



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 30 July 2013

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 11:00pm. 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 3:00pm on the day of the meeting, of those items they wish to discuss. A list of items for discussion will be displayed at the meeting for the public to view.

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

Public Participation

Members of the public can request to speak about an item raised in the business paper at the Council meeting. You must register to speak at a Council meeting. To register you must lodge an application form with Council prior to 3:00pm on the day of the meeting. The application form is available on the Council's website, from the Customer Service Unit and by contacting the Manager - Corporate Services and Governance on (02) 4560 4426 or by email at council@hawkesbury.nsw.gov.au.

The Mayor will invite registered persons to address the Council when the item is being considered. Speakers have a maximum of five minutes to present their views. The Code of Meeting Practice allows for three speakers on the Proponent side (i.e. in support) and three for the Respondent side (i.e. in objection). If there are a large number of speakers for one item, speakers will be asked to organise for three representatives to address the Council for either the Proponent or Respondent side (six speakers in total).

Voting

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

Planning Decision

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

Business Papers

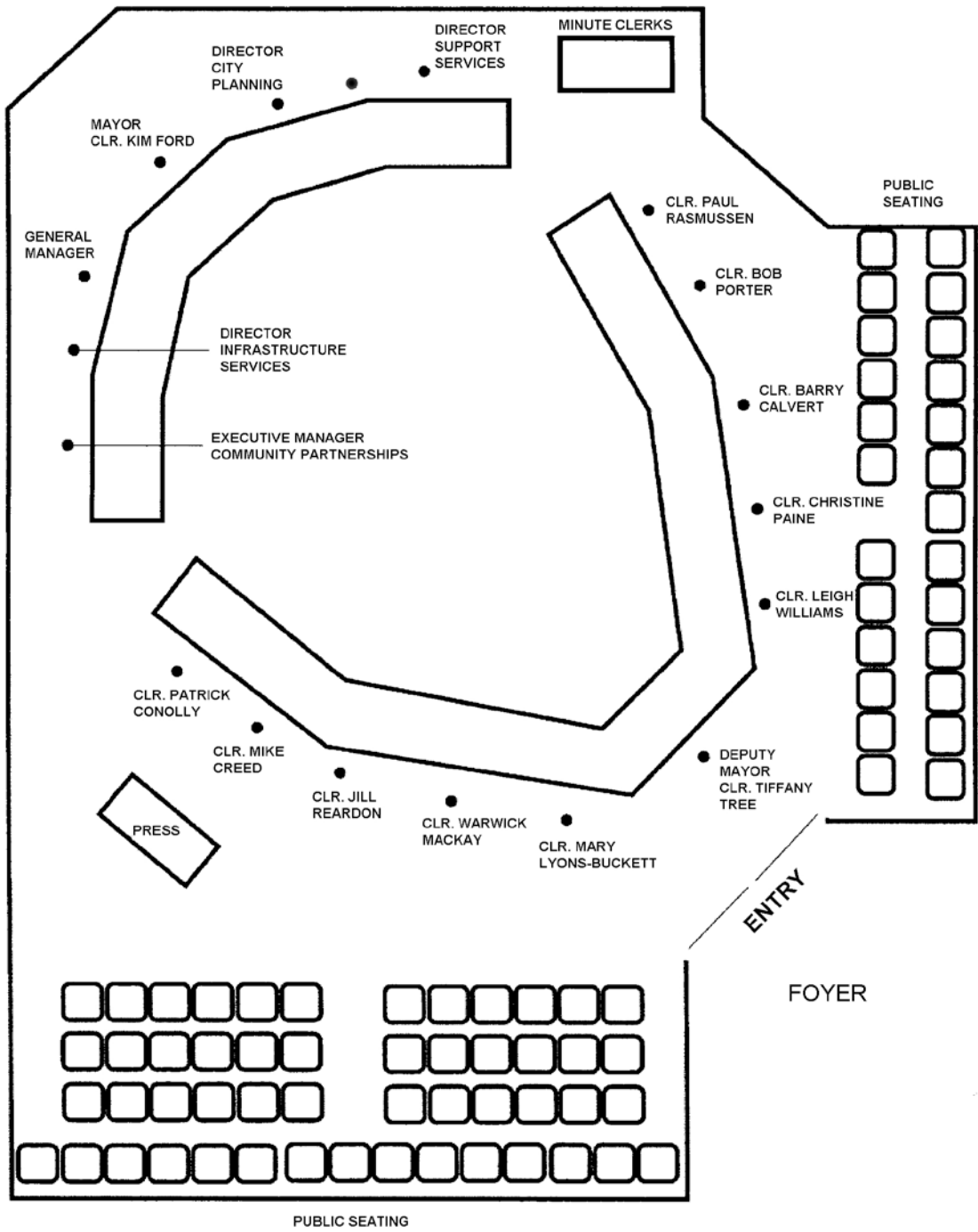
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

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

Further Information

A guide to Council Meetings is available on the Council's website. If you require further information about meetings of Council, please contact the Manager, Corporate Services and Governance on, telephone (02) 4560 4426.

Hawkesbury City Council



ORDINARY MEETING

Table of Contents

Meeting Date: 30 July 2013.

AGENDA

- **WELCOME / EXPLANATIONS / PRAYER**
- **APOLOGIES**
- **DECLARATION OF INTERESTS**
- **SECTION 1 - Confirmation of Minutes**
- **AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS**
- **SECTION 2 - Mayoral Minutes**
- **SECTION 3 - Notices of Motion**
- **EXCEPTION REPORT - Adoption of Items Not Identified for Discussion and Decision**
- **SECTION 4 - Reports for Determination**

General Manager

City Planning

Infrastructure Services

Support Services

- **SECTION 5 - Reports of Committees**
- **QUESTIONS FOR NEXT MEETING**

ORDINARY MEETING

Table of Contents

Meeting Date: 30 July 2013.

ORDINARY MEETING**Table of Contents****Meeting Date:** 30 July 2013.**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
SECTION 1 - Confirmation of Minutes		3
SECTION 3 - Notices of Motion		7
NM1 -	Midnight Basketball Program - South Windsor Indoor Sports Stadium - (79351, 11627)	7
NM2 -	Review Planning Bill 2013 Exposure Draft - (79351, 125612)	8
NM3 -	Undertake Independent Review - Windsor Bridge - (79351, 80093)	9
NM4 -	Review of Councils Section 94A Plan - (79351, 125610)	10
NM5 -	Development Control Plan for Wet Lands - (79351, 80106)	11
NM6 -	Security Guard at Council Meetings - (79351, 80104)	12
SECTION 4 - Reports for Determination		15
GENERAL MANAGER		15
Item: 139	GM - Contractual Conditions of Senior Staff - 2012/2013 Annual Report - (79351)	15
Item: 140	GM - Constitutional Recognition of Local Government - Local Government Referendum Campaign - (79351)	17
CITY PLANNING		23
Item: 141	CP - DA0074/13 - 43 Collith Avenue, South Windsor - Lot 17 DP 250818 - Fit out of Structure Ancillary to a Dwelling to Support a Home Industry - Liquor Production - (95496, 126559)	23
Item: 142	CP - DA0116/13 - 51 Pebbly Hill Road, Maraylya - Lot 2 DP 575960 - Fit Out of Structure Ancillary to a Dwelling to Support a Home Industry - Food Production - (95498, 117042, 117041, 117046, 117046)	32
Item: 143	CP - DA0120/13 - 6 Kirra Place, Wilberforce - Lot 30 DP 253767 - Subdivision - Two Lot Torrens Title - (95498, 102260)	45
Item: 144	CP - Planning Proposal - Amendment to Hawkesbury Local Environmental Plan 2012 - 1442 and 1442A Kurmond Road, Kurmond - (95498)	63
Item: 145	CP - Community Sponsorship Program - 2013/2014 - Round 1 - (96328, 95498)	83
Item: 146	CP - Hawkesbury Youth Committee - (95498, 96328)	89
Item: 147	CP - Hawkesbury Homelessness Workshop - (95498, 96328)	97
Item: 148	CP - Homeless People in Public Spaces - (95498, 96328)	109

ORDINARY MEETING**Table of Contents****Meeting Date:** 30 July 2013.

ITEM	SUBJECT	PAGE
INFRASTRUCTURE SERVICES		118
Item: 149	IS - Sydney Blues and Roots Festival 2013 - (95495, 79354)	118
Item: 150	IS - Solar Powered Street Lighting - (95495)	122
Item: 151	IS - Proposed Closure of Mt Irvine Road, Bilpin - (95495)	125
SUPPORT SERVICES		128
Item: 152	SS - Monthly Investments Report - June 2013 - (96332, 95496)	128
CONFIDENTIAL REPORTS		132
Item: 153	GM - Review of Council's Organisational Structure - Section 333, Local Government Act 1993 - (79351) CONFIDENTIAL	132
Item: 154	IS - Tender No.00928 - Design, Supply, Delivery, Installation and Operation of Landfill Gas Extraction Flaring System - Hawkesbury City Waste Management Facility - (95495, 112179) CONFIDENTIAL	133
Item: 155	SS - Property Matter - Lease to WJ Edwards Pty Limited - 37 Macquarie Street, Windsor (112106, 25587, 95496) CONFIDENTIAL	134
SECTION 5 - Reports of Committees		137
ROC - Floodplain Risk Management Advisory Committee - 3 June 2013 - (86589)		137
ROC - Waste Management Advisory Committee - 12 June 2013 - (95249)		145
ROC - Local Traffic Committee - 8 July 2013 - (80245)		151
ROC - Human Services Advisory Committee - 11 July 2013 - (123486)		165
QUESTIONS FOR NEXT MEETING		169
Councillors Questions from Previous Meetings and Responses - (79351)		169

ordinary

section 1

confirmation of minutes

ORDINARY MEETING
Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

SECTION 1 - Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

ordinary

section

3

notices of motion

ORDINARY MEETING

Notices of Motion

ORDINARY MEETING

Notices of Motion

SECTION 3 - Notices of Motion

NM1 - Midnight Basketball Program - South Windsor Indoor Sports Stadium - (79351, 11627)

Submitted by: Councillor T Tree

NOTICE OF MOTION:

That in consultation with the YMCA a report be submitted to a future meeting of Council regarding the possible establishment of a Midnight Basketball Program at Council's South Windsor Indoor Sports Stadium.

BACKGROUND:

Midnight Basketball is a national social inclusion program to help youth identify and embrace positive opportunities. This program has been established at over 30 locations across Australia. In NSW the program currently operates in Albury, Armidale, Bankstown, Bateau Bay, Bathurst, Broken Hill, Campbelltown, Coffs Harbour, Dubbo, Forster/Tuncurry, Grafton, Gunnedah, Katoomba, Kempsey, Marrickville, Mt Druitt, Orange, Pittwater, Queanbeyan, Redfern, Tamworth, Taree and Wollongong. Further information about the program and how it operates can be found at <http://www.midnightbasketball.org.au/Pages/Home.aspx>.

It is suggested that, in consultation with the YMCA who manage the facility for Council, a report should be submitted to Council regarding the establishment of this type of program at Council's South Windsor Indoor Sports Stadium.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM2 - Review Planning Bill 2013 Exposure Draft - (79351, 125612)

Submitted by: Councillor M Lyons-Buckett

NOTICE OF MOTION:

That Council:

1. Write to Premier Barry O'Farrell requesting his commitment to a re-writing of the Planning Bill 2013 Exposure Draft and a re-exhibition of any proposed legislation.
2. Write to Local Government NSW urging the Presidents to make representations to the Premier that any new planning legislation which attracts the level of criticism from reputable bodies such as the ICAC and the Law Society of NSW should not be passed by Parliament until further extensive re-writing and consultation has occurred with those who have to primarily implement the Act i.e. local government.

BACKGROUND:

The Independent Commission Against Corruption (ICAC), the Law Society of NSW and the Australian Institute of Architects have all made strong criticisms of the new planning legislation.

For example the ICAC says the laws will create '*...complexity and confusion.*'

The Law Society of NSW says;

'If one of the purposes of the new legislation is to minimise the risk for actual or perceived corruption in the decision-making in the planning sphere, the breadth of the Minister's discretionary powers is of concern.'

The NSW Chapter of the Australian Institute of Architects (AIA) says;

'... the Planning Bill explicitly replaces the Heritage Council with the Director-General as the consent authority

The Institute objects strongly to this proposal, which would jeopardise the values of the State's key heritage items. '

As Councillors representing a broad community of interests we wish the NSW Government to redraft the proposed planning legislation to provide certainty and transparency, to reduce the risk of corruption, and to benefit the whole community of NSW.

Submissions mentioned above are available on the NSW Department of Planning and Infrastructure website.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM3 - Undertake Independent Review - Windsor Bridge - (79351, 80093)

Submitted by: Councillor B Calvert

NOTICE OF MOTION:

That:

1. Council write to the Local State Government Members of Parliament, Mr Ray Williams, Mr Bart Bassett and Mr Kevin Connolly, urging them and the NSW State Government to accept the offer from the Prime Minister and the Commonwealth Government to undertake an independent study of the Windsor Bridge to consider an alternate solution to the current proposal. Council believes that any proposals for a new bridge should protect the valuable Australian heritage of Thompson Square.
2. Council requests that a written reply be sought from the three local members so that these replies can be included in future Business Papers.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM4 - Review of Council's Section 94A Plan - (79351, 125610)

Submitted by: Councillor P Conolly

NOTICE OF MOTION:

That the report regarding the review of Council's Section 94A plans should include options to provide for an exemption for knock-down rebuilds of single dwellings.

BACKGROUND:

On 28 July 2009 Council, in part, resolved the following:

"A review of the Section 94A plan is to be undertaken following advice from the Department of Planning or the release of their guidelines for review of Developer Contribution plans. Provision is to be made in the plan to exclude from the payment of the contribution levy, development for the purpose of renovations or upgrades of facilities in any primary or secondary school that do not result in the increase of student numbers or significant additional traffic generation. The reviewed contributions plan is to be reported to Council prior to placement on public exhibition."

On 8 June 2010 Council also resolved, in part, the following:

"An exemption from contribution payments for development to replace dwellings that have been destroyed through unforeseen circumstances be considered during the upcoming review of the current Hawkesbury City Council Section 94A Development Contributions Plan 2006."

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM5 - Development Control Plan for Wet Lands - (79351, 80106)

Submitted by: Councillor P Rasmussen

NOTICE OF MOTION:

That Council investigate the feasibility of developing a Development Control Plan (DCP) for wet lands throughout the City.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM6 - Security Guard at Council Meeting - (79351, 80104)

Submitted by: Councillor C Paine

NOTICE OF MOTION:

That I move a motion of no confidence in the security guard who attended the Council on 9 July 2013.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ordinary

section 4

reports
for determination

ORDINARY MEETING

Meeting Date: 30 July 2013

SECTION 4 - Reports for Determination

GENERAL MANAGER

Item: 139 GM - Contractual Conditions of Senior Staff - 2012/2013 Annual Report - (79351)

REPORT:

Executive Summary

Under the provisions of the Local Government Act 1993 the General Manager is required to report annually to Council in respect of the contractual conditions of senior staff.

The purpose of this report is to submit the required annual report, the last report having been submitted to Council on 14 August 2012 for the 2011/2012 period.

It is recommended that Council note the report.

Consultation

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

Background

Under the provisions of Section 339 of the Local Government Act 1993 (the Act) the General Manager is required to "at least once annually, report to the Council on the contractual conditions of senior staff".

Section 334 of the Act provides that the position of General Manager is a "senior staff position" and in determining the organisational structure of the organisation a council must, under Section 332 (1) of the Act, determine those positions that are also to be "senior staff positions". There are certain criteria that apply before a position can be classified as a "senior staff position". In Hawkesbury's case Council has determined that, in addition to the position of General Manager, the following positions are "senior staff positions":

1. Director Infrastructure Services
2. Director City Planning
3. Director Support Services

The "contractual conditions" of senior staff are dictated by a "standard form of contract" approved by the Chief Executive Officer Local Government, Division of Local Government, Department of Premier and Cabinet (the DLG) under Section 338 of the Act. The current "standard form of contract" for general managers can be reviewed on the DLG's website at:

www.dlg.nsw.gov.au/dlg/dlghome/documents/information/SCE_General_Managers.pdf

The current "standard form of contract" for senior staff can be viewed on the DLG's website at:

www.dlg.nsw.gov.au/dlg/dlghome/documents/information/SCE_Senior_Staff_Excluding_General_Managers.pdf

ORDINARY MEETING

Meeting Date: 30 July 2013

The current total remuneration packages (TRP) payable under the senior staff contracts are as follows:

1.	General Manager	\$260,000
2.	Director Infrastructure Services	\$215,250
3.	Director City Planning	\$213,127
4.	Director Support Services	\$207,900

The above TRPs include the following:

- Salary component of the package
- Defined employers contribution to any superannuation scheme
- The total value of non-cash benefits elected under the package (i.e. Council supplied vehicle)
- FBT payable by Council for any non-cash benefits.

It should be noted that as required by the relevant regulation, the TRP amounts payable for all senior staff positions are also detailed in the Annual Report provided by Council each year at the level applicable at the end of the year to which the report relates.

Conformance to Community Strategic Plan

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

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

Financial Implications

Not applicable as this is an annual report required under the Act.

RECOMMENDATION:

That the 2012/2013 Annual Report required under Section 339 of the Local Government Act concerning the contractual conditions of Council's senior staff be noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 July 2013

Item: 140 **GM - Constitutional Recognition of Local Government - Local Government Referendum Campaign - (79351)**

Previous Item: 230, Ordinary (11 October 2012)
 124, Ordinary (28 June 2011)

REPORT:

Executive Summary

Council has previously indicated its support for the financial recognition of local government in the Australian Constitution and has supported activities undertaken by the Australian Local Government Association (ALGA) and the Local Government & Shires Association, now Local Government NSW (LGNSW) to further this in association with a referendum proposed to be conducted in conjunction with the 2013 Federal Election.

Correspondence has been received from LGNSW regarding the proposed "Local Government "Yes" Campaign" and the involvement of all councils in support of the Campaign. The purpose of this report is to inform Council of this Campaign and of Council's activities in support of the Campaign.

Consultation

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

Background

The issue of constitutional recognition for local government has been a significant issue for local government for a considerable period of time. Previously, referendums in relation to this issue have been unsuccessfully held in 1974 and 1988 and for some considerable time there have been calls for a further referendum to be held in conjunction with the 2013 Federal Election.

The question of Council's position on the question of constitutional recognition of local government was last considered by Council at its meeting held on 28 June 2011 when it was resolved that:

"Hawkesbury City Council declares its support for financial recognition of local government in the Australian Constitution so that the Federal Government has the power to fund local government directly and also for inclusion of local government in any new Preamble to the Constitution if one is proposed, and calls on all political parties to support a referendum by 2013 to change the Constitution to achieve this recognition."

Since this time Council has generally taken action (media releases, supporting submissions, etc.) as may have been requested from time to time by either the ALGA or LGNSW.

In anticipation of a national campaign, in 2012 all councils received a request from LGNSW for a contribution to support the campaign to be paid in three instalments. The contribution sought from this Council towards the campaign totalled \$24,924 (three instalments of \$8,308) and provision has been included in subsequent budgets to enable this contribution to be paid by Council.

Earlier this year the then Prime Minister announced that a referendum would be held in conjunction with the Federal Election then scheduled to be held on 14 September 2013. Whilst subsequent events have resulted in the date of the next Federal Election now being uncertain it is understood that at present it is still proposed to hold the referendum in association with the Election.

ORDINARY MEETING

Meeting Date: 30 July 2013

With regard to the changes that would be proposed in its weekly Circular 22/13 LGNSW commented as follows:

*"The Constitutional Alteration (Local Government) Bill 2013 is the last formal step in the path to a referendum and the Bill was released for public comment on Thursday 16 May 2013. The change proposed by the legislation is simple and pragmatic. Section 96 of the Constitution would be amended to formalise the capacity of the Commonwealth to provide funds directly to Local Government bodies formed by a law of a State. This would not change the status of councils, nor would it give the Federal Government any power over Local Government. It would simply remove the uncertainty which now surrounds direct funding programs such as Roads to Recovery which have been in place for many years under both sides of politics. Section 96 will be amended to read "...Parliament may grant financial assistance to any state **or local government body formed by a law of a State** on such terms and conditions as the Parliament thinks fit." (Change in bold).*

The words of the proposed amendment were designed specifically to give assurance to State Governments that, under the proposed change, Local Government would remain the responsibility of State and Territory Governments. Legal advice confirms that the Federal Government will not be able to ask Local Government to do anything that would contravene a State law, and that States will retain the right to legislate for their councils, including the ability to stop them from accepting Federal funding if they have concerns.

All major parties at the Federal level, as well as the Independents, have committed to ensuring that Commonwealth direct funding of councils can continue, and reports from an Expert Panel and a Federal Parliamentary Joint Select Committee on the issue have supported a Referendum as the way to remove uncertainty surrounding the Commonwealth's capacity.

It is up to individual Members of Parliament, in both the House of Representatives and the Senate, to support this Bill and there are indications that some MPs will not support the Bill in the mistaken view that it will impact on State Government rights.

It is important that local members and senators give the communities which elect them a fair go in terms of continued direct Federal funding for vital local services and infrastructure. A vote against the Bill is a vote against that funding and against communities. All MPs should know the depth of Local Government feeling on this issue. MPs should be armed with the facts and knowledge that their communities are behind them when they cast their vote on the Constitutional Alteration Bill in the coming days."

By letter dated 11 July 2013 LGNSW provided a "general update" regarding the "Local Government "Yes" Campaign" including details of the "Role of Councils" and "Polling Day Campaign Staff". A copy of this letter is included as Attachment 1 to this report.

To date, Council has provided information or taken action, as requested by LGNSW, to support the Campaign. It is also considered that it would be appropriate for Council to continue to support the Campaign in line with the various general actions suggested under the heading of "Role of Councils" in the above letter or similar actions that may subsequently be requested.

However, there are some concerns regarding the suggestions/requests made by LGNSW concerning "Polling Day Campaign Staff". These concerns relate to the issue of Council staff becoming involved, in their role as an employee of the organisation, in what could be seen as a political process when this perception should be avoided; and significant Work Health and Safety (WHS) issues that would arise if Council were placing its staff at polling booths.

While the referendum may have general support with varying views being put forward it is quite probable that a "political" aspect will develop around the referendum and the supporting campaign process. While Council staff are free to express or present their own political views in their personal time it is considered that the staff when representing the Council should not be seen to be promoting a particular view, which could be perceived if taking part in the polling day activities in an official capacity.

ORDINARY MEETING

Meeting Date: 30 July 2013

With regard to WHS issues if staff are attending polling booths, either on a paid basis or as a volunteer, at Council's request the area where they would "work" (generally footpath areas outside polling booths) would effectively become "places of work" and invoke all WHS requirements and liabilities. This would involve many issues such as undertaking risk assessments of all proposed "places of work", risk assessments of the activity to be undertaken, development of safe work method statements, etc. Whilst these issues could be addressed the extension of Council's WHS liabilities for its staff in this area is difficult to support and it is considered that Council should not participate in this aspect of the campaign.

Conformance to Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statements;

- Have transparent, accountable and respected leadership and an engaged community.
- Maintain its independent identity and voice through strong local government and community institutions.

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Make decisions in ways that are transparent, fair, balanced and equitable supported by appropriate resource allocations.

Financial Implications

Any support provided by the Council in respect of the Local Government Referendum "Yes" Campaign being undertaken by LGNSW would be met from existing budget allocations.

RECOMMENDATION:

That Council:

1. Continue to support the Local Government Referendum "Yes" Campaign being undertaken by Local Government NSW by undertaking actions suggested under the heading of "Role of Councils" in the letter of 11 July 2013 from that organisation, or by also undertaking similar actions that may subsequently be requested in support of the Campaign.
2. Advise Local Government NSW that it is not considered appropriate for Council to provide "Polling Day Campaign Staff" in an official capacity and, as such, will not be undertaking the requested actions in respect of this specific matter.

ATTACHMENTS:

- AT 1 -** Letter dated 11 July 2013 from Local Government NSW regarding Local Government Referendum "Yes" Campaign

ORDINARY MEETING

Meeting Date: 30 July 2013

AT 1 - Letter dated 11 July 2013 from Local Government NSW regarding Local Government Referendum "Yes" Campaign

Local Government Referendum 'Yes' Campaign – general update

Thank you for your continued support of the Local Government Referendum 'Yes' Campaign. This letter is to provide you with an update regarding the campaign.

National Campaign Team – work completed so far

Local Government NSW is supporting the National 'Yes' Campaign, which is being overseen by the Australian Local Government Association (ALGA) and significantly funded by councils across Australia.

As you would be aware from previous correspondence, the National Campaign Team is headed by Digby Nancarrow, Campaign Director, with Ogilvy Australia undertaking the national public relations components. ALGA have also engaged other specialist agencies.

Research on people's attitudes towards the referendum is now almost complete, with findings indicating that the referendum is definitely winnable with a campaign focused on what is at stake for our local communities in a factual way. Councils will play a critical role in connecting with their communities and explaining the importance of voting 'Yes'.

PR toolkits will be distributed to General Managers and their nominated contact officer on Friday (12 July) by LGNSW. The toolkit has been prepared by the National Campaign Team and their partner agencies and will include Q&As, key messages, campaign milestones and other useful PR materials (based on a 14 September referendum date).

In addition, small 'DL' sized flyers are being designed and will be made available to councils to print and distribute from next week.

LGNSW – work completed so far

Whilst the National Campaign Team, headed by Mr Nancarrow, is running the campaign, LGNSW is heavily involved in ensuring NSW councils receive all their information and are assisted as much as possible with their local communications activities and campaign logistics.

LGNSW recently held a meeting with Communications staff from councils around NSW to discuss the 'Yes' campaign and the critical roles of each council, and our staff are fielding many enquiries from elected representatives and council staff and about how they can assist. We are very grateful for this enthusiasm across our state of NSW.

It is expected that these meetings will be held regularly in the lead up to the referendum. As the campaign gets closer, LGNSW may also commence short teleconferences with key campaign and communications staff to assist with information flow reaching councils throughout the state.

ORDINARY MEETING

Meeting Date: 30 July 2013

In addition, along with ALGA's appointment of a Campaign Director, LGNSW has appointed an additional senior communications officer, Joe Sumegi, who will be responsible for implementing the NSW component of the national campaign. Joe should be your staff's first point of contact if you have any questions on 02 9242 4061.

Role of Councils

As mentioned earlier, research indicates that the 'Yes' campaign will be won at a grassroots level, and as such, councils will be key to the campaign. As NSW is the most populous state, our contribution is critical.

LGNSW is currently compiling a database of each council's nominated contact officer for the referendum campaign. We thank councils that have responded to this request so far. We ask that councils who are yet to respond please email the nominated officer's name, phone number and email address to joe.sumegi@lgnsw.org.au

Additionally, LGNSW and the National Campaign Team will soon contact your communications staff/ nominated contact officer seeking the following –

- Information on major projects that have been completed with the assistance of Federal funding.
- Information on projects that are at risk if the referendum is unsuccessful.
- Identifying local ambassadors that support the 'Yes' campaign.
- Identifying local sporting and community groups that support the 'Yes' campaign, especially if they have benefitted from direct Federal funding.
- Placing 'Yes' campaign material throughout your council area.
- Utilising existing communications channels to promote the 'yes' vote, e.g. Council column, letterbox drop, community newsletters, speaking opportunities etc.
- Promoting the campaign through your existing events (e.g. community meetings, established council events, etc.).
- Utilising your council's current social media channels to share and promote campaign content and information.

Polling Day Campaign Staff

Having a campaign presence on Election Day at polling booths is essential to the success of the 'Yes' campaign. We anticipate that the National Campaign Team will request Councils to 'resource' polling booths within their council area by having people present to hand out material. The Campaign Team are still looking into the many logistical requirements of resourcing polling booths. LGNSW will send further advice when more information is available.

ORDINARY MEETING

Meeting Date: 30 July 2013

Referendum date

At the time of writing this letter, no announcement has been made by Prime Minister Kevin Rudd MP regarding a new election date. As a result, the campaign timeline is still based around a September 14 referendum. If a new date is announced, LGNSW will contact councils if any issues arise due to a new election date.

Next steps

We recognise that many councils are eager to commence campaigning on this important issue for Local Government. That enthusiasm is not only welcomed, but encouraged. In order for this campaign to be successful, we need to remain united in our support for the 'Yes' campaign and the message focused on the facts about what funding is at stake. We cannot overemphasise how important this is to ensure the best chance of victory.

LGNSW will continue to send regular updates throughout the campaign.

If you would like to discuss the campaign, please do not hesitate to contact either of us directly on our mobile numbers below.

Yours sincerely,



Cr Keith Rhoades AFSM
Joint President
0408 256 405



Cr Ray Donald
Joint President
0438 699 910

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 July 2013

CITY PLANNING

Item: 141 **CP - DA0074/13 - 43 Collith Avenue, South Windsor - Lot 17 DP 250818 - Fit out of Structure Ancillary to a Dwelling to Support a Home Industry - Liquor Production - (95496, 126559)**

Development Information

File Number: DA0074/13
Property Address: 43 Collith Avenue, South Windsor
Applicant: Mr David Paul Attarian
Owner: Mr GJ Sullivan & Mrs MA Sullivan
Proposal Details: Fit out of structure ancillary to a dwelling to support a Home Industry – Liquor production
Estimated Cost: \$500
Zone: R2 Low Density Residential
Date Received: 13 February 2013
Advertising: 25 February to 11 March 2013

Recommendation: Refusal

REPORT:

Executive summary

The applicant seeks approval to fit out an existing structure ancillary to a dwelling to support a home industry involving liquor production.

An assessment of the proposal has revealed that whilst the proposal may be consistent with the overall definition of Home Industry under Hawkesbury Local Environmental Plan 2012 insufficient information has been submitted with the application to demonstrate that the existing building is suitable for its intended use in accordance National Construction Code – Building Code of Australia (BCA).

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

Description of Proposal

The application seeks approval to use a structure ancillary to a dwelling (garden shed) for the purpose of a Home Industry Lot 17 DP 250818, 43 Collith Avenue, South Windsor.

It is proposed that the existing garden shed would be converted into a building used to produce liquor for commercial sale. The proposed activity would occupy the entire building and be used to distil and store alcohol which has been produced by the residents of the property.

The existing building totals 13.5m² in area, is 1.8m in height and constructed of metal sheeting for the walls/roof and pavers for the flooring. Insulated wall panelling would be installed to control the temperature of the building which would contain a storage cool box, alcohol still and a metal racking storage area.

Smoke alarms, fire extinguisher and security cameras are proposed to be installed as part of the application.

It is anticipated that up to 20L of spirit alcohol would be made each week and it would take up to 4 hours to produce, hours of operation have not been specified. It is anticipated that the odours emitted from the process would be minimal and waste to be generated would not be greater than what would otherwise be expected from the normal residential use of the land.

ORDINARY MEETING

Meeting Date: 30 July 2013

No alcohol is proposed to be sold directly from the premises with sales being made over the phone or internet.

Issues Relevant to the Decision

- Use of an existing building
- Security, safety

Council Policies, Procedures and Codes to Which the Matter Relates

Hawkesbury Local Environmental Plan (LEP) 2012
Sydney Regional Environmental Plan No 20 (SREP20) Hawkesbury Nepean River
Hawkesbury Development Control Plan (HDCP) 2002

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

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

a. The provisions of any:

i. Environmental Planning Instrument:

SREP No. 20 (No.2 – 1997) – Hawkesbury – Nepean River

The proposal is generally consistent with the aims and objectives of SREP No. 20. The proposed development would not significantly impact on the environment of the Hawkesbury-Nepean River either in a local or regional context and that the development is consistent with the general and specific aims, planning considerations, planning policies and recommended strategies.

Hawkesbury LEP 2012

The application proposes to fit out a structure ancillary to a dwelling in order to support a home industry. The land is zoned R2 Low Density Housing and the fit out of the building is permitted with consent being works ancillary to the existing dwelling and the use of the building as a home industry is permitted without consent under this plan. 'Home industry', is defined as follows:

"means a dwelling (or a building ancillary to a dwelling) used by one or more permanent residents of the dwelling to carry out an industrial activity that does not involve any of the following:

- (a) the employment of more than two persons other than those residents,*
- (b) interference with the amenity of the neighbourhood by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, traffic generation or otherwise,*
- (c) the exposure to view, from any adjacent premises or from any public place, of any unsightly matter,*
- (d) the exhibition of any signage (other than a business identification sign),*
- (e) the sale of items (whether goods or materials), or the exposure or offer for sale of items, by retail, except for goods produced at the dwelling or building,*

but does not include bed and breakfast accommodation or sex services premises."

ORDINARY MEETING

Meeting Date: 30 July 2013

It is considered reasonable that the proposed activity could be conducted in a manner that is consistent with the above definition specifically given that it is unlikely that the processing of alcohol would interfere with the amenity of the neighbourhood as listed under point (b). Should the proposed home industry change and not be able to be conducted in accordance with the above definition the development would be best defined as an 'industry' which is not permitted in the zone.

Whilst the intended use of the building could be considered as a home industry the application has not demonstrated that the existing structure would be suitable for the proposed use. In this respect the proposed change of use would result in a change in classification of the building under the Building Code of Australia (BCA). (Refer to assessment against the regulations in the report below).

Having regard to the location, materials and nature of the development the existing building would be required to be significantly upgraded to support the proposed home industry.

Should the upgrade of the existing building be supported the development could potentially have the appearance of an industrial/commercial building in order for it to comply with the BCA and the requests of the Hawkesbury Local Area Command of NSW Police (LAC).

Based on the information submitted it is considered that the proposal is inconsistent with the overall objectives of the zone as it is unknown if the development could be conducted in a manner that is compatible with traditional residential development and character of the living area or if the proposal would have a domestic scale.

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

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

iii. **Development Control Plan applying to the land:**

Hawkesbury Development Control Plan (HDCP) 2002

It is considered that inadequate information has been provided with the application to consider the proposal.

The application has been notified to adjoining property neighbours in accordance with this plan. Four submissions concerning the proposal have been received and have been discussed under the submission section of this report.

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

Not applicable.

v. **Matters prescribed by the Regulations:**

Environmental Planning and Assessment Regulation 2000

Clause 93 of the regulations requires the consent authority is to take into consideration whether the fire protection and structural capacity of the building will be appropriate to the building's proposed use.

Clause 93 (3) specifies that '*consent to change the building use must not be granted unless the consent authority is satisfied that the building complies (or will, when completed, comply) with such of the Category 1 fire safety provisions as are applicable to the building's proposed use.*'

An assessment of the proposed use of the existing structure has been undertaken by Council's building certifiers. It was determined that the building is considered to be principally categorised as a Class 8 building (manufacturing of goods for sale) and as such would result in a change of classification of the building from the current Class 10a building.

It is noted that the current level of construction does not comply with the Category 1 fire safety provisions and it is unlikely that the existing building would be able to be upgraded to comply with the Class 8 fire separation requirements given the building's current level of construction and distance to property boundaries. Should the proposed use be supported it would most likely require that a new building be constructed to comply with the BCA.

As the applicant has not been able to demonstrate that the building could comply with the BCA the proposed fit out of the building cannot be supported based on the information submitted with the application.

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

An assessment into the likely impacts the development may have on the locality has been undertaken below.

Context and setting

The site is located in a residential setting in South Windsor with a single storey dwelling and garden shed located on the site. Residential dwellings are located adjacent to both side property boundaries and to the rear boundary. The property on the opposite side of Collith Avenue is currently occupied by the Collith Avenue Before and After School Care Centre and the adjacent property to the south is a primary school.

The proposed activity changes the overall use of the building and the development would need to be substantially modified to comply with the BCA. Upgrading the existing building to comply with the BCA would at minimum require the external wall materials to be replaced with a more fire resistant material given its proximity to property boundaries. Consequently a change in building materials would result in changing the character and appearance of the existing building from a typical garden shed to a commercial/industrial style building.

Insufficient information has been provided to determine whether the activity could be undertaken onsite without impacting the residential appearance of the locality especially given the size of the property and proximity of the development to adjoining neighbours.

Safety and Security

The application was referred to the Hawkesbury Local Area Command NSW Police (LAC) for comment.

