



# Hawkesbury City Council

## ordinary meeting business paper

date of meeting: 25 March 2014

location: council chambers

time: 6:30 p.m.



# mission statement

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

## **How Council Operates**

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

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

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

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

### **Meeting Procedure**

The Mayor is Chairperson of the meeting.

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

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

### **Public Participation**

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

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

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

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

## **Voting**

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

## **Planning Decision**

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

## **Business Papers**

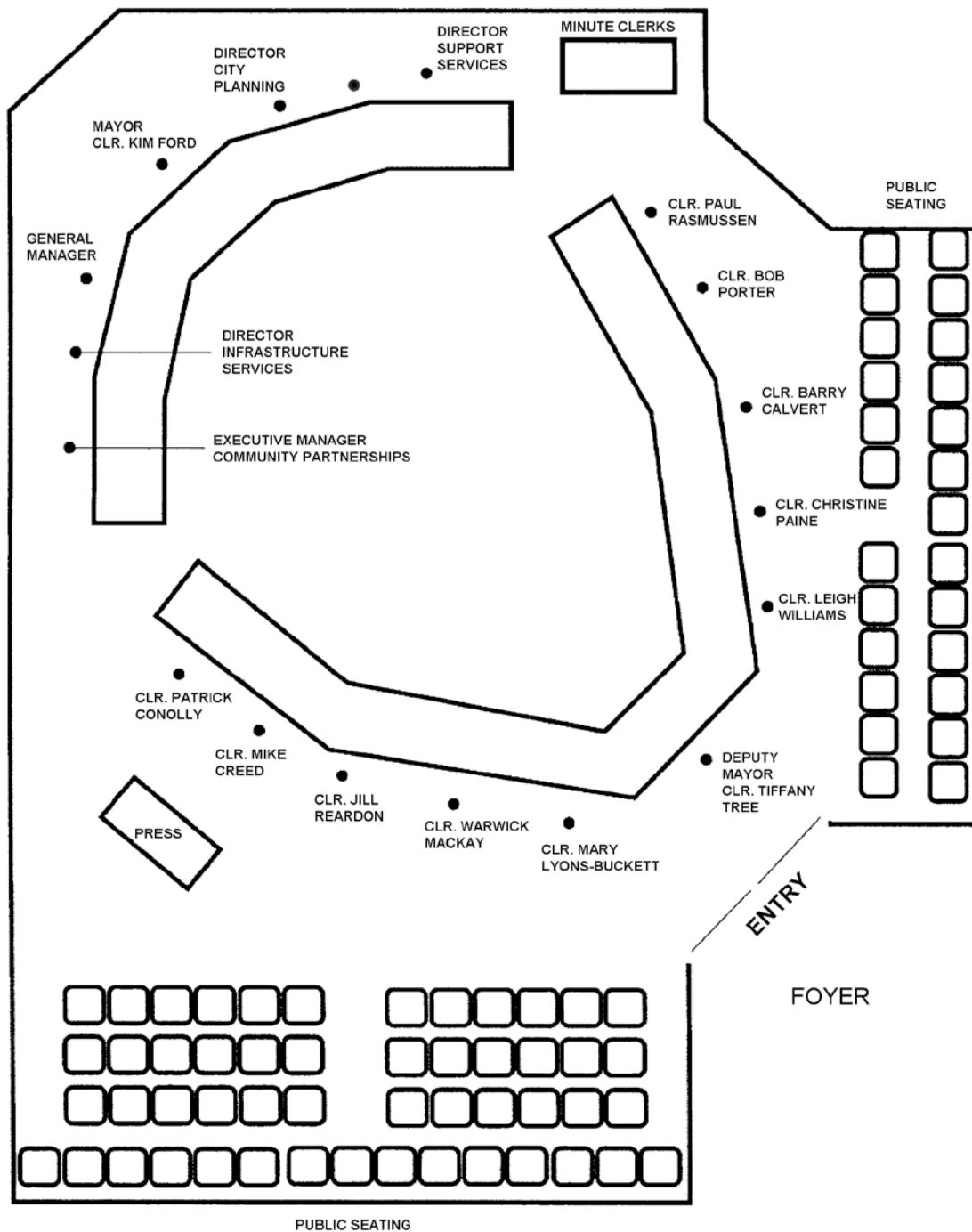
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

