,555,254	2.69%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	6,991,149
External Restrictions - Other	2,469,334
Internal Restrictions	20,061,858
Unrestricted	11,032,913
Total	40,555,254

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.

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

ORDINARY MEETING

Meeting Date: 30 May 2017

significant impact on that year. Internally restricted funds include funds relating to Tip Remediation, Workers Compensation, and Elections.

Investment Commentary

During the reporting period, the investment portfolio decreased by \$2.1 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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 \$5.3 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 30 April 2017, 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 31 May 2016.

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 2017-2036

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

Our Leadership

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

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

1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.

Financial Implications

Funds have been invested with the aim of achieving budgeted income in Service 121 – Investments within the 2016/2017 Adopted Operational Plan.

ORDINARY MEETING

Meeting Date: 30 May 2017

RECOMMENDATION:

The report regarding the monthly investments for April 2017 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 May 2017

Item: 95

SS - Pecuniary Interest Return - Designated Person - (95496, 96333)

REPORT:

Executive Summary

The Local Government Act, 1993, details the statutory requirements in respect of the lodgement of Disclosure of Pecuniary Interests and Other Matters Returns by Councillors and Designated Persons. This report provides information regarding a Return recently lodged with the General Manager by a Designated Person. It is recommended that Council note that the Disclosure of Pecuniary Interests and Other Matters Return, lodged with the General Manager, has been tabled.

Consultation

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

Background

Section 450A of the Local Government Act, 1993, relates to the register of Pecuniary Interest Returns and the tabling of these Returns, which have been lodged by Councillors and Designated Persons. Section 450A of the Act is as follows:

- "1. *The General Manager must keep a register of returns required to be lodged with the General Manager under section 449.*
2. *Returns required to be lodged with the General Manager under section 449 must be tabled at a meeting of the council, being:*
 - (a) *In the case of a return lodged in accordance with section 449 (1)—the first meeting held after the last day for lodgement under that subsection, or*
 - (b) *In the case of a return lodged in accordance with section 449 (3)—the first meeting held after the last day for lodgement under that subsection, or*
 - (c) *In the case of a return otherwise lodged with the general manager—the first meeting after lodgement."*

With regard to Section 450A(1), a register of all Returns lodged by Councillors and Designated Persons, in accordance with Section 449 of the Act, is currently kept by Council, as required by this part of the Act.

With regard to Section 450A(2), all Returns lodged by Councillors and Designated Persons, under Section 449 of the Act, must be tabled at a Council Meeting, as outlined in subsections (a), (b) and (c).

With regard to Section 450(2)(a), the following Section 449(1) Return has been lodged:

Position	Return Date	Date Lodged
Town Planner	20 February 2017	20 April 2017

The above Designated Person has lodged their Section 449(1) Return prior to the due date (being three months after the Return Date), as required by the Act for the receipt of the Returns.

The above details are now tabled in accordance with Section 450A(2)(a) of the Act, and the abovementioned Return is available for inspection if requested.

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Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

Financial Implications

No financial implications applicable to this report.

RECOMMENDATION:

That the information be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 May 2017

Item: 96

SS - 2017/2018 Remuneration for Councillors and Mayor - (95496, 96332)

REPORT:

Executive Summary

The Local Government Act 1993 (the Act) makes provision for the payment of fees to the Mayor and other Councillors and the categories that individual councils are placed into.

The Local Government Remuneration Tribunal (the Tribunal), each year, reviews and sets the minimum and maximum amount of fees to be paid to mayors and councillors of councils. The Tribunal also, at least once every three years, reviews and determines the categories for councils and mayoral offices. Both the fees paid to mayors and councillors, and the categories for councils and mayoral offices, were reviewed this year.

The Tribunal has recently handed down its determination of fees and categories for 2017/2018. This report recommends that Hawkesbury City Council (Council) set the maximum amount, under the Tribunal's determination, applicable to Council.

Consultation

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

Background

The Local Government Remuneration Tribunal, pursuant to Section 239 of the Act, is required to determine the categories of councils and mayoral offices at least once every three years. The Tribunal undertook its last review of the categories of councils in 2015, with Council being categorised as 'Regional Rural'.

Due to the number of councils that have been amalgamated in 2016 resulting in the creation of 20 new councils, the Tribunal has recently undertaken a review of the categories for councils and mayoral offices. The Tribunal's review had regard to issues raised in submissions made by Local Government NSW and individual councils. The Tribunal has considered the submissions received and determined the retention of the five existing categories (some with new titles) and the creation of two new categories being 'Regional City' and 'Regional Strategic Centre'. Council will continue to be categorised as 'Regional Rural'.

In addition, the Tribunal, pursuant to Section 241 of the Act, is required, each year, to determine the minimum and maximum fees for mayors and councillors, as well as chairpersons and members of county councils. The Tribunal has recently determined to increase these annual fees payable by 2.5%, effective from 1 July 2017.

The Act stipulates that councils must pay an annual fee to each councillor and to the Mayor, with the mayoral fee being paid in addition to the fee paid to the Mayor as a councillor. Councils may fix these fees and, if it is decided to do so, the fees must be fixed in accordance with the determination of the Tribunal. If a council does not fix a fee, it is required to pay the relevant minimum fee determined by the Tribunal.

Accordingly, the annual fees to be paid to mayors and councillors for the period 1 July 2017 to 30 June 2018 for a Regional Rural Council (which includes Hawkesbury City Council), are as follows.

	Councillor Annual Fee		Mayor Additional Fee	
	<i>Minimum</i>	<i>Maximum</i>	<i>Minimum</i>	<i>Maximum</i>
Regional Rural	\$8,750	\$19,310	\$18,630	\$42,120

ORDINARY MEETING**Meeting Date: 30 May 2017**

In the past, it has been the practice for Council to pay the maximum fee, and the following table depicts the annual and monthly payments that would be paid to Councillors, the Mayor and the Deputy Mayor, should this practice continue. The Deputy Mayor fee has been maintained at 15% of the Mayoral fee, which is deducted from the Mayor's annual fee.

	Councillor Fees		Mayor / Deputy Mayor *		Maximum Total	
	Maximum - Annual	Maximum - Monthly	Maximum - Annual	Maximum - Monthly	Annual	Monthly
Councillor	\$19,310	\$1,609.17			\$19,310	\$1,609.17
Mayor	\$19,310	\$1,609.17	\$42,120 less \$6,318 = \$35,802	\$2,983.50	\$55,112	\$4,592.67
Deputy Mayor	\$19,310	\$1,609.17	\$6,318	\$526.50	\$25,628	\$2,135.67

* Pursuant to Section 249 (2) of the Act, the fee paid to the Mayor and Deputy Mayor, is paid in addition to the fee paid to the Mayor and Deputy Mayor as a Councillor.

The current fees for Councillors and the Mayor are \$18,840 and \$41,090 respectively, with an additional fee of \$6,163.50 being paid to the Deputy Mayor, which is deducted from the Mayor's fees.