Correspondence received from the LAC dated 26 March 2013 noted that the development has the potential to introduce new victims, crime opportunities and offenders to the development site and its surroundings, specifically regarding fraud, armed robbery, stealing, break enter and steal and malicious damage.

The LAC prepared a crime risk assessment taking into consideration the Crime Prevention Through Environmental Design (CPTED) guidelines. The crime risk assessment highlighted a number of items concerning the installation of warning signs, electronic surveillance, security alarm systems, fire safety and lighting (sensor lights).

It is considered that the issues raised by the LAC are of a nature that would be typically associated with a commercial/industrial use of land and not what would be expected within a residential area. It is considered that an activity that has the potential to introduce crime opportunities to the site and have a potential impact on the safety of the occupants of the site and of surrounding properties, is unacceptable.

Whilst it is acknowledged that the proposed use of the building is permitted without consent under Hawkesbury LEP 2012 it is the need to convert the building to support the use that is considered to be out of character with what would be expected in a residential area.

Cumulative Impacts

Support of the proposal could have a cumulative impact in terms of land use conflicts between residential and industrial uses within a residential area. Should council consider approving any structure to support a home occupation it would be required that issues in terms of the suitability of the building be addressed upfront in order to ensure that any building complies with the requirements of the BCA and fits within the overall nature of development within a residential area.

c. Suitability of the site for the development:

Whilst home industries are permitted without consent under Hawkesbury LEP 2012 it is the change of use of the building that raises issues in terms of the suitability of the site. In this respect the application proposes to utilise an existing structure that is not considered to be suitable for the proposed use. Any upgrade of the structure to comply with the BCA would be out of character in the locality and, hence, the site is not suitable for the proposed development.

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

The application was publicly notified to adjoining owners in accordance with HDCP 2002. Four submissions raising objection to the proposal were received. The issues relevant to the proposal have been listed below:

- Proximity of the development to a day care centre and school
- The shed is unsuitable for the proposed use
- The development is not suitable within a residential area
- Increase in traffic and loss of parking
- Control of waste generated from the site
- No details have been provided concerning the safe work practices
- Quality of the information submitted is poor
- Hours of operation have not been detailed

The submissions also mentioned that there was a history between the occupiers of the site and adjoining neighbours and that the applicant may not be an appropriate person to run the operation. However, the operator's background is not a planning matter applicable to the proposal and is not required to be considered as part of the assessment of the application.

Comment: The concerns raised by the submissions regarding the suitability of the building are warranted as the application has not demonstrated that the existing building would be suitable for the proposed use. If the conversion of the existing building was to be supported the building would have to be upgraded to a standard that would be expected for a commercial/industrial building which has the potential to adversely impact the residential nature of the locality.

e. The Public Interest:

The proposal is considered contrary to the public interest as the proposed change in use of the building has the potential to change the nature of development on the site and safety of the surrounding locality.

ORDINARY MEETING

Meeting Date: 30 July 2013

Conclusion

The assessment of the proposal has identified various concerns regarding the proposed use of an existing building and safety of the development. Whilst home industries are permitted without consent under Hawkesbury LEP 2012 it is the proposal to use a building that is not suitable for the proposed use that is not supported. Based on the assessment of the above it is recommended that the application not be supported.

Planning Decision

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

RECOMMENDATION:

That development application DA0074/13 at Lot 17 DP 250818, 43 Collith Avenue South Windsor for the fit out of structure ancillary to a dwelling to support a Home Industry – Liquor production be refused for the following reasons:

1. The development application contains insufficient information to carry out a proper assessment of the likely impacts of the proposed development in terms of Section 79C of the Environmental Planning and Assessment Act, 1979. In particular insufficient information has been submitted concerning the suitability of the existing structure for the proposed use.
2. The development fails to satisfy the objectives of the R2 Low Density Residential zone of Hawkesbury Local Environmental Plan 2012.
3. The proposed development does not comply with the fire safety provisions of the National Construction Code - Building Code of Australia.
4. The development application does not demonstrate that future development of the land will not unreasonably impact on adjoining properties.
5. The proposed development has the potential to have an adverse impact on the amenity of residents in the immediate locality.
6. Approval would not be in the general public interest.

ATTACHMENTS:

AT - 1 Locality Map

AT - 2 Aerial Photograph

AT - 3 Site Plan

ORDINARY MEETING

Meeting Date: 30 July 2013

AT - 1 Locality Map



ORDINARY MEETING

Meeting Date: 30 July 2013

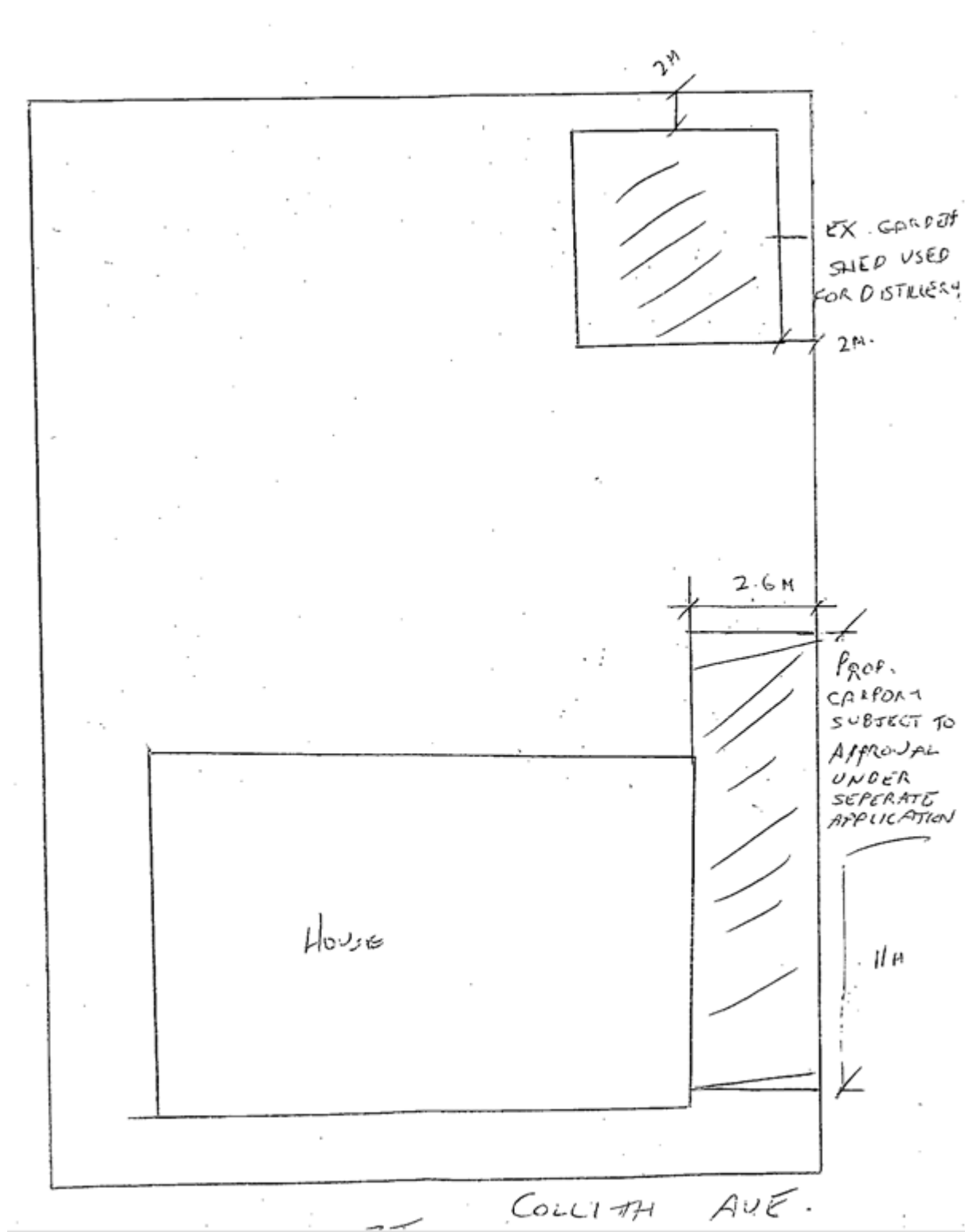
AT - 2 Aerial Photograph



ORDINARY MEETING

Meeting Date: 30 July 2013

AT - 3 Site Plan



oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 July 2013

Item: 142 **CP - DA0116/13 - 51 Pebbly Hill Road, Maraylya - Lot 2 DP 575960 - Fit Out of Structure Ancillary to a Dwelling to Support a Home Industry - Food Production - (95498, 117042, 117041, 117046, 117046)**

Development Information

File Number: DA0116/13
Property Address: 51 Pebbly Hill Road, Maraylya
Applicant: Rita-Marie Cauchi & Anne Mary Di Maria
Owner: Mr SA Cauchi, Ms R Cauchi, Mr S Di Maria, Mrs AM Di Maria
Proposal Details: Fit out of structure ancillary to a dwelling to support a Home Industry – Food production
Estimated Cost: \$4,400
Zone: RU4 Primary Production Small Lots
Date Received: 1 March 2013
Advertising: 11 to 25 March 2013

Recommendation: Approval subject to conditions.

REPORT:

Executive summary

The application seeks approval to fit out an existing structure ancillary to a dwelling to support a home industry involving food production.

An assessment of the proposal has revealed that there are no objections to the proposed fit out of the existing structure provided that the building can be upgraded to comply with National Construction Code – Building Code of Australia (BCA) and Council's food premises fit out code.

The application is being reported to Council for determination as there is a need to establish how Council will determine development applications for home industries that involve a change in classification to a building under the BCA.

Description of Proposal

The application seeks approval to fit out an existing building ancillary to the dwelling to support a Home Industry at Lot 2 in DP 575960, 51 Pebbly Hill Road, Maraylya.

The existing structure ancillary to the dwelling is currently being used as a garage and would be modified in order to support a home industry involving the production of fresh pasta and ravioli for commercial sale. No products would be sold from the premise and the proposed activity would not be advertised from the site. It is anticipated that the home industry would be run by the residents of the property and operating hours would be 8am to 6pm Monday to Friday and 8am to – 12 Midday on Saturdays.

It is proposed that the existing 71m² building would contain a commercial kitchen totalling 35m² in floor area. The remainder of the building would be used as an office and storage area associated with the residential use of the land.

The proposed fit out involves the construction of a commercial kitchen containing a sink, commercial fridge/freezer, stove, range hood and work benches. The plans submitted show that the floors and walls of the kitchen would be surfaced in accordance with Council's food premises fit out code.

ORDINARY MEETING

Meeting Date: 30 July 2013

Issues Relevant to the Decision

- Use of an existing building

Council Policies, Procedures and Codes to Which the Matter Relates

Hawkesbury Local Environmental Plan (LEP) 2012
Sydney Regional Environmental Plan No 20 (SREP20) Hawkesbury Nepean River
Hawkesbury Development Control Plan (HDCP) 2002

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

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

a. The provisions of any:

i. Environmental Planning Instrument:

SREP No. 20 (No.2 – 1997) – Hawkesbury – Nepean River

The proposal is generally consistent with the aims and objectives of SREP No. 20. The proposed development would not significantly impact on the environment of the Hawkesbury-Nepean River either in a local or regional context and that the development is consistent with the general and specific aims, planning considerations, planning policies and recommended strategies.

Hawkesbury LEP 2012

The application proposes to fit out a structure ancillary to a dwelling in order to support a home industry. The proposed works to the existing structure are permitted with development consent in the RU4 Primary Production Small Lot zone, being works that are ancillary to a dwelling.

The proposal to make pasta for commercial purposes has been identified as an *industrial activity* under this plan being the manufacturing of food products. Given that the proposed activity would be operated by the residents of the property in a building that is ancillary a dwelling it is considered that the proposal is consistent with the definition of 'Home Industry'.

Home industries are permitted without consent in the RU4 Primary Production Small Lot zone and are defined as follows:

"means a dwelling (or a building ancillary to a dwelling) used by one or more permanent residents of the dwelling to carry out an industrial activity that does not involve any of the following:

- (a) the employment of more than 2 persons other than those residents,*
- (b) interference with the amenity of the neighbourhood by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, traffic generation or otherwise,*
- (c) the exposure to view, from any adjacent premises or from any public place, of any unsightly matter,*
- (d) the exhibition of any signage (other than a business identification sign),*
- (e) the sale of items (whether goods or materials), or the exposure or offer for sale of items, by retail, except for goods produced at the dwelling or building,*

but does not include bed and breakfast accommodation or sex services premises."

ORDINARY MEETING

Meeting Date: 30 July 2013

Support of the proposal does not change the principal use of the land or the building in that the land would be continued to be used for residential purposes and the building would remain ancillary to a dwelling.

The proposal is consistent with the overall objectives of the zone in that the proposed activity could be carried out in accordance with the definition of a home industry and the upgrading of the existing building would not result in any significant adverse impacts on the locality or any land use conflicts with adjoining properties.

Furthermore the proposed home industry would be carried out in an area totalling 35m² which is below the 50m² maximum floor requirement for home industries under Clause 5.4 of this plan.

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

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

iii. **Development Control Plan applying to the land:**

Hawkesbury Development Control Plan (HDCP) 2002

It is considered that adequate information has been provided with the application to consider the proposal.

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

Not applicable.

v. **Matters prescribed by the Regulations:**

Environmental Planning and Assessment Regulation 2000

Compliance with the BCA

Clause 93 of the regulation requires the consent authority is to take into consideration whether the fire protection and structural capacity of the building will be appropriate to the building's proposed use.

Clause 93 (3) specifies that *'consent to change the building use must not be granted unless the consent authority is satisfied that the building complies (or will, when completed, comply) with such of the Category 1 fire safety provisions as are applicable to the building's proposed use.'*

An assessment of the proposed use of the existing structure has been undertaken by Council's internal building certifiers. It was determined that the building is considered principally to be categorised as a Class 8 building (manufacturing of goods for sale) and as such would result in a change of classification of the building from the current Class 10a building under the BCA.

Whilst the application has not addressed the classification of the building under the BCA it is considered that this detail could be addressed at the construction certificate stage. Suitable conditions requiring the building to be upgraded have been included as part of the recommendation of this report.

It should be noted that the introduction of Hawkesbury Local Environmental Plan 2012 has changed the way in which Council considers applications for home industries and home occupations. In this respect development consent is only required when the proposal involves a change in classification of an existing building under the BCA or general fit out works are proposed.

ORDINARY MEETING

Meeting Date: 30 July 2013

Given that the majority of development applications submitted to Council for *'home industries'* and *'home occupations'* are associated with the fit out of an existing building or construction of a new building it is recommend that Council investigate the possibility of introducing a new development control plan/provisions that specifies the requirements for this type of development.

The establishment of a development control plan could specify how applications of this nature would be determined and managed within the Hawkesbury. This would also ensure that applicants are aware of the matters that they would be required to be addressed as part of any application and help them understand the total costs that would be involved as part of upgrading or constructing a building to support a home industry or home occupation.

Compliance with Councils Section 94A Development Contribution Plan

Clause 25J of the regulation requires the consent authority to apply applicable s94A developer contributions in accordance with Councils adopted developer contributions plan.

In this respect the development is estimated below the minimum levy threshold and is exempt from paying a levy under Councils Section 94A Development Contribution Plan 2006.

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

The proposed development is considered to be generally low scale in nature and the use of the existing building would not have a detrimental social, economic or environmental impact on the locality considering the character of the locality and nature of adjoining land uses.

The details submitted in the application suggest that all waste generated as a result of the proposal would not be significantly greater than what is currently produced on site. In this respect the household garbage service and existing effluent disposal system would be able to adequately cater for the proposed use of the building. Furthermore vehicle deliveries would be made by the residents of the property and the proposal would not generate significantly more traffic than what would otherwise be expected on a residential property.

The development would be contained within an existing building that is consistent in size and appearance with other buildings within the locality. It is considered unlikely that the proposed use of the building would have an adverse impact on the amenity of the locality in terms of noise, waste or smell.

c. Suitability of the site for the development:

The site is considered suitable for the proposed development. The site is not affected by environmental constraints and the land would be continued to be used for rural residential purposes. Suitable services are available onsite and would be able to support the proposed development.

The application has been referred to Councils building, environmental waste (Septic) and environmental health officers who have raised no objections to the proposal subject to the implementation of standard development conditions.

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

No submissions were received in response to the notification of this application.

e. The Public Interest:

The proposal is considered consistent with the public interest. The application proposes a permitted form of development that would fit in with the overall context of the locality.

ORDINARY MEETING

Meeting Date: 30 July 2013

Conclusion

The proposal is considered to be consistent with the relevant planning controls that apply to the development and it is recommended that the application be supported subject to the implementation of the conditions recommended in this report.

Planning Decision

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

RECOMMENDATION:

That development application DA0116/13 at Lot 2 DP 575960, 51 Pebbly Hill Road, Maraylya for the Fit out of structure ancillary to a dwelling to support a Home Industry – Food production be approved subject to the following conditions:

General Conditions

1. The development shall take place in accordance with the stamped plans, specifications and accompanying documentation submitted with the application except as modified by these further conditions.
2. No excavation, site works or building works shall be commenced prior to the issue of an appropriate Construction Certificate.
3. The building shall not be used or re-occupied as a Home Industry prior to the issue of an appropriate Occupation Certificate.
4. The development shall comply with the provisions of the National Construction Code - Building Code of Australia.

In this regard, In accordance with Clause 93 of the Environmental Planning and Assessment regulation, the building shall be upgraded to comply with the Category 1 fire safety provisions as defined with the regulation as are applicable to the building's proposed use.

Details must be submitted to the certifying authority for approval prior to issue of the construction certificate.

5. The accredited certifier shall provide copies of all Part 4 certificates issued under the Environmental Planning and Assessment Act, 1979 relevant to this development to Hawkesbury City Council within 7 (seven) days of issuing the certificate. A registration fee applies.

Prior to Commencement of Works

6. At least two days prior to commencement of works, notice is to be given to Hawkesbury City Council, in accordance with the Environmental Planning and Assessment Regulation.
7. A sign displaying the following information is to be erected adjacent to each access point and to be easily seen from the public road. The sign is to be maintained for the duration of works:
 - (a) Unauthorised access to the site is prohibited.
 - (b) The owner of the site.

ORDINARY MEETING

Meeting Date: 30 July 2013

- (c) The person/company carrying out the site works and telephone number (including 24 hour 7 days emergency numbers).
- (d) The name and contact number of the Principal Certifying Authority.
- 8. The applicant shall advise Council of the name, address and contact number of the principal certifier, in accordance with Section 81A 2(b) of the Environmental Planning and Assessment Act, 1979.
- 9. Toilet facilities (to the satisfaction of Council) shall be provided for workmen throughout the course of building operations. Such facility shall be located wholly within the property boundary.

During Construction

- 10. Site and building works (including the delivery of materials to and from the property) shall be carried out only on Monday to Friday between 7am – 6pm and on Saturdays between 8am – 4pm.
- 11. The site shall be kept clean and tidy during the construction period and all unused building materials and rubbish shall be removed from the site upon completion of the project. The following restrictions apply during construction:
 - (a) Stockpiles of topsoil, sand, aggregate, spoil or other material shall be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and shall have measures in place to prevent the movement of such material off site.
 - (b) Building operations such as brick cutting, washing tools, concreting and bricklaying shall be undertaken only within the site.
 - (c) Builders waste must not be burnt or buried on site. All waste must be contained and removed to a Waste Disposal Depot.
- 12. Provision shall be made for access to the buildings with adequate aids provided for those with disabilities (i.e. mobility, hearing, site impaired) in accordance with the Discrimination Against People with Disabilities Act (DDA), Building Code of Australia and Council's Access Policy.
- 13. Roof stormwater and ground surface water must be conveyed away from the building and into an approved method of disposal so as to ensure the existing building is weatherproof.
- 14. The food premises are to comply with AS4674-2004 – Design, construction and fit-out of food premises and Hawkesbury City Council's *Food Premises Fit Out Code*.
- 15. The premises shall be fitted with adequate hand washing facilities for the preparation of food. Hand washing basins are required in addition to other basins and sinks in any toilet, and in any food preparation area. Where separate additional food preparation areas are provided, an additional hand washing basin is needed. Hand washing basins are required;
 - (a) to be fitted with hand's free taps such as knee or foot operated devices;
 - (b) with hot and cold running potable water;
 - (c) with a common spout delivering water of at least 40° Centigrade.
 - (d) to be easily accessible at all times.
- 16. The range hood / mechanical ventilation system is to comply with AS/NZS 1668 – *The use of mechanical ventilation in buildings*.

ORDINARY MEETING

Meeting Date: 30 July 2013

17. A cleaner's or sluice sink is to be provided and located outside the areas where open food is prepared / handled.
18. Ceilings throughout the premises are to be solid and are to comply with section 4.0 of Hawkesbury City Council's *Food Premises Fit Out Code*. "Drop in" ceiling panels are not permitted over food preparation or food storage areas.

Prior to issue of an occupation certificate

19. The food premises is required to be registered with the Appropriate Regulatory Authority and have inspections conducted by Officers as necessary/required. These premises are required to comply with the Food Act 2003, associated Regulations, and the Food Safety Standards 3.2.2 and 3.2.3. These are available on line at www.foodstandards.gov.au
20. Prior to requesting an interim occupation certificate the owner/agent shall certify that each of the essential fire safety measures for the development:
 - (a) has been installed and assessed by a properly qualified person, and
 - (b) was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which the certificate is issued.

A copy of the Fire Safety Certificate to be completed is available from Council.

This Certificate cannot be signed by persons who inspected and/or tested the installed services.

A copy of the Initial Certificate and the Annual Certificate, together with the relevant Fire Safety Schedule must be forwarded to the Council and the Commissioner of the New South Wales Fire Brigades. A copy of this Certificate, together with the relevant Fire Safety Schedule must be prominently displayed in the building.

Use of the Development

21. Operating hours shall be limited to 8 am to 6 pm Monday's to Friday's and 8 am – 12 Midday on Saturday's.
22. The home industry shall not:
 - (a) Involve the employment of more than 2 persons other than those residents,
 - (b) Interfere with the amenity of the neighbourhood by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, traffic generation or otherwise,
 - (c) Involve the exhibition of any signage (other than a business identification sign),
 - (d) Involve the sale of items (whether goods or materials), or the exposure or offer for sale of items, by retail, except for goods produced at the dwelling or building.
23. The development shall be limited to the area shown on the submitted plans and no internal or external alterations shall be carried out without prior approval of Council.
24. All fire safety equipment and fixtures shall be regularly serviced and maintained. The owner or their agent shall certify annually that each of the fire safety measures specified in this statement has:
 - (a) been assessed by a properly qualified person, and
 - (b) found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the certificate is issued.

ORDINARY MEETING

Meeting Date: 30 July 2013

25. Any activity carried out in accordance with this approval shall not give rise to air pollution (including odour) or pollution of land and/or water as defined by the Protection of the Environment Operations Act 1997.
26. All waste generated on the site is to be stored, handled and disposed of in such a manner as to not create air pollution (including odour), offensive noise or pollution of land and/or water as defined by the Protection of the Environment Operations Act 1997.
27. The sewage management facility servicing the development must be operated in accordance with the relevant operating specifications and procedures for the component facilities, and so as to allow disposal of treated sewage in an environmentally safe and sanitary manner (Local Government [General] Regulation 2005).
28. Any external lighting shall be directed in such a manner so that no nuisance is caused to adjoining properties or to drivers on surrounding streets.
29. All work and the storage of goods or materials shall be confined within the building or approved areas at all times.

Advisory Notes

- *** The proposed use of the building is considered principally as a Class 8 building (manufacturing of goods for sale) under the Building Code of Australia and as such the existing building would be required to be upgraded.
- *** The applicant shall make themselves aware of any User Restriction, Easements and Covenants to this property and shall comply with the requirements of any Section 88B Instrument relevant to the property in order to prevent the possibility of legal proceedings against them.
- *** The developer is responsible for all costs associated with any alteration, relocation or enlargement to public utilities whether caused directly or indirectly by this proposed subdivision. Such utilities include water, sewerage, drainage, power, communication, footways, kerb and gutter.
- *** In accordance with the requirements of Part 5.7 Protection of the Environment Operations Act 1997, the Appropriate Regulatory Authority is to be informed of any pollution incident that occurs in the course of carrying out the approved activity where material harm to the environment is caused or threatened.
- *** The applicant is advised to consult with the relevant:
 - (a) Water and sewer provider
 - (b) Electricity provider
 - (c) Natural gas provider
 - (d) Telecommunications carrier
 - (e) Road authority

Regarding their requirements for the provision of services to the development and the location of existing services that may be affected by proposed works, either on site or on the adjacent public roads.

ORDINARY MEETING

Meeting Date: 30 July 2013

ATTACHMENTS:

AT - 1 Locality Map

AT - 2 Aerial Photograph

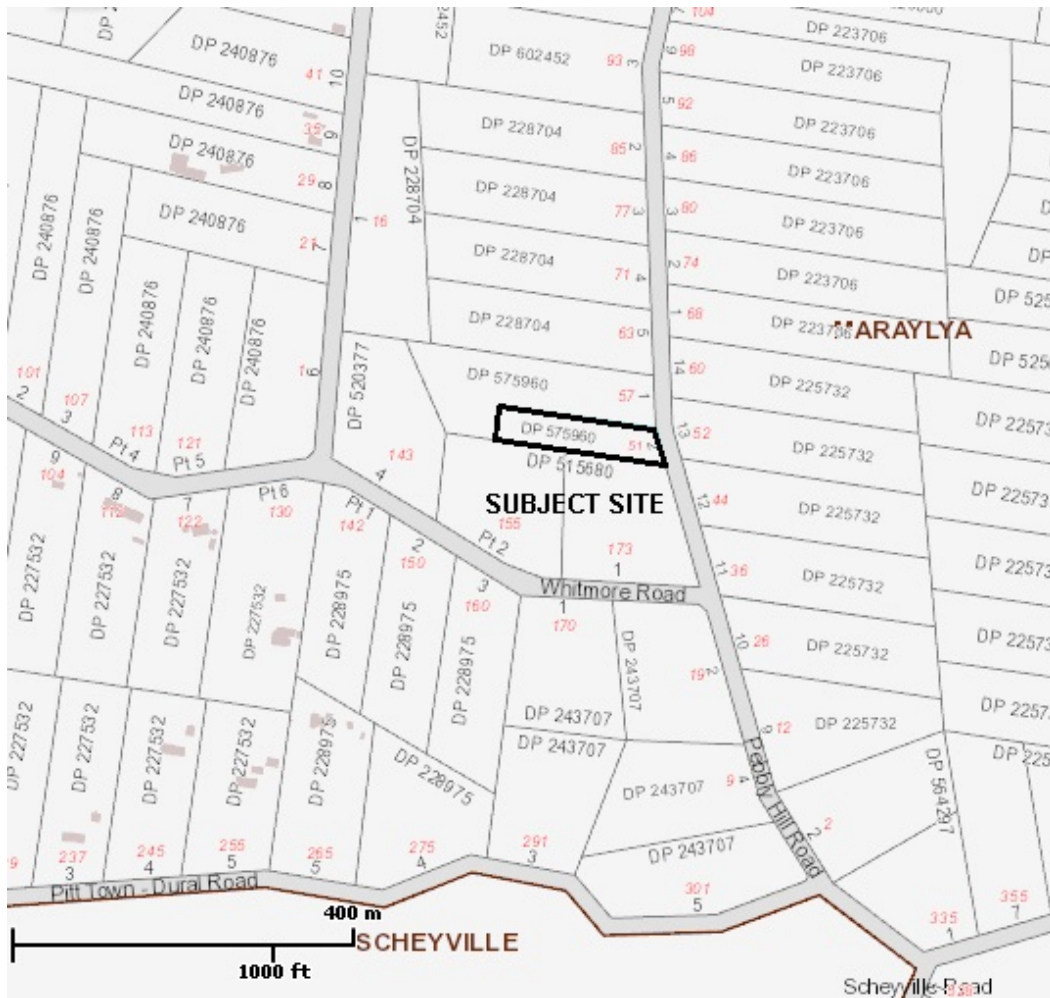
AT - 3 Site Plan

AT - 4 Floor Plan / Elevations

ORDINARY MEETING

Meeting Date: 30 July 2013

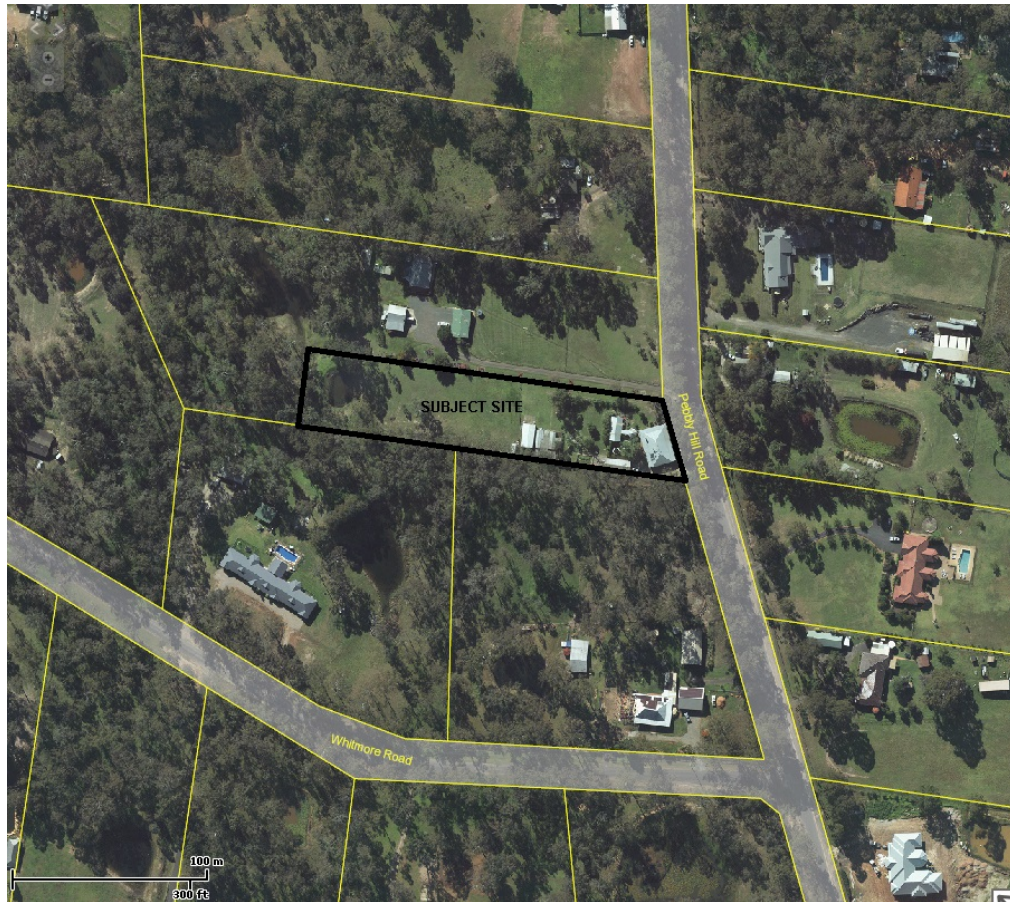
AT - 1 Locality Map



ORDINARY MEETING

Meeting Date: 30 July 2013

AT - 2 Aerial Photograph



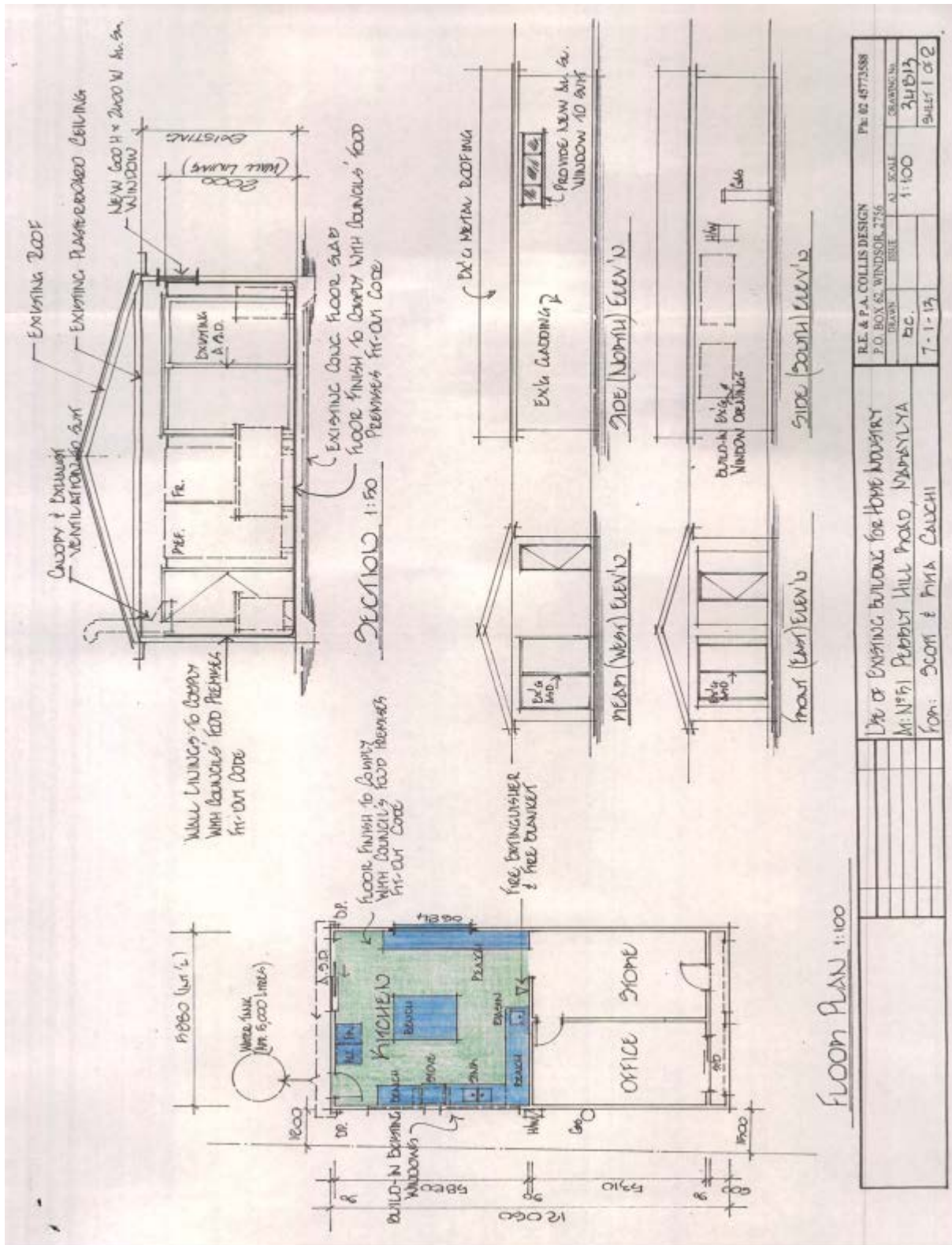
Meeting Date: 30 July 2013

[illegible]

ORDINARY MEETING

Meeting Date: 30 July 2013

AT - 4 Floor Plan / Elevations



oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 July 2013

Item: 143 **CP - DA0120/13 - 6 Kirra Place, Wilberforce - Lot 30 DP 253767 - Subdivision - Two Lot Torrens Title - (95498, 102260)**

Development Information

File Number: DA0120/13
Property Address: 6 Kirra Place, Wilberforce
Applicant: Montgomery Planning Solutions
Owner: Mr CJ Jobse
Proposal Details: Subdivision - Two Lot Torrens Title
Estimated Cost: \$10,000
Zone: R2 Low Density Residential
Date Received: 4 March 2013
Advertising: 6 to 25 March 2013

Recommendation: Approval

REPORT:

Executive summary

The application seeks approval for a two lot Torrens Title Subdivision of Lot 30 DP 253767, 6 Kirra Place, Wilberforce.

Following a detailed assessment of the application it is recommended that the proposal be supported as the development complies with the overall objectives of R2 Low Density Residential zone and the minimum allotment size requirements of Hawkesbury Local Environmental Plan 2012.

The application is being reported to Council for determination as the application involves a variation to the minimum allotment size requirement (750m²) of Council's adopted Wilberforce Subdivision and Development Policy.