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

## **Further Information**

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

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### SECTION 3 - Reports for Determination

#### PLANNING DECISIONS

**Item: 53**                      **CP - Development Report - DA0267/13 - Lot 6 DP873934 - 47 Pine Place, Grose Vale - Tourist and Visitor Accommodation - (95498, 37982, 37983)**

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#### Development Information

**File Number:** DA0267/13  
**Property Address:** 47 Pine Place, Grose Vale  
**Applicant:** Lauran Trevena  
**Owner:** Mr MR Want and Mrs M Want  
**Proposal Details:** Tourist and Visitor Accommodation  
**Estimated Cost:** \$101,000  
**Zone:** RU4 Primary Production Small Lots under Hawkesbury Local Environmental Plan 2012  
**Date Received:** 28 May 2013  
**Advertising:** 4 June 2013 – 19 June 2013 and 29 November 2013 – 13 December 2013  
**Key Issues:**                ♦ Bush fire prone land  
                                     ♦ Car Parking

**Recommendation:** Approval

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#### REPORT:

##### Executive Summary

The application seeks Council's approval for construction of an additional 'tourist and visitor accommodation' at 47 Pine Place, Grose Vale. Currently a bed and breakfast accommodation is in operation at the site. This proposed tourist and visitor accommodation will be an additional structure to that existing development.

Following a detailed assessment of the application it is recommended that the proposal be supported as the development is permissible with Council consent within the RU4 Primary Production Small Lots zone and complies with the overall objectives of RU4 zone.

The application is being reported to Council at the request of the Mayor, Councillor Ford and Deputy Mayor, Councillor Tree.

##### Background

On 24 September 2013, Council resolved to defer determination of this application pending a site inspection. Accordingly, an inspection was held on Thursday, 10 October 2013 attended by the land owners, the Mayor, Councillor Ford, the Deputy Mayor, Councillor Tree, Councillors Conolly and Lyons-Buckett, Director City Planning and Manager Development Services.

The application was presented again at Council's meeting of 29 October 2013. At that meeting Council resolved to defer determination of this application pending receipt of details about a slightly amended location of the proposed tourist and visitor accommodation.

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### Issues Relevant to the Decision

- Bush fire prone land
- Car parking

### Description of Proposal

The application seeks approval to construct a two storey building on the subject site to be used for tourist and visitor accommodation. The proposed tourist and visitor accommodation is located approximately 12 metres from the north western boundary, approximately 26 metres from the front boundary and approximately 21 metres from the existing dwelling. The ground floor of the building will contain living/dining area, one bedroom, kitchen and bathroom. The first floor of the building will contain an open plan sitting area / bedroom. It is also proposed to construct a three metre wide new sealed driveway from the street to provide access to the proposed tourist and visitor accommodation. A separate on-site effluent disposal application has been submitted for an enviro-cycle waste disposal system for the proposed accommodation.

The proposed tourist and visitor accommodation is expected to operate mainly on weekends with the occasional extended periods of stay being one to four weeks and the expected number of guests being up to four persons at any one time.

The proposal is supported by the following:

- Statement of environmental effects
- Management plan for tourist and visitor accommodation
- Bushfire assessment report

### Description of the Land and its Surroundings

The subject site has a total area of four hectares and contains an existing two storey dwelling, a detached double garage and a shed. The property has frontage to Pine Place and is located at the cul-de-sac. The surrounding lots are similar in size, ranging from 3.67ha to 4.7ha, utilised for residential and agricultural purposes.

The existing residence on the subject site has been acting as bed and breakfast accommodation since 2010. It is noted the existing bed and breakfast accommodation has been established as exempt development under Hawkesbury Local Environmental Plan 1989. It is the intention of the owner to continue the operation of the existing bed and breakfast accommodation at the site.