Based on Council's previous practice of paying the maximum fees, as determined by the Tribunal, the proposed recommendation is submitted for Council's consideration.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the following Focus Areas, Directions and Strategies within the CSP:

Our Leadership Focus Area

- Local Leadership and effective governance - Provide representative, responsive and accountable governance.
 - Council's elected leaders will actively connect and collaborate with the community.

Financial Implications

Councillor, Mayoral and Deputy Mayoral fees have been provided for in Service Account 169 - Elected Members of the draft 2017/2018 Operational Plan.

ORDINARY MEETING

Meeting Date: 30 May 2017

RECOMMENDATION:

That:

1. The annual fee for Councillors for 2017/2018 be set at \$19,310.
2. The additional annual fee for the Mayor be set at \$42,120, and the Deputy Mayor's additional annual fee be set at \$6,318, to be deducted from the Mayor's annual fee.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 May 2017

Item: 97 **SS - Review of Council's Investment Policy and Appointment of Investment Advisor - (95496, 96332)**

Previous Item: 106, Ordinary (31 May 2016)

REPORT:

Executive Summary

Council's current Investment Policy was adopted by Council at the meeting of 31 May 2016. The Investment Policy is to be reviewed at least once a year, or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of the Policy. Any amendment to the Investment Policy must be by way of Council resolution.

The Investment Policy, adopted on 31 May 2016, has been reviewed to ensure applicable legislative changes are taken into account and addressed if necessary. There are no amendments recommended to the current Investment Policy as a result of legislative changes.

However a minor amendment has been recommended by Council's Investment Advisor in regard to investments placed with the NSW Treasury Corporation (TCorp). The amendment consists of the specific addition of TCorp to the list of the institution types that Council can invest with. Whilst TCorp is, under the current Policy, captured under the non-rated institutions, its specific and separate listing enables a specific maximum investment limit to be applied. As TCorp is owned by the NSW State Government, it carries a lower risk than other non-rated institutions. Accordingly, a maximum of 20% of the investment portfolio, for at call funds, is proposed to be applicable to investment with TCorp, as compared to the maximum of 10% applicable to individual non-rated institutions.

This report is being submitted to satisfy the requirements of the then Division of Local Government (DLG) Guidelines, issued in May 2010, with regard to the annual review of Council's Investment Policy. Also, in line with the DLG Guidelines, Council's approval is sought to appoint Council's Independent Investment Advisor.

This report recommends that the Investment Policy, as amended and attached as Attachment 1, be adopted and that Spectra Financial Services Pty Ltd be appointed as Council's Independent Investment Advisor.

Consultation

The Policy, which is the subject of this report, is being reported to Council in accordance with legislative requirements. The report recommends a minor amendment only to the Investment Policy adopted on 31 May 2016. Under these circumstances it is considered that public consultation is not required.

Background

On 25 May 2010, the then Division of Local Government (DLG) issued Investment Policy Guidelines to assist councils with the preparation of an Investment Policy, and the prudent and appropriate management of Council's surplus funds. The Guidelines, issued under Section 23A of the Local Government Act 1993 (the Act), apply to all general purpose and special purpose councils in NSW. On 17 February 2011, Circular No.11-01 was issued by the DLG, advising that a revised Investment Order, pursuant to Section 625 of the Local Government Act, 1993, had been issued.

Council's current Investment Policy, adopted 31 May 2016, is in line with the Guidelines and the subsequent legislative changes referred to above. As at the time of preparing this report, there were no relevant legislative changes since the adoption of the current Investment Policy on 31 May 2016.

ORDINARY MEETING

Meeting Date: 30 May 2017

The proposed Policy is in line with the legislative requirements above.

Investment Policy

The purpose of the Investment Policy is to establish the guidelines that Council adopts in investing funds surplus to cash flow requirements. The objectives of this Policy are:

1. To comply with the legislative requirements and regulations relevant to the management of Council's investments;
2. To maximise returns to Council consistent with all requirements of the Policy;
3. To preserve the capital of the investment portfolio. Investments are to be placed in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters;
4. To ensure the investment portfolio has sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment;
5. To establish a framework for monitoring the investments. The investment portfolio is expected to achieve a predetermined market average rate of return that takes into account Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles; and
6. To confirm delegations and other relevant governance matters in relation to Council's investments.

Under Council's Investment Policy, all investments are made in accordance with:

- The Local Government Act, 1993 - Section 625
- The Local Government (General) Regulation 2005 – Clause 212
- The Local Government Act, 1993 - Order (of the Minister) dated 12 January 2011 and gazetted 11 February 2011
- The Trustee Amendment (Discretionary Investments) Act, 1997 – Sections 14A(2), 14C(1) & (2)
- The Local Government Code of Accounting Practice and Financial Reporting
- Office of Local Government Circulars
- Australian Accounting Standards
- Council resolutions.

A permanent guarantee cap, per account holder, per Authorised Deposit Taking Institution (ADI), of \$250,000, has been in place since 1 February 2012. The Financial Claims Scheme (FCS) protects depositors by guaranteeing deposits (up to the cap) held in ADIs incorporated in Australia, and allows quick access to deposits if an ADI becomes insolvent. Council's current Investment Policy, Clause 7, stipulates what constitutes approved investments. This Clause also specifies the limits applicable to investments with ADIs which are not major trading Australian Banks or a wholly owned subsidiary thereof. The current Policy allows investments with ADIs falling within this category up to the limit covered by the FCS. It is proposed that the Policy remains unchanged with regards to this matter.

Over the last 12 months, Council has been regularly placing "At Call" funds with TCorp to maximise its returns on its cash funds. Whilst the current Investment Policy, in line with the Ministerial Order, already allows for deposits with TCorp, the proposed amendment, being the separate listing of TCorp as an institution in the Table within part 10.1 of the Policy, enables a specific maximum limit to be applicable to investments with TCorp. The maximum limit of 20% for at call funds has been recommended by Council's Investment Advisor.

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Meeting Date: 30 May 2017

The attached Investment Policy provides a framework within which investment decisions are made. Permitted investments, risk management, diversification, term, and liquidity considerations are addressed within the attached Policy. The requirements regarding measurement, benchmarking, reporting and reviewing of Council's Investments are also addressed.

Council's Independent Investment Advisor, Spectra Financial Services Pty Ltd., has reviewed and endorsed the attached Investment Policy, including the amendment proposed in regard to investments placed with TCorp. Written confirmation dated 9 May 2017, has been received and is as follows:

"I have reviewed the draft Investment Policy (as attached), that is proposed to be adopted by Council at its May 30 meeting and confirm that it accords with current Office of Local Government Guidelines and that it is an appropriate policy for Council's use.

In our view, the Policy is consistent with the conservative approach required for the stewardship of the restricted and unrestricted reserve monies council is responsible for."