Issues Relevant to the Decision

- Lot size
- Wilberforce Subdivision and Development Policy

Description of Proposal

The application proposes a two lot Torrens Title Subdivision of Lot 30 DP 253767, No. 6 Kirra Place, Wilberforce. It is proposed that the existing allotment will be subdivided as follows:

- Proposed Lot 301 – will have an area of 700.6m² and will contain the existing dwelling house and garage.
- Proposed Lot 302 – will have an area of 700m² and will gain access from Poidevin Lane.

It is proposed to demolish the existing above-ground pool and a building comprising a shed and carport that would be located on the proposed Lot 302.

Proposed Lot 302 is currently landscaped with gravity retaining walls forming terraces. The Applicant advises that the retaining walls are to be removed and the site re-levelled back to existing.

ORDINARY MEETING

Meeting Date: 30 July 2013

The application is supported by a Statement of Environmental Effects, dated March 2013, prepared by Montgomery Planning Solutions.

Description of the Land and its Surroundings

The subject site has a total area of 1401m² and contains a dwelling house, a detached shed/carport and an above ground swimming pool. The property has frontage to both Kirra Place and Poidevin Lane, with access to the property existing from both streets.

The surrounding area is occupied by residential properties on lots ranging in size from 689m² to 1393m².

Council Policies, Procedures and Codes to Which the Matter Relates

- Sydney Regional Environmental Plan No 20 (No.2 - 1997) - Hawkesbury Nepean River (SREP No. 20)
- Hawkesbury Local Environmental Plan 2012
- Hawkesbury Development Control Plan 2002
- Wilberforce Subdivision and Development Policy

Previous Policy Variations

At Council's Ordinary Meeting of 26 February 2013, Council considered a variation to the Wilberforce Subdivision and Development Policy and resolved to approve a three lot subdivision of 40 – 42 Turnbull Avenue, Wilberforce. The subdivision will create lots having the following attributes:

- Lot 11 would contain the existing dwelling located on 40 Turnbull Avenue and have a total area of 609m².
- Lot 12 would be a corner allotment fronting Turnbull Avenue, contain the existing dwelling located on 42 Turnbull Avenue and have a total area of 633m².
- Lot 13 would contain an existing garden shed and metal garage, front Coburg road and have a total area of 815m².

This application was supported due to the characteristics of this site being on a corner allotment and not introducing battle-axe allotments or variations to the rhythm of allotment widths in the locality.

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

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

a. The provisions of any:

i. Environmental Planning Instrument:

Sydney Regional Environmental Plan No 20 (SREP No. 20) - Hawkesbury - Nepean River (No 2—1997)

An assessment of the proposal against this plan has been undertaken and it is considered that the proposed development is consistent with the general and specific matters for consideration, specific planning policies and recommended strategies and development controls of this plan.

Hawkesbury Local Environmental Plan 2012

An assessment of the proposed development against the relevant provisions of Hawkesbury Local Environmental Plan 2012 follows:

Clause 1.2 Aim of Plan

The proposed development is considered to be consistent with the aims of the Plan as outlined in Clause 1.2 of HLEP 2012.

Clause 2.2 Zoning of land to which Plan applies

The subject land is zoned R2 Low Density Residential.

Clause 2.3 Zone objectives and Land Use Table

Subclause (2) requires in the determination of a development application that regard is given to the objectives of the zone. The zone objectives of the R2 zone are:

- *To provide for the housing needs of the community within a low density residential environment.*
- *To enable other land uses that provide facilities or services to meet the day to day needs of residents.*
- *To protect the character of traditional development and streetscapes..*
- *To ensure that new development retains and enhances that character..*
- *To ensure that development is sympathetic to the natural environment and ecological processes of the area..*
- *To enable development for purposes other than residential only if it is compatible with the character of the living area and has a domestic scale.*
- *To ensure that water supply and sewage disposal on each resultant lot of a subdivision is provided to the satisfaction of the Council.*
- *To ensure that development does not create unreasonable demands for the provision or extension of public amenities and services.*

The proposal is consistent with the overall objectives of the zone in that the subdivision would provide an additional opportunity for low density housing in the locality without impacting upon the character of the traditional residential development of the area or the streetscape.

Clause 5.9 Preservation of trees or vegetation

The development does not involve or require the removal of any vegetation, and therefore is consistent with the requirements of this Clause.

Clause 6.1 Acid sulphate soils

The subject land is within Class 5 as shown on the Acid Sulfate Soils Map. The development does not involve any works as defined by this Clause. The subject land is not within 500m of land within another Class, and therefore there are no further requirements in respect to acid sulphate soil management for the proposed subdivision.

Clause 6.4 Terrestrial biodiversity

The development is not located on land that is identified as 'Significant vegetation' or 'Connectivity between significant vegetation' on the Terrestrial Biodiversity Map, and therefore this Clause does not apply to the proposed development.

Clause 6.7 Essential services

Services are available to the subject development and are adequate for the development.

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

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

iii. **Development Control Plan applying to the land:**

ORDINARY MEETING**Meeting Date:** 30 July 2013**Hawkesbury Development Control Plan (HDCP) 2002**

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

Part A Chapter 2 - General Information

The subject application provides adequate information for the assessment of the proposal and therefore complies with this chapter.

Part A Chapter 3 - Notification

The application was notified to adjacent property owners in accordance with HDCP 2002. No submissions were received.

Part C Chapter 2 - Carparking and Access

The existing dwelling house utilises an existing attached garage. The proposed subdivision provides sufficient space on site for carparking and manoeuvring on the proposed new vacant lot.

Part D Chapter 1 - Residential Development

This Chapter provides the requirements for residential development, including single dwelling houses. Proposed Lot 302 will provide sufficient space on site for residential development in accordance with the residential development requirements of this Chapter. Likewise the size and dimensions of Proposed Lot 301, which will contain the existing dwelling house, affords consistency with this Chapter having regard to the size and location of private open space, landscaping and car parking.

Part D Chapter 2 – Subdivision

The proposal is generally in accordance with the requirements of this chapter as demonstrated in the table below:

Element	Rule	Complies
General		
Flora and Fauna Protection	<p>(a) Any subdivision proposal which is likely to result in any clearing of native vegetation or impact on any environmentally sensitive area is to be accompanied by a flora and fauna assessment report prepared by a suitably qualified person. This report is to primarily address the Eight Part Test pursuant to the Act (Section 5A), State Environmental Planning Policy 44 – Koala Habitat protection.</p> <p>(b) Vegetation cover should be retained where ever practicable as it acts to stabilize soils, minimize runoff, acts as a pollutant trap along watercourses and is important as a habitat for native fauna.</p> <p>(c) Degraded areas are to be rehabilitated as part of the subdivision.</p> <p>(d) Vegetation should be retained where it forms a link between other bush land areas.</p> <p>(e) Vegetation which is scenically and environmentally significant should be retained.</p> <p>(f) Vegetation which adds to the soil stability of</p>	<p>Not Required. No native vegetation will be removed or disturbed.</p> <p>The vegetation currently located on site will not be removed</p> <p>N/A</p> <p>N/A</p> <p>The application does not involve the removal of any vegetation.</p> <p>Yes</p>

ORDINARY MEETING

Meeting Date: 30 July 2013

Element	Rule	Complies
	<p>the land should be retained.</p> <p>(g) All subdivision proposals should be designed so as to minimize fragmentation of bushland.</p>	The proposal will not result in the fragmentation of bushland.
Visual Amenity	<p>(a) Building envelopes, accessways and road shall avoid ridge tops and steep slopes.</p> <p>(b) Subdivision of escarpments, ridges and other visually interesting places should:</p> <p>(c) Be managed in such a way that the visual impact rising from development on newly created allotments is minimal; and</p> <p>(d) Retain visually significant vegetation such as that found on ridge tops and other visually prominent locations.</p> <p>(e) Development Applications for subdivision shall take into consideration the provisions of SREP No. 20 in relation to scenic quality.</p>	<p>Yes</p> <p>N/A</p> <p>N/A</p> <p>See assessment above.</p>
Heritage	<p>(a) A subdivision proposal on land which contains or is adjacent to an item of environmental heritage as defined in Schedule 1 of the Hawkesbury LEP should illustrate the means proposed to preserve and protect such items.</p>	Heritage items are now identified under Schedule 5 of HLEP 2012. Regardless, no heritage item is located on or adjacent to the site.
Utility Services	<p>(a) Underground power provided to all residential and industrial subdivisions. Where infill subdivision is proposed, the existing system, whether above or underground shall be maintained.</p> <p>(b) All lots created are to have the provision of power.</p> <p>(c) Where reticulated water is not available, a minimum storage of 100,000 litres must be provided. A minimum of 10,000 litres must be available during bush fire danger periods.</p>	<p>Infill subdivision</p> <p>Yes, currently provided to existing dwelling.</p> <p>N/A</p>
Flooding, Landslip & Contaminated Land	<p>(a) Compliance with clause 25 of Hawkesbury Local Environmental Plan 1989.</p> <p>(b) Access to the subdivision shall be located above the 1% AEP flood level.</p>	<p>N/A. HELP 2012 Clause 6.3 and Council's Development of Flood Liable Land Policy now applies. Land is above 1 in 100 year flood level.</p> <p>Yes</p>

ORDINARY MEETING

Meeting Date: 30 July 2013

Element	Rule	Complies
	<p>(c) Where a subdivision proposal is on land identified as being potentially subject to landslip, the applicant shall engage a geotechnical consultant to prepare a report on the viability of subdivision the land and provide recommendations as to the siting and the type of buildings which could be permitted on the subject land.</p> <p>(d) In the event the Council deems that there is the potential that land subject to a subdivision application is contaminated then the applicant shall engage a suitably qualified person to undertake a soil and ground water assessment.</p> <p>(e) Contaminated Land shall be remediated prior to the issue of the Subdivision Certificate.</p>	<p>N/A</p> <p>Not considered to be contaminated</p> <p>N/A</p>
Residential Local Street Design	Not applicable	Proposed lots front existing constructed road/laneway.
Residential Accessway Design	<p>Accessways should have a minimum width of 4 metres and sealed pavement of 2.5 metres</p> <p>Accessways should not serve more than 5 lots.</p> <p>Accessways should have a maximum grade of 25% (1:4) at any point.</p> <p>Where the Accessways is steep or fronts a local collector or higher order road (greater than 3,000 vehicles per day) or a high pedestrian area, accessways should be designed so that vehicles can be driven both onto and off the property in a forward direction.</p> <p>Where vehicles would otherwise have to reverse more than 50 meters, a turning area should be provided to enable the vehicles to enter and leave the site in a forward direction and reduce the need to reverse over long distances.</p> <p>Refer to Part D Chapter 1 Residential development for further requirements regarding accessways should a subdivision be part of a residential development.</p>	<p>N/A.</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Yes Complies with Chapter 1 Part D regarding accessways.</p>
Planning for Pedestrians and Cyclists in	Not applicable	N/A

ORDINARY MEETING

Meeting Date: 30 July 2013

Element	Rule	Complies
Residential Areas		
Stormwater management	<p>Where the topography prevents discharge of storm water directly to the street gutter or a council controlled pipe system, inter allotment drainage provided to accept run off from all existing or future impervious areas on the subject land. The design and construction of the inter allotment drainage system should be in accordance with the requirements of the Australian Rainfall and Runoff (1987)</p> <p>Where proposals require the creation of easements over downstream properties for drainage purposes, a letter of consent from the owner(s) of the downstream properties should be submitted with DA's</p> <p>Stormwater piped in roads and through allotments in all residential subdivisions.</p> <p>For subdivision proposals comprising 5 lots or more or where Council deems it necessary, a soil and water management plan should be prepared by a properly qualified practitioner with the aim of minimizing erosion and maximising the quality of any water leaving the site.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
Lot Size and Shape	<p>In calculating the area of the battle-axe or hatched shaped allotment the accessway is to be excluded. The area of an allotment effected by a "right of carriage way" or private road should also be excluded.</p> <p>Allotments should have a minimum width of 15 metres at the building line. Council may consider a lesser dimension but only as part of an integrated housing development.</p> <p>Lots should be able to accommodate a building envelope of 200m² with a minimum dimension of 10 metres.</p> <p>An allotment should not be less than 20 metres in depth to ensure there is some flexibility in the choice of housing design and siting as well as the availability of suitable space for other activities normally associated with a dwelling.</p> <p>Vegetation which adds significantly to the visual amenity of a locality and/or which is</p>	<p>N/A</p> <p>Yes. Building line for Lot 302 is approx 30m for Lot 301 approx 20m.</p> <p>Yes, Proposed lot 301 will contain an existing dwelling, and Proposed Lot 302 can accommodate a building envelope of 200m².</p> <p>Yes.</p> <p>Yes.</p>

ORDINARY MEETING**Meeting Date:** 30 July 2013

Element	Rule	Complies
	environmentally significant should be conserved in the design of the subdivision proposal.	Vegetation removal is not proposed.
	Lots should be designed to allow the construction of a dwelling with a maximum cut of fill of 1 metre from the natural ground level.	Yes.

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

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

v. Matters prescribed by the Regulations:

The Environmental Planning and Assessment Regulation 2000 requires that the proposal be levied against Council's Section 94A Development Contributions Plan.

As the estimated cost of development is below \$100,000 the development is not required to be levied against Hawkesbury City Council's Section 94A Development Contributions Plan 2006.

In addition conditions will be imposed to ensure that all demolition is in accordance with the relevant standards as prescribed by the Regulations.

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

It is considered unlikely that the proposed development would have any adverse environmental or social impacts on the locality. The subdivision would allow for the suitable residential development of the land without fragmenting any existing bushland.

The subdivision is not located within close proximity to any listed heritage items and the application is supported by sufficient information to demonstrate that the proposed lots would be able to be appropriately serviced.

c. Suitability of the site for the development:

The land is not affected landslip or flooding and the information provided suggests that the land has not been used for any purposes that would raise any issues in terms of land contamination. The land is identified as 'bush fire prone' however the NSW Rural Fire Service have issued a bush fire safety authority for the development.

The application has been assessed in reference to Council's Subdivision controls and the proposal is able to comply with Council's standard subdivision conditions.

A summary of the suitability of the site for the development has been undertaken in the report above and it is considered that the proposal is consistent with the planning controls which relate to the land. An assessment of the proposal in relation to Council's Wilberforce Subdivision and Development Policy has been undertaken as follows:

Wilberforce Subdivision and Development Policy

This policy was adopted by Council on 31 July 2012 in order to provide a guide to decision making on applications in the residential zoned area of Wilberforce village covered by the Priority Sewerage Program (PSP).

ORDINARY MEETING

Meeting Date: 30 July 2013

Council prepared this policy to ensure that new allotments to be covered by the PSP take into consideration the limited capacity of the system. This policy provides the following criteria to be used when assessing development applications for subdivision and/or residential development proposals:

Available capacity, based on the number of subdivision approvals that have proceeded to Subdivision Certificate stage and other approvals beyond a single dwelling on a single allotment, is to be recorded and considered upon lodgement of any new applications. In this regard, a tally is to be kept by Council and approvals are not to result in an allocation over 100 ET in the area covered by the PSP.

Comment: At the time of writing this report Council has approved subdivisions resulting in 11 additional lots within the Wilberforce village. No approvals beyond single dwelling houses have been approved in this area since the introduction of sewer. Therefore the proposal is not contrary to this rule.

Lot size - new lots to be created in the housing zone are to have a minimum area of 750m², in those areas not affected by the 1 in 100 year flood, or 1.1ha, in areas affected by the 1 in 100 year flood, as shown in Appendix A. Allotments in areas affected by the 1 in 100 year flood must have a building platform, suitable for the construction of a dwelling, at a level equal to or greater than the 1 in 100 year flood. This building platform must be either naturally occurring or may be obtained by filling, via a separate development approval, with a maximum fill depth of 1m.

Comment: The application proposes the creation of two (2) lots having areas of 700.3m² and 700m². Both resultant lots will be below the minimum allotment size of 750m² recommended in this policy.

The applicant has requested a variation to the minimum allotment size based on the merits of the proposal, and provides the following justification:

“Notwithstanding that the Wilberforce Subdivision Policy has no statutory force, it is considered that the proposed subdivision is acceptable for the following reasons:

- The existing dwelling satisfies all requirements of the residential development chapter of the DCP (which does have statutory force) with a lots size of 700.6m².*
- The proposed vacant lot 302 has an area of 700m² which is significantly larger than the statutory minimum, and has adequate area for compliance with the residential DCP.*
- The land is connected to the sewer. Therefore the land is serviced by reticulated sewer.*
- There is capacity in the Wilberforce sewerage system to cater for the additional lot.*
- The proposal is minor infill development only, which is in character with the existing residential area.*
- The proposal satisfies all requirements of Hawkesbury Local Environmental Plan 2012 and Hawkesbury Development Control Plan 2002*
- The proposal will not create a precedent due to the fact that there are only three similar opportunities at most.*

The proposal is a logical development which satisfies “the promotion and coordination of the orderly and economic use and development of land” as stated in the Objects of the Environmental Planning & Assessment Act, 1979.”

It is considered that the reasons listed above are valid reasons for supporting a variation to this policy. The proposed lots vary from the minimum allotment size of 750m² by 6.6%. It is considered that the variation is minor, both numerically and in nature.

ORDINARY MEETING

Meeting Date: 30 July 2013

Lot sizes in the general locality range from approximately from 689m² to 1393m². The proposed lot sizes of 700m² are not considered to be inconsistent with those of properties within the vicinity.

The eastern side of Poidevin Lane (in the vicinity of the subject land) consists predominantly of lots having a size of approximately 893m². The dwelling houses on these lots all front the lane.

The western side of the laneway consist of the rear yards of dwelling houses fronting Kirra Place and associated fencing. Proposed Lot 302 will front this side of Poidevin Lane. Whilst located on the eastern side of Poidevin Lane, future development of this Proposed Lot 302 will be consistent with development along the western side of the laneway and will have a positive impact on the visual amenity of this area,

The subdivision does not alter the length of the existing frontages to Kirra Place and Poidevin Lane, thereby minimising the impact on the existing streetscape and character of these roads.

As the proposed lots are not below the 1:100 year flood level and there is sufficient area on the proposed lots to support residential development it is recommended that the variations to the policy be supported.

In relation to this proposal setting a precedent for variations to this Policy, any variation to a Policy of Council has the potential to set a precedent for future variations. However, in this case the variation is acceptable due to its minor nature and consistency with the character of the surrounding area having regard to lots sizes and the streetscape.

Residential development in excess of a single dwelling house (for the purposes of secondary dwellings, dual occupancies, seniors housing and for community purposes (if permitted by the relevant zoning or Legislation)) is encouraged within the 800m radius from existing community facilities, i.e., shops.

Comment: The application does not involve residential development of the type outlined above. Therefore this clause does not apply to the development. .

Development applications lodged with Council prior to 15 February 2011 (as listed in the Council report dated 15 February 2011 and any subsequent related motions of Council) will not be subjected to this Policy.

Comment: Not applicable.

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

Public Submissions

The application was notified 11 March 2013 to 25 March 2013. One submission was received. The matters raised in this submission are discussed below:

1. *Smaller blocks mean neighbours are closer. This creates a negative impact into people's privacy i.e. increase in noise, increase in people overlooking existing properties.*

Comment: As previously discussed, the proposed lot sizes are consistent with Hawkesbury Local Environmental Plan 2012 and the proposed subdivision is consistent with the requirements of Hawkesbury Development Control Plan. The Wilberforce Subdivision and Development Policy is a guideline aimed at maintaining the character of Wilberforce. The proposed lots sizes vary from the minimum lot sizes under this Policy to a minor degree (6.6% variation for each lot). For this reason, it is considered that the proposed subdivision will have no negative impact on the character of the locality.

2. *Traffic impacts – increase in traffic in Poidevin Lane which is narrow; increased parking within this Lane impacting on traffic flow; additional hidden driveway will pose traffic dangers.*

ORDINARY MEETING

Meeting Date: 30 July 2013

Comment: It is considered that the traffic generated from the development of Proposed Lot 302 for a single dwelling house will have no unreasonable impacts on the local road network, including Poidevin Lane.

It is noted that the Residential Chapter of Hawkesbury Development Control Plan has specific provisions relating to development fronting laneways, including requirements for driveway manoeuvring and visitor parking.

3. *Traffic congestion and noise resulting from building on the new lot.*

Comment: It is considered that construction of a dwelling house on Proposed Lot 302 will have no unreasonable impacts on traffic within Poidevin Lane or having regard to construction noise. In general, the impacts from construction will be for a limited period of time, and construction vehicles are able to be accommodated on site.

4. *Drainage from the new building entering the Lane.*

Comment: The future dwelling on Proposed Lot 302 will drain to an existing piped drainage system in Poidevin Lane. On site detention will also be required for future development.

5. *The size of the lots is inconsistent with the character of Wilberforce which has bigger lots.*

Comment: It is considered that the proposed subdivision, and the future development of the lots, is not inconsistent with the existing character of the locality as discussed previously in this Report.

6. *Devaluation of surrounding properties.*

Comment: Apart from making this statement the submission does not provide evidence that the proposal will affect property values. Subdivision and development of the resultant lots for residential purposes are permissible landuses within the R2 Low Density Residential zone and it is unlikely that a permitted use in a zone will significantly adversely impact property values.

Integrated Authorities

The application was forwarded to the NSW Rural Fire Service being integrated development under Section 91 of the Environmental Planning and Assessment Act 1979. In their response dated 11 March 2013 the NSW Rural Fire Service granted a bush fire safety authority subject to conditions.

e. The Public Interest:

An assessment of the proposal against the Wilberforce Subdivision and Development Policy has been undertaken as set out in the report above. It is recommended that the application be supported as the applicant has been able to demonstrate that the lots would be able to be developed in a manner that is not contrary to the public interest.

Conclusion

The environmental impacts anticipated with the proposal are those relating to minimum allotment size and residential amenity. The proposed lots would be able to suitably accommodate the existing dwelling on the land and a new dwelling on the proposed additional lot without impacting on the visual amenity of the surrounding residential area.

The proposed subdivision is consistent with Hawkesbury Local Environmental Plan 2012 and the requirements of Hawkesbury Development Control Plan. The Wilberforce Subdivision and Development Policy is a guideline aimed at maintaining the character of Wilberforce. The proposed lot sizes vary from the minimum lot sizes under this Policy to a minor degree (6.6% variation for each lot). It is considered that the variation is acceptable due to its minor nature and consistency with the surrounding character having regard to lots sizes and the streetscapes of Kirra Place and Poidevin Lane.

ORDINARY MEETING

Meeting Date: 30 July 2013

The variation request to the Wilberforce Subdivision and Development Policy has been considered and is considered worthy of support given the circumstances of this case.

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:

- A. The Wilberforce Subdivision and Development Policy be amended to include the following wording:

“All proposed variations to this Policy greater than 10% are to be reported to, and determined by, Council.”

- B. Development application DA0120/13 at Lot 30 in DP 253767, No. 6 Kirra Place, Wilberforce for a two Lot Torrens Title Subdivision be approved subject to the following conditions:

NSW Rural Fire Services Conditions

Asset Protection Zones

The intent of measures is to provide sufficient space and maintain reduced fuel loads so as to ensure radiant heat of buildings are below critical limits and to prevent direct flame contact with a building. To achieve this, the following conditions shall apply:

1. At the issue of subdivision certificate and in perpetuity both proposed Lots 301 and 302 require the entire property to be managed as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of ‘Planning for Bush Fire Protection 2006’ and the NSW Rural Fire Service’s document ‘Standards for asset protection zones’.

Design and Construction

The intent of measures is that buildings are designed and constructed to withstand the potential impacts of bush fire attack. To achieve this, the following conditions shall apply:

2. The existing dwelling on proposed Lot 301 is required to be upgraded to improve ember protection. This is to be achieved by enclosing all openings (excluding roof tile spaces) or covering openings with a non-corrosive metal screen mesh with a maximum aperture of 2mm. Where applicable, this includes any sub floor areas, openable windows, vents, weepholes and eaves. External doors are to be fitted with draft excluders

Hawkesbury City Council Conditions

General Conditions

3. The development shall take place in accordance with the stamped plans, specifications and accompanying documentation submitted with the application except as modified by these further conditions.

ORDINARY MEETING

Meeting Date: 30 July 2013

Prior to commencement of works

4. The applicant shall advise Council of the name, address and contact number of the principal certifier, in accordance with Section 81A 2(b) of the Environmental Planning and Assessment Act, 1979.
5. At least two days prior to commencement of works, notice is to be given to Hawkesbury City Council, in accordance with the Environmental Planning and Assessment Regulation.
6. A waste management plan shall be submitted to and approved by Hawkesbury City Council. The plan shall address any demolition waste. Particular attention shall be paid to type and quantity of waste, recycling, reuse, storage and disposal.
7. A sign displaying the following information is to be erected adjacent to each access point and to be easily seen from the public road. The sign is to be maintained for the duration of works:
 - a. Unauthorised access to the site is prohibited.
 - b. The owner of the site.
 - c. The person/company carrying out the site works and telephone number (including 24 hour 7 days emergency numbers).
 - d. The name and contact number of the Principal Certifying Authority.

During Construction

8. The site shall be secured to prevent the depositing of any unauthorised material.
9. No fill material shall be imported to or exported from the site for the regrading works on Lot 302.
10. The regrading works shall be completed generally in accordance with the stamped approved plan No.10039-1, Issue 4 dated 14 March 2013.
11. During the demolition period, the person responsible for the site is to retain records of waste disposal (waste receipts or dockets, recycling processor receipts etc.) in a Waste Data File. The Waste Data File must be provided to Council officers on request to demonstrate that the approved Waste Management Plan is being implemented.
12. Site and building works (including the delivery of materials to and from the property) shall be carried out only on Monday to Friday between 7am – 6pm and on Saturdays between 8am – 4pm.
13. At all times during demolition, a competent person shall directly supervise work. It is the responsibility of the person to ensure that:
 - a. Adjoining owners are given 24 (twenty four) hours notice, in writing, prior to commencing demolition.
 - b. Utility services within the structure not required to be maintained during the demolition work shall be properly disconnected and sealed before any demolition commences.
 - c. The site shall be secured at all times against the unauthorised entry of persons or vehicles.
 - d. Safe access and egress from adjoining buildings is to be maintained at all times for the duration of the demolition work.

ORDINARY MEETING

Meeting Date: 30 July 2013

- e. Precautions are taken to ensure that the stability of all parts of the structure and the safety of persons on and outside the site are maintained, particularly in the event of sudden and severe weather changes.
- f. The structure and all components shall be maintained in a stable and safe condition at all stages of the demolition work.
- g. Demolition activity shall not cause damage to or adversely affect the structural integrity of adjoining buildings
- h. Removal of dangerous or hazardous materials shall be carried out in accordance with the provisions of all applicable State legislation and with any relevant recommendations published by the National Occupational Health and Safety Commission (Worksafe Australia).
- i. All work shall be carried out in accordance with AS2601 and the Work Plan submitted with the development application.
- j. Unless otherwise permitted by Council, the structure is to be demolished in reverse order of construction, being progressive and having regard to the type of construction, to enable the maximum separation and recycling of demolished materials to take place.
- k. No material is to be burnt on site.

Prior to Issue of the Subdivision Certificate

- 14. Sewerage reticulation, including junctions, shall be constructed to each lot in the subdivision where not already provided.
- 15. A Certificate from a telecommunications carrier confirming that provision has been made for services to the development shall be submitted to the Principal Certifying Authority.
- 16. A Section 73 Compliance Certificate under the Sydney Water Act 1994 must be obtained from Sydney Water Corporation.
- 17. Written clearance from an electricity provider shall be submitted to the Principal Certifying Authority.
- 18. Geotechnical test results and a site classification report prepared by a NATA registered laboratory shall be submitted to Council in respect of regrading/filling works on Lot 302.
- 19. A plan of subdivision prepared to the requirements of the Land Titles Office, shall be submitted to Council, with four copies.
- 20. The easement for services shall be created over proposed lot 301.
- 21. A survey plan showing all existing services on the lots including sewer connections, water connections and stormwater disposal shall be submitted. The plan shall demonstrate that there are no encroachments over remaining or proposed boundaries.
- 22. Creation of a restriction on use of land pursuant to Section 88B of the Conveyancing Act as follows:
 - Requiring that future development on proposed lot 302 be connected to an on site storm water detention system to maintain all storm water discharges from the 1:1 year storm up to the 1:100 year storm at predevelopment levels.

ORDINARY MEETING

Meeting Date: 30 July 2013

23. Payment of a Subdivision Certificate Release Fee in accordance with Council's Fees and Charges at the time of lodgement of the linen plan.

Advisory Notes

- The applicant is advised to consult with the relevant:
 - (a) Water and sewer provider
 - (b) Electricity provider
 - (c) Natural gas provider
 - (d) Telecommunications carrier
 - (e) Road authority

Regarding their requirements for the provision of services to the development and the location of existing services that may be affected by proposed works, either on site or on the adjacent public roads.

- The developer is responsible for all costs associated with any alteration, relocation or enlargement to public utilities whether caused directly or indirectly by this proposed subdivision. Such utilities include water, sewerage, drainage, power, communication, footways, kerb and gutter.
- The applicant shall make themselves aware of any User Restriction, Easements and Covenants to this property and shall comply with the requirements of any Section 88B Instrument relevant to the property in order to prevent the possibility of legal proceedings against them.

ATTACHMENTS:

AT - 1 Locality Plan

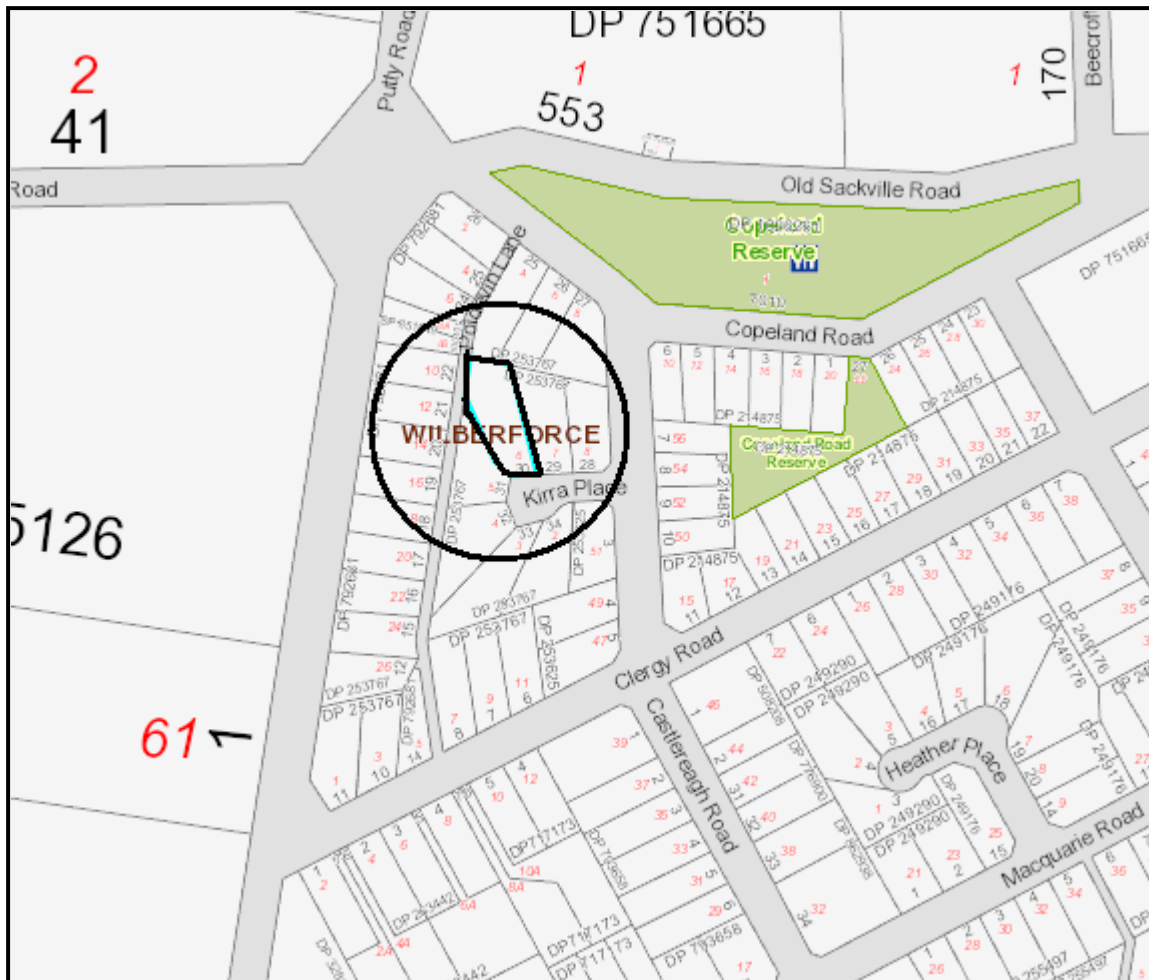
AT - 2 Aerial Photo

AT - 3 Subdivision Plan

<p align="center">ORDINARY MEETING</p> <p align="center">Meeting Date: 30 July 2013</p>

<p align="center">ORDINARY MEETING</p> <p align="center">Meeting Date: 30 July 2013</p>

AT - 1 Locality Plan



ORDINARY MEETING

Meeting Date: 30 July 2013

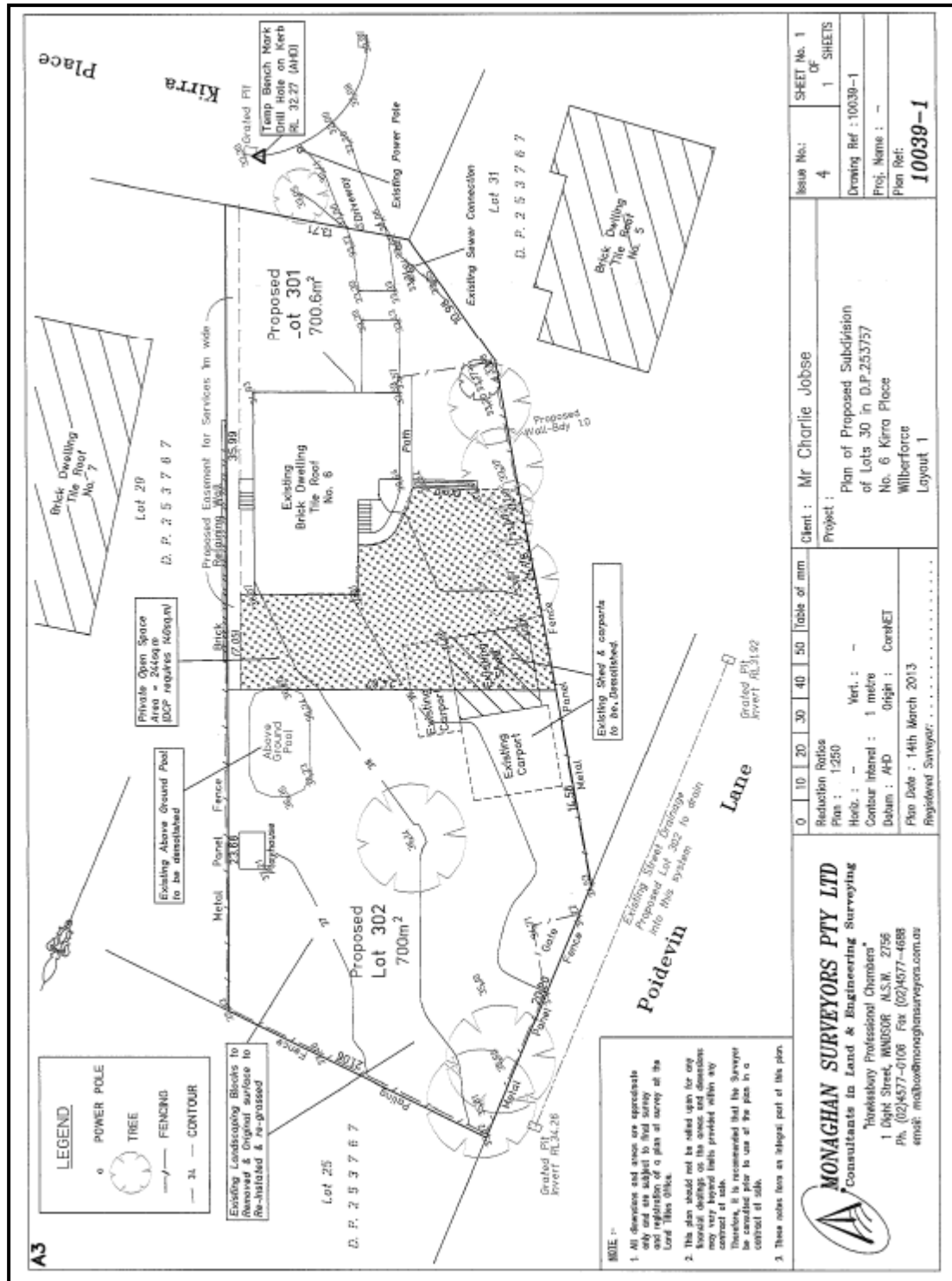
AT - 2 Aerial Photo



ORDINARY MEETING

Meeting Date: 30 July 2013

AT - 3 Subdivision Plan



ORDINARY MEETING

Meeting Date: 30 July 2013

Item: 144 **CP - Planning Proposal - Amendment to Hawkesbury Local Environmental Plan 2012 - 1442 and 1442A Kurmond Road, Kurmond - (95498)**

Previous Item: 10, Ordinary (5 February 2013)

REPORT:

Executive Summary

This report discusses a planning proposal which seeks to amend Hawkesbury Local Environmental Plan 2012 (LEP 2012) in order to permit the subdivision of 1442 and 1442A Kurmond Road, Kurmond into approximately 15 lots with a minimum lot size of not less than 4,000m².