### History

BA0462/98      Construction of dwelling  
MA0237/98      Garage

### Council Policies, Procedures and Codes to Which the Matter Relates

- Sydney Regional Environmental Plan No 20 (SREP 20) - Hawkesbury Nepean River
- State Environmental Planning Policy No. 44 (SEPP 44) - Koala Habitat Protection
- Hawkesbury Local Environmental Plan 2012 (HLEP 2012)
- Hawkesbury Development Control Plan 2002 (HDGP 2002)

### Section 79C Matters for Consideration

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:

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a) The provisions of any:

(i) Environmental Planning Instrument:

### **Sydney Regional Environmental Plan No. 20 (SREP No. 20) – Hawkesbury – Nepean River (No 2 – 1997)**

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

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

### **State Environmental Planning Policy No. 44 (SEPP 44) - Koala Habitat Protection**

State Environmental Planning Policy No. 44 - Koala Habitat applies to land within the Hawkesbury Local Government Area to which a development application has been made and has an area of more than 1 hectare.

The proposal is consistent with SEPP 44, as the proposal does not involve removal of any trees or disturbance of any natural habitats which would be considered as "core koala habitat".

### **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 RU4 Primary Production Small Lots under Hawkesbury Local Environmental Plan 2012.

#### **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 RU4 zone are:

- To enable sustainable primary industry and other compatible land uses.
- To encourage and promote diversity and employment opportunities in relation to primary industry enterprises, particularly those that require smaller lots or that are most intensive in nature.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To ensure that development occurs in a way that does not have a significant adverse effect on water catchments, including surface and groundwater quality and flows, land surface conditions and important ecosystems such as waterways.

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The HLEP 2012 contains the following definition for a 'tourist and visitor accommodation' and 'serviced apartment';

**"Tourist and visitor accommodation** means a building or place that provides temporary or short-term accommodation on a commercial basis, and includes any of the following:

- a) backpackers' accommodation,
- b) bed and breakfast accommodation,
- c) farm stay accommodation,
- d) hotel or motel accommodation,
- e) serviced apartments,

But does not include:

- f) camping grounds, or
- g) caravan parks, or
- h) eco-tourist facilities.

***Serviced apartment*** means a building or (part of a building) providing self-contained accommodation to tourists or visitors on a commercial basis and that is regularly serviced or cleaned by the owner or manager of the building or part of the building or the owner's or manager's agent".

The submitted Property Management Plan describes the proposal as "self-contained cottage or serviced accommodation with access to gardens. Breakfast can be provided by owners if guests make that request. Self-contained guests will be provided with a food hamper. Washing of all linen will be done at local Laundromat in Richmond".

It is therefore considered that the operation of the proposed building best falls under the definition of a 'serviced apartment', a type of 'tourist and visitor accommodation' which is a permissible form of development with Council consent within the RU4 zone.

The proposal is consistent with the overall objectives of the zone in that the proposed tourist and visitor accommodation would promote diversity of accommodation and provide an additional employment opportunity without impacting upon the character of the traditional residential development of the area or other land uses within this zone.

The applicant has provided a management plan that outlines that a maximum of 35 to 60 guests are expected throughout a year with a short stay for one or two nights. In this regard a condition of consent is recommended that a log be kept of length of stay. The log would be available to be reviewed by Council to ensure that accommodation is of a short term nature only.

### **Clause 5.9 Preservation of trees or vegetation**

The development requires removal of two existing fruit trees. The existing landscaping is proposed to be protected and retained during construction. It is therefore considered that the proposal 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 located on land that is identified as 'Significant vegetation' or 'Connectivity between significant vegetation' on the Terrestrial Biodiversity Map. The proposal does not involve clearing of any native vegetation. Furthermore additional screen planting is proposed on the north-western side of the proposed tourist accommodation. It is therefore considered that the proposal will not have any adverse impact on existing biodiversity.

**Clause 6.7 Essential services**

The site currently has power, water, telephone, sewerage and stormwater. The existing dwelling has an existing 100,000 litre water storage tank. It is proposed to install another 20,000 litre underground concrete tank for drinking and rainwater collection. Furthermore, the site has an existing 10,000 litre water tank which is to be used for fire fighting purposes.

It is noted that a separate application for enviro-cycle septic tank has been lodged with Council to meet the needs of the proposed tourist and visitor accommodation.

It is therefore considered that the available and proposed services are adequate for the proposed development.

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

There are no Draft Environmental Planning Instruments relevant to the subject land or development.

**(iii) Development Control Plan applying to the land:**

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 re-notified to adjacent property owners in accordance with HDCP 2002 due to the amended location of the proposed tourist and visitor accommodation. One (1) submission was received which is discussed in detail below.