The Draft Investment Policy, as amended, is attached as Attachment 1 to this report.

Appointment of Investment Advisor

Council appointed its current Investment Advisor, Spectra Financial Services Pty Ltd, at its meeting on 31 May 2016.

Spectra Financial Services Pty Ltd. representatives meet with Council senior staff on a regular basis to review and discuss Council's investment portfolio, as well as provide advice on the strategy for future investments. Spectra Financial Services Pty Ltd have been of great assistance to Council's staff in ensuring that Council's investments are compliant with relevant legislation and Policy at all times, whilst achieving an appropriate balance between risk and return when placing investments.

Council has been provided with the relevant documentation with regard to the Advisor's licensing requirements and independence requirements.

Spectra Financial Services Pty Ltd was granted the Australian Financial Services Licence (AFS Licence) on 10 March 2004 by ASIC. The licence is current as of May 2017, and will be the licence Council's advisor will be operating under.

In May 2017, Spectra Financial Services Pty Ltd also provided Council with a written confirmation stating that they remain totally independent of any product provider and financial institution or any other party or arrangement that could potentially lead to a loss of its independency or a conflict of interest.

Spectra Financial Services Pty Ltd's fees for the 2017/2018 financial year are \$19,000 per annum, plus GST.

It is recommended that for the financial year ending 30 June 2018, Spectra Financial Services Pty Ltd is appointed as Council's Investment Advisor.

Conformance to the Hawkesbury Community Strategic Plan

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

Our Leadership

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

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

1.3.2 Meet the needs of the community now and into the future by managing Council's assets with a long-term focus.

ORDINARY MEETING

Meeting Date: 30 May 2017

Financial Implications

The appointment of an Independent Investment Advisor for the financial year ending 30 June 2018 would be funded from Service 121, within the 2017/2018 Draft Operational Plan.

RECOMMENDATION:

That Council:

1. Adopt the Investment Policy, as amended, attached as Attachment 1 to the report.
2. Appoint Spectra Financial Services Pty Ltd, as its Independent Investment Advisor, for the financial year ending 30 June 2018.

ATTACHMENTS:

AT - 1 Draft Investment Policy - (*Distributed Under Separate Cover*)

oooO END OF REPORT Oooo

ordinary

section 4

reports
of committees

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

SECTION 4 - Reports of Committees

ROC **Development Application Monitoring Advisory Committee Minutes - 30 March 2017**

Minutes of the Meeting of the Development Application Monitoring Advisory Committee held in Council Chambers, Windsor on Thursday, 30 March 2017, commencing at 4:00pm.

Present: *Councillor Mary Lyons-Buckett, Chairperson
 * Councillor Paul Rasmussen
 * Councillor John Ross
 *Councillor Peter Reynolds

Apologies: *Councillor Patrick Conolly

In Attendance: *Laurie Mifsud, Hawkesbury City Council
 *Matt Owens, Hawkesbury City Council
 *Cristie Evenhuis, Hawkesbury City Council
 *Robyn Felsch, Minute Secretary

Attendance Register

Member	30/3/17	
Councillor Mary Lyons-Buckett	✓	
Councillor Paul Rasmussen	✓	
Councillor John Ross	✓	
Councillor Peter Reynolds	✓	
Councillor Patrick Conolly	A	
Mr Laurie Mifsud (A/GM)	✓	
Mr Matt Owens (DCP)	✓	
Ms Cristie Evenhuis (MDS)	✓	

Key: A = Formal Apology ✓ = Present X = Absent - no apology NA - not applicable

CONFIRMATION OF MINUTES:

RESOLVED on the motion of Councillor Paul Rasmussen and seconded by Councillor Mary Lyons-Buckett that the Minutes of the Development Application Monitoring Advisory Committee held on Thursday, 30 March 2017 be confirmed noting the following amendment:-

That the Minutes of the previous meeting held Thursday, 25 August 2016 required correction in relation to those in attendance. Councillor Tiffany Tree was not in attendance, this should read Councillor Paul Rasmussen in attendance.

SECTION 4 - Reports for Information

1. DAMAC - Development Application Statistics 1 July 2016 - 30 September 2016 (127794)

RECOMMENDATION TO COMMITTEE:

That the information regarding the Development Application Statistics for the period 1 July 2016 – 30 September 2016 be received and noted.

MOTION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor Peter Reynolds.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information regarding the Development Application Statistics for the period 1 July 2016 – 30 September 2016 be received and noted.

2. DAMAC - Development Application Statics - 1 October 2016 - 31 December 2016 (127794)

RECOMMENDATION TO COMMITTEE:

That the information regarding the Development Application Statistics for the period 1 October 2016 – 31 December 2016 be received and noted;

MOTION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Councillor John Ross.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information regarding the Development Application Statistics for the period 1 October 2016 – 31 December 2016 be received and noted;

SECTION 5 - General Business

ORDINARY MEETING
Reports of Committees

It was discussed by the Committee that the information provided concerning development application statistics would be beneficial for all Councillors and recommended the following Motion.

RECOMMENDATION TO COMMITTEE:

The Committee recommend a report be sent to Council that:

1. Recommends the reporting of development application assessment statistics to the Ordinary meeting of Council on a six monthly basis.
2. Recommends that the Development Application Monitoring Committee be discontinued upon commencement of the reporting of the statistics to Council Ordinary meetings.

MOTION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor Peter Reynolds.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

The Committee recommends a report be sent to Council that:

1. Recommends the reporting of development application assessment statistics to the Ordinary meeting of Council on a six monthly basis.
2. Recommends that the Development Application Monitoring Committee be discontinued upon commencement of the reporting of the statistics to Council Ordinary meetings.

The meeting terminated at 5:10pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC **Floodplain Risk Management Advisory Committee - 20 April 2017 - (86589, 124414)**

The meeting commenced at 4:03pm.

Present:	Councillor Mary Lyons-Buckett, Chairperson Councillor Paul Rasmussen, Deputy Chairperson Councillor Peter Reynolds, Hawkesbury City Council Councillor Danielle Wheeler, Hawkesbury City Council Ms Carol Edds, Community Representative Mr Kim Ford, Community Representative Ms Margaret Mackisack, Community Representative Mr Harry Terry, Community Representative Mr Peter Cinque (OAM), SES Mr Kevin Jones, SES
Apologies:	Councillor Amanda Kotlash, Hawkesbury City Council Mr Kris Grbevski, Office of Environment and Heritage Snr Inspector Robert Bowman, Department Primary Industries Mr Maurice Smith, Community Representative
In Attendance:	Councillor Nathan Zamprogno, Hawkesbury City Council Mr Matthew Owens, Hawkesbury City Council Mr Andrew Kearns, Hawkesbury City Council Mr Chris Amit, Hawkesbury City Council Ms Suzanne Stuart, Hawkesbury City Council Ms Katie Moulton, SES Ms Robyn Kozjak - Minute Secretary, Hawkesbury City Council

REPORT:

The Chair acknowledged and welcomed Mr Cinque to the meeting and advised Councillor Zamprogno would be sitting in on the meeting.