It is recommended that Council support the preparation of a planning proposal to allow development of the land primarily for large lot residential development.

Consultation

The planning proposal has not yet been exhibited. If the planning proposal is to proceed it will be exhibited in accordance with the relevant provisions of the Environmental Planning and Assessment Act 1979 and associated Regulations and as specified in the "Gateway" determination.

Background

This planning proposal was briefly discussed in a report to Council on 5 February 2013. The purpose of the 5 February 2013 report was to advise Council of large lot residential / rural residential development related planning proposals and enquiries that Council staff have received in response to the Hawkesbury Residential Land Strategy, advise Council of recent advice from Department of Planning and Infrastructure (DP&I) to consider these proposals in a holistic strategic manner, and recommend that Council adopt an investigation area within the vicinity of the Kurmond village for the purposes of large lot residential/rural - residential development so that the cumulative impact of current and future planning proposals in the vicinity of Kurmond could be considered and addressed. That report did not propose a significant delay in the processing of any of those planning proposals.

In response Council resolved as follows:

"That:

- 1. Council carry out investigations within the area on the map entitled "Kurmond Village large lot residential/rural-residential Investigation Area". These investigations are to determine the suitability of the identified lands for large lot residential and/or rural residential development and are to be funded by planning proposal application fees.*
- 2. Investigations already undertaken by applicants for Planning Proposals within the Kurmond area be utilised by Council as a basis for their further investigations as appropriate.*
- 3. The applicants be consulted by Council with a view of assisting the investigations where appropriate.*
- 4. Council resolve to carry out similar investigations for other rural villages within the LGA which would meet the criteria of the Hawkesbury Residential Land Strategy.*
- 5. The planning proposals for 1411 Kurmond Road and 396 Bells Line of Road, Kurmond be reported to the Ordinary Meeting as soon as practical.*

ORDINARY MEETING

Meeting Date: 30 July 2013

6. The planning proposal for 1442 and 1442A Kurmond Road, Kurmond be reported to Council as soon as practical after the receipt of additional information.
7. Council consider any new planning proposals on their merit and compliance with the relevant criteria of the Hawkesbury Residential Land Strategy, unless and until the strategy is changed by Council."

In accordance with Part 6 of the above resolution, the subject planning proposal is being reported to Council.

Planning Proposal

Falson & Associates Pty Ltd (the applicant), seeks an amendment to Hawkesbury Local Environmental Plan 2012 (LEP 2012) in order to permit the subdivision of 1442 and 1442A Kurmond Road, Kurmond into approximately 15 lots with a minimum lot size of not less than 4,000m².

The applicant proposes the following amendments to LEP 2012, either:

1. Rezone the land to R5 Large Lot Residential; or
2. Rezone the land to RU5 Village; or
3. Insert an enabling clause within the LEP to allow for the proposed subdivision

A concept plan of the proposal subdivision is attached to this report.

Further, the applicant states:

"The plan of subdivision shows fifteen rural/residential lots of varying sizes depending on topography, vegetation etc. It is recognised that this lot layout is for preliminary discussion purposes. Already the effluent report (in conjunction with flora/fauna and bushfire) has suggested that the lot layout may need to be altered although the basic concept of subdivision is accepted. It is believed that should Council support the proposal it could recommend to the Department of Planning that a more detailed subdivision plan be submitted that includes site constraints as identified and a lot layout to account for the constraints.

Following from a further detailed assessment of constraints it may be that the lot yield will be less than currently indicated and/or the lot layout will alter to account for constraints. Notwithstanding this however it is clear that a significant number of lots are able to be created on the land.

It is presumed that there will be provisions contained within the draft plan that would limit the number of lots to generally coincide with the planning proposal and that no further subdivision of this land would be permissible once the actual number of lots have been assessed as appropriate.

It is envisaged that the draft local environmental plan would include provisions relating to suitable dwelling location, vegetation management, bushfire asset protection zones, access and effluent disposal".

Subject Site and Surrounds

The site consist of two properties Lots 104 and 105 DP 1051518, 1442 and 1442A Kurmond Road, Kurmond. Lot 104 has an area of 9.54ha (approx), Lot 105 has an area of 1.45ha. The combined area is 10.95ha (approx).

The site is irregular in shape, has a frontage of approximately 77m to Kurmond Road and an overall depth of approximately 640m.

ORDINARY MEETING

Meeting Date: 30 July 2013

Lot 104 contains a dwelling and an uninhabited relocated dwelling, Lot 105 contains a small shed. Vegetation on the site consists of cleared pasture land, scattered vegetation and Cumberland Plain Woodland (a critically endangered ecological community). Previous uses of the site appear to be predominantly for low scale grazing of livestock.

The land has an elevation of approximately 127m AHD towards Kurmond Road and then falls steeply (generally in excess of 15%) to approximately 104m AHD to a drainage line running south-west to north-east through Lots 104 and 105. The land then rises to a height of approximately 123m AHD and then falls (6% - 15%) over a distance of approximately 340m to Howes Creek with an elevation of approximately 84m AHD. Beyond Howes Creek is bushland for a distance of approximately 160m.

The site is zoned RU4 Primary Production Small Lots under LEP 2012. The current minimum lot size for subdivision of this land is 4ha.

Much of the site is shown as either Significant Vegetation or Connectivity Between Significant Vegetation on the Terrestrial Biodiversity Map of LEP 2012. The significant vegetation is located within the vicinity of the drainage line towards to the front of the site and the bushland at the rear of the site.

The site falls within the Middle Nepean & Hawkesbury River Catchment Area of Sydney Regional Environmental Plan No.20 Hawkesbury - Nepean River (No.2 - 1997) and is not within an area of scenic significance under this SREP.

The site is shown as being bushfire prone (bushfire vegetation category 1) on the NSW Rural Fire Service's Bushfire Prone Land Map.

The site is shown as being within Acid Sulfate Soil Classification 5. This represents a relatively low chance of acid sulphate soils being present on the site.

The site is shown as being Agriculture Land Classification 3 and 4 on maps prepared by the former NSW Department of Agriculture. These lands are described by the classification system as:

3. *Grazing land or land well suited to pasture improvement. It may be cultivated or cropped in rotation with pasture. The overall production level is moderate because of edaphic or environmental constraints. Erosion hazard, soil structural breakdown and other factors including climate may limit the capacity for cultivation; and soil conservation or drainage works may be required.*
4. *Land suitable for grazing but not for cultivation. Agriculture is based on native pastures or improved pastures established using minimum tillage techniques. Production may be seasonally high but the overall production level is low as a result of major environmental constraints.*

Land surrounding the site consists of a varied mix of lots sizes with smaller lots located immediately opposite in Kurmond Road and to the west in Rowland Avenue. Larger lots are generally located to the north and east. The Kurmond Public School adjoins to the site to the west.

Metropolitan Strategy, Draft North West Subregional Strategy and Hawkesbury Residential Land Strategy

The NSW Government's Metropolitan Strategy and Draft North West Subregional Strategy establish the broad planning directions for the Sydney metropolitan area and north-western sector of Sydney respectively. These documents identify a number of strategies, objectives and actions relating to the economy and employment, centres and corridors, housing, transport, environment and resources, parks and public places, implementation and governance.

ORDINARY MEETING

Meeting Date: 30 July 2013

These two documents have a high level metropolitan and regional focus and for the most part are not readily applicable to a singular rural-residential planning proposal at Kurmond. Notwithstanding this the applicant have provided an assessment of the planning proposal against these two documents and concludes that the proposal is consistent with these strategies. Taking into consideration the location of the proposed development i.e. on the western side of Hawkesbury River and on the fringe of Kurmond Village, and the unsuitability of the site to provide for an increased density of housing development beyond what is proposed it is considered that the proposal demonstrates satisfactory compliance with these strategies.

The Hawkesbury Residential Land Strategy (HRLS) is, in part, a response to the above mentioned State strategies and seeks to identify residential investigation areas and sustainable development criteria which are consistent with the NSW Government's strategies.

The proposal can be described as a rural residential / large lot residential development on the fringe of the Kurmond village.

The HRLS states that the future role of rural residential development is as follows:

Rural residential developments have historically been a popular lifestyle choice within Hawkesbury LGA. However, rural residential development has a number of issues associated with it including:

- *Impacts on road networks;*
- *Servicing and infrastructure;*
- *Access to facilities and services;*
- *Access to transport and services;*
- *Maintaining the rural landscape; and*
- *Impacts on existing agricultural operations.*

Whilst this Strategy acknowledges rural residential dwellings are a part of the Hawkesbury residential fabric, rural residential dwellings will play a lesser role in accommodating the future population. As such, future rural development should be low density and large lot residential dwellings.

For the purposes of this proposal, the relevant criteria for rural residential development are that it be large lot residential dwellings and:

- be able to have onsite sewerage disposal;
- cluster around or on the periphery of villages;
- cluster around villages with services that meeting existing neighbourhood criteria services as a minimum (within a 1km radius);
- address environmental constraints and have minimal impact on the environment;
- within the capacity of the rural village

The ability to dispose of effluent on site is discussed in later sections of this report.

The site is on the periphery of the Kurmond village centre.

Relevant environmental constraints are discussed in later sections of this report.

Council Policy - Rezoning of Land for Residential Purposes - Infrastructure Issues

On 30 August 2011 Council adopted the following Policy:

That as a matter of policy, Council indicates that it will consider applications to rezone land for residential purposes in the Hawkesbury LGA only if the application is consistent with the directions and strategies contained in Council's adopted Community Strategic Plan, has adequately considered the existing infrastructure issues in the locality of the development (and the impacts of the proposed development on that infrastructure) and has made appropriate provision for the required infrastructure for the proposed development in accordance with the sustainability criteria contained in Council's adopted Hawkesbury Residential Land Strategy.

Note 1:

In relation to the term "adequately considered the existing infrastructure" above, this will be determined ultimately by Council resolution following full merit assessments, Council resolution to go to public exhibition and Council resolution to finally adopt the proposal, with or without amendment.

Note 2:

The requirements of the term "appropriate provision for the required infrastructure" are set out in the sustainability matrix and criteria for development/settlement types in chapter six and other relevant sections of the Hawkesbury Residential Land Strategy 2011.

It is considered that the proposal has not adequately addressed the "Rezoning Land for Residential Purposes – Infrastructure Issues" in that the proposed development would increase the cumulative impact on the existing road system and no mitigation measures are proposed in this application. This issue is discussed later in this report.

Compliance with the HRLS has been discussed above. Compliance with CSP will be discussed later in this report.

Council Policy - Our City Our Future Rural Rezonings Policy

This Policy was adopted by Council on 16 May 1998 and had its origin in the Our City Our Future study of the early 1990s.

Since the time of adoption this Policy has essentially been superseded by subsequent amendments to Hawkesbury Local Environmental Plan 1989, NSW Draft North West Subregional Strategy, the Hawkesbury Residential Land Strategy, the Hawkesbury Community Strategic Plan, the commencement of LEP 2012, and the DP&I's gateway system for dealing with planning proposals.

The Policy is repeated below with responses provided by the applicant. Where appropriate additional staff responses are provided.

- a) Fragmentation of the land is to be minimised.

Applicant response

The land is within an area identified within Council's subsequent Residential Land Strategy as having urban potential. Fragmentation of this land is envisaged by this subsequent strategy.

- b) Consolidation within and on land contiguous with existing towns and villages be preferred over smaller lot subdivision away from existing towns and villages

Applicant response

The proposal is consistent with this principle.

ORDINARY MEETING

Meeting Date: 30 July 2013

- c) No subdivisions along main road and any subdivision to be effectively screened from minor roads

Applicant response

The site does not front a main road and existing vegetation will largely screen the subdivision from Kurmond Road.

- d) No subdivision along ridgelines or escarpments

Applicant response

The site is not on a ridgeline or in an escarpment area.

- e) Where on site effluent disposal is proposed, lots are to have an area of at least 1 (one) hectare unless the effectiveness of a smaller area can be demonstrated by geotechnical investigation.

Applicant response

The lots will vary in size down to a minimum of 4000m². This is the size of allotment that is indicated by Council as being the minimum to contain on-site effluent disposal in later studies (e.g. Kurrajong Heights, Wilberforce and within LEP 2012 generally). There has been an effluent disposal assessment which concludes that the size of lots proposal and other criteria is met such that the lots are suitable for effluent disposal.

Staff response

The waste water feasibility submitted with the planning proposal found that effluent disposal relying on an irrigation area of 1000m² could be achievable on proposed lots 35, 36, 37, 38, 41, 42, 43, 44 and 45 and that subject to a modified buffer zone to the creek/drainage line lots 33 and 34 would be worth further investigation. Hence effluent disposal is only achievable on 9 – 11 of the proposed 15 lots. For the lots where effluent disposal by way of a 1000m² irrigation area is not achievable this will require further consideration of alternative systems or a reduction in the total number of lots.

- f) The existing proportion of tree coverage on any site is to be retained or enhanced.

Applicant response

The subdivision does not propose removal of vegetation. Some vegetation removal may be required for bushfire asset protection zones and the flora/fauna assessment concludes that the proposal is satisfactory. The majority of the vegetation on site will be left in its current state and the percentage that might need to be removed is minimal.

Staff response

Part of the site contains Cumberland Plain Woodland and whilst the flora and fauna assessment submitted with the planning proposal states that the proposed subdivision will not have any adverse effects on the survival of this community [CPW] on the site because no trees will be removed the proposed building envelopes for proposed lots 31, 32, 39, and 40 as shown in Attachment 4 encroach into the CPW area. This apparent discrepancy requires further investigation/clarification by the proponent.

- g) Any rezoning proposals are to require the preparation of Environmental Studies and Section 94 Contributions Plans at the applicant's expense.

ORDINARY MEETING

Meeting Date: 30 July 2013

Applicant response

The rezoning process has altered since this policy of Council. The Gateway Process will dictate whether further studies are required.

Staff response

Taking into consideration the scale of the development it is considered that an environmental study is not required. However, this will be a matter for the DP&I to advise Council on as a result of their "Gateway" process.

The need for a Section 94 Contribution Plan or a Voluntary Planning Agreement can be further discussed with the applicant if this planning proposal is to proceed.

- h) Community title be encouraged for rural subdivision as a means of conserving environmental features, maintaining agricultural land and arranging for the maintenance of access roads and other capital improvements.

Applicant response

The form of title for subdivision of the land has not been determined. Community title can be investigated should the Planning Proposal proceed.

Section 117 Directions

Section 117 Directions are issued by the Minister for Planning and Infrastructure and apply to planning proposals. Typically, the Section 117 Directions will require certain matters to be complied with and/or require consultation with government authorities during the preparation of the planning proposal. A summary of the key Section 117 Directions follows:

Direction 1.2 Rural Zones

Planning proposals must not rezone land from a rural zone to a residential, business, industrial, village or tourist zone and must not contain provisions that will increase the permissible density of land within a rural zone (other than land within an existing town or village).

Direction 1.3 Mining, Petroleum Production and Extractive Industries

Requires consultation with NSW Industry and Investment.

Direction 3.1 Residential Zones

Planning proposals must include provisions that encourage the provision of housing that will:

- broaden the choice of building types and locations available in the housing market, and
- make more efficient use of existing infrastructure and services, and
- reduce the consumption of land for housing and associated urban development on the urban fringe, and
- be of good design.

Furthermore a planning proposal must contain a requirement that residential development is not permitted until land is adequately serviced (or arrangements satisfactory to the council, or other appropriate authority, have been made to service it).

Direction 3.4 Integrating Land Use and Transport

Planning proposals must locate zones for urban purposes and include provisions that give effect to and are consistent with the aims, objectives and principles of Improving Transport Choice - Guidelines for planning and development (DUAP 2001)

In summary this document seeks to provide guidance on how future development may reduce growth in the number and length of private car journeys and make walking, cycling and public transport more attractive. It contains 10 "Accessible Development" principles which promote concentration within centres, mixed uses in centres, aligning centres with corridors, linking public transport with land use strategies, street connections, pedestrian access, cycle access, management of parking supply, road management, and good urban design.

The document is very much centres based and not readily applicable to consideration of a rural-residential planning proposal. The document also provides guidance regarding consultation to be undertaken as part of the planning proposal process and various investigations/plans to be undertaken. It is recommended that if this planning proposal is to proceed Council seek guidance from the DP&I via the "Gateway" process, regarding the applicability of this document.

Direction 4.1 Acid Sulfate Soils

The objective of this Direction is to avoid significant adverse environmental impacts from the use of land that has a probability of containing acid sulphate soils. This Direction requires consideration of the Acid Sulfate Soils Planning Guidelines adopted by the Director-General of DP&I. The subject site is identified as "Class 5" (less constrained) on the Acid Sulphate Soils Planning Maps. The DP&I will consider this as part of their "Gateway" determination and if required can request further information/consideration of this matter.

Direction 4.4 Planning for Bushfire Protection

Requires consultation with the NSW Rural Fire Service, compliance with Planning for Bushfire Protection 2006, and compliance with various Asset Protection Zones, vehicular access, water supply, layout, and building material provisions.

Direction 6.1 Approval and Referral Requirements

The objective of this Direction is to ensure that LEP provisions encourage the efficient and appropriate assessment of development. It is considered that the planning proposal is consistent with this Direction as it does not require the concurrence, consultation or referral of development applications to a Minister or public authority, and does not identify development as designated development.

Direction 6.3 Site Specific Provisions

The objective of this Direction is to discourage unnecessary restrictive site specific planning controls. The planning proposal proposes a number of options, including site specific provisions, to amended HLEP 2012 in order to enable the proposed subdivision. These options are to be discussed with DP&I.

Direction 7.1 Implementation of the Metropolitan Strategy

Requires planning proposals to be consistent with the NSW Government's Metropolitan Strategy City of Cities, A Plan for Sydney's Future.

The Section 117 Directions do allow for planning proposals to be inconsistent with the Directions. In general terms a planning proposal may be inconsistent with a Direction only if the DP&I is satisfied that the proposal is:

ORDINARY MEETING

Meeting Date: 30 July 2013

- a) justified by a strategy which:
 - gives consideration to the objectives of the Direction, and
 - identifies the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites), and
 - is approved by the Director-General of the DP&I, or
- b) justified by a study prepared in support of the planning proposal which gives consideration to the objectives of this Direction, or
- c) in accordance with the relevant Regional Strategy or Sub-Regional Strategy prepared by the Department of Planning which gives consideration to the objective of this Direction, or
- d) is of minor significance.

The HRLS has been prepared with consideration given to the various policies and strategies of the NSW Government and Section 117 Directions of the Minister. In this regard, a planning proposal that is consistent with the Hawkesbury Residential Land Strategy is more likely to be able to justify compliance or support for any such inconsistency.

State Environmental Planning Policies

The State Environmental Planning Policies of most relevance are State Environmental Planning Policy No. 55 Remediation of Land, Sydney Regional Environmental Plan No. 9 - Extractive Industry (No 2- 1995) and Sydney Regional Environmental Plan No. 20 Hawkesbury - Nepean River (No.2 - 1997).

SEPP 55 requires consideration as to whether or not land is contaminated, and if so, is it suitable for future permitted uses in its current state or does it require remediation. The SEPP may require Council to obtain, and have regard to, a report specifying the findings of a preliminary investigation of the land carried out in accordance with the contaminated land planning guidelines.

The applicant advised that:

The land has not been used for agricultural uses for many years. Previous uses were for limited grazing activities of cattle and horses. There is no obvious evidence of surface or groundwater pollution as a result of past uses.

If the planning proposal is to proceed further consideration of potential contamination can be dealt with after DP&I's "Gateway" determination.

The primary aims of SREP No 9 (No.2 -1995) are to facilitate the development of extractive resources in proximity to the population of the Sydney Metropolitan Area by identifying land which contains extractive material of regional significance and to ensure consideration is given to the impact of encroaching development on the ability of extractive industries to realise their full potential. The site is not within the vicinity of land described in Schedule 1, 2 and 5 of the SREP nor will the proposal development restrict the obtaining of deposits of extractive material from such land.

The aim of SREP No 20 (No. 2 - 1997) is 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. This requires consideration of the strategies listed in the Action Plan of the Hawkesbury-Nepean Environmental Planning Strategy, impacts of the development on the environment, the feasibility of alternatives and consideration of specific matters such as total catchment management, water quality, water quantity, flora and fauna, agriculture, rural-residential development and the metropolitan strategy.

Specifically the SREP encourages Council to consider the following:

- rural residential areas should not reduce agricultural viability, contribute to urban sprawl or have adverse environmental impact (particularly on the water cycle and flora and fauna);

ORDINARY MEETING

Meeting Date: 30 July 2013

- develop in accordance with the land capability of the site and do not cause land degradation;
- the impact of the development and the cumulative environmental impact of other development proposals on the catchment;
- quantify, and assess the likely impact of, any predicted increase in pollutant loads on receiving waters;
- consider the need to ensure that water quality goals for aquatic ecosystem protection are achieved and monitored;
- consider the ability of the land to accommodate on-site effluent disposal in the long term and do not carry out development involving on-site disposal of sewage effluent if it will adversely affect the water quality of the river or groundwater. Have due regard to the nature and size of the site;
- when considering a proposal for the rezoning or subdivision of land which will increase the intensity of development of rural land (for example, by increasing cleared or hard surface areas) so that effluent equivalent to that produced by more than 20 people will be generated, consider requiring the preparation of a Total Water Cycle Management Study or Plan;
- minimise or eliminate point source and diffuse source pollution by the use of best management practices;
- site and orientate development appropriately to ensure bank stability;
- protect the habitat of native aquatic plants;
- locate structures where possible in areas which are already cleared or disturbed instead of clearing or disturbing further land;
- consider the range of flora and fauna inhabiting the site of the development concerned and the surrounding land, including threatened species and migratory species, and the impact of the proposal on the survival of threatened species, populations and ecological communities, both in the short and longer terms;
- conserve and, where appropriate, enhance flora and fauna communities, particularly threatened species, populations and ecological communities and existing or potential fauna corridors;
- minimise adverse environmental impacts, protect existing habitat and, where appropriate, restore habitat values by the use of management practices;
- consider the impact on ecological processes, such as waste assimilation and nutrient cycling;
- consider the need to provide and manage buffers, adequate fire radiation zones and building setbacks from significant flora and fauna habitat areas;
- consider the need to control access to flora and fauna habitat areas;
- give priority to agricultural production in rural zones;
- protect agricultural sustainability from the adverse impacts of other forms of proposed development;
- consider the ability of the site to sustain over the long term the development concerned;

ORDINARY MEETING

Meeting Date: 30 July 2013

- maintain or introduce appropriate separation between rural residential use and agricultural use on the land that is proposed for development;
- consider any adverse environmental impacts of infrastructure associated with the development concerned.

It is considered that some form of rural residential development on the subject land has the potential to either satisfy the relevant provisions SREP No 20 or be able to appropriately minimise its impacts.

Character of the Area

The area surrounding the site contains a mix of lot sizes and in particular there are a number of relatively small rural-residential lots within the immediate vicinity in Kurmond Road, Bells Line of Road and Rowland Avenue. The proposed lots are of similar size to these existing properties.

Topography

The land has an elevation of approximately 127m AHD towards Kurmond Road and then falls steeply (generally in excess of 15%) to approximately 104m AHD to drainage line running south-west to north-east through Lots 104 and 105. The land then rises to a height of approximately 123m AHD and then falls (6% - 15%) over a distance of approximately 340m to a watercourse with elevation of approximately 84m AHD. Beyond this watercourse is bushland for a distance of approximately 160m.

The HRLS recognises slopes greater than 15% act as a constraint to development. Proposed lots 31, 32 and 33 contain significant portions of land with a slope greater than 15%.

The steeper sloping part of the land will, to varying degrees, act as a constraint for the location and type of dwelling, outbuilding, effluent disposal system, and driveways. One way of minimising these constraints would be to reconsider the layout of the proposed subdivision and possibly amalgamate the proposed lots 31, 32 and 33.

Public transport and Traffic generation

Public transport is limited to the Westbus Route 682 service along Bells Line of Road between Richmond and Kurrajong. The service operates every 30 minutes during peak period. The closest bus stop is located near the Kurmond Post Office. Given the limited frequency of service and the location of the bus stop it is anticipated that the occupants of the proposed subdivision will be private vehicle dependent.

The planning proposal is not supported by a traffic impact statement and the cumulative impact of similar proposals that may occur in the future has not been considered by the planning proposal. It is considered that this is a matter for Council and the RMS to address with the outcome being incorporated into affected planning proposals.

Council has received petitions from residents west of the Hawkesbury River concerned about rezoning of land for residential purposes in the absence of necessary infrastructure upgrades. To address this it is recommended that Council commence the preparation of a Section 94 Contributions Plan for the land within the vicinity of Kurmond to ensure that all proposed developments in the locality contribute to the required infrastructure, especially road upgrade and provision, in the locality. Alternatively the applicant and Council can commence Voluntary Planning Agreement negotiations to address this issue. It is considered this will be a fundamental matter to be dealt with by Council prior to the finalisation of any planning proposals in the locality as the cumulative impact of these types of development will be unacceptable if no traffic improvements are made.

ORDINARY MEETING

Meeting Date: 30 July 2013

Services

The applicant advises that reticulated water, power and telecommunication services are available for connection to the land.

A wastewater feasibility study has been submitted with the planning proposal. This study provides a preliminary assessment of the site's suitability of on-site effluent disposal. The study considered the soil profile, required separation distance, existing vegetation, slope and it was assumed that an area of 1000m² would be required for irrigation disposal. The study found that effluent disposal with an irrigation area of 1000m² could be achievable on proposed lots 35, 36, 37, 38, 41, 42, 43, 44 and 45 and that subject to a modified buffer zone to the creek/drainage line lots 33 and 34 would be worth further investigation. Hence effluent disposal is only achievable on 9 – 11 of the proposed 15 lots. For the lots where effluent disposal by way of a 1000m² irrigation area is not achievable this will require further consideration of alternative systems or a reduction in the total number of lots.

Ecology

The planning proposal is accompanied by a flora and fauna survey and assessment prepared by Dr Trevor Hawkeswood. The report states:

Most of the surveyed area has been total altered from its natural condition as a result of clearing and rural activities during past and more recent times. Weeds are a major environmental factor affecting most areas of the site. As such, the presence of these conditions and factors make it detrimental for native flora and fauna to survive, and hence the native biodiversity is extremely low within these areas. Within the survey area, the Cumberland Plain Woodland is represented only by one large remnant/regrowth area to the north and another very small remnant/regrowth area in the south. Both of these remnants are highly degraded and altered and heavily weed infested. The proposed subdivision will not have any adverse effects on the survival of this community on the site because no trees will be removed.

The surveyed site does not possess any threatened plant species as presently defined under the New South Wales Threatened Species Conservation Act (1995) nor within any schedule of the Commonwealth Environmental Protection and Biodiversity Conservation Act (2000). There are also no ROTAP plants on the site.

The subject site appears not to contain any endangered species of fauna and does not appear to act as an important corridor for endangered wildlife. The cleared/highly altered nature of the majority of the site would preclude numerous species of native fauna except for some birds, and the occasional reptile.

The area identified by Dr Hawkeswood as being Cumberland Plain Woodland is shown in Attachment 4 of this report.

Note, whilst the report states that the *proposed subdivision will not have any adverse effects on the survival of this community [CPW] on the site because no trees will be removed* the proposed building envelopes for proposed lots 31, 32, 39, and 40, as shown in Attachment 4, encroach into the CPW area. This apparent discrepancy requires further investigation/clarification by the proponent and may impact on the number of achievable lots.

Bushfire hazard

The planning proposal is supported by a preliminary bush fire hazard assessment prepared by Advanced Bushfire Performance Solution Pty Ltd. Note, the assessment is based on a 14 lot subdivision with proposed lots 31 and 32 being combined into one lot.

The report recommends that the proposed lots (including land within the building envelopes on proposed lots 39 and 40) be maintained as an inner protection area as described in *Planning for Bushfire Protection 2006 and Standards for Asset Protection Zones*.

Standards for an inner protection area include a tree canopy cover of less than 15% and the tree canopy should be located greater than 2 metres from any part of the roofline of a dwelling. Trees should have lower limbs removed up to a height of 2 metres above the ground. Ground fuels such as fallen leaves, twigs (less than 6mm in diameter) and branches should be removed on a regular basis, and grass needs to be kept closely mown and where possible green. Hence, this will require removal of some CPW as shown in Attachment 4.

If the planning proposal is to proceed it will be referred to the NSW Rural Fire Service (RFS), being the responsible authority of bushfire protection, for comment.

Agricultural Land Classification

The site is shown as being Agriculture Land Classification 3 and 4 on maps prepared by the former NSW Department of Agriculture. This land is described by the classification system as being:

3. Grazing land or land well suited to pasture improvement. It may be cultivated or cropped in rotation with pasture. The overall production level is moderate because of edaphic or environmental constraints. Erosion hazard, soil structural breakdown and other factors including climate may limit the capacity for cultivation; and soil conservation or drainage works may be required.
4. Land suitable for grazing but not for cultivation. Agriculture is based on native pastures or improved pastures established using minimum tillage techniques. Production may be seasonally high but the overall production level is low as a result of major environmental constraints.

Given the proximity of the site to surrounding rural-residential properties and the size and slope of the site it is considered that it is unlikely the site could be used for a substantial or sustainable agricultural enterprise.

Compliance with DP&I Guidelines for Preparing Planning Proposals

The planning proposal has been prepared based on the DP&I guidelines published in 2009. These guidelines have been superseded by new guidelines issued in October 2012. As a result the planning proposal will require amendment to satisfy the new guidelines prior to forwarding the matter to the DP&I. If the planning proposal is to proceed these amendments can be dealt with by the applicant and Council staff. These amendments will also need to include resolution of the discrepancy between the application and accompanying documents, studies and reports in relation to the proposed number of allotments.

Conformance to Community Strategic Plan

The proposal is consistent with the Looking After People and Plan Directions statement:

- Offer residents a choice of housing options that meets their needs whilst being sympathetic to the qualities of the Hawkesbury
- Population growth is matched with the provision of infrastructure and is sympathetic to the rural, environmental, heritage values and character of the Hawkesbury
- Have development on both sides of the river supported by appropriate physical and community infrastructure

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

- Identify community needs, establish benchmarks, plan to deliver and advocate for required services and facilities

ORDINARY MEETING

Meeting Date: 30 July 2013

The further consideration of matters pertaining to on-site effluent disposal, flora and fauna impacts, Section 94 contributions/voluntary planning agreement, and referral to government agencies such as the RMS and RFS as previously identified in this report will enable further consideration of the planning proposal with respect to the above mentioned provisions of the CSP.

Conclusion

It is considered that some form of large lot residential development on the subject site is appropriate and feasible and it is recommended that Council support amending LEP 2012 to allow the subject land to be developed for large lot residential development.

This report identifies certain matters such as feasibility of on-site effluent disposal, impact on Cumberland Plain Woodland and avoidance of steep sloping land that act as constraints on development of the land and require further consideration by the proponent. Whilst it is considered that for relatively unconstrained land a 4000m² minimum lot size may be appropriate, due to the constraints of the site the total number of lots proposed may not be achievable. It is therefore recommended that Council staff undertake further discussion with the proponent regarding the likely maximum yield for the site and that suitable provisions be included in the planning proposal to allow for both a minimum lot size and a maximum number of lots.

It is also recommended that if the DP&I determines that the planning proposal is to proceed, Council commence the preparation of a Section 94 Contributions Plan for the vicinity of Kurmond to ensure that all proposed developments in the locality contribute to the required infrastructure, especially road upgrade and provision, in the locality. Alternatively the applicant and Council can commence Voluntary Planning Agreement negotiations to address this issue.

Financial Implications

The applicant has paid the fees required by Council's fees and charges for the preparation of a local environmental plan.

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:

1. Council support the preparation of a planning proposal for the land comprising of Lot 104 and 105 DP 1051618, 1442 and 1442A Kurmond Road, Kurmond to allow development of the land for large lot residential development.
2. Subject to further consideration by the applicant and Council staff of matters relating to on-site effluent disposal, impact on Cumberland Plain Woodland, and avoidance of steep sloping land the planning proposal include suitable provisions relating to minimum lot size and, if required, a maximum number of lots.
3. The planning proposal be forwarded to the Department of Planning and Infrastructure for a "Gateway" determination.
4. The Department of Planning and Infrastructure be advised that Council wishes to request a Written Authorisation to Exercise Delegation to make the Plan.

ORDINARY MEETING

Meeting Date: 30 July 2013

5. If the Department of Planning and Infrastructure determines that the planning proposal is to proceed, Council commence the preparation of a Section 94 Contributions Plan for the vicinity of Kurmond to ensure that all proposed developments in the locality contribute to the required infrastructure, especially road upgrade and provision, in the locality. Alternatively the applicant and Council can commence Voluntary Planning Agreement negotiations to address this issue.
6. The Department of Planning and Infrastructure and the applicant be advised that in addition to all other relevant planning considerations being addressed, final Council support for the proposal will only be given if Council is satisfied that satisfactory progress, either completion of the Section 94 Developer Contributions Plan or a Voluntary Planning Agreement, has been made towards resolving infrastructure provision for this planning proposal.