Part C Chapter 2 - Car parking and Access

Access to the tourist accommodation is considered consistent with the overall objectives of the Car Parking and Access Chapter. Access is proposed via a new drive way located on the north-western portion of the site. The internal access is required to comply with the requirements of the NSW Rural Fire Service. Appropriate conditions will be imposed in the recommendation to ensure that the driveway meets RFS requirements.

HDCP 2002 does not specify any parking rate for visitor and tourist accommodation. A single car space can be accommodated with adequate manoeuvring area at the middle of the new proposed driveway.

It is noted that an existing double car garage with adequate manoeuvring area is located on the eastern part of the site. The proposed tourist accommodation will not interfere with the existing car parking arrangement for the existing dwelling and existing bed and breakfast accommodation. It is therefore considered that adequate parking space and access have been provided for the existing and proposed development.

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### Effluent disposal

A separate septic application has been submitted with Council for the proposed tourist and visitor accommodation.

**(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:**

These matters have been considered in the assessment of this application. Should the application be supported the EP&A Regulation 2000 outlines that the development is to:

- comply with the National Construction Code/Building Code of Australia (BCA), and
- be levied against Council's S94A Development Contributions Plan (where relevant).

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

It is considered unlikely that the proposed development will have any adverse environmental, economic or social impacts on the locality.

Surrounding land uses predominantly consist of single dwelling houses. The proposal is considered to be compatible with the existing uses and the rural residential character of the locality. The scale and design of the proposed tourist accommodation is compatible with adjoining rural residential development.

The exterior of the proposed building will have face brick which will match the existing dwelling on site. Furthermore the building replicates old English style cottages and matches with the architectural style of the existing dwelling. A comprehensive colour schedule has also been submitted with the application.

The external design, siting and finish/colours of the proposed tourist accommodation are considered to be in keeping with the rural character of the area. Appropriate setbacks have also been provided from the road and adjacent properties.

**c) Suitability of the site for the development:**

There are no constraints from surrounding land uses that would make this development prohibitive and it is considered that the development will not impact upon critical habitats and threatened species, populations, ecological communities and habitats. Adequate services and utilities are available to the site and access to the site is satisfactory for the intended use.

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

### ***Public Submissions***

The proposed development was initially placed on public exhibition from 4 June 2013 to 19 June 2013. Due to the receipt of amended plans the application was renotified again from 29 November 2013 to 13 December 2013. One submission was received. The objectors raised further concerns in their submission during the second notification. The matters raised in this submission are discussed below:

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1. *Non-Compliance with Hawkesbury Local Environmental Plan 2012 – the proposed development does not comply clause 5.4, controls relating to bed and breakfast accommodation limiting the use of no more than 4 bedrooms.*

Comment: As previously discussed, the proposed development is consistent with the definition of 'tourist and visitor accommodation', in particular to 'serviced apartment'. Therefore, clause 5.4 – controls relating to bed and breakfast accommodation do not apply to this proposal. The existing dwelling complies with the bed and breakfast accommodation controls as specified in HLEP 2012 and can still be operated. The proposed tourist and visitor accommodation does not intend to increase the capacity of guest accommodation in the existing dwelling.

2. *Privacy – Increasing the number of guests will intrude on the privacy and enjoyment of adjacent properties and have adverse impact on visual privacy.*

Comment: The proposal expects that the accommodation will not service more than one family, up to four persons, at a time. The location of the proposed building is approximately at the centre of the site, approximately 12m from the adjacent property boundary (north-western boundary). It is considered that the existing vegetation on the subject site will provide adequate screening between the adjacent properties. Furthermore, additional planting is proposed along the north - western boundary of the proposed building to provide the neighbour visual privacy of the property.

3. *Previous noise complaints issue – Use of motorbikes will create noise impact on adjacent property.*

Comment: Council records indicate that a past neighbour complaint matter took place in November 2012 regarding motorbike noise on the neighbour's property. The previous neighbour complaint issue is not considered to be a part of the assessment of this application. It is considered that the proposed small scale visitor accommodation will have no unreasonable noise impacts on the adjacent properties. An appropriate condition will be imposed in the recommendation to not generate any offensive noise pollution.