RESOLVED on the motion of Councillor Rasmussen and seconded by Councillor Reynolds that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Terry and seconded by Councillor Wheeler that the Minutes of the Floodplain Risk Management Advisory Committee held on the 16 February 2017, be confirmed.

ORDINARY MEETING
Reports of Committees

Attendance Register of Floodplain Risk Management Advisory Committee

Member	16.02.17	20.04.17			
Councillor Mary Lyons-Buckett	✓	✓			
Councillor Amanda Kotlash	A	A			
Councillor Paul Rasmussen	✓	✓			
Councillor Danielle Wheeler	✓	✓			
Councillor Peter Reynolds	✓	✓			
Ms Carol Edds	✓	✓			
Mr Harry Terry	✓	✓			
Ms Margaret Mackisack	✓	✓			
Mr Kim Ford	✓	✓			
Mr Maurice Smith	✓	A			
Snr Inspector Robert Bowman - (Dept. Primary Industries)	A	A			
Mr Kevin Jones - (SES Headquarters)	A	✓			
Mr Peter Cinque OAM - (SES Sydney Western Division)	A	✓			
Mr Kris Grbevski - (Office of Environment & Heritage)	✓	A			

Key: A = Formal Apology

✓ = Present

X = Absent - no apology

SECTION 3 - Reports for Determination

ITEM: 1 FRMAC - Disclosures of Interest - (85689, 124414)

DISCUSSION:

- Mr Owens gave an overview of the intent of the report which was to call for any disclosures of interest from Committee members. Once tabled, General Disclosures would be listed in a standing report at the beginning of the Floodplain Risk Management Advisory Committee Meeting business paper and as specific Disclosures arise, these can be raised at the meeting.
- Mr Owens distributed Disclosure of Pecuniary Interest/Non-Pecuniary Interest Forms to those members who believed they may have an interest to declare.

RECOMMENDATION TO COMMITTEE:

That:

- Disclosures of Interest be received in writing from any member that has determined, in accordance with Council's Code of Meeting Practice and Code of Conduct, that there is an interest to declare.
- All general disclosures of interest be listed in future Committee meeting agendas and be taken as a declaration by that member unless specifically withdrawn or varied by that member.
- Any specific disclosure of interest be made by Committee members at each future individual Committee meeting as they see fit.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

- Disclosures of Interest be received in writing from any member that has determined, in accordance with Council's Code of Meeting Practice and Code of Conduct, that there is an interest to declare.

ORDINARY MEETING
Reports of Committees

- 2) All general disclosures of interest be listed in future Committee meeting agendas and be taken as a declaration by that member unless specifically withdrawn or varied by that member.
- 3) Any specific disclosure of interest be made by Committee members at each future individual Committee meeting as they see fit.

ITEM: 2 FRMAC - Review of Council's Floodplain Risk Management Advisory Committee Objectives for 2017-2021 - (86589, 124414)

DISCUSSION:

- Mr Kearns reported on the proposed amendments to the objectives of the Committee's Constitution based on input from the Committee.
- Mr Terry made reference to his email requesting consideration, as an objective, of establishing a flood warning protocol which accurately informs the community when roads and bridges are to be closed due to flooding, by liaising with the RMS, SES and the police. Mr Terry sought Mr Cinque's comments in that regard.

Mr Cinque reiterated that the protocol for informing communities about bridge closure and opening is being reviewed by the SES in consultation with other relevant agencies. This is part of the normal emergency plan review process. Mr Cinque also advised the Hawkesbury Nepean Flood Sub-Plan was being reviewed this year and that the SES was committed to actively reviewing its processes, communication methods and risk management issues.

- Mr Terry and the Chair referred to the previous flood event and asked whose call it was to close the (Windsor) Bridge.

Mr Cinque responded in terms of the final call to protect life and property, it was the responsibility of the SES. The SES was committed to give notice of an approximate timeframe well in advance of the likely closure of the Bridge. It was acknowledged there were a number of issues to work through, and the criteria are still evolving.

- Ms Mackisack expressed her concern at the lack of communication during the last event and believed there should have been consultation with the community, (after the fact), to explain why problems had occurred with the Bridge closure.
- Mr Cinque advised communication methods to inform the community of proposed Bridge closures included flood bulletins, social media, *livetraffic.com*, (which has the latest information from the transport management centre) and local radio.
- Mr Cinque briefly made reference to a long term plan to upgrade Richmond Bridge (10 - 20 years).

RECOMMENDATION TO COMMITTEE:

That the:

1. Information be received.
2. FRMAC consider the possible amendments to the Objectives of the FRMAC prior to seeking Council's endorsement.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the:

1. Information be received.
2. FRMAC consider the possible amendments to the Objectives of the FRMAC prior to seeking Council's endorsement.

ITEM: 3 FRMAC - Commemoration of the 1867 Flood in the Hawkesbury Local Government Area - (86589, 124414)

DISCUSSION:

- 4:38pm - Mr Kearns introduced Suzanne Stuart, Manager Corporate Communications - HCC and Katie Moulton, Community Engagement Coordinator/Media Officer - SES who would be sitting in on the meeting for the presentation, which was subsequently commenced by Mr Kearns.
- Ms Stuart tabled a map depicting the 1867 flood levels and pointed out potential locations for flood markers and interpretive signage.
- Ms Moulton ran through a list of potential options the SES, in partnership with HCC, had considered, including:
 - 1867 Postcards with FloodSafe message
 - Reissue of NSWSES FloodSafe Guides with revised PMF Maps
 - Hawkesbury Show - NSWSES display dedicated to 1867 flood
 - Deliver FloodSafe information nights (high risk locations)
 - Community Lead Planning Project (OEM Funded Project)
 - Networking drinks with Chamber of Commerce - Target Business Sector
 - Emergency Services open day (riverside bbq, Powerboat Clubhouse boat rides - warmer months)
 - Pets in emergencies - information brochure and large animal rescue displays
 - Local area flood walking tours - (possibly add to current tour walks)
 - Stakeholder Flood Tour bus trips
- Mr Kearns advised there was opportunity to apply for OEH funding.
- The Chair asked if there was a central focal point for the celebrations and recommended a Memorial for the Eather family should be focussed on at some point.
- The Chair asked the Committee to email their ideas to Mr Kearns asap (within a week).
- Mr Kearns and Ms Stuart asked Committee members to consider if they preferred to have one big event or a series of smaller events and to think about location/s.
- Mr Amit suggested relevant maps be made accessible on Council's website depicting the 1:100 and the PMF (probable maximum flood).
- Ms Stuart advised web tiles linked to relevant maps could be added to Council's homepage.