ATTACHMENTS:

AT - 1 Subject Site

AT - 2 Aerial Photo of Site

AT - 3 Concept Plan of Proposed Subdivision

AT- 4 Plan showing location of Cumberland Plain Woodland (CPW)

AT- 5 Slope Map

Meeting Date: 30 July 2013

HAWKESBURY CITY COUNCIL

DP 1051618
KURMOND

DP 774000
DP 732330
DP 732331
DP 791952
DP 841166
DP 543521
DP 259086
DP 259088
DP 259089
DP 259090
DP 259091
DP 259092
DP 259093
DP 259094
DP 259095
DP 259096
DP 259097
DP 259098
DP 259099
DP 259100
DP 259101
DP 259102
DP 259103
DP 259104
DP 259105
DP 259106
DP 259107
DP 259108
DP 259109
DP 259110
DP 259111
DP 259112
DP 259113
DP 259114
DP 259115
DP 259116
DP 259117
DP 259118
DP 259119
DP 259120
DP 259121
DP 259122
DP 259123
DP 259124
DP 259125
DP 259126
DP 259127
DP 259128
DP 259129
DP 259130
DP 259131
DP 259132
DP 259133
DP 259134
DP 259135
DP 259136
DP 259137
DP 259138
DP 259139
DP 259140
DP 259141
DP 259142
DP 259143
DP 259144
DP 259145
DP 259146
DP 259147
DP 259148
DP 259149
DP 259150
DP 259151
DP 259152
DP 259153
DP 259154
DP 259155
DP 259156
DP 259157
DP 259158
DP 259159
DP 259160
DP 259161
DP 259162
DP 259163
DP 259164
DP 259165
DP 259166
DP 259167
DP 259168
DP 259169
DP 259170
DP 259171
DP 259172
DP 259173
DP 259174
DP 259175
DP 259176
DP 259177
DP 259178
DP 259179
DP 259180
DP 259181
DP 259182
DP 259183
DP 259184
DP 259185
DP 259186
DP 259187
DP 259188
DP 259189
DP 259190
DP 259191
DP 259192
DP 259193
DP 259194
DP 259195
DP 259196
DP 259197
DP 259198
DP 259199
DP 259200
DP 259201
DP 259202
DP 259203
DP 259204
DP 259205
DP 259206
DP 259207
DP 259208
DP 259209
DP 259210
DP 259211
DP 259212
DP 259213
DP 259214
DP 259215
DP 259216
DP 259217
DP 259218
DP 259219
DP 259220
DP 259221
DP 259222
DP 259223
DP 259224
DP 259225
DP 259226
DP 259227
DP 259228
DP 259229
DP 259230
DP 259231
DP 259232
DP 259233
DP 259234
DP 259235
DP 259236
DP 259237
DP 259238
DP 259239
DP 259240
DP 259241
DP 259242
DP 259243
DP 259244
DP 259245
DP 259246
DP 259247
DP 259248
DP 259249
DP 259250
DP 259251
DP 259252
DP 259253
DP 259254
DP 259255
DP 259256
DP 259257
DP 259258
DP 259259
DP 259260
DP 259261
DP 259262
DP 259263
DP 259264
DP 259265
DP 259266
DP 259267
DP 259268
DP 259269
DP 259270
DP 259271
DP 259272
DP 259273
DP 259274
DP 259275
DP 259276
DP 259277
DP 259278
DP 259279
DP 259280
DP 259281
DP 259282
DP 259283
DP 259284
DP 259285
DP 259286
DP 259287
DP 259288
DP 259289
DP 259290
DP 259291
DP 259292
DP 259293
DP 259294
DP 259295
DP 259296
DP 259297
DP 259298
DP 259299
DP 259300
DP 259301
DP 259302
DP 259303
DP 259304
DP 259305
DP 259306
DP 259307
DP 259308
DP 259309
DP 259310
DP 259311
DP 259312
DP 259313
DP 259314
DP 259315
DP 259316
DP 259317
DP 259318
DP 259319
DP 259320
DP 259321
DP 259322
DP 259323
DP 259324
DP 259325
DP 259326
DP 259327
DP 259328
DP 259329
DP 259330
DP 259331
DP 259332
DP 259333
DP 259334
DP 259335
DP 259336
DP 259337
DP 259338
DP 259339
DP 259340
DP 259341
DP 259342
DP 259343
DP 259344
DP 259345
DP 259346
DP 259347
DP 259348
DP 259349
DP 259350
DP 259351
DP 259352
DP 259353
DP 259354
DP 259355
DP 259356
DP 259357
DP 259358
DP 259359
DP 259360
DP 259361
DP 259362
DP 259363
DP 259364
DP 259365
DP 259366
DP 259367
DP 259368
DP 259369
DP 259370
DP 259371
DP 259372
DP 259373
DP 259374
DP 259375
DP 259376
DP 259377
DP 259378
DP 259379
DP 259380
DP 259381
DP 259382
DP 259383
DP 259384
DP 259385
DP 259386
DP 259387
DP 259388
DP 259389
DP 259390
DP 259391
DP 259392
DP 259393
DP 259394
DP 259395
DP 259396
DP 259397
DP 259398
DP 259399
DP 259400
DP 259401
DP 259402
DP 259403
DP 259404
DP 259405
DP 259406
DP 259407
DP 259408
DP 259409
DP 259410
DP 259411
DP 259412
DP 259413
DP 259414
DP 259415
DP 259416
DP 259417
DP 259418
DP 259419
DP 259420
DP 259421
DP 259422
DP 259423
DP 259424
DP 259425
DP 259426
DP 259427
DP 259428
DP 259429
DP 259430
DP 259431
DP 259432
DP 259433
DP 259434
DP 259435
DP 259436
DP 259437
DP 259438
DP 259439
DP 259440
DP 259441
DP 259442
DP 259443
DP 259444
DP 259445
DP 259446
DP 259447
DP 259448
DP 259449
DP 259450
DP 259451
DP 259452
DP 259453
DP 259454
DP 259455
DP 259456
DP 259457
DP 259458
DP 259459
DP 259460
DP 259461
DP 259462
DP 259463
DP 259464
DP 259465
DP 259466
DP 259467
DP 259468
DP 259469
DP 259470
DP 259471
DP 259472
DP 259473
DP 259474
DP 259475
DP 259476
DP 2594

Meeting Date: 30 July 2013

[illegible]

[illegible]

oooO END OF REPORT Oooo

Item: 145 CP - Community Sponsorship Program - 2013/2014 - Round 1 - (96328, 95498)

REPORT:**Executive Summary**

This report has been prepared to advise Council of applications for financial assistance to be determined under Round 1 of the Community Sponsorship Program for 2013/2014. The report lists the applications received, the proposed level of financial assistance and those applications that will require the execution of Council's standard Sponsorship Agreement.

Consultation

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

Background

On 13 March 2007 Council resolved to adopt a Community Sponsorship Policy, prepared in accordance with the guidelines issued by the Independent Commission Against Corruption. Criteria and administrative arrangements for the Community Sponsorship Program (CSP) were subsequently developed with implementation commencing 2007/2008.

The CSP provides the opportunity for community groups and individuals to seek financial assistance from Council. The CSP currently provides five categories of assistance:

- Minor Assistance (up to \$500)
- Event Sponsorship (for up to three years)
- Seeding Grants (for community based programs)
- Access to Community Facilities (to subsidise the cost of hire for community facilities)
- Improvements to Council Facility (reimbursement of Development Application fees for renovations or additions to Council owned buildings or facilities).

The adopted budget for 2013/2014 includes an allocation of \$68,131 for the CSP. Pursuant to Council's resolution of 14 May 2013, \$20,785 of this amount has been set aside as a contribution to the staging of the Hawkesbury City Eisteddfod.

Community Sponsorship Program (2013/2014)

In accordance with Council's Community Sponsorship Policy applications for community sponsorship under Round 1 of the Community Sponsorship Program 2013/2014 were called for in June and closed on 12 July 2013. Fifteen applications were received. In addition to these applications, a further eleven applications representing various years of approved three and five-year sponsorship events have been included for Council's determination.

Assessment of 2013/2014 Round 1 Applications

In total 26 applications are presented for Council's consideration under Round 1 of the 2013/2014 CSP. Table 1 summarises the applications received and the proposed level of financial assistance.

ORDINARY MEETING

Meeting Date: 30 July 2013

Applicant	Type (1)	Proposal	Recom. \$ Amount
1. Hawkesbury City Eisteddfod Society	ES	Hawkesbury City Eisteddfod	20785
2. Bowen Mountain Association	ES	Bowen Mountain Community Arts Festival	940
3. Colo Wilderness Area Family Picnic Day	ES	Colo Wilderness Family Picnic Day	1440
4. St Albans Folk Festival Inc	ES	St Albans Folk Festival	1500
5. Kurrajong Scarecrow Festival Inc	ES	Kurrajong Scarecrow Festival	1500
6. Peppercorn Services Inc	ES	Hawkesbury Pregnancy, Children & Family Expo	3000
7. Rotary Club of Richmond	ES	Carols by Candlelight	750
8. Kurrajong Colo RSL Sub-branch	ES	Hire of chairs Remembrance & ANZAC Day	350
9. Hawkesbury Jazz Club	ES	Rory Thomas Memorial Youth in Jazz Comp.	2000
10. Cancer Council NSW	ES	Relay for Life	1500
11. Hawkesbury Schools Dance Festival	ES	Biennial Dance Festival	3000
12. Ferry Artists Gallery	ES	Artists Workshops	750
13. Hawkesbury Area Local Command	SG	Training & equipping LAC Trail Bike section	3000
14. Riley Mockford	MA	Representative Baseball	100
15. Christiarn Hall	MA	Representative Ice Hockey	100
16. Macquarie Towns Scottish Society	SG	Annual Scottish Ball	500
17. Reilly McGregor	MA	Representative Baseball	100
18. Wilberforce School of Arts	ICF	Reimbursement of DA fees	160.50
19. Richmond Lions Club	SG	Construct a storage shed	3000
20. Kurrajong Rural Fire Brigade	CF	Hire of Kurrajong Community Centre	200
21. Mark Rae	MA	Representative Karate	100
22. Pitt Town Progress Association	SG	Open air fitness equipment for Bona Vista Park	Nil
23. Thomas Moncrieff	MA	Representative Ice Hockey	100
24. Nathan Moncrieff	MA	Representative Ice Hockey	100
25. Windsor Business Group	ES	Sydney Blues and Roots Festival	2250
26. Hobartville Public School P&C Association	SG	Supplement wages of school chaplain	Nil

(1) MA = Minor Assistance ES=3 Year Event Sponsorship SG = Seeding Grant CF = Access to Community Facilities ICF = Improvements to Council owned Community Facilities

ORDINARY MEETING

Meeting Date: 30 July 2013

There are sufficient funds to cover the total recommended amount of \$47,226 for Round 1 of the 2013/2014 Community Sponsorship Program leaving a balance of \$20,905 for allocation in further rounds.

Applications Not Recommended for Funding

Application 22 - Pitt Town Progress Association Inc (amount requested \$3,000). Applicant is seeking funds to install fitness equipment in Bona Vista Park, Pitt Town. Improvements to Bona Vista Park are currently the subject of a DA lodged with Council by the developer. In addition, there are issues around the ownership and long-term maintenance of the equipment should it be installed on a Council owned and managed parkland. The installation of fitness equipment in Council Parks should more reasonably be considered and determined in conjunction with Council's annual budget estimates.

Application 26 - Hobartville Public School P&C Association (amount requested \$2,000). Applicant is seeking funds to supplement the salary of the school chaplain currently assigned to the school for seven hours per week. The school chaplaincy program is funded through the Federal Department of Education, Employment and Workplace Relations (DEEWR). Council has previously declined to approve applications with recurrent funding implications where the programs for which financial assistance is sought are funded by state/federal agencies.

Applications Recommended for Partial Funding Only

Application 25 - Windsor Business Group (amount requested \$3,000-each year for three years). Council contributed \$5,000 to this event in 2009/2010 and a further \$9,000 over a period of three years (2010, 2011 and 2012). As a previous recipient of funding under a Three Year Event Sponsorship Agreement the previous amount of \$3,000 has been adjusted to 75% of that pursuant of Council's resolution at its Ordinary Meeting on 11 August 2009.

Conformance to Community Strategic Plan

The proposal is consistent with the *Shaping Our Future Together* Direction statement;

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

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

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

It will also contribute to the Goal within the *Shaping Our Future Together* element within the Community Strategic Plan:

- Alignment of services with funding and community needs

Financial Implications

Funding allocations recommended in this report are available within current budget provisions

ORDINARY MEETING

Meeting Date: 30 July 2013

RECOMMENDATION:

That Council:

1. Approve payments of Section 356 Financial Assistance to the organisations and individuals listed, and at the level recommended in Table 1 of this report.
2. Note that the required Sponsorship Agreements for Applicants 1 through 11 have been previously executed to provide for the continuation of funding for these proposals.
3. Approve the execution of Council's standard Sponsorship Agreement for the applications 12, 13, 19 and 25 identified in Table 1 of this report.

ATTACHMENTS:

AT - 1 Assessment of Applications under Round 1 of Community Sponsorship Program 2013/2014

ORDINARY MEETING

Meeting Date: 30 July 2013

AT - 1 Assessment of Applications under Round 1 of Community Sponsorship Program 2013/2014

Attachment 1 - Assessment of Applications under Round 1 Community Sponsorship Program 2013/2014

Applicant	Sponsorship Type (1)	Description	Assessment Criteria								Amount requested (or ES Sponsorship)	Amount recommended	Comments
			Local service	Not-for-profit	Not funded by State/Federal Agency	Co-contribution provided	Reflects agreed community priority	Meets sponsorship criteria	Financially sustainable	Documentation provided			
1. Hawkesbury City Eisteddfod Society	ES	Hawkesbury City Eisteddfod	✓	✓	✓	✓	✓	✓	✓	✓	20785	20785	Year 1 of approved 5 year Sponsorship Agreement
2. Bowen Mountain Association	ES	Bowen Mountain Community Arts Festival	✓	✓	✓	✓	✓	✓	✓	✓	940	940	Year 2 of approved 3 year Sponsorship Agreement
3. Colo Wilderness Area Family Picnic Day	ES	Colo Wilderness Family Picnic Day	✓	✓	✓	✓	✓	✓	✓	✓	1440	1440	Year 2 of approved 3 year Sponsorship Agreement
4. St Albans Folk Festival Inc	ES	St Albans Folk Festival	✓	✓	✓	✓	✓	✓	✓	✓	1500	1500	Final year of 3 year Sponsorship Agreement
5. Kurralong Scarecrow Fest. Inc	ES	Kurralong Scarecrow Festival	✓	✓	✓	✓	✓	✓	✓	✓	1500	1500	Final year of 3 year Sponsorship Agreement
6. Peppercorn Services Inc	ES	Hawkesbury Pregnancy, Children and Family Expo	✓	✓	✓	✓	✓	✓	✓	✓	3000	3000	Final year of 3 year Sponsorship Agreement
7. Rotary Club of Richmond	ES	Carols by Candlelight	✓	✓	✓	✓	✓	✓	✓	✓	750	750	Final year of 3 year Sponsorship Agreement
8. Kurralong Colo RSL Sub-branch	ES	Hire of chairs for Remembrance Day and ANZAC Day	✓	✓	✓	✓	✓	✓	✓	✓	350	350	Final year of 3 year Sponsorship Agreement
9. Hawkesbury Jazz Club	ES	Rory Thomas Memorial Youth in Jazz Competition	✓	✓	✓	✓	✓	✓	✓	✓	2000	2000	Final year of 3 year Sponsorship Agreement
10. Cancer Council NSW	ES	Relay for Life	✓	✓	✓	✓	✓	✓	✓	✓	1500	1500	Final year of 3 year Sponsorship Agreement
11. Hawkesbury Schools Dance Festival	ES	Biennial Dance Festival	✓	✓	✓	✓	✓	✓	✓	✓	3000	3000	Final year of 3 year Sponsorship Agreement
12. Ferry Artists Gallery	ES	Artists Workshops	✓	✓	✓	✓	✓	✓	✓	✓	750	750	Previous recipient of 3 Year Sponsorship for this event. Amount recommended reflects 75% of previous funding as per Council resolution
13 Windsor Police Station	SG	Training and equipping of personnel in the Hawkesbury LAC Trail Bike section	✓	✓	✓	✓	✓	✓	✓	✓	3000	3000	Provision of training and equipment for personnel not funded by the NSW Police Force or State Government
14. Riley Mockford	MA	Representative baseball	✓	✓	✓	✓	✓	✓	✓	n/a	100	100	Meets requirements of Minor Assistance

Meeting Date: 30 July 2013

(1) MA = Minor Assistance ES=3 Year Event Sponsorship SG = Seeding Grant CF = Access to Community Facilities ICF = Improvements to Council owned Community Facilities

Page 88

Item: 146 **CP - Hawkesbury Youth Committee - (95498, 96328)**

Previous Item: 289, Ordinary (9 October 2012)

REPORT:

Executive Summary

This report has been prepared in response to a resolution of Council requesting information on possible strategies for developing a Hawkesbury Youth Committee. The report outlines previous consultations undertaken with young people and youth service providers regarding the participation of young people in Council decision making processes and the current views of the youth services sector regarding youth participation. It also provides information on 'Youth Council' programs within local government and the resources required to support these mechanisms. The information in this report is presented to assist Council to determine if it wishes to progress the proposal to establish a Youth Committee.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. Council has however previously consulted with young people on youth participation strategies. Should Council determine to progress the proposal to establish a Youth Committee it may be necessary to further consult with the Hawkesbury Youth Interagency on the practical implementation of the proposal.

Background

The involvement of young people in decision-making processes is an important policy goal for Council. Council has established youth participation mechanisms and has regularly consulted with young people and youth service providers to review these mechanisms and, where required, to amend these mechanisms based on the outcomes of these consultations. The evolution of Council's youth participation approach is summarised below and includes the recommendations put forward by young people and youth services on their preferred youth participation strategies, and actions taken in response to these recommendations.

1999-2005 Youth Advisory Committee

In 1998 Council adopted the Hawkesbury Crime Prevention Strategy. The Strategy had a particular focus on working with young people to build a safer community by tackling anti-social and risk taking behaviours by young people. The gazettal of the Crime Prevention Strategy as a Safer Community Compact enabled Council to successfully apply for recurrent funding of \$42,000 through the NSW Attorney General's Department to implement the actions within the Strategy. One of these actions was to establish a Youth Advisory Committee (YAC) to provide a mechanism for promoting the capacity of young people to participate in the planning and management of activities and services for young people. The YAC was established in 1999.

Between 1999 and 2005 the YAC completed a range of actions and activities including researching the needs of young people, participating with Council and youth services in the planning of youth events and youth friendly spaces within community facilities and, from time to time, providing advice on 'ad hoc' issues. The YAC also undertook specific projects arising from consultation with young people (eg the installation of a youth notice board, the Richmond Youth Mapping Project, the 'Big Thing' Youth Festival). The YAC ceased operation in 2005 due to a combination of factors including the cessation of funding from the NSW Attorney General's Department, the ongoing challenge of maintaining the active membership of young people, logistical difficulties associated with transport arrangements for participants, the growth of social media as the preferred mechanism for youth engagement and a recognition that effective youth engagement might require the broader representation and participation of young people.

ORDINARY MEETING**Meeting Date:** 30 July 2013**2008 Youth Participation Report**

In 2008, Council commissioned the Hawkesbury Youth Interagency to prepare a report for Council's consideration on options for supporting young people in planning activities and programs for young people and increasing their involvement in Council's policy-making processes. The *Young People - Community Participation and Civic Leadership Report* was reported to Council in October 2008. A comprehensive consultation strategy was undertaken to inform the preparation of *The Report*. More than 80 young people participated in 12 focus groups held at schools, youth groups and refuges. Council adopted the Report and its nine recommendations. The actions taken in response to the recommendations are as outlined below;

Recommendation	Action Taken
1. The ' <i>Young People - Community Participation and Civic Leadership</i> ' Report be formally launched by Hawkesbury City Council in partnership with Hawkesbury Youth Interagency.	Report launched February 2009
2. Council and Hawkesbury Youth Interagency invite the participants in the research project and consultations to the launch of this Report (to provide feedback to participants).	Completed
3. An annual youth summit to be held in conjunction with Youth Week. The summit to be developed as a partnership activity of Hawkesbury Youth Interagency and Hawkesbury City Council. Councillors to be invited to attend the Youth Summit.	Summits held 2009 and 2012
4. Council give consideration to including an amount of \$4,450 within its 2009-2010 financial estimates as a contribution to the staging of the Youth Summit.	Financial provision made
5. A delegation of young people, supported by youth workers, be invited to present the outcomes and recommendations of the Youth Summit to an informal Councillor Briefing Session to provide the opportunity for young people to talk directly with Councillors about youth issues.	Completed
6. A 'rapid response' youth engagement strategy, utilising electronic communication tools favoured by young people (e.g. youth web-site, MySpace and/or text messaging), be developed and trialled. This rapid response strategy will provide Council with the opportunity to seek the views of young people on issues, which may arise and will complement the more formal annual youth summit.	On line information portal 'Hawkesbury Loudspeaker' established.
7. A representative of the Hawkesbury Youth Interagency be appointed to the Young Citizen of the Season Selection panel to review and make recommendations on nominations for the <i>Young Citizen of the Season</i> Award. Council to work with the HYI on a media strategy to disseminate information about the Award and Award recipients.	Completed
8. A user-friendly guide for young people be developed to advise and inform young people of arrangements and protocols for making representations to the Mayor, Councillors and Council. This guide to be distributed to all youth services.	Further consultation undertaken as part of 2009 Youth Summit.

ORDINARY MEETING**Meeting Date:** 30 July 2013***Hawkesbury Youth Summit 2009***

The inaugural Hawkesbury Youth Summit was held on Tuesday 24 November, 2009. The summit was attended by 66 young people and youth workers. The summit proceedings included a panel discussion which involved the Mayor, several Councillors and a representative of the Youth Action and Policy Association and was followed by workshops and plenary sessions. The Executive Summary of the Youth Summit 2009 - *"Young People and Council Heading in the Same Direction"* - was subsequently reported to Council in February 2010 and incorporated 5 Recommendations. The actions taken in response to the recommendations are as outlined below;

Recommendation	Action Taken
1. Council consider funding a youth worker position within Council to act as a channel between young people and Council.	Youth Participation Officer (YPO) appointed Jan 2011 (P/T 21 hours per week).
2. Council liaises with schools to provide a face to face opportunity for young people to meet with or contact Councillors or a relevant Council representative and for representatives to undertake school visits to educate Young People of Council process.	Following further consultation, YPO Facebook profile established as preferred mechanism for Council and young people contact.
3. Existing driver education programs provided by Council continue to be provided and enhanced.	Proposed partnership with Youthsafe to implement the 'Are we there yet' road safety program reported to Council in March 2011 and approved for implementation.
4. Council consider the three preferred methods that Young People indicated they wish to use in communicating with Council (Youth Events, Facebook and meetings held for Young People by Council) and provide the resources to implement these methods.	YPO Facebook profile established. Working parties of young people and youth service providers established to plan youth specific events for Youth Week. On-line consultation forums held with Young People in conjunction with Community Survey, Community Plan and Character Study.
5. Youth Summit be held regularly by Council to continue the dialogue between Council and Young People	Youth Summit held in March 2012. The Summit was planned, designed and staged by young people.

Hawkesbury Youth Summit 2012

The second Hawkesbury Youth Summit was held on Tuesday the 29 March, 2012. The summit was attended by 65 young people from across the Hawkesbury. The outcomes of the Summit were reported to Council in October 2012 with the findings and recommendations from the Summit summarised in the *"Youth Summit 2012 Outcomes: Imagine Create Inspire Report"* which was appended to the Council Report. The actions taken in response to the recommendations are as outlined below;

ORDINARY MEETING**Meeting Date:** 30 July 2013

Recommendation	Action Taken
1. Hawkesbury City Council work with Hawkesbury Youth Interagency to investigate a suitable anti bullying program and make available to all Hawkesbury High Schools.	In partnership with Hawkesbury Area Local Command workshops focusing on Cyber Bullying have been offered to the local High Schools. To date, four workshops have been presented.
2. The Youth Safe program 'are we there yet' continue to be delivered to schools and widened to include youth projects accessing young people not engaged in education.	The Youth Safe Program conducted at 2013 Youth Week Event with 160 young people in attendance.
3. Hawkesbury City Council continue to work with Peppercorn Services Inc to promote and enhance existing youth transport initiatives.	Marketing program implemented by PSI. A flexible youth bus hire brokerage fund currently being established (jointly resourced by Council and PSI).
4. A Council education strategy be developed to provide youth friendly information to young people about the role of local government and how to contact various departments within Hawkesbury City Council	Further consultation yet to be undertaken as to what information young people require. The Council YPO Facebook page provides a private and convenient option for young people to seek Council information.
5. Contact to be maintained with young people to provide opportunities for young people to be involved in civic leadership and Council process.	Young People have participated in on-line consultations and events held in conjunction with Community Strategic Plan, Community Survey, Hawkesbury Character Study and Review of Cultural Plan.
6. Hawkesbury City Council to determine measures to support young people in accessing employment services or events.	See response to Recommendation 3.

In adopting the Youth Summit 2012 recommendations Council also resolved to request a further report 'outlining ways of developing a Hawkesbury Youth Committee'.

Council's Current Youth Participation Approach

Council's current youth participation approach has been informed by the outcomes of consultations undertaken with young people and youth service providers - initially through the 2008 Youth Participation Report and then subsequently through two Youth Summits. To date, these consultations have not generated a request or recommendation for Council to establish a Youth Committee/Council.

Council's approach is also consistent with the current 'Best Practice Principles for Youth Participation' issued by the NSW Government which are appended to this report (Attachment 1). As part of the preparation of the 2008 Youth Participation Report, a literature review was conducted with a focus on recent developments in youth participation policy and legislation to identify 'good practice' recommendations for civic engagement and leadership programs for young people. The outcomes of the review corroborated the findings of consultations with young people in that they emphasised the importance of civic engagement opportunities being purposeful, youth focused and practical, and advocated the need to consider a range of participation strategies which could adequately reflect the diversity of young people. The evidence indicated that partnership arrangements between youth services and Councils were more likely to deliver successful engagement outcomes and that sustainable youth participation strategies needed be well planned, resourced and evaluated.

ORDINARY MEETING

Meeting Date: 30 July 2013

In summary, Council's current approach reflects 'best practice principles for youth participation' in that:

- a) it is based on the communication mechanisms preferred by young people - young people have repeatedly indicated that their preferred communication method for communicating with Council is Facebook, the internet, and youth events. Council has worked with youth service providers to establish an on-line youth bulletin board (Hawkesbury Loudspeaker), a Council Youth Worker Facebook Profile, and targeted on-line forums.
- b) it is actively resourced and supported through the recent recruitment and appointment of a Youth Participation Officer (a 21 hour per week position);
- c) it builds on young people knowledge and skills by providing the opportunity for young people to become involved in the planning and staging of youth focused consultation approaches (Youth Summit), youth focused activities (Youth Week); and youth friendly policy and planning input (on-line forums).
- d) it builds and maintains strong relationships with young people as it is delivered in partnership with the Hawkesbury Youth Interagency and uses the mechanisms that young people already use to communicate with each other and the connections that youth services have already established with young people;
- e) it provides a mechanism for the reporting of the views of young people to Council together with their recommendations for improving the well-being of young people;
- f) it recognises the diversity of young people's views by maximising the opportunity for young people from a range of backgrounds to have input into the advice provided to Council; and
- g) it takes into account the particular geographic and demographic challenges of the Hawkesbury LGA.

Council's youth participation approach is complemented by the operation of Youth Action Teams (YAT) at Bligh Park and North Richmond. These groups are lead by two adult leaders (paid staff members of the respective FACS (Department of Family and Community Services) funded community service projects which operate out of the Bligh Park and North Richmond Community Centres). These staff are responsible for the operation of the team - its administration, finance, membership, activities, safety procedures, awards and discipline. Members of the YAT receive ongoing training and skill development in team management, planning and organisation skills, goal setting, and community involvement. The Youth Action Teams are 'hands on' and participate in the planning of Youth Summits, youth drop in programs, holiday programs, Youth Week, concerts and other events. The members of the Youth Action Teams have expressed a clear preference for participating in practical, action oriented projects.

Hawkesbury Youth Committee/Council

A Youth Committee/Council is a formal body of young people who are appointed to provide advice to decision makers and elected officials. Experience in other councils suggests that the success of a Youth Council is dependent on establishing a strong framework that can effectively support young people participating on a Youth Committee or Youth Council. Advice from councils who have successfully established and maintained a Youth Council indicated that at a minimum this framework requires:

- the appointment of a designated Council staff member to develop and co-ordinate the implementation of a team building and professional development training program for the appointed members of the Youth Council/Committee;
- the appointment of Youth Council/Committee representatives who can adequately reflect the diversity of young people's experiences and backgrounds;

ORDINARY MEETING

Meeting Date: 30 July 2013

- the recruitment of mentors from the local youth services sector to guide and support the work of young people on the Youth Council/Committee (in some councils young people exiting the Youth Council/Committee are appointed as senior member of the Council/Committee to act as mentors);
- the development of processes and operations to efficiently and effectively conduct the business of the Youth Council/Committee; and
- a meaningful schedule of work tasks and projects.

The young people involved in Youth Councils, have highlighted the positive opportunities provided through their participation - including their sense of being involved in Council decision making processes, their increased self confidence and the feeling that they are making a difference.

Consultation with Hawkesbury Youth Interagency

Council's Youth Participation Officer has consulted with the Hawkesbury Youth Interagency (HYI) regarding the proposal to establish a Youth Council/Committee. Members of the HYI recognised the potential of a Youth Council, but were unsure if a youth participation and engagement approach based on a formal Youth Council/Committee was the most appropriate model for the Hawkesbury. The HYI indicated that a lack of reliable public transport, geographical isolation and the 'wavering' numbers of young people who currently participate in existing youth programs would impact on the reliability of young people's participation on a Youth Council/Committee - particularly where the Youth Council/Committee would need to meet after hours due to school and other commitments. The members of the HYI were also concerned as the resourcing commitments that would be required to sustain the operation of a Youth Council/Committee - particularly for any Council or youth services staff that would be appointed or recruited to co-ordinate the Council/Committee or fill the role of youth mentor. For these reasons, HYI members expressed their preference for maintaining the existing Youth Summit model which they perceive as the most effective youth engagement and participation model for the Hawkesbury.

The HYI would like to see the Youth Summit continue to be rolled out regularly, perhaps on an annual basis. The HYI were of the view that the Youth Summit model provided for the more effective and efficient use of available resources. The findings from the Youth Summits have been used in the preparation of Business Plans for several agencies in the HYI and over 90% of Young People participating in the Youth Summits expressed that they found the event worthwhile and would attend a similar event in the future. Planning is currently underway for Youth Summit 2014.

The limitation of the Youth Summit model as a formal mechanism is that it provides information and recommendations to Council on a bi-annual basis. In practice however, Council has been able to use Hawkesbury Loudspeaker, the YPO Facebook Profile and targeted on-line forums to seek the views of young people on current issues or to facilitate their participation in Council's planning processes.

Council's recent experience with youth participation mechanisms would tend to support the views expressed by the members of the HYI. It is a challenge to maintain the momentum, membership and productivity of more 'formal' participation structures. The previous Youth Advisory Committee (YAC) worked to the extent that it focused on practical projects rather than on the more abstract discussions around planning and policy development. Maintaining the YAC was resource intensive, with a considerable amount of energy and time expended on resourcing the committee's operations rather than on the delivery of practical outcomes or policy input.

Resourcing Implication - Youth Council/Committee

To support and maintain the functions of a Youth Council/Committee will require either the re-allocation of existing funds and staff resources which have been allocated for the planning and staging of the Youth Summit 2014 or the allocation of additional funds if Council is to meet its commitment to the staging of a regular Youth Summit.

ORDINARY MEETING

Meeting Date: 30 July 2013

The additional costs for establishing and operating a Youth Council/Committee would involve;

- An increase in the hours of Council's Youth Participation Officer (currently a part-time 21 hours per week) by an additional seven hours per week at an annual cost of \$18,717. It is assumed that members of the Hawkesbury Youth Interagency would volunteer their time as youth mentors.
- The provision of transport assistance to young people appointed to the Youth Council/Committee. This can be provided at a subsidised rate through Peppercorn Services at a cost of \$1,400 per year.
- Funding a yearly professional development program for young people. The program would focus on understanding local government policy, public speaking, peer facilitation, advocacy and leadership skills. The leading provider of Youth Council workshops is the Frank Team. Four presentations by the Frank Team would be approximately \$6,000 per annum plus approximately \$400 per annum for venue hire (based on ongoing hiring rates for local community centres) and \$1,500 per annum for catering.
- Regular meeting costs could include venue hire at approximately \$450 per annum, catering at approximately \$750 per annum and printing, promotions, advertising and administration costs at approximately \$2,000 per annum.

The additional funding that may be required to establish a Youth Council/Committee would be in the order of \$30,000 per year.

Conformance to Community Strategic Plan

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

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

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Achieve community respect through good corporate governance and community leadership and engagement.
- Make decisions in ways that are transparent, fair, balanced and equitable supported by appropriate resource allocations.

Financial Implications

There are no financial implications arising directly from this report. Should Council wish to proceed to establish a Youth Council or Youth Committee additional funding as outlined in this report would be required.

RECOMMENDATION:

That the information be received.

ATTACHMENTS:

- AT - 1** Best Practice Principles for Youth Participation - NSW Government, Department of Premier and Cabinet

ORDINARY MEETING

Meeting Date: 30 July 2013

AT - 1 Best Practice Principles for Youth Participation
NSW Government, Department of Premier and Cabinet



Premier of New South Wales
Australia

PREMIER'S MEMORANDUM No. 2007 -07

BEST PRACTICE PRINCIPLES FOR YOUTH PARTICIPATION

(Memorandum to all Ministers and Chief Executives)

The Best Practice Principles for Youth Participation seek to encourage and support young people to participate in Government decision-making, in implementing the NSW State Plan, and in providing input to the development of programs and services that impact on their lives.

The Best Practice Principles for Youth Participation must be observed by all Ministers, Chief Executives and agencies where relevant and appropriate. I therefore draw your attention to the main elements of those Principles:

- recognise young people's rights to participate in developing Government policy, programs and services that impact upon them;
- promote respect by listening to young people's views and taking them seriously;
- build and maintain strong relationships with the young people we consult with;
- provide young people with appropriate and timely information on Government processes;
- build on young people's knowledge and skills;
- recognise young people's different situations and backgrounds, particularly those:
 - from Aboriginal and/or Torres Strait Island backgrounds
 - from culturally diverse backgrounds
 - with disabilities
 - in out-of-home care
 - from vulnerable or marginalised groups
- organise participation processes that take into account the needs of young people, such as training and transport ;
- encourage young people to provide feedback on the effectiveness of participation processes.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 July 2013

Item: 147 **CP - Hawkesbury Homelessness Workshop - (95498, 96328)**

Previous Item: NM1, Ordinary (30 April 2011)

REPORT:

This report has been prepared to advise Council of the outcomes of a homelessness workshop facilitated by Council. The report documents the views of participants at the workshop and the recommendations arising from the workshop. The report proposes that these recommendations provide the basis for the preparation of a Homelessness Action Plan which can be further reported to Council for consideration and adoption.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. The report does however summarise the outcomes of a workshop facilitated by Council to provide an opportunity for local service providers to meet and discuss options for responding to homelessness in the Hawkesbury.

Background

On 30 April 2013, Council considered and adopted the following Notice of Motion:

"That Council invite Helping Hands, Hawkesbury Community Kitchen, Wentworth Housing and other agencies involved in providing practical assistance to homeless people to a forum with Council to discuss the gaps in services to homeless people in the Hawkesbury."

Hawkesbury Homelessness Workshop

In response to the Notice of Motion a homelessness workshop was held on Wednesday 26 June, 2013 in the Tebbutt Room at the Deerubbin Centre, George Street, Windsor. The Workshop was attended by 32 people including Councillor Barry Calvert, Councillor Christine Paine and Councillor Jill Reardon.

The format of the workshop provided the opportunity for representatives from each of the agencies represented at the workshop to answer a set of questions so that the issues and concerns of all participants could be documented and reported to Council. Participants were asked to respond to the following three questions:

1. What services or programs does your agency currently provide for homeless people in the Hawkesbury?
2. What are the primary gaps in the services available to homeless people in the Hawkesbury?
3. What could be done to address these gaps or overcome the barriers that may prevent homeless people for getting the help they need?

The responses to these questions are appended to this report (Attachment 1). Participants were also asked to identify what their particular agency would need to improve services for homeless people in the Hawkesbury. After each representative responded to these questions, other participants were invited to ask questions to clarify information presented by each representative and/or to seek additional information. This format provided opportunity for the discussion of issues and allowed each participant to outline their issues and concerns. It also provided the opportunity for participants to respond to the information and issues raised by different groups and to contribute additional information to the discussion.

ORDINARY MEETING

Meeting Date: 30 July 2013

At the conclusion of the meeting and on the basis of the information presented and discussed at the workshop, participants were asked to put forward recommendations that could be reported to Council for consideration and response. The 25 recommendations are reproduced below (a number of the 'recommendations' could be classified as statements or principles but have been included to better convey the 'take home' message from the workshop). The recommendations/principles have been grouped into themes.

Planning and Co-ordination

1. Develop a Homelessness Action Plan (HAP) for the Hawkesbury LGA.
2. Establish a partnership framework (Homelessness Working Group) to co-ordinate implementation of agreed actions.