4. *Unauthorised building works – concrete slab has been constructed in the location of proposed development without Council approval.*

Comment: Council's Compliance officer has investigated this complaint and no evidence was found for any unauthorised building works on the subject property.

5. *Impact on existing flora & fauna*

Comment: The proposed development will remove two existing fruit trees and does not involve clearing of any native vegetation. The existing landscaping is proposed to be protected and retained during construction. Furthermore additional screen planting is proposed on the north-western side of the proposed tourist accommodation. It is therefore considered that the proposal will not have any adverse impact on existing biodiversity. A separate application has been submitted for a new onsite effluent management system which will be reviewed by Council's sewage Management Facility Section.

### ***Integrated Authority***

The application was referred to the NSW Rural Fire Service seeking a Bush Fire Safety Authority under Section 100B of the Rural Fires Act 1997. In their letter dated 19 February 2014, the NSW Rural Fire Service has granted General Terms of Approval (GTA) subject to conditions.

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### e) The Public Interest:

The proposed development will provide low scale accommodation options for the travelling public and is consistent with the relevant planning controls which affect the site. It is therefore considered that the proposal is not contrary to the public interest.

### 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.

### Developer Contributions

The Contribution Plan applies a levy of 0.5% of the value of development under this plan. The estimated cost of works associated with this application is \$101,000 resulting in a contribution of \$505. Appropriate conditions have been included in this regard.

### 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 DA0267/13 at Lot 6 DP 873934, 47 Pine Place, Grose Vale for Tourist and Visitor Accommodation be approved subject to the following conditions.

### NSW Rural Fire Service Conditions

#### Asset Protection Zones

The intent of measures is to provide sufficient space for fire fighters and other emergency services personnel, ensuring radiant heat levels permit operations under critical conditions of radiant heat, smoke and embers, while supporting or evacuating occupants. To achieve this, the following conditions shall apply:

- A. At the commencement of building works and in perpetuity the property around the building to a distance of 30 metres, shall be maintained 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'.

#### Water and Utilities

The intent of measures is to provide adequate services of water for the protection of buildings during and after the passage of a bush fire, and to locate gas and electricity so as not to contribute to the risk of fire to a building. To achieve this, the following conditions shall apply:

- B. Water, electricity and gas are to comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.
- C. Due to the rear or most distant part of the dwelling being >70 metres from the nearest accessible hydrant, an onsite 20,000 litre water supply shall be provided for fire fighting purposes.



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- D. If an above ground tank is provided it shall be non combustible and fitted with a 65mm storz outlet with a gate or ball valve via a 50mm diameter metal pipe. The tank should (where practicable) be located no closer than 10 metres from the dwelling and no greater than 20 metres. A fire fighting vehicle must be able to gain access to within four metres of the water supply.
- E. An 'SWS' marker shall be obtained and positioned for ease of identification by brigade personnel and other users of the SWS. In this regard:
- Markers must be fixed in a suitable location so as to be highly visible; and
  - Markers should be positioned adjacent to the most appropriate access for the static water supply.

### Evacuation and Emergency Management

The intent of measures is to provide suitable emergency and evacuation (and relocation) arrangements for occupants of special fire protection purpose developments. To achieve this, the following conditions shall apply:

- F. A Bush Fire emergency evacuation Plan is to be prepared in accordance with the NSW Rural Fire service document 'Guide for Developing a Bush Fire Emergency Evacuation Plan'.

### 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:

- G. New construction on the B&B dwelling shall comply with Australian Standard AS3959-2009 'Construction of buildings in bush fire-prone areas' Sections 5 (BAL 12.5) and section A3.7 Addendum Appendix 3 of 'Planning for Bush Fire Protection 2006'.

### Landscaping

- H. Landscaping to the site is to comply with the principles of Appendix 5 of 'Planning for Bush Fire Protection 2006'.

## **Hawkesbury City Council conditions**

### General Conditions

1. The development shall take place generally in accordance with the following stamped plans, specifications and documentation listed below and endorsed with Council's stamp, except as modified by these further conditions.