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RECOMMENDATION TO COMMITTEE:

That:

1. The information be received.
2. Following the briefing at the FRMAC meeting that FRMAC members consider the proposed commemoration of the 1867 Hawkesbury Flood Event and education program, and provide input into the proposed projects outlined in the briefing.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The information be received.
2. Following the briefing at the FRMAC meeting that FRMAC members consider the proposed commemoration of the 1867 Hawkesbury Flood Event and education program, and provide input into the proposed projects outlined in the briefing.

Subsequent to the meeting, with the release of the Hawkesbury-Nepean Valley Flood Risk Management Strategy on 5 May 2017 which includes a number of actions including signage and awareness of flood impacts and evacuation, it has allowed more of a focus on a series of activities and events around 22 - 25 June, with details to be provided once these have been developed further.

ITEM: 4 **FRMAC - Update on 2017 Office of Environment & Heritage Floodplain Management Grants Program - (86589, 124414)**

Previous Item: 2, FRMAC (18 February 2016)
 5, FRMAC (16 February 2017)

DISCUSSION:

- Mr Kearns reported he had received feedback from members of the Committee in respect of possible grant applications and priorities which indicated they agreed to the recommendations for funding applications as set out in the report.

RECOMMENDATION TO COMMITTEE:

That the:

1. Information be received.
2. FRMAC support the submission of grant applications for funding under the Office of Environment & Heritage Floodplain Management Grants Program to cover projects listed in Council's Floodplain Risk Management Plan priority Table #3 Item No. 1 - Parts (c), (f), (h) and (i) in addition to Item No. 5 - Part (a).

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3. FRMAC consider the merits of including Item No. 2 - Part (h) in addition to seeking funding for the 150 year commemoration of the 1867 Flood as part of a continuing educational/awareness campaign associated with the commemoration.

MOTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Mr Ford.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the:

1. Information be received.
2. FRMAC support the submission of grant applications for funding under the Office of Environment & Heritage Floodplain Management Grants Program to cover projects listed in Council's Floodplain Risk Management Plan priority Table #3 Item No. 1 - Parts (c), (f), (h) and (i) in addition to Item No. 5 - Part (a).
3. FRMAC consider the merits of including Item No. 2 - Part (h) in addition to seeking funding for the 150 year commemoration of the 1867 Flood as part of a continuing educational/awareness campaign associated with the commemoration.

Subsequent to the meeting these applications for grant funding were prepared and submitted to the Office of Environment and Heritage.

SECTION 5 - General Business

- Mr Terry asked Mr Cinque how long it took for water to get to Windsor once released from Warragamba Dam.

Mr Cinque advised once water was released from the Dam, it would take approximately 10-12 hours to reach Windsor.

- Mr Terry asked how long it would take for the river to break its bank along the Wilberforce floodplain.

Mr Cinque advised the river would break its banks at that location in approximately 8-10 hours.

Discussion arose in relation to flood forecasting and methods of notification to the community in regards to flooding, and Mr Cinque advised the Bureau of Meteorology (the Bureau) was best equipped to provide flood forecasting and warning services which could be accessed via its website.

- Ms Mackisack raised concern that not everybody in Windsor and Richmond had the internet as a means of communication and asked what the internet penetration was for the Hawkesbury.
- Ms Edds asked if the SES had any means of identifying those people without the internet.

Mr Cinque advised the SES did not hold that information.

- The Chair asked if the Committee could do anything towards having the State Government move the release of the Taskforce Report forward, given the timing of the 1867 flood commemoration event in June.

ORDINARY MEETING
Reports of Committees

MOTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Ms Mackisack.

That Council advocate for the release of the Hawkesbury-Nepean Flood Risk Management Strategy and Recommendations from the State Government to coincide with the 150th Anniversary and Commemoration of the 1867 flood event in June 2017.

Note: The Hawkesbury-Nepean Flood Risk Management Strategy was released on 5 May 2017, prior to completion of these Minutes.

- Mr Terry asked if the Committee could be briefed at the next meeting on the outcomes of deliberations made by the previous Committee in relation to the 'Sackville choke' and its request for dredging of the river.

Mr Owens advised comprehensive studies of the River, including its choke points, had been undertaken and the outcome of those studies were available in the Hawkesbury-Nepean Valley Flood Management Review Stage One - Review report.

Mr Kearns and Mr Owens confirmed Expressions of Interest for Hawkesbury River Dredging (at Seven Priority Locations between Bens Point and Sackville Ferry) had been sought and the results would be reported back to Council at a future date.

The Meeting closed at 5:41pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Local Traffic Committee - 8 May 2017 - (80245)

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on Monday, 8 May 2017 commencing at 3pm.

Present: Mr Christopher Amit, Manager, Hawkesbury City Council (Chairman)
 Ms Tina Kaur, Roads and Maritime Services
 Mr Steve Grady, Busways
 Councillor Peter Reynolds, Hawkesbury City Council

Apologies: Inspector Ian Woodward, NSW Police Force
 Inspector Peter Jenkins, NSW Police Force

In Attendance: Ms Judy Wong, Community Safety Coordinator
 Ms Sophie Hill, Hawkesbury City Council
 Ms Cathy Mills, Hawkesbury City Council
 Ms Traey Kelly, Hawkesbury City Council

Mr Christopher Amit advised the Committee that the position of Chair is to be undertaken in accordance with RMS (formerly RTA) Guidelines "Delegation to Councils for Regulation of Traffic" Section 5.3 which states that the meeting is to be convened by a Council Representative, either voting or non-voting. On this basis Mr Amit is to take up the position of the Chair for this meeting as agreed to with Councillor Reynolds.

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Ms Tina Kaur that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Councillor Peter Reynolds, seconded by Mr Christopher Amit that the minutes from the previous meeting held on Monday, 10 April 2017 be confirmed.

Item 1.2 Business Arising

There was no business arising from the previous minutes.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - St Albans Writers' Festival 2017 - (Hawkesbury) - (80245, 133990)

REPORT:

Introduction

An application has been received from the St Albans Writers' Festival Incorporated seeking approval (in traffic management terms) to conduct the St Albans Writers' Festival 2017 event in St Albans between Friday, 8 September 2017 and Sunday, 10 September 2017.