Policy and Advocacy

3. Homelessness should be on the agenda for all levels of government.
4. Hawkesbury City Council to act as an advocate for homelessness.
5. Hawkesbury City Council to support the needs of the homeless by providing or advocating for the necessary infrastructure (e.g. drop-in centre).
6. Review Council's Homelessness Policy.
7. Regulate (Advocate?) caravan parks to keep rent affordable.
8. Council to support local agencies in advocating with real estate agents to improve access for single men to private rental accommodation.

Partnerships/Resource Sharing

9. Establish (local) partnerships for the funding of key priorities (e.g. funding for a Street/Outreach Worker).
10. Establish a partnership between Wentworth Community Housing and the Legal Centre to share workers (to respond to the specific cultural needs of indigenous people).

Affordable Housing & Housing Options

11. Council to investigate affordable housing options and ways to increase supply of 1-2 bedroom housing stock.
12. Council to consider the use of Section 94 Developer Contributions to fund/deliver affordable housing outcomes.
13. Investigate accommodation options for single people (male and female).
14. Increase the funding/availability of crisis accommodation.

Transport

15. Council and Peppercorn Services Inc to consider transport solutions to assist homeless people access services.

Information

16. Council consider taking on an information co-ordination role with respect to homelessness services.

ORDINARY MEETING

Meeting Date: 30 July 2013

17. Investigate possibility of holding an Annual Homelessness Expo (like Blacktown does).
18. Get information to the homeless about what's available, where to go and how to get there.
19. Centrelink, Legal Service representatives to go to the clients (e.g. outreach service to McQuade Park)

Funding for new Homelessness Services/Facilities

20. Investigate funding for a Street/Outreach Worker.
21. Investigate the funding of a food van to/for the Hawkesbury.
22. Council to provide a building for a drop-in homeless centre in a safe location
 - a) Large enough for more showers, dryers, and open more often
 - b) Provide more services, medical, pet care
 - c) Storage lockers
23. Investigate existing buildings (including private and vacant buildings) which could be used as a drop-in service point for homeless people.
24. Provide round- the-clock access to toilets and amenities.
25. Investigate options for providing homeless people with access to community gardens (e.g. Peppercorn garden at McGrath's Hill; Secret Garden etc).

Proposed Action in Response to Recommendations

Participants at the workshop commented repeatedly on the apparent lack of an effective service co-ordination mechanism within the Hawkesbury local government area for homelessness services. Many of the agencies in attendance at the forum were unaware of the services and programs provided by other agencies. Agencies were also unaware of the role and functions of existing inter-agency forums such as the Hawkesbury Housing Forum.

The 25 recommendations/principles arising from the workshop provide a useful starting point for the identification of actions and strategies to respond to the needs of homeless people. It is proposed that the recommendations/principles from the workshop be received and referred to an inter-agency planning group to prepare a draft Homelessness Action Plan (HAP) for the Hawkesbury (Recommendation 1). The draft HAP can then be reported to Council, through the Human Services Advisory Committee (HSAC), for public exhibition and adoption. Its subsequent implementation can then be co-ordinated and monitored with regular reporting to the HSAC on progress in achieving the targets and actions within the Plan.

Given the challenges of ongoing service co-ordination and information sharing raised by the participants at the workshop, it will be important to develop a clear and effective inter-agency planning mechanism. To this end it is not proposed to establish a 'stand alone' Homelessness Working Group (Recommendation 2) but to integrate this mechanism within the existing inter-agency framework. Accordingly it would seem appropriate for Council to approach the Hawkesbury Housing Forum to discuss establishing a HAP working group to undertake the task of preparing a draft Homelessness Action Plan. The draft Plan can be distributed to the participants at the homelessness workshop for comment prior to the draft Plan being reported to Council for public exhibition and adoption.

Conformance to Community Strategic Plan

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

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

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

ORDINARY MEETING

Meeting Date: 30 July 2013

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

Financial Implications

There are financial implications arising directly from this report. Should Council resolve to commission the preparation of a draft Homelessness Action Plan, staff resources will be required to facilitate this process. The preparation of a Homelessness Action Plan has not been included in Council's adopted 2013/2014 Operational Plan and will therefore require the negotiation of staff resources in conjunction with other workload demands.

RECOMMENDATION:

That:

1. The recommendations of the Hawkesbury Homelessness Forum held on 26 June 2013 be received.
2. Council to approach the Hawkesbury Housing Forum to discuss the establishment of an inter-agency working group to undertake the task of preparing a draft Homelessness Action Plan to give effect to the workshop recommendations.
3. The draft Homelessness Action Plan to be referred to the Human Services Advisory Committee prior to its reporting to Council for public exhibition.

ATTACHMENTS:

AT - 1 Summary of Homelessness Workshop held on 26 June 2013 at Deerubbin Centre.

AT - 1 Summary of Homelessness Workshop held on 26 June 2013 at Deerubbin Centre

TURNING POINT YOUTH SUPPORTED ACCOMMODATION	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Accommodation for single young people that can't live at home. 4 beds in the house. Medium to long term service. • Use an assessment process and this can take up to a week which is problematic if you are wanting the young person to stay in the area. (if it takes too long they will generally leave) • Develop case plans with each young person. Provide support and assist to the young person when they exit the service as well • Do their best to provide a home like environment (cooking, cleaning, washing, homework etc) and all the structures of a home. • Focus is on keeping kids at school • Not always ideal outcomes • Have up to 4 flats provided by Wentworth where the young people can transition into independent living. • Some times young people don't need the service any more (choose to couch surf, go home, leave the area, find somewhere else) • What to do with 13-14 year olds • In urgent need of crisis accommodation as there is currently no capacity to assist crisis accommodation (short term) situations • When considering placements we have to be very careful about the house dynamics and managing the different and at times complex behaviours • Another worker (Day time Case Worker) and additional funding to support additional hours/worker • Day time case worker could conduct mediations between parents and young people and provide additional support with the aim of getting the young person home to a safe environment. • Promote membership on the Management Committee – 3rd Tuesday of every month 1.30pm to 3.30pm • It is a better option to replicate the service rather than expand the existing housing numbers
What are the primary gaps in the services available to homeless people in the Hawkesbury	
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	
WOMENS COTTAGE	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Crisis drop-in service for women and childrens. • Showers and care packs available – no housing available • Food hampers available • Partner with Nurreen • Not a housing provider • Mon-Friday 9.30am to 1pm and Thursday 3pm to 7pm • Deal with a bit of issues and support women and children escaping domestic and family violence • Homelessness is a complex issue and providing housing is not the only solution. • Chronic and complex homelessness is not being addressed • More attention needs to be placed on addressing the underlying issues/needs causing homelessness • Need to acknowledge that some homeless are not willing to be engaged (and may have a valid reason) • Homelessness solutions is more than just providing food. • Support for complex issues, needs to be addressed for housing to be sustainable. • Project 40 is fantastic because it is client individual focussed and a good example of developing ongoing support and client trust. • Sufficient resources for the Cottage to be open more hours – even 1 extra day would be good • Wrap around support would be ideal • Early intervention services to stop the spiral
What are the primary gaps in the services available to homeless people in the Hawkesbury?	
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	

HAWKESBURY COUNCIL	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> Involved in various community interagency as representatives – ie Nepean Blackdown Taskforce on Homelessness, Youth Homelessness Working Group, Hawkesbury Youth Interagency Get actively involved in Hawkesbury Hub HCC Homelessness Policy Operates in accordance with the NSW Homeless Protocol Consults with other services Advocacy role and actively seek opportunities for services to access capacity and partnership building opportunities Hawkesbury Residential Land Strategy Staff work with services to build capacity, connect with funding opportunities, share ideas etc
What are the primary gaps in the services available to homeless people in the Hawkesbury?	<ul style="list-style-type: none"> Housing supply (community and social) Better Regulations (current ones can at times constrain options) Level of groups and services communication with each other
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	<ul style="list-style-type: none"> Investigate affordable housing options for the LGA Innovative models could be increased and expanded Continue its advocacy role Update the Homelessness Policy Investigate going down the Section 94 path when we review our Plan More regular opportunities to meet share resources/information (Council could perhaps take on a leadership role) Immediate needs of the homeless to be catered for today – provide support to the services Keep homelessness on the agenda
PEPPER CORN SERVICES INC	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> Currently does not have direct service delivery role Manage a range of community services (manage community centres which have a commercial kitchen) Do provide transport to frail and isolated aged and disability clients to increase access and social participation
What are the primary gaps in the services available to homeless people in the Hawkesbury?	<ul style="list-style-type: none"> Getting information out on what they do to other sectors Transport options available to the homeless
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	<ul style="list-style-type: none"> Work collaboratively and utilise resources to address gaps Communicate and connect more with other services Consider feasibility of funding in the context of homeless support Raise awareness of what homelessness support services are out there through our own networks and with our staff Provide information about what we do

HAWKESBURY HELPING HANDS	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Cover the Windsor area • Provide meals on Saturday and lunch on Wednesday • 3 days a week over the Christmas period • Today's lunch attendance 20-30 and on Saturdays we may get as many as 40 – 55 • From July 7 Hawkesbury Helping Hands will move to St Matthews Hall • Work closely with St Johns and they connect homeless with other services (legal service, Centrelink, health service etc)
What are the primary gaps in the services available to homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • The fact that we only cover the Windsor area • Better amenities in the service • Not accessible to clients at all hours • Clients generally have no access to transport • Provision of a food van that good also go out to other areas and increase access
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	<ul style="list-style-type: none"> • The development of a functional drop-in centre <ul style="list-style-type: none"> ◦ Could open longer hours ◦ Provide ready and free access to showers and toilets as well as access to free washing machines and dryers. ◦ Somewhere to store personal items (locker) ◦ Capacity for other services to come in and connect clients to whatever they need.
ABORIGINAL LEGAL ACCESS SERVICE (HAWKESBURY NEPEAN LEGAL CENTRE)	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Provide free legal advice to a range of different groups within the homeless arena • Referral service • Try to connect clients to services and work in conjunction with other services • Provide an outreach service • Tues PM – Aboriginal youth project/group
What are the primary gaps in the services available to homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Only have 1 person to provide the support – demand and request for service • Currently no male worker – to accommodate 'mens business' and cross cultural needs • Difficult getting women into accommodation particularly in emergency and crisis situations • Having somewhere to refer clients to • Lack of awareness about what services are actually out there • Lack of direct contact with homeless about what the actual underlying issues are (need to go to them) • Need to pool resources more (share advertising and reduce cost burdens on limited funded services) • Services to consider sharing workers and build on partnerships to increase access and build capacity – fundign models need ot be flexible to enable this to happen
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	<ul style="list-style-type: none"> • Employ additional outreach workers • Services supporting homeless clients should find better ways of communicating with each other • Come together more to share information to brainstorm ideas and to identify collaborative opportunities • Share more with each other the outcomes of individual services research regarding the homeless (vulnerability index) • Provide funding to enable organisations to expand their service delivery and attract more staff to the sector

NURREEN WOMENS ACCOMMODATION & SUPPORT SERVICE	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Accommodation for women with children. • Outreach support (Wilberforce Caravan Park & Calidescence Lodge Kumond Kurrajong) • 2 properties for women and children escaping domestic violence and 2 transitional properties • 4 units for supported accommodation 3x bedrooms, 1x2 bedrooms at Windsor Baptist Church (BEAMS) • Assist with housing applications and assess housing applications to see if they need to be moved up the list quicker • Case management approach • Reforms are about reconfiguring services to change the way we do business • High violence in the area • Wentworth is often the first point of Contact • Work collaboratively with the Homelessness Hub and work in partnership with the Hawkesbury Homelessness Forum • Trying to support those homeless under the bridge, on the river, at McQuade Park • More accommodation • Youth worker for outreach (particularly Wilberforce) • Regulation of caravan parks and rooming houses to cap rates – currently too expensive and tenants become trapped • Single males are an issue but services to support single females also need to be addressed • Access to other caravan parks – currently limited or blocked • Limited/no options for single males and single females accommodation • Extra paid worker • Ongoing (recurrent) funding • A conversation with landlords about rent raising and capping • Issues are complex and resources on the ground to address the underlying issues, are limited and/or stretched to capacity
What are the primary gaps in the services available to homeless people in the Hawkesbury?	
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	
SALVATION ARMY	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Provide food and blankets to homeless • Provide access to showers • Place homeless families in motels • Referrals to other services and also provide information on other services • Access to low cost affordable housing. • Affordable rent - People will pay rent but the rent is too high (need to look at the whole picture or homeless experience when determining affordable housing) • Need accessible public showers and toilets – not locked • Access to community gardens and produce (homeless could grow their own vegies) • Increase affordable housing stock • Better utilisation of community gardens (who has them, where are they, how can some be better utilised and accessed?) • Needs crisis care options (whether it is shared or not) • Access to lower rental properties
What are the primary gaps in the services available to homeless people in the Hawkesbury?	
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	

WENTWORTH COMMUNITY HOUSING	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Single tenancy model. Manages 2000 properties (owned by government) • All tenanted (used) around 25-30% of their income – 700 occupied in Hawkesbury • 'Affordable Housing' tenanted at 75% of market rent • Project 40: Nurren: DV Womens Housing • Rapid re-housing Pilot is being run by Housing NSW (Penrith/Mount Druitt) and may be a solution. • Wentworth is pulling up houses, and services are working together to access clients into mainstream services • Need more affordable rental housing • Little government housing stock available – smaller units needed • Houses for large families, more than 3 children, 3 bedroom stock mostly • Redevelop older stock of government housing and more 1-2 bedroom housing stock • Innovation needed to increase supply • Rapid rehousing to work better to solve homelessness • A regional and local government Plan • Transfer title to Wentworth Community Housing to allow for redevelopment
What are the primary gaps in the services available to homeless people in the Hawkesbury?	
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	
WENTWORTH COMMUNITY HOUSING – PROJECT 40	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Across 4 LGAs (Hawkesbury Penrith and Blue Mountains) • Co-ordination Group meets to determine housing and members are derived from around the Hawkesbury LGA. De-identify clients to protect privacy. Use an integrated case management approach. Wentworth doesn't vote on the Coordination Group • 14 properties – accommodation is owned by the government • Program is under review and trying to look at creative models • Trying to have them allocated before December 13 • Co-location at properties has not been successful but can revisit shared tenancy • 92% success rate for maintaining premises • Based on the Vulnerability Index <ul style="list-style-type: none"> ◦ Length of homelessness – recurrence of homelessness ◦ People escaping domestic violence or at risk ◦ Institutions/children at risk/criminal behaviours • Clients ranked against the VI – if they meet the criteria then properties are based on the VI results • Knowledge of other services operating to support homeless and linking clients to other services and the knowledge • Single accommodation stock needs to be built • Extra funding to consider creative ways to address the broader issues
What are the primary gaps in the services available to homeless people in the Hawkesbury?	
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	

SOUTH WINDSOR BREAKFAST PROGRAM	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Provide a free breakfast program • Self funded • Operate Tuesday and Thursday 9-10am • Transport for clients to access the breakfast program • Communication between services a huge issue • Access to avenues to share information and promote access
What are the primary gaps in the services available to homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Better utilisation of community E networks and inter agencies to provide information and identify support opportunities • Hawkesbury Housing Forum should develop a newsletter or an information sheet that has all the information on it (aware that there is currently a fold out info sheet but more client friendly) • Hawkesbury Hub also needs to get information out to the homeless (go to them not get them to come to you)
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	
ST VINCENT DE PAUL	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Located in Windsor (has a shop) • St Vincent de Paul Society (SVDP) provides assistance to all people in need including those people experiencing homelessness • Provide material assistance (food, household goods and clothing, blankets) • Assist access to other support services • Volunteer based
What are the primary gaps in the services available to homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Communication between services • Funding • Access to housing and support
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	<ul style="list-style-type: none"> • Centre to cater for the needs of the homeless
HOUSING NSW (FACS)	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Provide funding to services to deliver programs to homeless (Community housing and crisis accommodation) • Work with other departments, agencies to address homelessness in NSW • Manages Aboriginal public housing for the Aboriginal Housing Office • plays a key role in developing policy and supporting relationships to increase access to the supply of affordable housing across NSW • Provides a range of products and services to assist people into the private rental market and home ownership and • Provides policy advice to government and manages the Housing Act 2007 and associated legislation. • Collaboration and working with the homelessness sector
What are the primary gaps in the services available to homeless people in the Hawkesbury?	
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	<ul style="list-style-type: none"> • Better coordination and communication between the Department and the Hawkesbury Homelessness sector about homelessness responses

ORDINARY MEETING

Meeting Date: 30 July 2013

MARIST YOUTH CARE	
What services or programs does your agency currently provide for homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Young people aged 12-25 who are homeless or at risk of becoming homeless or living away from their families. • Try and focus on addressing the issues faced by young people • Help them develop skills for independent living • High packages available • NSW Housing provide 10 properties and cover a large area • Brokered services to outreach and support. • Provide material aid (furniture, fridges etc) • Also outreach case management to prevent homelessness • Follow up people leaving supported accommodation (hospital, prison etc) • 100 early intervention packages (medical, training etc) • Provided outreach via a sole worker since 2009
What are the primary gaps in the services available to homeless people in the Hawkesbury?	<ul style="list-style-type: none"> • Number of streetworkers too low • Service an isolated area, service does not have the capacity to connect with other services in other areas (ie Penrith) • Co-ordination of service delivery
What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?	<ul style="list-style-type: none"> • Agencies need to take more responsibility to network with each other and to stay informed about what services are currently supporting homeless clients • 'One stop shop' to provide a range of services • Ongoing funding past June 2014 • Additional workers to increase access and service area

ORDINARY MEETING

Meeting Date: 30 July 2013

HAWKESBURY COMMUNITY KITCHEN	
<p>What services or programs does your agency currently provide for homeless people in the Hawkesbury?</p>	<ul style="list-style-type: none"> • Located in Windsor • Provide food – 5 nights a week and 3 days. • Offers use of a washing machine and lunch from 10am to 1pm • Pick up food from various outlets and are supported by the Richmond Club. • Service is not funded and the food is donated • Average about 15 at each meal and sometimes reach 20 • Have a shower and a washing machine (no dryer) • Services visit the kitchen and connect with the clients • Provide clients with the list of agencies and resources • Don't have accommodation • Provide a free copy of the Gazette to clients • Don't ask questions about their situation for privacy and dignity reasons • Premises are rented • Utilise volunteers • Client mix is varied – singles/families
<p>What are the primary gaps in the services available to homeless people in the Hawkesbury?</p>	<ul style="list-style-type: none"> • Communication between services • Better relationship with local media • Need funding support • Access to accommodation options for the homeless in the Hawkesbury • Information about services is not avail to homeless
<p>What could be done to address these gaps or overcome barriers that may prevent homeless people from getting the help they need?</p>	<ul style="list-style-type: none"> • Community kitchen is in the wrong place • One building in a safe area • Improve the existing amenities (a bigger fridge, washing machine, dryers, lockers) • Centrelink reps could go to the clients • Enhance communication between services and facilitate greater client access • Larger hot water system to accommodate the numbers of clients and the needs of the service • Services to move away from keeping things secret

8

oooO END OF REPORT Oooo

Item: 148 **CP - Homeless People in Public Spaces - (95498, 96328)**

Previous Item: NM1, Ordinary, (13 July 2010)

Executive Summary

This report has been prepared to advise Council of representations which have been received regarding the increased visibility of homeless people in public spaces with particular reference to McQuade Park, Windsor. The report outlines Council's response to these concerns, and canvassing further possible options to deal with this situation.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. The report has been prepared in response to representations made by local residents regarding concerns as to the increased visibility of homeless people occupying the McQuade Park grandstand. Responses have been forwarded to these residents who have been advised that the matter is the subject of a report to Council. In the preparation of this report, Council staff have also consulted with Wentworth Community Housing, Hawkesbury Local Area Command and local agencies providing services to homeless people.

Background

Homelessness refers to a set of circumstances where people are unable to access safe and secure accommodation and may be required to stay in a refuge or with friends - in this context homelessness is often invisible. People sleeping 'rough' in public spaces constitutes a smaller but more visible proportion of the homeless population. Homelessness is generally associated with a range of factors - mental illness, substance abuse, domestic violence, poverty and family breakdown - which can prevent people from accessing appropriate housing. Some people, faced with a complex set of needs, may not have the life skills required to maintain secure housing.

Historically, governments have responded to homelessness by:

- managing visibility - viewing homeless people as an 'unsightly problem' who need to be 'moved on' by employing strategies like alcohol free zones, anti-loitering provisions etc;
- alleviation - accepting that homeless people are members of the community who require accommodation and support services.

Commonwealth and state governments hold the legislative responsibility for funding services to assist homeless people. These can be direct services like refuges or social housing projects; or 'indirect' services which target the causes of homelessness - i.e. employment programs, income support, alcohol and mental health counselling, family reconciliation, skills training etc. In general, local government does not have access to the resources required to supply or maintain such services and its primary role has been to work with other levels of government and community organisations to better co-ordinate strategies to respond to the needs of homeless people.

Council adopted a Homelessness Policy on 6 May 2002 (based on the Local Government and Shires Association *Local Government Model Policy on Homelessness*). The Policy commits Council to working in partnership with state and commonwealth governments and other stakeholders to undertake a broad range of strategies including examining issues of homelessness; facilitating co-ordinated approaches by local services; advocating for reforms that address the underlying structural issues linked to the causes of homelessness; lobbying for the adequate funding of services for homeless people; encouraging the provision of affordable housing; ensuring that homeless people are not denied access to council services, facilities and public spaces; and by training Council staff to consider the needs of homeless people in their work.

Homeless People in McQuade Park

In recent times, Council has received a number of complaints regarding the impact of homeless people using the McQuade Park grandstand for shelter. This issue has also been the subject of media articles in local papers.

There are three men that have been using the McQuade Park grandstand for shelter on an ongoing basis. One homeless person has been using the grandstand for two years with the other two men arriving over the last six months. These men are well known to local service providers and have been receiving assistance from these service providers.

More recently, a number of other persons have been using the McQuade Park grandstand for shelter, including four young people who set up an impromptu campsite in bushes near the grandstand. The activities of more recent arrivals to the grandstand appear to have been the cause of resident complaints including;

- incidents of public urination;
- restricted use of grandstand and nearby areas by local residents and sporting groups due to the occupation of the grandstand by homeless people;
- the hygiene and cleanliness of the grandstand (due to the lack of toilet and other facilities);
- a suggestion of illicit drug use;
- community safety (particularly for young children)
- fire-hazard arising from smoking and the use of burners in the grandstand.

While residents have expressed sympathy for the plight of homeless people they believe that the current situation cannot continue and that 'balance' needs to be restored to the use of McQuade Park. As possible solutions, residents have requested that the grandstand lighting be left permanently on, that Council investigate the installation of sensor security lighting, that the police conduct regular patrols, and that Council install 'no camping signs' on McQuade Park.

Response to Date

To date, Council has responded to residents' concerns in accordance with the NSW Government's 'Protocol for Homeless People in Public Places' (Attachment 1), and Council's own Homelessness Policy. The Protocol and Policy both recognise that homeless people have the same entitlement as any member of the public to be in a public place while at the same time respecting the right of local communities to live in a safe and peaceful environment.

In response to the concerns of local residents Council staff have;

- taken action to prevent the use of the vegetated areas of McQuade Park being used as an impromptu camping site;
- liaised with Hawkesbury Local Area Command who have confirmed that there has been no reported increase of criminal activity at McQuade Park, and that McQuade Park is regularly patrolled as part of day-to-day policing activities;

ORDINARY MEETING

Meeting Date: 30 July 2013

- liaised with local service providers who are in regular contact with homeless people using McQuade Park to seek their assistance in advising homeless people of resident concerns and in particular eliminating any fire-hazards to the grandstand;
- liaised with Wentworth Community Housing who are aware of the situation and are in contact with the homeless people and are working with them to secure housing;
- inspected the grandstand and determined that it is in reasonable condition in terms of cleanliness and hygiene.

Further Options

It is likely that the McQuade Park grandstand will continue to be used by homeless people. Discussions with homeless people indicates that the grandstand provides them with an added sense of security as it is elevated and allows them to monitor the movement of people (homeless people are regularly subject to violence and prefer to be in locations which afford them a relative degree of safety).

As indicated above, Council's response to date has been in accordance with NSW Government's 'Protocol for Homeless People in Public Places' which aims to ensure that homeless people are treated respectfully and appropriately and not discriminated against on the basis of their homeless state.

It is clear that the increased use of the McQuade Park grandstand by homeless people has given rise to recent concerns by local residents that the balance between the entitlement of homeless people to occupy a public place, and the safety and amenity of McQuade Park has been adversely affected. In responding to these concerns, Council may wish to consider the following options;

(a) Managing the Visibility of Homeless People through Enforcement Action

Council could erect "No Camping" or "No Overnight Stays Permitted" signs (as advocated by some residents). The challenge would be to practically enforce these restrictions. Council or Police could require the offender to move on, but as the homeless person has no place of abode, it is highly likely that the offender would simply relocate to an alternate public space in Windsor. Furthermore, there is nothing to prevent the offender from returning to the grandstand at a later time which would require after hours policing and round the clock surveillance at some considerable additional expense to Council.

Repeated offences would attract fines which, if issued, are unlikely be paid. Council would then be required to take further action for the non-payment of the fine - action which is likely to exacerbate the already perilous position of the homeless person. Council's Manager of Regulatory Services has advised that such action would be inconsistent with the "Protocol for Homeless People in Public Places" and that while concerning, the current circumstances within McQuade Park do not appear to constitute grounds for enforcement action as the activities of homeless people, while inconvenient, do not pose a threat to property, other persons or the homeless people themselves.

(b) Additional Measures to Lessen the Impact of the Use of the Grandstand by Homeless People

Consultation with the Sports Council (who manage McQuade Park on Council's behalf), has identified some possible further measures to respond to concerns of residents regarding the use of the grandstand by homeless people.

It may be possible to provide the homeless people using the grandstand with a storage area under the grandstand (there is a location at the back of the change rooms that could be used for this purpose). This would enable the homeless people to store their belongings during the day to give other persons 'unfettered' access to the grandstand. Should this be an option, consideration would need to be given to how this provision could best be implemented - the issue of keys –vs - unrestricted access; possible usage conflicts when sporting groups use the change rooms; the potential that homeless people may use the change room to sleep, and how the use of the showers by homeless people could be managed.

In response to a suggestion from a local resident, the possibility of providing homeless people with round-the-clock access to the toilets under the grandstand was also assessed. This option is feasible but would require a more regular cleaning and maintenance regime and could expose the grandstand to the increased risk of vandalism. It may also require the installation of more robust toilet facilities and sinks. While willing to consider these measures, the Sports Council has indicated that they would have an expectation that Council would contribute to the increased costs of managing the site.

(c) Maintain Current Strategy

The grandstand at McQuade Park has been used as a shelter by homeless people for a number of years with some local residents providing practical assistance and support to the homeless people using the grandstand. This situation was based on an acceptance of the reality of homelessness, and an acknowledgement that for some people, the possibility of finding and sustaining appropriate housing is limited. While from time to time, issues have arisen, in the main homeless people, sporting groups and local residents had co-existed without significant problems. The recent concerns have stemmed from the increase in the numbers of homeless people using the McQuade Park grandstand with these numbers fluctuating in recent times. It may be the case that without intervention the situation will revert to the previous 'reasonable' balance. Under this option, Council staff can continue to work with local service providers to provide information to homeless people using the grandstand and to assist them to make contact with available services.

Conformance to Community Strategic Plan

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

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

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

- Make decisions in ways that are transparent, fair, balanced and equitable supported by appropriate resource allocations

Financial Implications

There are no financial implications arising directly from this report. However, two of the options canvassed in the report will require additional funding.

ORDINARY MEETING

Meeting Date: 30 July 2013

RECOMMENDATION:

That;

1. The information be received.
2. In respect to the use of the McQuade Park grandstand by homeless people, Council determine which (if any) of the options as outlined in this report it wishes to pursue with a further report to be prepared on the costs and operational details of the preferred option.

ATTACHMENTS:

- AT - 1** Protocol for Homeless People in Public Places, October 2012, Department of Family and Community Services, NSW Government

AT - 1 Protocol for Homeless People in Public Places, October 2012,
Department of Family and Community Services, NSW Government



Family &
Community Services
Housing NSW

Protocol for Homeless People in Public Places

October 2012

The following government organisations with an operational presence in public places or who provide a service to assist homeless people have endorsed the Protocol:

- Housing NSW
- Community Services
- Department of Premier and Cabinet
- NSW Police Force
- Office of Environment and Heritage
- NSW Health
- RailCorp
- State Transit Authority of NSW
- Sydney Harbour Foreshore Authority
- Sydney Olympic Park Authority
- Aboriginal Affairs NSW
- Ambulance Service of NSW

Each of the above organisations will implement the Protocol within its own business and will determine how it should be used by all relevant staff, including contract staff such as security officers. Organisations will deal with complaints about the application of the Protocol through their existing complaints mechanism.

Local councils have been advised of the Protocol to inform their responses.

What is the Protocol?

The NSW Government introduced the Protocol to help ensure that homeless people are treated respectfully and appropriately and are not discriminated against on the basis of their homeless status. The Protocol also aims to assist homeless people to receive services if they need or request them. It is an important element in the Government's strategy for responding effectively to homelessness.

The Protocol

A homeless person is not to be approached unless:

- they request assistance;
- they appear to be distressed or in need of assistance;
- an official seeks to engage with the person for the purpose of information exchange or provision of a service;
- their behaviour threatens their safety or the safety and security of people around them;
- their behaviour is likely to result in damage to property or have a negative impact on natural and cultural conservation of environment, including cultural heritage, water pollution and fire risks;

ORDINARY MEETING

Meeting Date: 30 July 2013



- they are sheltering in circumstances that place their or others' health and safety at risk (for example, staying in derelict buildings, high risk areas);
- they are a child who appears to be under the age of 16;
- they are a young person who appears to be 16 to 17 years old who may be at risk of significant harm;
- they are a child or young person who is in the care of the Director-General of the Department of Family and Community Services or the parental responsibility of the Minister for Family and Community Services.

The Protocol does not prevent organisations from taking appropriate action where health or safety is at risk or a breach of the peace or unlawful behaviour has occurred.

If homeless people require assistance, officials can:

- involve appropriate services directly;
- provide advice or information on available services; and
- provide a contact point that the homeless person can either call or go to for further advice or help.

Underlying principles of the Protocol

The Protocol is based on the following principles:

- Homeless people have the same entitlement as any member of the public to:
 - be in public places, at the same time respecting the right of local communities to live in a safe and peaceful environment;
 - participate in public activities or events; and
 - carry with them and store their own belongings.
- Organisations that work in areas where their responsibilities are likely to bring them into contact with homeless people will receive sufficient information to enable them to assist homeless people if required, or help homeless people make contact with appropriate services.
- Homeless people have diverse backgrounds and needs, these should be considered in any response:
 - Cultural sensitivity and respect should be applied when engaging with Aboriginal homeless people and those from a culturally and linguistically diverse background;
 - Many homeless people have complex needs such as mental health and/or drug and alcohol issues, or cognitive impairment. These issues may result in behaviour that is seen to be antisocial; and
 - Homeless people may have experienced other issues that affect their needs. For example, they may have experienced domestic violence or left custody or statutory care, or they may be asylum seeking refugees with no contacts in the community.
 - The Protocol does not override existing laws, statutory requirements or regulations. It does not reduce the powers of organisations or their authority to enforce specific laws and regulations.
- Homeless people have the same access to a right of reply and appeals/complaints mechanisms as all members of the public.

Where the Protocol applies

The Protocol applies only to public places such as parks and outdoor spaces ordinarily accessible to the public. It does not apply to private property, or property which is not generally accessible to the public.

Review of the Protocol

This Protocol will be reviewed every two years from the date of its publication, October 2012.

ORDINARY MEETING

Meeting Date: 30 July 2013



For further information contact:

Manager, Homelessness Policy and Programs

Housing NSW
Locked Bag 4001
ASHFIELD BC 1800

or go to the Housing NSW website at www.housing.nsw.gov.au

Useful contact numbers

Homeless Persons Information Centre

1800 234 566 (toll free) or **02 9265 9081** (in Sydney)
(7 days, 9am – 10pm, closed each day between 1pm – 2pm)

This is a telephone information and referral service for crisis accommodation for people aged over 18 years who are homeless or at risk of homelessness.

Housing NSW After Hours Temporary Accommodation Line

1800 152 152 (free call)
(4.30pm – 10pm Monday to Friday 10am – 10pm weekends and public holidays)

This state-wide telephone service provides temporary accommodation for homeless people outside normal Housing NSW office hours. Clients are offered accommodation for a limited number of nights and are asked to visit a local Housing NSW office the next working day to make arrangements for more suitable longer-term accommodation.

LawAccess NSW

1300 888 529
(9am – 5pm Monday to Friday, excluding public holidays)

This state-wide telephone service provides free legal information, referrals and, in some cases, advice to people in NSW who have a legal problem.

Aboriginal Legal Service (NSW/ACT) Limited

02 8303 6600 (Redfern - Zone Office)
(8.30am – 5.30pm Monday to Friday)

This service assists Aboriginal people and Torres Strait Islander people with representation in court, advice and information, and referral to further support services.

Centrelink Indigenous Phone Service

136 380
(8am – 5pm Monday to Friday)

This state-wide telephone service is for Indigenous Australians living in regional and remote areas who would like advice on Centrelink payments and services.

Centrelink Employment Services and Job Network

132 850
(8am – 5pm Monday to Friday)

This state-wide telephone service assists individuals with their Centrelink payments. This line can also be used to book an appointment with the nearest Centrelink social worker.

ORDINARY MEETING

Meeting Date: 30 July 2013



State-wide services available 24 hours, 7 days

Child Protection Helpline - general community 132 111
 - mandatory reporters 133 627

This telephone service, staffed by professionally qualified caseworkers, is available for reporting suspected abuse, neglect or risk of significant harm of children and young people.

The Mandatory Reporter Guide can be accessed via
<http://sdm.community.nsw.gov.au/mrg/app/summary.page>.

The NSW Government's Keep Them Safe: a shared approach to child and wellbeing action plan can be accessed via <http://www.keepthemsafe.nsw.gov.au/home>

Domestic Violence Line

1800 656 463 (free call)
1800 671 442 (TTY)

This telephone service provides counselling, information and referrals for those experiencing domestic violence.

Lifeline

131 114

This telephone counselling service takes calls from people needing emotional support and provides services in suicide prevention, crisis support and mental health support.

NSW Rape Crisis Centre

1800 424 017 (free call)

This telephone and online service provides crisis counselling, support and referral for anyone who has experienced sexual violence.

Salvo Care Line

1300 36 36 22 (Regional NSW)
02 8736 3292 (Sydney metropolitan)

This telephone service is staffed by trained counsellors available to listen, assist and provide referrals for people facing a crisis in their lives.

YConnect Line (young people)

1800 424 830
02 9318 1531 (Sydney metropolitan)

This telephone service provides access to services, accommodation or referral for young people who are homeless or at risk of homelessness.

Alcohol and Drug Information Service

02 9361 8000 (Sydney metropolitan)
1800 422 599 (outside Sydney)

This telephone service provides information, referral, crisis counselling and advice about alcohol and illegal drugs.

NSW Mental Health Line

1800 011 511

This telephone service is staffed by mental health professionals and provides mental health information and referral services.

Page 4 of 4

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 July 2013

INFRASTRUCTURE SERVICES

Item: 149 **IS - Sydney Blues and Roots Festival 2013 - (95495, 79354)**

REPORT:

Executive Summary

The representatives of the Sydney Blues and Roots Festival have submitted an application to Council to hold the Sydney Blues and Roots Festival at Holland's Paddock, Windsor from 25 to 27 October 2013.

The event is into its fifth year and attracts between 1,000 – 1,200 people per day. The Sydney Blues and Roots Festival is seeking exclusive use of Holland's Paddock during their event (excluding already leased areas which include food deck attached to the Riverview Shopping Centre and Girl Guides Hall).

Holland's Paddock does not have any alcohol restrictions and thus there are no temporary suspensions required this year. The move from Thompson Square to Holland's Paddock also means there are no road closures required.

The organisers of the event have requested that Council waive the exclusive use fees for this event. The Festival has provided a significant profile for both the Hawkesbury and tourist and entertainment businesses, however due to current broader economic circumstances the event requires continuing support to ensure its long term viability.

Due to the flow on effects from the event, it is recommended that exclusive use be given for the use of Holland's Paddock for this event and that exclusive use fees be waived for this year's event.