Architectural Drawing Title / Number	Prepared By	Dated
Proposed Site Plan, Drawing No: DA.03/B	LT+ Associates	31/10/2013
Proposed Ground Floor Plan, Drawing No. DA.05/A	LT+ Associates	10/07/2013
Proposed Mezzanine Level, Drawing No. DA.06/A	LT+ Associates	10/07/2013
Proposed Elevations, Drawing No. DA.07/A	LT+ Associates	10/07/2013
Section A-A + B-B & Construction Notes, Drawing No. DA.08/A	LT+ Associates	10/07/2013
Proposed Schedule of External Finishes + BASIX Comments, Drawing No. DA.09/A	LT+ Associates	10/07/2013

2. No excavation, site works or building works shall be commenced prior to the issue of an appropriate Construction Certificate.
3. The buildings shall not be used or occupied prior to the issue of an Occupation Certificate.

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4. The development shall comply with the provisions of the Building Code of Australia (BCA) / National Construction Code.
5. The accredited certifier shall provide copies of all Part 4 certificates issued under the Environmental Planning and Assessment Act 1979 relevant to this development to Hawkesbury City Council within seven days of issuing the certificate. A registration fee applies.
6. The development shall be constructed and maintained in accordance of the New South Wales Rural Fire Services Conditions of approval.

### Prior to Issue of Construction Certificate

7. Pursuant to section 80A(1) of the Environmental Planning and Assessment Act 1979 and Hawkesbury City Council's Section 94A Development Contributions Plan 2006 (as amended from time to time), a contribution of \$505.00 shall be paid to Hawkesbury City Council.

The amount to be paid is to be adjusted at the time of the actual payment, in accordance with the provisions of Hawkesbury City Council's Section 94A Development Contributions Plan 2006 (as amended from time to time).

The contribution is to be paid prior to the issue of the construction certificate and copies of receipts(s) confirming that the contribution has been fully paid are to be provided to the certifying authority.

8. Compliance with Section 109F of the Environmental Planning and Assessment Act 1979 – payment of the long service levy under Section 34 of the Building and Construction Industry Long Service Payments Acts 1986 – is required. All building works in excess of \$25,000 are subject to the payment of a Long Service Levy fee. A copy of the receipt for the payment of the Long Service Levy shall be provided to the Principal Certifying Authority (PCA) prior to the issue of a Construction Certificate. Payments can be made at Long Service Payments Corporation offices or Council.
9. The drinking water to be supplied to the tourist and visitor accommodation shall consistently meet the NSW Health Private Water Supply Guideline 2008 and any subsequent amendments to the guidelines. A water supply management plan is to be kept on site and updated periodically in accordance with NSW Health Private Water Supply Guideline 2008 and other related NSW health guidelines. Details are to be provided to the Principal Certifying Authority.

### Prior to Commencement of Works

10. Erosion and sediment control devices are to be installed, in accordance with the HDCP 2002, and maintained at all times during site works and construction. The enclosed warning sign shall be affixed to the sediment fence / erosion control device.
11. The application to install a Sewage Management Facility - S0039/13 must be approved by Hawkesbury City Council prior to any works being commenced in relation to the sewage management facility.
12. A certificate issued by an approved insurer under Part 6 of the Home Building Act 1989 shall be supplied to the principal certifying authority prior to commencement of works.
13. 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.
14. 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.

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15. Toilet facilities (to the satisfaction of Council) shall be provided for workers throughout the course of building operations. Such facility shall be located wholly within the property boundary.
16. A qualified Structural Engineer's design for all reinforced concrete and structural steel shall be provided to the Principal Certifying Authority prior to any works commencing on site.
17. 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