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The event organiser has advised;

- The St Albans Writers' Festival is a not for profit community event that celebrates Australian writers and writing by providing an opportunity for authors to present their works and take part in discussions about writing with an audience.
- This event has been held previously on three occasions, and this is the second application relating to traffic management.
- The event will be in and around the St Albans Village.
- The event involves talks and discussions with Australian writers in several venues within the St Albans Village which includes;
 - The St Albans School of Arts located at 7 Upper Macdonald Road, St Albans,
 - St Albans Park with a Marquee located at 1 Wollombi Road, St Albans,
 - The Settlers Arms Inn with Marquees located at 1 Wharf Street, St Albans,
 - Church of St Albans the Martyr located at 26 Wharf Street, St Albans.
- All property owners have been consulted and consent has been obtained to use their properties accordingly;
- The St Albans Park Marquee will be the Festival Centre.
- The event will be undertaken generally between 4pm on Friday, 8 September 2017 to 5pm Sunday, 10 September 2017, with the following operating functions and times;
 - Friday: Opening between 7pm and 9pm,
 - Saturday: Presentations and Discussions between 9:30am and 9:30pm,
 - Sunday: Presentations and Discussions between 9:30am and 5pm.
- Approximately 100 to 120 participants and 500 to 600 spectators are expected for each day of the event.
- Three main roads provide access to and from the village;
 - St Albans Road, from Wisemans Ferry, via Webbs Creek Ferry (sealed road) or via the Bicentennial Road (unsealed road) from Windsor,
 - Settlers Road, from Wisemans Ferry, via Wisemans Ferry and for those bypassing the ferry directly from Spencer and the Central Coast (sealed and unsealed road),
 - Wollombi Road, from Cessnock and Wollombi (unsealed road).
- Two Ferries will be used to access the Village;
 - Webbs Creek Ferry is expected to take most of the traffic due to St Albans Road being the preferred route.
 - Wisemans Ferry is expected to be utilised less due to Settlers Road not being fully sealed.
- Parking will be at various sites around the St Albans Village as well as roads surrounding the Village such as Wollombi Road and Settlers Road and will be clearly marked at street level.
- Where requested by residents, 'No Parking' signs will be placed to safeguard access and egress to private property.
- Restricted parking signs will designate emergency access and disability parking adjacent to each major venue.

- Road closures are not required.

Refer to Attachment 1: St Albans Writers' Festival 2017 - Site Plan.

Discussion

Based on the participant and spectator numbers anticipated for the event, there is likely to be an impact to pedestrian and vehicular traffic in and around the St Albans Village. Pedestrians will need to have safe passage between the designated parking areas and the Venue sites. The event organiser needs to ensure that the appropriate traffic controls are in place.

Vehicles travelling to the event are likely to have an impact on the operation of the ferries and the roads leading into the St Albans Village.

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 this event may impact minor traffic and transport systems and there is a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 5855000):

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. Transport Management Plan (TMP) – referred to in the application as the Event Management Plan,
5. Event Site plan,
6. Copy of the application to the NSW Police Force,
7. Copy of Insurance Policy which is valid to 15 September 2017, however does not include Hawkesbury City Council and the Roads and Maritime Services as Interested Parties.

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 St Albans Writers' Festival 2017 event, based at St Albans, planned from Friday, 8 September 2017 to Sunday, 10 September 2017 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire 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 Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the event, 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 WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. If the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with the associated fee, to occupy the road;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in writing and added to the TMP;
- 4h. the event organiser is to obtain written approval from Council's Parks and Recreation Section for the use of a Council Park/Reserve;
- 4i. 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;
- 4j. 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);

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- 4k. 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;
- 4l. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures 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;
- 4m. 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;
- 4n. 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:

- 4o. access is to be maintained for businesses, residents and their visitors;
- 4p. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4q. 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);
- 4r. 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);
- 4s. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4u. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

APPENDICES:

AT - 1 St Albans Writers' Festival 2017 – Site Plan

AT - 2 Special Event Application - (ECM Document Set ID No: 5855000) - *see attached*

AT - 1 St Albans Writers' Festival 2017 – Site Plan



COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Ms Tina Kaur.

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 St Albans Writers' Festival 2017 event, based at St Albans, planned from Friday, 8 September 2017 to Sunday, 10 September 2017 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 4d. the event organiser is to submit a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the event, 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 WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. If the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with the associated fee, to occupy the road;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in writing and added to the TMP;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4i. 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;
- 4j. 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);
- 4k. 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;
- 4l. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures 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;
- 4m. 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;
- 4n. 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:

- 4o. access is to be maintained for businesses, residents and their visitors;
- 4p. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;

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- 4q. 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);
- 4r. 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);
- 4s. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4u. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

Item: 2.2 LTC - All Holden Day - Holden Display Day 2017 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 114515)

REPORT:

Introduction

An application has been received from All Holden Day Inc. seeking approval (in traffic management terms) to conduct the All Holden Day – Holden Display Day 2017 within the Hawkesbury Showground, Clarendon, on Sunday, 6 August 2017, which includes a two day Swap Meet to be held on Saturday, 5 and Sunday, 6 August 2017.

The event organiser has advised:

- The event has been held for the past 30 years.
- The event is a display day for all original and modified Holden vehicles.
- The event will be conducted between 6am and 5pm for both days.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is expected to attract approximately 800 entrant's vehicles (capped) and 12,000 visitors.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area, and will be directed into the site via Gate 4, by accredited traffic controllers. Exit from the showground will be via Gate 1.
- There may be an increase to traffic flow on Hawkesbury Valley Way and Racecourse Road on the Sunday morning, with the majority of vehicles arriving between 6am and 8am. Traffic controllers will monitor queue lengths along Racecourse Road to ensure vehicles do not queue across the Railway tracks.

Discussion

Racecourse Road intersects with Hawkesbury Valley Way near the northern boundary of the showground site, and intersects with Blacktown Road approximately 3.5 kilometres to the south. Racecourse Road is a minor rural road of approximately 3.5 kilometres in length with the full length being sealed. The event organiser is anticipating that a high proportion of traffic is expected from the Hawkesbury Valley Way intersection. Both Hawkesbury Valley Way and Blacktown Road are main arterial roads.

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the showground along Racecourse Road from the Blacktown Road intersection.

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 major traffic and transport systems and there may be low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 5853167):

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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. Traffic Control Plans (TCP),
5. Event and Parking Layout for the Showground,
6. Copy of the application to the NSW Police Force,
7. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, Windsor Fire Brigade (Fire & Rescue NSW) and SES,
8. VMS Location plan for Hawkesbury Valley Way – for the 2016 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 All Holden Day – Holden Display Day 2017 event within the Hawkesbury Showground, Clarendon, on Sunday, 6 August 2017, which includes a 2 day Swap Meet to be held on Saturday, 5 August 2017 and Sunday, 6 August 2017 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 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 the submitted Traffic Control Plans (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA) for acknowledgement;
- 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 Richmond Fire Brigade (Fire & Rescue NSW) and NSW Rural Fire Service 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 or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);