Consultation

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

Background

The representatives of the Sydney Blues and Roots Festival have submitted an application to Council to hold the Sydney Blues and Roots Festival at Holland's Paddock Windsor from 25 to 27 October 2013.

This will be the fifth Annual Sydney Blues and Roots Festival to be held in Windsor. It is expected that approximately 1,000 – 1,200 patrons per day will attend the Festival over the duration of the weekend. This event will be a ticketed event. The Festival is intending to run between Friday evening and Sunday evening.

The times of the event will be:

Friday 26 October 2013	7.00pm till 10.30pm
Saturday 27 October 2013	12.30pm till 10.30pm
Sunday 28 October 2013	12.30pm till 9.30pm

The organisers have also arranged with the Hawkesbury Sports Council for camping at Deerubbin Park.

ORDINARY MEETING

Meeting Date: 30 July 2013

Suspension of Alcohol Free Zone and Restricted Alcohol Zone

Holland's Paddock does not have any alcohol restrictions and thus there are no temporary suspensions required this year. To ensure appropriate controls are in place it is recommended that permission be granted subject to:

- a. The licensed premises adhere to any other requirements of the NSW Police Service and relevant authorities in relation to the service of alcohol within those areas. A limited licence, if not already held, must be applied for and granted by the Casino, Liquor and Gaming Control Authority for Holland's Paddock.
- b. No alcohol is to be removed from within any fenced area
- c. No glass is permitted
- d. Uniformed licensed security guards to remain at the entrances and exits to ensure no persons leave the area with alcohol.
- e. Uniformed licensed security guards to patrol within the fenced areas to ensure there is no intoxication or anti-social behaviour.
- f. A limit of 1,200 patrons are to be allowed in the fenced area of Holland's Paddock.

Exclusive Use

The organisers are seeking exclusive use of Holland's Paddock. Music in these open areas will cease at 10.30pm on Friday and Saturday nights and 9pm on Sunday.

The exclusive use of Holland's Paddock requires a resolution from Council and is subject to exclusive use fees.

Approval for Traffic Management is undertaken as part of the Special Event Application.

In seeking to establish and consolidate this festival as a permanent event, Council has provided financial assistance through its Community Sponsorship Program, with funding allocated for the past three years. This aspect is reported elsewhere in this business paper, with a recommendation to provide ongoing assistance through the Program.

The Festival has provided a significant profile for both the Hawkesbury and our tourist and entertainment businesses, however due to current broader economic circumstances the event requires continuing support to ensure its long term viability.

The organisers are seeking Council's support in the form of waiving fees for the current year.

For a Corporate/business organisation – where an entry fee is charged, the fees and charges for 2013/2014 are \$1,035 per day for the setting up and post event removal/clean up and \$2,070 per day for the event days. Taking Friday as a set up day and the Monday as a clean up day the costs equates to \$6,210.

Whilst the event may over time move to a full commercial basis, the organisers have advised that the continuing support of Council is vital to develop the event.

Due to the flow on effects from the event, it is recommended that exclusive use be given for the use of Holland's Paddock for this event and that exclusive use fees are waived for this year's event.

ORDINARY MEETING

Meeting Date: 30 July 2013

Conformance to Community Strategic Plan

The proposal is consistent with the Supporting Business and Local Jobs direction statement;

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

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Develop economic strategy that promotes local industry in a regional context.

Financial Implications

Whilst there is a loss of income to Council, this income amount has not been included in the current budget and the waiving of the fee will not affect the current year's budget.

RECOMMENDATION:

That:

1. Approval be granted to Sydney Blues and Roots Festival for "Exclusive Use" of Holland's Paddock as identified in their application for 25, 26 and 27 October 2013.
2. The approval be subject to the following conditions/documents:
 - a) Council's general park conditions.
 - b) Council's Fees and Charges.
 - c) The Windsor Foreshore Plan of Management.
 - d) Approval of a Traffic Management Plan as part of the Special Event Application, if required.
3. Alcohol usage on the site, be subject to the following conditions that are required to be complied with by the Event Organiser:
 - a) The licensed premises adhere to any other requirements of the NSW Police Service and relevant authorities in relation to the service of alcohol within those areas. A limited licence, if not already held, must be applied for and granted by the Casino, Liquor and Gaming Control Authority for Holland's Paddock.
 - b) No alcohol is to be removed from within any fenced area.
 - c) No glass is permitted within the fenced of area.
 - d) Uniformed licensed security guards to remain at the entrances and exits to ensure no persons leave the area with alcohol.
 - e) Uniformed licensed security guards to patrol within the fenced areas to ensure there is no intoxication or anti-social behaviour.
 - f) A limit of 1,200 patrons are to be allowed in the fenced area of Holland's Paddock.
4. The fee for the exclusive use of Holland's Paddock for the 2013 Sydney Blues and Roots Festival be waived (including set up and removal days).

ORDINARY MEETING

Meeting Date: 30 July 2013

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 July 2013

Item: 150 **IS - Solar Powered Street Lighting - (95495)**

Previous Item: NM1, Ordinary (9 April 2013)

REPORT:

Executive Summary

The purpose of this report is to advise Council of the successful outcome of a project coordinated by the Western Sydney Regional Organisation of Councils Ltd (WSROC) on behalf of participating member Councils for funding from the Community Energy Efficient Program (CEEP) for the partial replacement of current energy inefficient street lights (lights 15 years or older) with Light Emitting Diode (LED) efficient fittings across the Western Sydney Region. The report advises the approximate recurrent cost savings and environmental benefits to Council in the operation of its street lighting network as a result of the participation in this project and recommends that WSROC be authorised to act on behalf of Hawkesbury City Council to secure the funding agreement.

Consultation

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

Background

LED Lighting Proposal

Council was advised of a project coordinated by the Western Sydney Regional Organisation of Councils Ltd (WSROC) on behalf of member councils that would, subject to Federal Government funding, allow for the partial replacement of current energy inefficient street lights (lights 15 years or older) with Light Emitting Diode (LED) efficient fittings across the Western Sydney Region.

Following a Request-for-Tender (RFQ) process, WSROC appointed Trans Tasman Energy Group (TTEG) to prepare and submit the business case as the basis of a Federal Government Community Energy Efficient Program (CEEP) application.

WSROC has advised that the grant application has been successful. Councils that participated in the grant application process were Auburn, Bankstown, Blacktown, Blue Mountains, Fairfield, Hawkesbury, Holroyd, Liverpool, Parramatta, Penrith and The Hills.

The total funding allocated by the Federal Government under this program is \$5.2 million. The total contribution required from the participating Councils is \$2.8 million.

A major component of the submission was that Councils would reinvest savings back into replacing further inefficient lights and that Council would retain ownership of the new lights.

For Hawkesbury City Council, the success of this application will enable the replacement of 21 energy inefficient 80w Mercury Vapour (MV) lights that are 15 years or older and 530 lights that are newer (<9years). The estimated cost to replace these lights is \$297,540 with an additional "retirement" fee of \$34,223 to account for residual life of the existing lights.

CEEP funding of approximately \$198,000 is provided with the total capital contribution from Council being \$133,413. This may be further reduced by a grant of \$51,000 under the NSW Government Energy Saving Scheme grants (a non-competitive program) which would provide further offsets to the initial capital investment.

ORDINARY MEETING

Meeting Date: 30 July 2013

An annual saving of \$44,700 per annum has been estimated, resulting in the capital contribution by Council being repaid in approximately 2 years. This will be achieved by combined savings in energy and reduced maintenance costs.

Sustainability

The business case provided by TTEG demonstrates that this project will produce savings of 2,840 tonnes of greenhouse gas emissions over the life of the project.

Next Steps

The next steps are:

1. WSROC is seeking a full commitment from each participating Council. WSROC is unable to formally sign any agreement with the Federal Government until this commitment has been received. WSROC requires a Council resolution providing approval to commit the funds with the following statement. "Western Sydney Regional Organisation of Councils Ltd has the legal authority to deal with the Department of Energy Resources and Tourism on behalf of Hawkesbury City Council in relation to all aspects of the funding agreement".
2. A detailed audit to identify all of the lights to be replaced.
3. Preparation of technical specifications for the supply of the lights and the issue of tenders for:
 - Supply of the lights
 - Installation of the lights
 - Ongoing maintenance of the lights (not part of CEEP funding)
 - Establishment of a recycling project for the disposal of the old light fittings.

The new lights installed will be retained under the ownership of each participating Council. The development of the business case for this project identified that the ongoing maintenance cost of the lights is cheaper under a competitive tender process rather than the lights being "gifted" to Endeavour Energy and maintained by Endeavour Energy.

For the installation of the lights and the ongoing maintenance WSROC will call tenders on behalf of participating Councils. It is anticipated that more than one contractor will be selected for these contracts.

The costs included in this report are estimated costs and are considered to be conservative. The tender processes will determine actual costs and the lighting audit will determine the actual number of lights to be replaced. A further report will be submitted to Council once the tender process and audit has been completed.

Council at its meeting of 9 April 2013 resolved:

"That a report be brought to Council regarding the management of Council street lighting and that this report addresses the following two items in particular:

1. *The feasibility of requiring all future large housing estates (eg greater than 100 homes) to supply of solar and/or LED street lighting for the estate, and*
2. *The relative costs and possible strategies for converting existing street lighting to solar and/or LED lighting in all other areas of the city."*

A further report is in preparation relating to this resolution, and broader issues relating to energy efficiency and the opportunity to participate in the current grant program will provide further knowledge on costs and regulatory changes.

ORDINARY MEETING

Meeting Date: 30 July 2013

Conformance to Community Strategic Plan

The proposal is consistent with the Caring for Our Environment Direction Statement

- Work with our communities and businesses to use our resources in a sustainable way and employ best practices and technologies that are in harmony with our natural environment

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Reduce our environmental footprint through resource and waste management

Financial Implications

WSROC advises that the project is planned to commence in January 2014 and be completed during 2016. The first lighting changeover is scheduled for June 2014.

The initial cost to Council is \$133,413, although savings in the first year of approximately \$44,700 will be achieved. A further grant of \$51,000 may then be received. Given the short payback period of approximately 2.5 years, it is recommended that an allocation of \$90,000 be made in the 2014/2015 budget to enable works to be undertaken.

RECOMMENDATION:

That:

1. The information contained in the report on The Community Energy Efficiency Program be received.
2. WSROC be provided with the statement "Western Sydney Regional Organisation of Councils Ltd has the legal authority to deal with the Department of Energy, Resources and Tourism on behalf of Hawkesbury City Council in relation to all aspects of the funding agreement".
3. Council make budget provision in the 2014/2015 budget to undertake these works.
4. Further reports be submitted to Council on the outcome of the tender processes for the supply, installation and the ongoing maintenance of the lights.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 July 2013

Item: 151 IS - Proposed Closure of Mt Irvine Road, Bilpin - (95495)

Previous Item: 5, Ordinary (5 February 2010)
 43, General Purpose Committee (24 September 2002)
 2, General Purpose Committee (26 March 1991)
 10, General Purpose Committee (25 September 1990)

REPORT:

Executive Summary

Following substantial deterioration and storm damage to Mt Irvine Road and Bowen Creek Bridge, and following a meeting with community representatives and Blue Mountains City Council in late 2009, Council made application to Crown Lands for formal closure of the road (in addition to the previous physical closure). The closure of the road was proposed to enable the road to be classified and maintained as a fire trail.

Approval to advertise the closure was received from Crown Lands earlier this year, and the proposal was subsequently advertised.

Over 30 letters of objections were received, citing a range of issues. The closure process requires Council to seek to resolve any objections and/or have such objections withdrawn. It is clear that this is not achievable, and this report therefore recommends that the application be withdrawn, noting that the road will remain physically closed.

The report further recommends a joint approach with Blue Mountains City Council be made to the NSW Government seeking financial assistance for rebuilding of the road.

Consultation

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

Background

Mt Irvine Road is located between Bilpin and Mt Irvine/Mt Wilson, and at its crossing of Bowens Creek marks the boundary of Blue Mountains City Council and Hawkesbury City Council. The bridge is jointly owned by both Councils.

Both the road and timber bridge have deteriorated over many years due to age, storm damage, and constrained maintenance activity.

Concerns have been raised since the early 1990's over the condition and safety of the road and bridge; however the relatively low level of usage has not justified the expenditure of significant funds on reconstruction. The road was however recognised as having value as a fire trail for preventative activities. The road was closed to traffic in 1991 however ongoing vandalism of gates resulted in continuing unauthorised usage.

As a result, and following consultation with community representatives including the Mt Wilson and Mt Irvine Progress Associations, RFS Brigades and the two Councils, it was agreed to formally close the road (i.e. in addition to the physical closure, remove its "road" status). Closure of the road was proposed in order to enable grant funding to be sought for fire trail maintenance under either a transfer to NPWS control or retention by Council as operational land.

ORDINARY MEETING

Meeting Date: 30 July 2013

Following the meeting with the community, application was made to Crown Lands to progress the closure. Crown Lands subsequently approved the advertising in early 2013 and the proposed closure was advertised.

Response to Proposed Closure

Council received over 30 objections to the closure, citing a variety of issues including:

- Need for emergency egress
- Historic link
- Fire trail/fire fighting requirements
- Tourist route
- Community link

Blue Mountains City Council have also considered the proposal and correspondence has now been received outlining the following adopted position:

- "1. That the Council supports the maintenance of The Mount Irvine/Bowens Creek Road as a formally designated fire trail;*
- 2. That the Council writes to the General Manager of Hawkesbury Council calling on them to reconsider their decision to decommission the road as it sits within their jurisdiction."*

In order to progress the closure, it is a procedural requirement to consult with any objectors and seek to resolve specific issues and have any objections withdrawn. Given the nature and number of objections it is not considered that this is feasible or achievable.

Accordingly, it is proposed to withdraw the application for closure, although the road will remain physically closed to traffic due to its condition.

Future Actions

Due to the significant damage and deterioration of the road and bridge, the road will remain physically closed until such time as funding becomes available. Given the relatively low usage (whilst acknowledging usage may increase if the road were upgraded) and given the high cost (at least \$2 million) reopening is not likely to occur in the foreseeable future, unless a specific purpose grant were made available to the two Councils.

Blue Mountains City Council will be approached with the objective of preparing a joint approach to the NSW Government seeking financial assistance to repair this road.

Conformance to Community Strategic Plan

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

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

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

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

Financial Implications

There are no direct financial implications arising from the actions proposed in this report. However, as mentioned previously, there are significant financial implications to the physical upgrading and opening of this road.

ORDINARY MEETING

Meeting Date: 30 July 2013

RECOMMENDATION:

That:

1. Council withdraw the application for road closure for Mt Irvine Road, noting that the road remains physically closed to traffic.
2. Blue Mountains City Council be advised of the withdrawal of the application and that a joint approach be made to the NSW Government seeking financial assistance to reinstate the road and bridge.
3. Those persons and organisations that made submissions be advised of the withdrawal of the application.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 July 2013

SUPPORT SERVICES**Item: 152 SS - Monthly Investments Report - June 2013 - (96332, 95496)****Previous Item:** 144, Ordinary (29 June 2010)**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 \$44.06 million in investments at 30 June 2013.

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 \$44.06 million in investments as at 30 June 2013. 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								
ANZ	A1+	AA-	30-Jun-13		4.25%	6,000,000	13.63%	
CBA	A1+	AA-	30-Jun-13		3.05%	1,050,000	2.38%	
Total On-call Investments								7,050,000
Term Investments								
ANZ	A1+	AA-	24-Oct-12	23-Oct-13	4.62%	1,000,000	2.27%	
ANZ	A1+	AA-	08-Apr-13	24-Jul-13	4.50%	3,260,000	7.40%	
ANZ	A1+	AA-	17-Apr-13	07-Aug-13	4.45%	1,000,000	2.27%	
ANZ	A1+	AA-	24-Apr-13	06-Nov-13	4.40%	1,000,000	2.27%	
ANZ	A1+	AA-	08-May-13	06-Nov-13	4.30%	2,000,000	4.54%	
ANZ	A1+	AA-	26-Jun-13	29-Oct-13	4.25%	1,500,000	3.40%	
ANZ	A1+	AA-	26-Jun-13	20-Nov-13	4.25%	1,500,000	3.40%	

ORDINARY MEETING

Meeting Date: 30 July 2013

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
CUA	A-2	BBB	06-Feb-13	15-Jan-14	4.40%	250,000	0.57%	
NAB	A1+	AA-	25-Jul-12	24-Jul-13	4.92%	1,000,000	2.27%	
NAB	A1+	AA-	30-Jan-13	19-Dec-13	4.42%	1,500,000	3.40%	
NAB	A1+	AA-	16-Jan-13	15-Jan-14	4.43%	1,000,000	2.27%	
NAB	A1+	AA-	30-Jan-13	29-Jan-14	4.42%	2,000,000	4.54%	
NAB	A1+	AA-	06-Feb-13	05-Feb-14	4.35%	2,000,000	4.54%	
NAB	A1+	AA-	04-Mar-13	03-Jul-13	4.23%	2,000,000	4.54%	
St George	A1+	AA-	15-Aug-12	21-Aug-13	5.15%	2,000,000	4.54%	
St George	A1+	AA-	22-Aug-12	18-Sept-13	5.16%	2,000,000	4.54%	
St George	A1+	AA-	22-Aug-12	16-Oct-13	5.16%	1,500,000	3.40%	
Westpac	A1+	AA-	20-Feb-13	19-Feb-14	4.30%	1,500,000	3.40%	
Westpac	A1+	AA-	20-Mar-13	19-Mar-14	4.35%	1,000,000	2.27%	
Westpac	A1+	AA-	20-Mar-13	19-Mar-14	4.35%	2,000,000	4.54%	
Westpac	A1+	AA-	08-Apr-13	08-Apr-14	4.60%	1,000,000	2.27%	
Westpac	A1+	AA-	08-Apr-13	08-Apr-14	4.60%	2,000,000	4.54%	
Westpac	A1+	AA-	15-May-13	15-May-14	4.15%	1,000,000	2.27%	
Westpac	A1+	AA-	22-May-13	28-May-14	4.20%	2,000,000	4.54%	
Total Term Investments								37,010,000
TOTAL INVESTMENT AS AT 30 JUNE 2013								44,060,000

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	7,050,000	4.07%	Reserve Bank Cash Reference Rate	2.75%	1.32%
Term Deposit	37,010,000	4.51%	UBS 90 Day Bank Bill Rate	2.82%	1.69%
Total	44,060,000	4.44%			

ORDINARY MEETING

Meeting Date: 30 July 2013

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	8,810,702
External Restrictions - Other	2,300,024
Internal Restrictions	16,354,987
Unrestricted	16,594,287
Total	44,060,000

Funds subject to external restrictions cannot be utilised for any purpose other than that specified, in line with legislative requirements. Externally restricted funds include funds relating to Section 94 Contributions, Domestic Waste Management, Stormwater Management and Grants.

Internal restrictions refer to funds allocated through a Council Resolution for specific purposes, or to meet future known expenses. Whilst it would 'technically' be possible for these funds to be utilised for other purposes, such a course of action, unless done on a temporary internal loan basis, would not be recommended, nor would it be 'good business practice'. Internally restricted funds include funds relating to Tip Remediation, Plant Replacement, Risk Management and Election.

Unrestricted funds may be used for general purposes in line with Council's adopted budget.

Investment Commentary

The investment portfolio increased by \$2.10 million for the month of June 2013. During June 2013, income was received totalling \$7.38 million, including rate payments amounting to \$2.40 million, while payments to suppliers and staff costs amounted to \$5.36 million.

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

As at 30 June 2013, Council has invested \$5.5 million with second tier financial institutions, that are wholly owned subsidiaries of major trading banks, and \$0.25 million invested with a second tier institution that is not a wholly owned subsidiary of a major Australian trading bank, with the remaining funds being invested with first tier institutions. Council's adopted Investment Policy allows Council to invest funds with second tier Authorised Deposit-taking Institutions that are wholly owned subsidiaries of major Australian trading banks, subject to conditions stipulated in the Policy. Investments in second tier financial institutions, that are not wholly owned subsidiaries of major trading banks, are limited to the amount guaranteed under the Financial Claims Scheme (FCS) for Authorised Deposit-taking Institutions (ADIs), in line with Council's Investment Policy.

The 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. A permanent guarantee cap, per account holder, per ADI, of \$250,000, has been in place since 1 February 2012.

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 25 June 2013.

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.

ORDINARY MEETING

Meeting Date: 30 July 2013

Conformance to Community Strategic Plan

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

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

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Maintain and review a sustainable long term financial framework.

Financial Implications

The budgeted income for 2012/2013 has been achieved.

RECOMMENDATION:

The report regarding the monthly investments for June 2013 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 30 July 2013

CONFIDENTIAL REPORTS

Item: 153 **GM - Review of Council's Organisational Structure - Section 333, Local Government Act 1993 - (79351) CONFIDENTIAL**

Reason for Confidentiality

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(a) of the Act as it relates to personnel matters concerning particular individuals (other than councillors).

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

ORDINARY MEETING

Meeting Date: 30 July 2013

Item: 154 IS - Tender No.00928 - Design, Supply, Delivery, Installation and Operation of Landfill Gas Extraction Flaring System - Hawkesbury City Waste Management Facility - (95495, 112179) **CONFIDENTIAL**

Reason for Confidentiality

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning 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

Meeting Date: 30 July 2013

**Item: 155 SS - Property Matter - Lease to WJ Edwards Pty Limited - 37 Macquarie Street,
Windsor (112106, 25587, 95496) CONFIDENTIAL**

Reason for Confidentiality

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

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

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

ordinary

section 5

reports
of committees

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

SECTION 5 - Reports of Committees

ROC - Floodplain Risk Management Advisory Committee - 3 June 2013 - (86589)

The meeting commenced at 4:09pm.

Present: Councillor Bob Porter, Chairperson
Councillor Jill Reardon, Hawkesbury City Council
Councillor Tiffany Tree, Deputy Chairperson
Mr Harry Panagopoulos, Office of Environment and Heritage
Mr Kevin Jones, SES
Mr Damian Moon, Community Representative
Mr Les Sheather, Community Representative
Mr Trevor Devine, Community Representative
Mr Bart Bassett MP, Member for Londonderry
Mr Robert Bowman

Apologies: Councillor Warwick Mackay, Hawkesbury City Council
Councillor Mike Creed, Hawkesbury City Council
Mr Ted Books, Community Representative
Mr Peter Cinque, SES
Mr Ray Williams MP, Member for Hawkesbury
Mr Geoffrey Bessell, Community Representative

In Attendance: Mr Matthew Owens, Hawkesbury City Council
Mr Chris Amit, Hawkesbury City Council
Councillor Christine Paine, Hawkesbury City Council
Councillor Mary Lyons-Buckett, Hawkesbury City Council
Ms Rebekah Faith – Office of Mrs Louise Markus MP
Mr Kevin Conolly MP - Member for Riverstone
Mr Bart Bassett MP - Member for Londonderry
Ms Robyn Kozjak, Minute taker

REPORT:

The Chair acknowledged the attendance of Ms Rebekah Faith on behalf of Mrs Louise Markus MP, Mr Kevin Conolly MP and Mr Bart Bassett MP.

Apologies were received from Councillor Creed, Councillor Mackay, Mr Ted Books and Mr Geoffrey Bessell.

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Trevor Devine and seconded by Councillor Reardon that the Minutes of the Floodplain Risk Management Advisory Committee held on the 15 April 2013, be confirmed.

ORDINARY MEETING

Reports of Committees

CHANGE TO ORDER OF BUSINESS:

Item 2 of the Business Paper was brought forward to accommodate Mr Karl Sullivan from the Insurance Council.

Member	11/02/13	03/06/13			
Councillor Bob Porter	✓	✓			
Councillor Mike Creed	✓	A			
Councillor Jill Reardon	✓	✓			
Councillor Warwick Mackay	A	A			
Councillor Tiffany Tree	✓	✓			
Mr Peter Cinque OAM - (SES Sydney Western Division)	✓	A			
Mr Harry Panagopoulos - (Office of Environment and Heritage)	✓	✓			
Mr Chris Ransom – (Dept of Defence)	X	X			
Snr Inspector Robert Bowman - (Industry & Investment NSW) -Primary Industries	X	✓			
Mr Kevin Jones - (SES Headquarters)	✓	✓			
Mr Les Sheather - (Community Member)	✓	✓			
Mr Geoffrey Bessell - (Community Member)	✓	A			
Mr Damian Moon (Community Member)	A	✓			
Mr Trevor Devine (Community Member)	✓	✓			
Mr Ted Books (Community Member)	✓	A			

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

SECTION 3 - Reports for Determination

ITEM: 1 Declarations of Interest

Previous Item: 1, FRMAC (15 April 2013)

- Mr Devine referred to an anomaly in the previous minutes regarding omission of his Declaration of Interest.
- Mr Devine asked if there had been a response from the Department of Planning regarding an exemption for those on this Committee with properties below 1:100.

Mr Owens responded to date he had not received a response and would report back to the Committee.

RECOMMENDATION TO COMMITTEE:

That:

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

MOTION:

RESOLVED on the motion of Mr Trevor Devine, seconded by Mr Les Sheather.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

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

SECTION 4 - Reports for Information

ITEM: 2 Attendance of Mr Karl Sullivan - Insurance Council of Australia

DISCUSSION:

Mr Sullivan's attendance arose from a resolution from a previous meeting wherein concern was raised relating to the issue of rising insurance premiums for flood coverage and it was subsequently determined a member of the insurance industry be invited to attend a meeting to ascertain how properties are assessed as potential flood hazards.

Mr Sullivan discussed the following key points:

- In 2006 only 3% of insurance policies covered flood.

ORDINARY MEETING

Reports of Committees

- National flood information database developed.
- 2007 approached State Governments requesting flood maps for input into national database. WA, SA, TAS, VIC and parts of QLD provided maps within seven days. NSW Government (approached Department of Lands, Office of Environment and Heritage, Department of Water, SES did not hold any maps and advised that information only held by Councils. Subsequently purchased commercial database in order to roll out flood insurance.
- Out of 12.3 million addresses in Australia, 10.1 million addresses include flood risk information either from local council maps or statistical. 2 million addresses remained where no data was provided.
- From 2007 some early adopters/ insurers came forward with insurance products tacked into their home and contents policies. Commenced at marketing price and slowly moved to technical price over time.
- By 2010, 54% of homes covered.
- 2010/2011 advent of QLD floods. Became evident flood insurance was to be universally made available. A number of Federal and State enquiries were undertaken to determine why not universally available.
- To date approximately 91% of policies contain flood insurance (as purchased figure). Flood insurance is a standard product for 86% of providers (contained in home and contents insurance). 7% of providers offer as an “opt out”, providing two prices, with flood insurance or a lower price if you want to actively opt out that component. 7 – 8% don’t offer any flood cover whatsoever. 7% of addresses in Australia have a flood risk. 91% of policies sold in Australia cover flood insurance. The higher the risk the less likely people are buying it, as its very expensive. Small portion of people are exposed to riverine flood. 7% of community are expected to pay premiums above \$500 million in aggregate.
- Over time premiums have risen as we’ve moved to a technically correct price due to being regulated by APRA and in order to remain solvent. The only areas we have to help flatten the trajectory is by getting the risk calculation correct. Flood maps need to be accurate. No highly detailed flood maps for Hawkesbury. Awaiting studies to be completed, waiting on State Government who have launched a project to build a library of flood studies and data for NSW. It is anticipated from that point can commence to underwrite from flood maps held here. Presently using generic models, using boundaries of the floodplains as we know it, however not enough is known about individual properties. Need to work with Councils to capture more data about individual properties to allow insurer to compress the premiums.

Mr Sullivan invited questions from the Committee – the Chair thanked Mr Sullivan for his presentation

- Mr Sheather asked for clarification on types of insurance if in a flood prone situation.

Mr Sullivan cited three scenarios:

- A flood insurance as a standard inclusion, ie one cannot escape it. If a customer does not want, then that product cannot be purchased.
- B A customer might want insurance, but not the flood insurance component which can be carved out.
- C No flood insurance whatsoever.

Mr Sullivan reported Federal reviews recommended all policies include flood insurance where there would be no option to opt out.

ORDINARY MEETING

Reports of Committees

- Mr Moon reported he resides by the river and commented on the huge variation of quotes for insurance, advising prices ranged from \$11,200 - \$22,000.

Mr Sullivan responded unless insurers are provided with detailed flood surface information, prices cannot be dropped, adding the international cost of capital has also forced prices up, for examples Strata body corporates have increased 300%, and 1200% in far north Queensland.

- Mr Conolly asked if the 7% of population who were at a high risk of flood was based on 1:100 level or if not, what yardstick was used.

Mr Sullivan responded 7% was at the probable maximum flood, approximately 3.6% were at risk of 1:100 and below.

- Mr Conolly asked if the industry understood the difference between 1:100 and PMF, ie were they attuned to understanding in some areas that's not a lot of height and in other areas it means considerably more height.

Mr Sullivan responded many companies employ flood engineers and do understand the difference.

- Mr Devine advised he had recently used an insurance broker who quoted a premium for a property which incurred a 43.6% rise and that property well above 1:100. Another insurer quoted a difference of only \$100 p.a to insure with no flood insurance.

Mr Sullivan responded there appears to be an anomaly in that information and he would be prepared to discuss further details if required.

- Councillor Porter referred to flood building heights over years changing from less than 15m to above 17m and the current recommendation was to build a two storey building with the base storey at 17.3m (top floor habitable area). Mr Porter referred to the PMF being calculated by insurance companies, citing our PMF is 26.4m, nearly 10 metres above 1:100. Mr Porter asked how these calculations come back to insurance companies when Council changes building height levels, notwithstanding the area has not had a (true) flood for 21 years.

Mr Sullivan responded it was not possible for insurers to respond to individual Councils if they change development controls. Mr Sullivan added it would cost \$5m to set up a national database to capture basic parameters of newly constructed homes and a further \$5m to run annually, reporting ACT was not supportive of such a program.

- Mr Panagopoulos asked if it was up to the individual or to Council to negotiate with the insurance companies if flood risk was reduced over time eg if a house was raised through a voluntary raising scheme, bringing the height to above 1:100.

Mr Sullivan responded an insurance contract was always between the property owner and the insurer, adding the insurer would most likely rely on data that was produced by Council.

- Mr Panagopoulos referred to Leichhardt Council and overland flooding issues, and asked if overland flooding was insurable.

Mr Sullivan responded overland flooding was now 100% insured across all policies, it is a standard inclusion.

Councillor Tree arrived at 4:55pm.

ORDINARY MEETING
Reports of Committees

- Mr Bassett sought clarification as to the studies Mr Sullivan referred to, asking from an insurance point of view was he awaiting the studies from individual local government areas or studies the state governments was currently undertaking in reviewing previous reports and EIS's for flooding in the Hawkesbury catchment area.

Mr Sullivan advised he was referring to both studies at a local council level ie digital flood surfaces and the State Government's broader study.

- Mr Amit made reference to the 100% of policies having overland flooding insurance and enquired at what point did it change from overland to riverine if, for instance, a property was effected by a creek.

Mr Sullivan responded those not offering flood cover do cover stormwater which is overland flow, adding riverine flooding was the standard definition for flooding. Mr Sullivan added 100% of policies (except for those covering only fire and theft) cover stormwater and overland flow.

The Chair thanked Mr Sullivan for his attendance

RECOMMENDATION TO COMMITTEE:

That the Committee receive Mr Karl Sullivan from the Insurance Council of Australia.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Committee receive Mr Karl Sullivan from the Insurance Council of Australia.

ITEM: 3 Follow-up report to Clearing Works on Hawkesbury Watercourses

Previous Item: 3, FRMAC (15 April 2013)

DISCUSSION

- Mr Sheather referred to staff's report regarding clearing works on watercourses, and advised his concerns were not regarding clearing watercourses in the sense that would stop flooding, but rather his concern was the blocked creeks and waterways were preventing stock from being run as crossings are silted up. Mr Sheather referred to Chain of Ponds and Mckenzie's Creek where one often sees water above Mckenzie's Creek Bridge and not running into South Creek due to blockage between the bridge and South Creek. Mr Sheather also referred to Wilberforce, parts of Lower Portland, Richmond lowlands and Yarramundi, reporting those areas of water holes (which in the past had been drained) are a breeding ground for mosquitoes. Mr Sheather advised he recommended the Committee urge Council to take action as some watercourses are being interfered with by individual property owners and cannot drain.

Mr Amit responded Council does maintain man-made channels in Richmond Lowlands through funding provided for this purpose. Mr Amit conferred with Mr Panagopoulos to ascertain if that program would support clearing creeks. Mr Panagopoulos responded although he was not aware any proposal to change the 1:1 funding arrangement under the Flood Maintenance Scheme, there may possibly be opportunity under Environmental Trust Funding administered by OEH.

- Councillor Porter raised concern at the amount of debris which came out of South and Cattai Creeks after the last couple of 'runs' in the river, and advised in a major flood the debris would cause a huge problem. Councillor Porter also raised concern at the river bank degradation caused by wakeboard boats and balloon vines which were rampant along the river, covering and killing trees by destroying their rootbase and causing subsequent erosion. Councillor Porter added he would appreciate Council approaching the State and Federal governments to investigate what can be done about these issues, suggesting a levy or similar be put on the wakeboards.
- Mr Bassett reported Penrith City Council experienced similar issues last year through Londonderry with flooding of open channels. Mr Bassett advised they were permitted to clean feeder channels, however they were not permitted to clean creeks due to environmental issues. Mr Bassett then referred to Redbank Creek at North Richmond and its ongoing issues of trees falling into the creek and nobody being allowed to remove them, therefore altering the direction of water. Mr Bassett recommended discussions take place between this Council and Penrith and suggested bringing the issue to the State Government regarding changing the Act to give Councils more flexibility to do something in practicable way in order for channels and creeks to be cleared of debris to flow freely.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Councillor Reardon, seconded by Mr Les Sheather.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

SECTION 5 - General Business

- Councillor Porter sought clarification of the LEP regarding access and egress as he was informed a potential purchaser of a property at Sackville had contacted Council staff who informed him they would not approve a development as access and egress was affected by flooding and so determined the property would be a high flood risk.

Mr Owens responded he was not in a position to quote the precise flood clause in the LEP without further details of the property and advised decisions were merit based. Mr Owens advised he would report back to Councillor Porter with the LEP information and Council's flood related policies.

ORDINARY MEETING

Reports of Committees

- Mr Devine raised concern at the lack of consideration in the FRMS&P regarding replacement of property which was previously built at 16m (1:100 at the time) if its destroyed by fire, adding it would be more expensive for the home to built with two storeys using flood compatible materials.

Mr Owens reported Council has not adopted that change - it's a recommendation and added planning controls have not changed to date. Mr Owens added once the White Paper was assessed a new local plan would be prepared.

Mr Bassett left the meeting at 5:35pm.

- Councillor Porter referred to a recommendation from Council for letters to be sent to State and Federal members regarding raising the dam wall and dredging and asked if a response had been received.

Mr Owens responded the matter was discussed with the Office of Water in the review they were currently undertaking and advised raising the dam wall, dredging and any other flood issues were included in the review.

- Councillor Porter referred to a report relating to widening Sackville Gorge and believed the study was undertaken in a different area to what was generally known as Sackville Gorge, advising he believed Sackville Gorge was the section of the river below the church in Coromandel Road where cliff diving championships take place. Councillor Porter suggested a more economic and more environmental way in dealing with flood mitigation would be to build a spillway on Sackville Gorge on top, at about 14 metres.

Mr Sheather advised he could not support Councillor Porter's motion, advising he understood when the Study was done on the Gorge in 1997, Sackville Gorge was referred to as the section of river from Wilberforce to Sackville, (approximately 20kms), rather than a specific spot. Mr Sheather was concerned the information he holds varies from the information Councillor Porter has provided and thus was reluctant to recommend to Council and lobby Ministers when he believes the information was inaccurate.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

That:

1. The report from Webb McKeown & Associates dated September 1997 in relation to widening Sackville Gorge should not be taken into consideration due to the economic and environmental impacts.
2. Council write to the relevant Minister and local members to highlight the issues with that Study.

The meeting closed at 5:55pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Waste Management Advisory Committee - 12 June 2013 - (95249)

The meeting commenced at 4:05pm in Council Chambers.

Present: Councillor Mike Creed, Chairperson
Councillor Jill Reardon, Deputy Chairperson
Councillor Bob Porter, Hawkesbury City Council
Professor Basant Maheshwari, University of Western Sydney
Ms Robin Woods, Community Member
Mr Geoffrey Bessell, Community Member

Apologies: Councillor Tiffany Tree, Hawkesbury City Council

In Attendance: Mr Matthew Owens, Hawkesbury City Council
Mr Jeff Organ, Hawkesbury City Council
Mr Ramiz Younan, Hawkesbury City Council
Ms Suzanne Stuart, Hawkesbury City Council
Mr Oliver Bradshaw, Hawkesbury City Council
Ms Joanne Wilbow - Minute Taker, Hawkesbury City Council

REPORT:

APOLOGIES

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Reardon and seconded by Councillor Porter that the Minutes of the Waste Management Advisory Committee held on 24 March 2013, be confirmed.

SECTION 3 - Reports for Determination

ITEM: 1 Hawkesbury City Waste Management Facility - Strategy and Master Plan

DISCUSSION:

- Mr Younan provided an outline of the 4 models identified within the report. Mr Younan advised of the EPA's "Waste Less, Recycle More" initiative, which is based on a regional approach to waste collection and facilities. He also highlighted the importance of Council partnering with the EPA and adjoining/other Councils into the future.
- Councillor Porter expressed concerns with the recommendations relating to this matter to date, advising that the progress has been slower than expected. He advised that both Blue Mountains and Gosford Councils had progressed their facilities in a much quicker timeframe. Councillor Porter indicated his preference to defer the current recommendation and move to acquire the land from the UWS in the first instance.

- Mr Organ gave an update on where Council is to date in relation to the land acquisition, and advised that all models outlined in the report were reliant upon the land purchase being pursued. Mr Organ advised that Council staff have not excluded any options to date, but suggested that Models 3 & 4 would likely be the preferred options as they appear to be more financially viable. Mr Organ highlighted the need to continue investigations into long term waste management, and advised that any deferral into investigations would hinder/halt the process. Mr Organ advised that both the land acquisition and further investigations into long term options should be undertaken simultaneously.
- Councillor Creed sought clarification of the status of the UWS land. Mr Younan responded that correspondence received from the UWS is attached within Item 3, and identified the commitment from UWS. Mr Younan confirmed that if Council is unable to secure the UWS land, the cost to the community for transportation to another amenity will be very prohibitive.
- Councillor Creed sought clarification on Model 1 outlined within the report. Mr Younan responded that Model 1 would be cost prohibitive and does not meet EPA regional strategies policy.
- Mr Maheshwari asked what costs would be involved in continuing the investigations. Mr Younan advised that costs would be associated with the concept designs, planning approvals etc, and the intention was to have the concept ready once the land becomes available.

RECOMMENDATION TO COMMITTEE:

That Hawkesbury City Council continue investigations into long term strategic models for waste management that align with EPA Policy, with a view to optimising landfill life and waste disposal costs.

MOTION:

MOVED on the motion of Ms Woods, seconded by Mr Maheshwari.

Refer to COMMITTEE RECOMMENDATION

An AMENDMENT was moved by Councillor Porter, seconded by Councillor Reardon.

The AMENDMENT was carried.

COMMITTEE RECOMMENDATION:

That Council continue to pursue the land acquisition through the Department of Trade and Investment (Crown Lands), noting this is critical to securing the continued operation of the landfill site.

SECTION 4 - Reports for Information

ITEM: 2 Hawkesbury City Waste Management Facility - Licence Requirements

DISCUSSION:

- Ms Woods asked if the Annual Returns were available publically. Mr Younan advised they are submitted to the EPA both quarterly and annually. It was agreed that the Annual Returns will be submitted to the Waste Management Advisory Committee regularly.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Ms Woods, seconded by Councillor Reardon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The information be received.
2. The Annual Returns be submitted to the Waste Management Advisory Committee on a regular basis.

ITEM: 3 University of Western Sydney Lands (UWS) - Status Report

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Councillor Porter, seconded by Councillor Reardon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

ITEM: 4 Hawkesbury City Waste Management Facility - Public Inspections

RECOMMENDATION:

That the information be received.

MOTION:

RESOLVED on the motion of Councillor Porter, seconded by Councillor Reardon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

ORDINARY MEETING
Reports of Committees

ITEM: 5 Progress Report - Waste Education Officer - Computer and Television Recycling Event

DISCUSSION:

- Ms Stuart gave an overview identifying key events as outlined in the report.
- Ms Woods asked about the distribution of the E-Newsletter, and suggested that consideration be given to using the HEN database to capture a larger audience. Ms Stuart to investigate current distribution.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Mr Bessell, seconded by Councillor Reardon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

ITEM: 6 Progress Report - Waste Education Officer - Education Update

DISCUSSION:

- Ms Stuart provided an overview of the report identifying the key events and information.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Councillor Reardon, seconded by Ms Woods.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

ITEM: 7 Progress Report - Waste Education Officer - Education Presentation

RECOMMENDATION TO COMMITTEE:

That the information be received and the program supported.

MOTION:

RESOLVED on the motion of Councillor Reardon, seconded by Mr Geoffrey Bessell.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received and the program supported.

ITEM: 8 Progress Report - Waste Education Officer - Extensive Recycling Promotion

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Councillor Reardon, seconded by Mr Basant Maheshwari.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

SECTION 5 - General Business

- Ms Wood requested a tidy up of the North Richmond Shopping Precinct, identifying the need to undertake some activities to promote its positive value to the community. It was agreed that a report be prepared for the Committee outlining the current situation of the Precinct and suggesting recommendations for visual improvement.
- Councillor Creed advised that a number of complaints had been received in relation to a staff member at the Waste Facility directing residents to use an alternative waste facility, and indicated that tradesman were apparently being turned away without a tipper. Mr Organ advised that management is aware of the staff related matters, which are currently being investigated and dealt with in accordance with Council procedures. Mr Organ gave a comparison of costs associated with tipping at Councils facility compared to the Marsden Park Facility.
- Mr Porter advised there appeared to be restricted load times for the collection of sand at the Waste Management Facility. Mr Younan confirmed the collection times, advising they are shorter than the standard operating hours of the facility due to the requirement of staff to undertake closing procedures.

ORDINARY MEETING

Reports of Committees

- Councillor Creed raised the reports in increase of illegal dumping in the area, and asked what Council is doing to reduce this. Mr Owens advised the staff are working with the EPA and are undertaking activities to obtain evidence of illegal dumping, eg, placement of portable surveillance cameras.
- Ms Woods advised she had received a complaint in relation to the fees at the drop off facility being expensive. Mr Bradshaw advised the fee structure is set up to encourage recycling efforts, and so it is cheaper for residents to separate recyclables out themselves, whereby residents are required to drive over the weighbridge after each deposit.

Next meeting - 4:00pm on 9 October 2013

The meeting terminated at 5:15pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Local Traffic Committee - 8 July 2013 - (80245)

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Monday, 8 July 2013 commencing at 3:00pm.

ATTENDANCE

Present:	Mr Richard McHenery, Roads and Maritime Services Snr Constable Debbie Byrnes, NSW Police Force
Apologies:	Councillor Kim Ford (Chairman) Councillor Mike Creed (Acting Chairman) Mr Bart Bassett, MP (Londonderry) Mr Kevin Conolly, MP (Riverstone) Mr Ray Williams, MP (Hawkesbury) Snr Constable Romelda McInerny, NSW Police Force Ms Jill Lewis, NSW Taxi Council Mr Phil Davies, Westbus Mr Kristian Calcagno, RMS Mr Carlos DeSousa, Hawkesbury Valley Bus Service
In Attendance:	Mr Chris Amit, Manager, Design & Mapping Services Ms Laurel Tweedie, Administrative Officer, Infrastructure Services

Mr Christopher Amit advised the Committee that the Chair (Councillor Kim Ford) and Alternate Chair (Councillor Mike Creed) were unable to attend the meeting and had requested that Mr Amit be the Acting Chair. The Acting Chair position is to be undertaken in accordance with the RMS (formerly RTA) Guidelines "*Delegation to Councils for the Regulation of Traffic*" Section 5.3 which states that the meeting is to be convened by a Council Representative, either voting or non-voting.

The Acting Chairman tendered an apology on behalf of Mr Kevin Conolly MP (Riverstone), advising that Mr Kevin Conolly MP (Riverstone) concurred with recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on his/their behalf.

SECTION 1 – Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Mr Richard McHenery, seconded by Mr Chris Amit, that the Minutes from the previous meeting held Monday 17 June 2013 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 - 8 July 2013 - Item 2.1 - The Hawkesbury 120 Ski Race Classic 2013-
(Hawkesbury, Londonderry & Riverstone) - (80245, 92138)**

REPORT:

Introduction:

An application has been received from Ski Racing NSW Inc, seeking approval (in traffic management terms) to conduct the Hawkesbury 120 Ski Race Classic on Saturday, 24 and Sunday, 25 August 2013.

The event organiser has advised;

- The Hawkesbury 120 Ski Race Classic was initially undertaken in 2006.
- The Hawkesbury 120 Ski Race Classic is an annual water ski race along the Hawkesbury River.
- Event Schedule:

Friday, 23 August 2013:

- Vessel safety scrutineering at Governor Phillip Park, Windsor
- Start and Finish times: 12.00noon - 5:00pm.

Saturday, 24 August 2013:

- Ski Race from Governor Philip Park, Windsor to Sackville Ski Gardens, Tizzana Road, Sackville and return.
- Start and Finish times: 9.00am - 4:00pm.
- Set Up and Pack Down Times: 7.00am - 6:00pm.

Sunday, 25 August 2013:

- Ski Race from Governor Philip Park, Windsor to NSW Ski Grounds Caravan Park (Known as NSW Ski Gardens) at River Road, Wisemans Ferry and return.
- Start and Finish times: 9.00am - 5:00pm.
- Set Up and Pack Down Times 7.00am - 6:00pm.
- Council and Roads and Maritime Services - RMS (formerly RTA) approval is required for the following Ferry Services on Sunday, 25 August 2013:

Lower Portland Ferry (HCC):

- 8.00am – 4.00pm - Total suspension. Requested as there is poor sight distance leading to the ferry due to the bends in the river. The total suspension will enable a free flow of competitors across the ferry crossing.

ORDINARY MEETING
Reports of Committees

Sackville Ferry (RMS):

- 8.00am – 4.00pm - Reduced Operation of the ferry, whereby a full load of vehicles are to be aboard prior to the ferry undertaking a crossing. The reduced operation will enable free flow of competitors across the ferry crossing.
- The suspension/reduced operation of the ferry services are required for safety reasons.
- Safety vessels with crews will be placed on the relevant side of the ferry with suitable equipment to indicate to competitors that the ferry may be operating.
- The course vessels will have radio communications with a marshal on both ferries and the respective ferry masters.
- Use of both ferries by Emergency Vehicle Traffic will not be affected.
- The event organiser acknowledges that either Council or the RMS on the day may have the need to alter the suspension or reduced services of the ferries at their discretion.
- Webbs Creek Ferry and Wisemans Ferry are located downstream to the NSW Ski Gardens, and subsequently these ferry operations are not affected.
- The number of entries (competitors and boat trailers) expected is approximately 200 (boats) for the event. Up to 4 participants per boat made up of the Driver, Observer and possibly 2 skiers.
- Approximately 2000 spectators are expected at the start/finish venue at Governor Phillip Park, Windsor.
- Parking will be at Governor Phillip Park with additional parking available off street utilising vacant land adjacent to Governor Phillip Parks.
- Emergency vehicles will be allowed access at all times.
- The effect on traffic is not expected to be significant.
- Affected Streets are;
 - George Street, Windsor: between Bridge Street and Palmer Street
 - Arndell Street, Windsor: the full length
 - Palmer Street, Windsor: the full length
 - North Street/Court Street, Windsor: the full length
- It is expected that the event will impact only marginally on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road, but historically there have been no issues with traffic in these areas.
- Road closures are not required other than the closure of the approach roads to the 2 ferries along the Hawkesbury River.
- A letter drop will be undertaken to all residents and businesses within proximity of the event location.

Discussion:

The event organiser is seeking Council and RMS approval for the suspension and reduced operation of the following Ferry Services on Sunday, 25 August 2013:

- Lower Portland Ferry (HCC): 8.00am – 4.00pm (Total Suspension)
- Sackville Ferry (RMS): 8.00am – 4.00pm (Reduced Operation)

ORDINARY MEETING

Reports of Committees

Webbs Creek Ferry and Wisemans Ferry are located downstream to the NSW Ski Gardens, and subsequently these ferry operations are not affected on Sunday, 25 August 2013.

Ferry operations are not affected on Saturday, 24 August 2013, as Wisemans Ferry, Webbs Creek Ferry, Sackville Ferry and Lower Portland Ferry are all located downstream of the Sackville Ski Gardens.

The Lower Portland Ferry Service is under the care and control of Hawkesbury City Council. The Sackville Ferry Service is the under the care and control of the Roads and Maritime Services - RMS (formerly RTA).

Total suspension of the Lower Portland Ferry is required due to poor sight distance leading to the ferry and the bends in the river. The total suspension of the ferry will enable a free flow of competitors across the ferry crossing.

Reduced Operation of the Sackville Ferry will apply, whereby a full load of vehicles are to be aboard prior to the ferry undertaking a crossing. The reduced operation of the ferry will enable free flow of competitors across the ferry crossing.

Emergency vehicles will be allowed access onto the ferries. Safety vessels with crew will be placed downstream from each ferry with suitable equipment to indicate to competitors that a ferry may be operating and with communication between the boat and the ferry vessel.

The event will be held principally along the Hawkesbury River with the event organiser requesting exclusive use of the River from the Roads and Maritime Services - RMS (formerly NSW Maritime). The spectators travelling to the event, and in particular to Governor Phillip Park, may impact heavily on the state road network along Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street as well as the local roads such as George Street and Court Street. Furthermore the suspension/reduced operation of the Ferry services and subsequent road closures leading to the ferries (1 RMS Ferry and 1 HCC Ferry) will have an impact on the adjacent road network in the vicinity of the ferries. The reduced operation of the RMS ferry is affectively closing a State road. It would be appropriate to classify the event as a “**Class 1**” 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 is classified as a “**Class 1**” event, approval is to be sought directly by the event organiser for any alterations to the operation of the Sackville Ferry service from the Transport Management Centre (TMC).

The event organiser has submitted the following items in relation to the event: Attachment 1 (ECM Document No: 4428935):

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) – without the associated Traffic Control Plans (TCP),
5. Copy of the application to the NSW Police Force,
6. Copy of the Advertisement for the Event, which includes ferry operating times that conflict with the times indicated in the TMP,
7. Copy of the correspondence to be forwarded to the Residents and Businesses,
8. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, Windsor Fire Brigade, Richmond Fire Brigade (Fire & Rescue NSW), SES and the Roads and Maritime Services - RMS (formerly RTA).

Council resolved to grant the exclusive use of Governor Phillip Park for the event at its meeting on 14 May 2013.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Snr Constable D Byrnes, seconded by Mr R McHenery.

Support for recommendation: Unanimous

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/organising-an-event>, 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 Hawkesbury 120 Ski Race Classic 2013 event planned for 23, 24 and 25 August 2013 be classified as a "**Class 1**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; **a copy of the Police Force approval to be submitted to Council;**
- 4d. the event organiser is to **obtain** approval from the Transport Management Centre – TMC as this is a "Class 1" event; **a copy of the Transport Management Centre – TMC approval to be submitted to Council;**

ORDINARY MEETING

Reports of Committees

- 4e. the event organiser **is to submit a Traffic Control Plan (TCP) to Council and the Transport Management Centre (TMC)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4f. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$20,000,000 noting Council, the Transport Management Centre (TMC) and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities**;
- 4g. As the event involves the closure of public roads due to the suspension/reduced operation of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with the associated fee, to occupy and close the road.
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from the Roads and Maritime Services - RMS (formerly NSW Maritime); **a copy of this approval to be submitted to Council**;
- 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 advise all adjoining Councils such as Gosford, The Hills and Hornsby of the event and in particular the suspension/reduced operation of the ferries and obtain any necessary approvals from these Councils; **a copy of this approval to be submitted to Council**;
- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services 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);
- 4l. the event organiser is to notify the details of the event to the NSW Rural Fire Service 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 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, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council**;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services 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 has been submitted to Council**;
- 4o. the event organiser is to **submit** the completed " Traffic and Transport Management for Special Events – **Final Approval Application Form (Form C)**" **to Council**;

During the event:

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

ORDINARY MEETING

Reports of Committees

- 4r. 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);
- 4s. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4t. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4u. 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.

Ferry Services

- 5. The applicant is to seek the Transport Management Centre (TMC) approval for the reduced operation of the Sackville Ferry Service. There is no objection to the suspension of the Lower Portland Ferry Service on Sunday, 25 August 2013 between 8.00am and 4.00pm.

Suspension/reduced operation of the ferry services on Sunday, 25 August 2013 as listed below:

- Lower Portland Ferry (HCC): 8.00am – 4.00pm (Total Suspension)
- Sackville Ferry (RMS): 8.00am – 4.00pm (Reduced Operation)

is subject to the applicant complying with the following conditions, as well as any conditions imposed by the Transport Management Centre (TMC):

- 5a. the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council
- 5b. Advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to:
 - traffic impact and delays,
 - exclusive use of Governor Phillip Park,
 - timings of suspension/reduced operation of ferry services,

such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;

- 5c. signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
- 5d. safety precautions outlined in the TMP are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of the Transport Management Centre (TMC), Roads and Maritime Services - RMS (formerly RTA and NSW Maritime) and Hawkesbury City Council; and,
- 5e. the Transport Management Centre (TMC), Roads and Maritime Services - RMS (formerly RTA) and Council be authorised to alter ferry suspension/reduced operation times if necessary.

APPENDICES:

AT - 1 Special Event Application - (ECM Document No. 4428935) – *to be distributed at the meeting.*

Item 2.2 LTC - 8 July 2013 - Item 2.2 - Farming Small Areas Expo 2013 - Hawkesbury Showground, Clarendon - (Londonderry) - (80245, 14632, 88635)

REPORT:

Introduction

An application has been received from The Land/Fairfax Agricultural Media seeking approval (in traffic management terms) to conduct the Farming Small Areas Expo 2013 within the Hawkesbury Showground, Clarendon, on Saturday, 02 and Sunday, 03 November 2013.

The event organiser has advised:

- This is the 11th running of the event.
- The times for operation are proposed from 9.00am to 4.00pm for both days.
- The showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is an agricultural & family field day, with local attractions, stalls and trade sites confined to the boundaries of the Hawkesbury Showground.
- The event is expected to attract approximately 8,000 spectators/visitors over the 2 days based on the visitors to the 2012 event.
- No road closures are required.
- Traffic control for parking and egress along Racecourse Road will be provided. Parking for vehicles will be provided within the Hawkesbury Showground and Racecourse Road. Entry to the Hawkesbury Showground will be via Gates 1 and 4.
- Traffic congestion will be monitored along Racecourse Road by traffic marshals to ensure vehicles are not queuing onto Hawkesbury Valley Way. If this does occur, Gate 1 will be closed with cars directed to use Gates 2 and 4.
- Variable Messaging Signs (VMS) will be provided along Hawkesbury Valley Way on each approach to Racecourse Road.
- Public walk-in entry will be via the Pedestrian turnstiles next to Gate 1, for those using Clarendon Railway Station as a commute.
- It is anticipated that, as in previous years, no disruption to general traffic flow in the area is expected.

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 and is providing VMS's along Hawkesbury Valley Way. 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 intersection of Blacktown Road.

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 Nos: 4437201, 4437202 & 4450370):

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 Management Plan (TMP) that only gives a brief outline of the event,
5. Event Site Plan used for the 2012 event,
6. Copies of correspondence forwarded to the NSW Police Force.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Snr Constable D Byrnes, seconded by Mr R McHenry

Support for Recommendation: Unanimous.

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/organising-an-event>, 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 Farming Small Areas Expo 2013 event within the Hawkesbury Showground, Clarendon, on Saturday, 02 and Sunday, 03 November 2013 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 Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4e. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 4f. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with the associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; **a copy of this approval to be submitted to Council;**
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**

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

During the event:

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

APPENDICES:

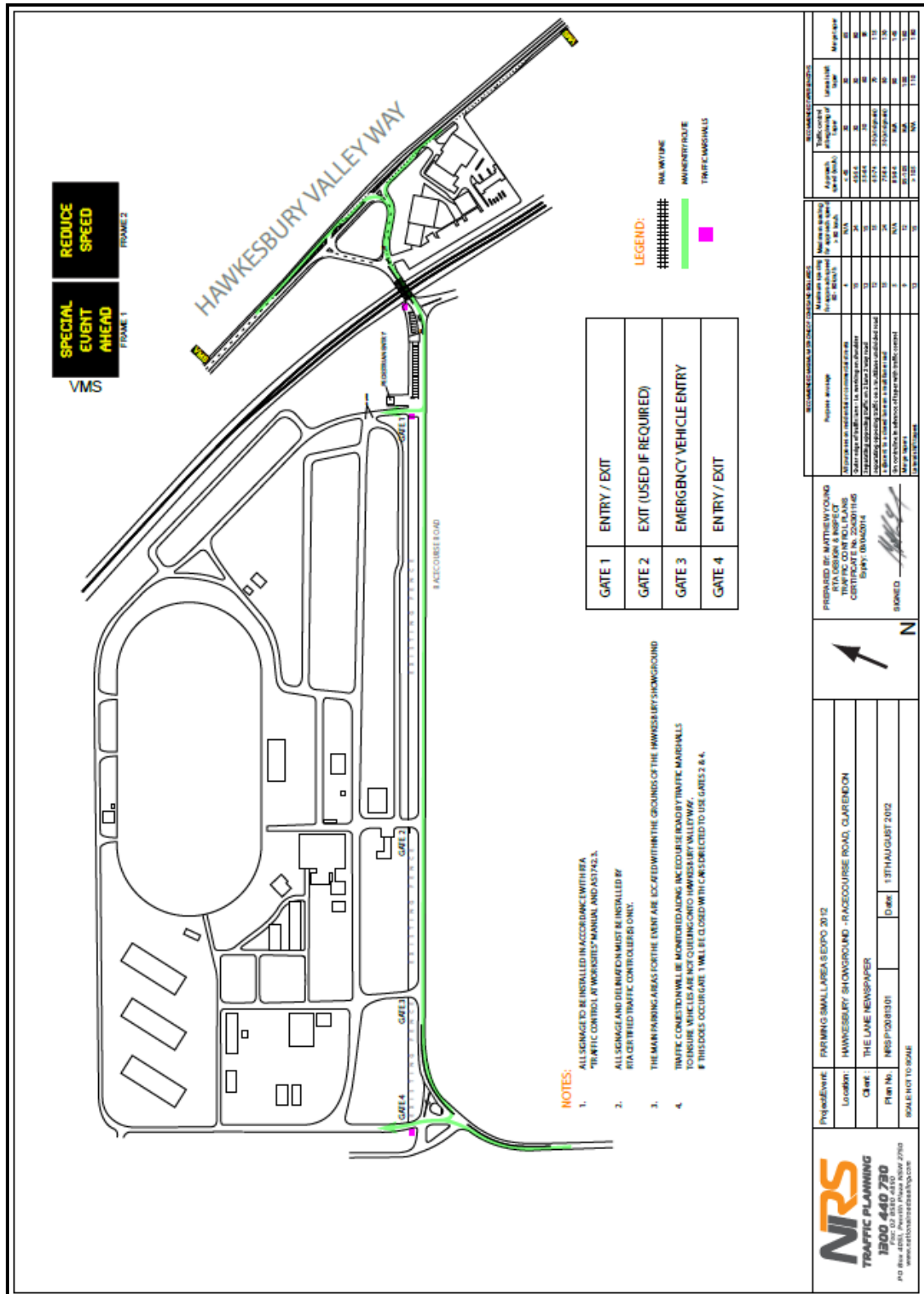
AT - 1 Farming Small Areas Expo 2013 - Event Site Plan.

AT - 2 Special Event Application – (ECM Document Nos: 4437201, 4437202 & 4450370) – *(to be distributed at the meeting)*

ORDINARY MEETING

Reports of Committees

AT - 1 Farming Small Areas Expo 2013 - Event Site Plan



ORDINARY MEETING

Reports of Committees

Item 2.3 LTC - 8 July 2013 - Item 2.3 - Proposed timed No Parking zone in Francis Street, Richmond - Richmond Public School (Londonderry) - (80245, 12938, 104540)

Previous Item: Late Item 2.7, LTC (21/04/10)

REPORT:

Introduction

Representation has been received from the Principal of Richmond Public School (ECM Document No. 4466094) requesting that the previously relocated School Bus Zone in Francis Street, in the vicinity of the school, be reinstated to its original position and the area currently occupied by the School Bus Zone be replaced with a timed No Parking zone of "8.30am - 9.30am" – School Days".

Discussion

The current regulatory speed limit on Francis Street in the vicinity of the school is 50 kph with the School Zone of 40kph operating during the times of 8.00am to 9.30am and 2.30pm to 4.00pm. This road is a local road. Parallel parking is permitted on both sides of the road except on some sections where there are parking restriction signs.

The School Bus Zone was previously relocated in 2010 as the School was having new hall built as part of the Stimulus Package work and the School Bus Zone was adjacent to the building works. Even though there was safety fencing along the perimeter of the school, it was considered safer for the students to have the School Bus Zone relocated away from the construction zone.

The relocation of the School Bus Zone was reported to the Local Traffic Committee on 21 April 2010 and Council at its meeting on 11 May 2010 resolved:

"That the existing School Bus Zone (approximately 33.0 metres in length) located on the southern side of Francis Street, between the pedestrian crossing and Moray Street and in the vicinity of Richmond Public School, operating within the time frame of "8.30am - 9.30am and 3.00pm - 4.00pm - School Days", be temporarily be relocated to the western side of the pedestrian crossing, between the access driveway to the school and the pedestrian crossing (approximately 30.0 metres), with these zones being swapped back upon completion of the building works within the School grounds."

In accordance with the Council resolution listed above, and the instruction provide by the Principal, the relocation of the School Bus Zone will be undertaken during the July 2013 school holidays. Notification of the reinstatement of the School Bus Zone to Westbus will be undertaken by the Principal.

The Principal has indicated that there is no designated area for parents to drop off students and has requested that the area to the west of the pedestrian crossing, once the School Bus Zone has been relocated to the eastern side of the pedestrian crossing be considered as a drop off area during the morning period only. Currently the untimed section of road adjacent to the School has resulted in parents dropping off their children and not moving on.

As a result of discussions with the Principal, it has been agreed that the provision of a timed No Parking zone, during the morning period, will provide for a drop off area. The Principal has advised that once the proposed timed No Parking zone is approved, the school community will be notified through their newsletter.

In accordance with Australian Road Rule 168 (ARR168), the driver of a vehicle must not stop on a length of road or in an area to which a No Parking sign applies unless the driver is dropping off, or picking up passengers or goods, which must be completed within 2 minutes and does not leave the vehicle unattended (driver stays within 3 metres of the vehicle). In affect a No Parking zone is a drop off and pickup area.

<p style="text-align: center;">ORDINARY MEETING Reports of Committees</p>

With the reinstatement of the School Bus Zone to the eastern side of the pedestrian crossing, it is proposed to provide a timed No Parking zone along the southern side of Francis Street to the western side of the pedestrian crossing, between the access driveway to the school and the pedestrian crossing. The proposed timed No Parking zone will only operate during School days during the times of "8.30am to 9.30am". Outside of these times, the area will provide unrestricted parking.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr R McHenery, seconded by Snr Constable D Byrnes

Support for Recommendation: Unanimous.

That a timed No Parking zone "8.30am - 9.30am - School Days" be provided on the southern side of Francis Street, Richmond, in the vicinity of Richmond Public School, to the western side of the pedestrian crossing, between the access driveway to the school and the pedestrian crossing for an approximate length of 30.0 metres.

APPENDICES:

There are no supporting documents for this report.

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 12 August 2013 at 3:00pm in the Large Committee Rooms, Council Chambers.

The meeting terminated at 4:30pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC - Human Services Advisory Committee - 11 July 2013 - (123486)

The meeting commenced at 9:37am in Council Chambers

Present:	Councillor Barry Calvert, Chairperson Ms Vickie Shackley, Deputy Chairperson Mr Douglas Carbery, Community Representative Mr Matt Randell, Community Representative Mr Chris McAlpine, Community Representative Ms Denise Handcock, Peppercorn Services
Apologies:	Councillor Jill Reardon Councillor Patrick Conolly Mr Glenn Powers, Community Representative Mr Nick Sabel, Wentworth Community Housing Mr Matthew Owens, Hawkesbury City Council
In Attendance:	Mr Joseph Litwin, Hawkesbury City Council Mr Michael Laing, Hawkesbury City Council Ms Debra Hilton, Hawkesbury City Council Ms Robyn Kozjak - Minute Taker, Hawkesbury City Council

REPORT:

The meeting was opened by the Chair, with Mr Laing commencing introductions.

APOLOGIES:

RESOLVED on the motion of Ms Denise Handcock and seconded by Mr Douglas Carbery that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Vickie Shackley and seconded by Mr Chris McAlpine that the Minutes of the Human Services Advisory Committee held on the 2 May 2013, be confirmed.

ORDINARY MEETING
Reports of Committees

Attendance Register of Human Services Advisory Committee

Member	02/05/13	11/07/13			
Councillor Barry Calvert - Chair	✓	✓			
Ms Vickie Shackley - Deputy Chair	✓	✓			
Councillor Patrick Conolly	A	A			
Councillor Jill Reardon	✓	A			
Ms Denise Handcock	✓	✓			
Mr Matt Randell	A	✓			
Mr Douglas Carbery	✓	✓			
Mr Nick Sabel	✓	A			
Mr Chris McAlpine	✓	✓			
Mr Glenn Powers	✓	A			

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

BUSINESS ARISING:

Mr Laing confirmed the date for the RBA training as 8 August 2013 and advised for those who could not attend, a further session would be run at a future stage.

Mr Litwin referred to the Homelessness Workshop he attended and advised he would report to Council at the next Ordinary Meeting on 30 July 2013, a list of recommendations from that Workshop.

SECTION 3 - Reports for Determination

ITEM 1: Social Impact Assessment of Human Services in the Hawkesbury

DISCUSSION:

- Mr Laing referred to proposed developments at North Richmond, Glossodia and Vineyard (as part of the North West Growth sector) and the proposal to commence development of a Social Impact Assessment (SIA), a technical tool used to assess the impacts on society of these developments, before they proceed.
- Mr Litwin added the development of an SIA included the process of analysis and monitoring of social consequences, (both positive and negative), of planned projects/developments and to make recommendations on the impact of population growth and social infrastructure in the Hawkesbury LGA.
- Mr Litwin referred to the planning proposal for Redbank currently on exhibition, the closing date for submissions being 14 August, 2013. Mr Litwin advised an SIA would also eventually be undertaken for Glossodia and Vineyard.

The Chair tabled correspondence from Hawkesbury Access & Resource Consortium (HARC) which raised concern at the effect the impending developments in North Richmond and Glossodia could have on community services in the Hawkesbury and requesting to be involved in the consultation process.

ORDINARY MEETING
Reports of Committees

- The Chair brought to the attention of the Committee a community meeting at North Richmond Panthers on 18 July regarding the Redbank development.
- Mr Litwin invited input from Committee members of areas/gaps they would like to see addressed, for inclusion in the SIA, reminding members the deadline for submissions on the Redbank planning proposal was 14 August, 2013.
- Mr Litwin advised he would invite Mr Pleffer, Strategic Planning Co-ordinator, to the next meeting to discuss planning issues raised by the Committee.

RECOMMENDATION TO COMMITTEE:

That the:

1. Information be received.
2. Committee assist Council staff with identifying human and community services and social infrastructure that needs to be addresses in a Social Impact Assessment (SIA).

MOTION:

RESOLVED on the motion of Ms Vickie Shackley, seconded by Mr Chris McAlpine.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the:

1. Information be received.
2. Committee assist Council staff with identifying human and community services and social infrastructure that needs to be addresses in a Social Impact Assessment (SIA).

ITEM 2: Community Indicators Framework

RECOMMENDATION:

That the:

1. Draft List Community Indicators be endorsed by the Committee.
2. Draft List be referred to Council for finalisation as outlined in this report.
3. Draft List be reported back to the Committee for adoption.

MOTION:

RESOLVED on the motion of Ms Denise Handcock, seconded by Mr Chris McAlpine.

Refer to COMMITTEE RECOMMENDATION

That the:

1. Draft List Community Indicators be endorsed by the Committee.
2. Draft List be referred to Council for finalisation as outlined in this report.
3. Draft List be reported back to the Committee for adoption.

SECTION 5 - General Business

- The Chair referred to the Homelessness Forum he recently attended which steered him to extending an invitation to the Committee to visit the local community kitchen with himself and Ms Shackley.
- The Chair suggested a representative from HARC be reinvited to join the Committee. Ms Handcock responded she regularly liaised with HARC and volunteered to confer with them and report back to the Committee. The Chair advised he was suggesting an official invitation be extended to HARC to take up a position within the Committee. Mr Laing advised he had indicated to a HARC member that positions were currently filled, however, agreed to invite them to the next meeting on 29 August 2013.
- Mr McAlpine asked for an update regarding activities occurring in and around the Bligh Park Shopping Centre and Community Facility. Mr Litwin responded he was aware that funding had been received for graffiti removal to improve recreational facilities and advised he would investigate the activities and report back to the Committee.

The meeting closed at 10:55am.

oooO END OF REPORT Oooo

ORDINARY MEETING
Questions for Next Meeting

QUESTIONS FOR NEXT MEETING

Councillors Questions from Previous Meetings and Responses - (79351)

REPORT:

Questions – 9 July 2013

#	Councillor	Question	Response
1	Rasmussen	Asked Council to arrange a bus for all Councillors to travel across the North Richmond Bridge during the morning and afternoon peak travel times.	The Director Infrastructure Services advised that a bus can be arranged if required, and a memo will be sent to Councillors seeking their availability for an inspection.
2	Porter	Asked that Councillors be advised if there is an appeal to the Land and Environment Court regarding DA0548/12 for a cemetery at 288 Packer Road, Blaxlands Ridge.	The Director City Planning advised that, in accordance with Council's Policy, Councillors will be advised if any appeal is lodged with the Land and Environment Court. In the case of DA0548/12, to date, no appeal has been lodged.
3	Calvert	Requested a sign directing traffic to Blacktown be placed at the intersection of Bosworth and March Streets, Richmond so those travelling from North Richmond are aware of the turn off.	The Director Infrastructure Services advised that RMS has been requested to investigate this matter.
4	Paine	Asked if residential parking stickers could be implemented for those living in the CBD areas.	Director Infrastructure Services advised that whilst resident parking schemes can be applied, they require the concurrence of RMS, and this requires the undertaking of extensive parking studies, consultation and advertising. Parking permits in such schemes are not generally permitted where off street parking is available. A copy of the RMS guidelines will be sent to all Councillors for information. Any site specific signage/restrictions issues can also be reviewed on a case by case basis.

ORDINARY MEETING
Questions for Next Meeting

#	Councillor	Question	Response
5	Lyons-Buckett	Advised that a makeshift motor-cross bike jump has been built on a property in Kurrajong and wondered if Council was investigating the matter.	The Director City Planning advised that this matter has previously been referred to Council's Compliance Section and the matter is being investigated.
6	Tree	Asked when the policy for Second Dwellings will be reported to Council.	The Director City Planning advised that staff are discussing this matter with the Department of Planning and Infrastructure in relation to overall traffic impacts that this matter could have (particularly to the west and north of the river). It is expected that, subject to the outcome of those discussions, the matter will be reported to Council in the fourth quarter of 2013.
7	Creed	Requested that the car spaces in front of North Richmond Shopping Village be made a clearway on a short term basis during 3pm and 7pm to allow traffic to use the second lane.	Director Infrastructure Services advised that this matter has been referred to RMS previously, and also identified in the recent RMS study. A further referral will be made to RMS on possible implementation.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo



ordinary
meeting

end of
business
paper

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