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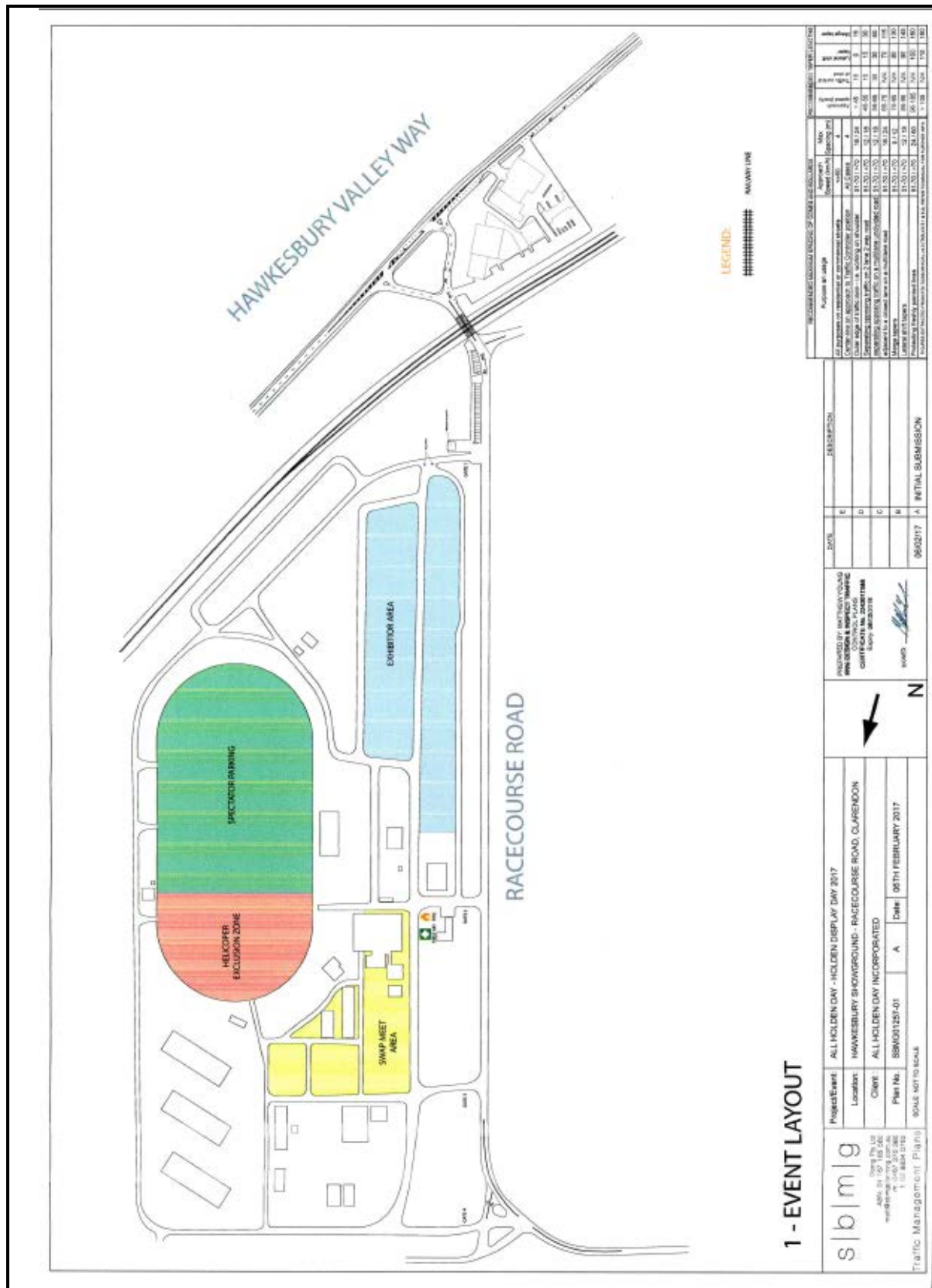
- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed for the event, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly 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 All Holden Day – Holden Display Day 2017 - Event Layout Plan.

AT - 2 Special Event Application – (ECM Document Set ID No: 5853167) - *see attached*

AT - 1 All Holden Day – Holden Display Day 2017 - Event Layout Plan



COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Ms Tina Kaur.

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 All Holden Day – Holden Display Day 2017 event within the Hawkesbury Showground, Clarendon, on Sunday, 6 August 2017, which includes a 2 day Swap Meet to be held on Saturday, 5 August 2017 and Sunday, 6 August 2017 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating the submitted Traffic Control Plans (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA) for acknowledgement;
- 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 Richmond Fire Brigade (Fire & Rescue NSW) and NSW Rural Fire Service 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 or road related area, 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,

ORDINARY MEETING
Reports of Committees

- 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 were no reports for information.

SECTION 4 - General Business

There was no general business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 19 June 2017 at 3pm in the Small Committee Room.

The meeting terminated at 4:10pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ordinary

section 5

notices of motion

ORDINARY MEETING

Notices of Motion

SECTION 5 - Notices of Motion

NM1 **Proposed Amendment to the Hawkesbury War Memorial Criteria 2015 (79351, 105109, 138879)**

Submitted by: Councillor Richards

NOTICE OF MOTION:

That:

1. A report be brought back to Council in relation to the currently adopted "Hawkesbury War Memorial Criteria 2015".
2. The report detail how the current adopted criteria can be amended to transfer determination of eligibility criteria to the local RSL Sub-branches (currently Windsor and Richmond), with any variation to the current eligibility criteria, and any future or subsequent changes the eligibility criteria to be jointly agreed and ratified by the sub- branches.
3. The report also detail an appropriate mechanism such as a Memorandum of Understanding or binding Tripartite agreement between Council and the Sub-branches that sets out responsibilities, protections, legal issues and any relevant communication or management procedures.
4. Formal consultation be undertaken with the Richmond and Windsor RSL Sub-branches and that the results of this consultation be incorporated in the report and any draft agreement referred to in point 3.

BACKGROUND:

Hawkesbury City Council owns and maintains the local War Memorials in Windsor, Richmond, Freemans Reach, Kurrajong, Colo and Wilberforce. Since 2005, the eligibility criteria for the placement of names on War Memorials in the Hawkesbury LGA has been set down in the 'Hawkesbury War Memorial Eligibility Criteria 2005'.

This policy is to be commended for its desire to achieve uniformity in the eligibility criteria in the Hawkesbury LGA. It was initially undertaken due to the uniqueness of the area having two RSL Sub Branches, when most LGA's only have one and do not encounter the problem of inconsistency, which primarily results from the governing body, RSL NSW, not having universal eligibility criteria. The setting of eligibility criteria is left up to the autonomy of the individual RSL Sub Branches, which results in extensively varying eligibility throughout NSW.

Currently however, the "Hawkesbury War Memorial Criteria 2015" policy affords no flexibility to the local RSL Sub Branches to change the eligibility criteria without the hurdle of having to obtain a resolution by a majority of Councillors. As it stands, it also means that a majority of Councillors would be able to change the eligibility criteria without having to give consideration to the wishes of the local RSL Sub Branches and this needs to be eliminated. Councillors should play no role in deciding if the criteria is right or wrong or what it must be. Determining this is best left as a cohesive decision by the membership of both of the local RSL Sub Branches.

Further, in an effort to still protect that original intent of consistency, it has been recently agreed by both local Sub Branches to enter into a Memorandum of Understanding, which must be annexed to the policy. This will ensure any future changes made to the eligibility criteria can only be made by the local RSL Sub Branches and only if both are in agreement.

ORDINARY MEETING

Notices of Motion

In essence, what this Notice of Motion does is allow the local Sub- Branches to obtain the control over determining their eligibility criteria, but allows Hawkesbury City Council to retain the control of safeguarding consistency across the LGA.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

ORDINARY MEETING
Questions for Next Meeting

QUESTIONS FOR NEXT MEETING

Councillor Questions from Previous Meeting and Responses - (79351)

REPORT:

Questions - 9 May 2017

#	Councillor	Question	Response
1	Rasmussen	Requested a Councillor Briefing Session on the implications to Council of the Hawkesbury-Nepean Valley Flood Management Strategy.	The Director City Planning advised that staff are currently reviewing the content of the Strategy and a presentation will be presented to a Councillor Briefing Session in the near future. Copies of the document are also being made for distribution to all Councillors.
2	Garrow	Noted that 17 May 2017 is IDAHOT Day and requested that the Rainbow Flag be available to be raised in support of the International Day Against Homophobia, Transphobia and Biphobia.	The General Manager advised that the Rainbow Flag was raised on the flag pole out the front of Council's Administration Building on Wednesday, 17 May 2017 in accordance with this request and Council's earlier resolution of 28 February 2017.
3	Reynolds	Enquired if Council's Heritage Advisor was paid for advice provided on the Draft Urban Design and Landscape Plan for the proposed Windsor Bridge project and if so, could a written report be provided.	<p>The Director Infrastructure Services advised that an invoice has not been received from Council's Heritage Advisor in respect of advice provided on the Draft Urban Design and Landscape Plan. The advice provided in respect of Volume 1 was on an informal basis given the need to formally review the full documentation having received all three of the expected volumes. A written report is anticipated from Council's Heritage Advisor following the release for consultation of:</p> <p>Volume 2: Physical Analysis and Policy.</p> <p>Volume 3: WBRP Component.</p> <p>Following the receipt of formal advice from Council's Heritage Advisor, a report will be prepared for Council's consideration.</p>

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
4	Reynolds	Requested an update on the current status of the compulsory acquisition of Crown Land within Lot 7008 DP 1029964 and Lot 345 DP 752061 by the Roads and Maritime Service, as detailed in the Council report from the Ordinary Meeting of 23 February 2016.	The Director Infrastructure Services advised that the land has not been acquired at this time and RMS have been contacted and an update on the status of compulsory acquisition of Crown Land would be provided when a response is received.
5	Wheeler	Requested an update on the traffic study being conducted on West Portland Road at the bridge over Roberts Creek, specifically what information is being collected and when and where the results will be made available.	The Director Infrastructure Services advised that Councillors have been sent a memorandum outlining this information.
6	Wheeler	Requested a timeframe for completion of line marking on West Portland Road at Roberts Creek.	The Director Infrastructure Services advised that permanent line marking of the site has been delayed, due to repairs to the road surfacing which are currently being undertaken by the bridge contractor. Interim markings will be installed as soon as surfacing is finished (in the next two weeks) with final linemarking undertaken approximately four weeks after this, to maximise effectiveness and longevity.
7	Wheeler	Requested that the pigeons in Windsor be removed and their markings cleaned up.	The Director Infrastructure Services advised that instructions had been issued for the clean-up of pigeon markings. Options to control this issue on an ongoing basis are also being investigated.
8	Calvert	Requested that the personal statement the Mayor, Councillor Lyons-Buckett made in relation to the Navua Reserve Bridge be formalised as an official Council statement.	The General Manager advised that he has discussed this question with the Mayor. As a consequence, a report will be prepared to the next Council meeting on 27 June 2017.
9	Kotlash	Requested that a collapsed culvert at Linden Road, Freemans Reach be investigated and repaired.	The Director Infrastructure Services advised that repairs to the road surface have been completed. There was no damage to the culvert.

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
10	Zamprogno	Requested that the resident of 52 Johnson Street, Pitt Town be provided with Sulo bins.	The Director City Planning advised that Council's records do not indicate that an Occupation Certificate has been issued for the property at 52 Johnston Street, Pitt Town. In this regard the property should not be occupied until such certificate has been issued by the Principal Certifying Authority. As a result Council does not issue domestic waste bins to a site until an appropriate Occupation Certificate has been issued.
11	Zamprogno	Enquired if Council is responsible for the maintenance of the site of the proposed Community Hall in Johnston Street, Pitt Town as a resident is currently maintaining the area.	The Director Infrastructure Services advised that Council has included the site as part of its regular maintenance program.
12	Zamprogno	Enquired if the fencing around a Lot on Bootles Lane, Pitt Town was required to have Council permission before being erected.	The Director City Planning advised the fence was erected for security purposes however as it is not a temporary fence and there are no works being undertaken it will therefore require Council's approval. The property has a rural zone and only rural style fences (post and rail or post and wire) can be installed without approval.

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
13	Zamprogno	Enquired if there were plans to extend Bootles Lane, Pitt Town from Redfern Place through to Cattai Road as is currently displayed on Apple Maps and for it to be incorporated in the Pitt Town Bypass project.	<p>The Director City Planning advised that this portion of Bootles Lane has not been proposed or planned to be constructed for through traffic. The traffic management and accessibility plan prepared for the Pitt Town Development Area did not identify that this was required due to the other planned road connections in the area. These include a connection between Hall Street and Mitchell Road, which forms part of the overall access and flood evacuation route and would be constructed when the Central Precinct is developed.</p> <p>Due to this road not being identified as required any such works were not included in any Section 94 Contribution Plans. Similarly discussions with the RMS during exhibition of the Pitt Town Bypass options did not indicate that such work would be considered with the Bypass proposal as it was considered a local road.</p>
14	Richards	Should the comments made by the Mayor, Councillor Lyons-Buckett be approved by all Councillors before being distributed as a fact sheet to the community.	The General Manager advised that that he discussed this with the Mayor. As a consequence, a report will be prepared to the next Council meeting on 27 June 2017.
15	Rasmussen	Requested that Councillors receive a copy of the Destination Management Plan.	The Director City Planning advised that a Destination Management Plan has not been received from the State Government. Staff have contacted the NSW State Government representatives requesting any Destination Management Plan be forwarded to Council.

oooO END OF REPORT Oooo

ORDINARY MEETING

Questions for Next Meeting

ORDINARY MEETING
CONFIDENTIAL REPORTS

CONFIDENTIAL REPORTS

Item: 98 **IS - Tender No. T00055 - Provision of Minor Works - Roads and Drainage - (95495, 79344)**

Reason for Confidentiality

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning tenders for the supply of goods and/or services to Council and it is considered that the release of 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: 99 **IS - Tender No. T00056 - Maintenance and Emergency Repair of SCADA and PLC Communication Systems - (95495, 112179)**

Reason for Confidentiality

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning tenders for the supply of goods and/or services to Council and it is considered that the release of 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

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