18. 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.
19. The site shall be kept clean and tidy during the construction period and all unused building materials and rubbish shall be removed from the site upon completion of the project. The following restrictions apply during construction:
  - a) Stockpiles of topsoil, sand, aggregate, spoil or other material shall be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and shall have measures in place to prevent the movement of such material off site.
  - b) Building operations such as brick cutting, washing tools, concreting and bricklaying shall be undertaken only within the site.
  - c) Builders waste must not be burnt or buried on site. All waste (including felled trees) must be contained and removed to a Waste Disposal Depot.
20. The building must be designed and constructed to comply with the requirements of the National Construction Code – Building Code of Australia Volume Two as a 'Class 1b' building.
21. All constructed batters are to be topsoiled and turfed and where batters exceed a ratio of three horizontal to one vertical, retaining walls, stone flagging or terracing shall be constructed.
22. Off-street car parking spaces, together with access driveways and turning areas, shall be constructed, paved and maintained as shown on the approved plan.
23. All civil construction works required by this consent shall be in accordance with Hawkesbury Development Control Plan appendix E Civil Works Specification.
24. A bitumen sealed rural footway crossing minimum three metres wide shall be constructed to the entrance of the new driveway in accordance with the Hawkesbury DCP Appendix "E", "Civil Works Specification". Prior to works commencing the applicant shall consult with Council regarding fees to be paid, the works required and to organise inspections for a Compliance Certificate.
25. The development shall be completed in accordance with the approved colours and finishes as specified in drawing No.DA.09/A dated 10 July 2013.

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26. Screening plants shall be planted along the north-western side of the tourist and visitor accommodation as shown on the approved plan in the form of a hedgerow to provide a suitable screening between the site and its adjoining properties. Planting shall consist of a mixture of trees, shrubs and plants of local provenance.
27. All necessary works being carried out to ensure that any natural water flow from adjoining properties is not impeded or diverted.
28. The site shall be secured to prevent the depositing of any unauthorised material.
29. Dust control measures, e.g. vegetative cover, mulches, irrigation, barriers and stone shall be applied to reduce surface and airborne movement of sediment blown from exposed areas.
30. Measures shall be implemented to prevent vehicles tracking sediment, debris, soil and other pollutants onto any road.
31. All roof water shall be drained to the water storage vessel/s.

### Prior to Issue of the Occupation Certificate

32. The following certificates are to be provided to Principal Certifying Authority, stating the name of person or company carrying out the installation, type of material and the relevant Australian Standard to which installed:
  - a) The type and method of termite treatment (complying with AS 3660) provided to walls and floors, pipe penetrations, jointing of new work to existing and slab perimeters. A copy of the termite treatment and materials used shall also be securely fixed inside the meter box for future reference.
  - b) Glazing materials installed in the building in accordance with AS1288 and AS2047 - Glass in Buildings - Selection and Installation, e.g. windows, doors, footlights and showers.
  - c) The type of timber installed indicating both species and durability as required by AS 1684.
  - d) An automatic smoke detection system installed in residential development by a licensed electrician. Smoke alarms must comply with AS 3786 and be connected to the consumer mains power where supplied to the building.
  - e) A statement or other suitable evidence shall be submitted to the Principal Certifying Authority, certifying that all commitments made on the BASIX certificate have been implemented and installed as approved.
33. A bush fire emergency evacuation and management plan shall be developed for the development. The plan shall advise occupants of bush fire evacuation procedures and emergency telephone numbers. The applicant shall contact NSW Rural Fire Service for advice in the preparation of the plan. The evacuation procedures shall be permanently fixed to the building in a prominent location and maintained at all times.

### Use of the Development

34. An appropriate drinking water management system, in compliance with NSW Health requirements and the Public Health Act 2010 and regulation 2012 is to be provided for the tourist and visitor accommodation.
35. Reduced bushfire fuel loads are to be maintained at all times to the property boundary.

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36. 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.
37. No internal or external alterations shall be carried out without prior approval of Council.
38. The tourist and visitor accommodation facility shall not be used for permanent occupation, and shall only be used for short term tourist accommodation and is not to be made available for long term accommodation. In this regard any continuous length of stay is to be restricted to not more than four weeks.
39. The activity shall be carried out in accordance with the management plan submitted with the application.
40. A copy of the guest register is to be provided to Council every six months from the date of commencement of the use of the proposed tourist and visitor accommodation facility.
41. All premises offering food, packaged or otherwise, are to be registered with Hawkesbury City Council and have inspections conducted by Council's officers as necessary/required. The fit out and ancillary works are to be inspected by a Council Environmental Health Officer prior to commencement of any food preparation or retail operations at the premises.
42. 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](http://www.foodstandards.gov.au).
43. All food premises are to comply with Hawkesbury City Council's Food Premises Fit Out Code. 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.
44. The premise is to 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.
45. A supply of soap and single use paper hand towels should be fitted to the wall in an appropriate and durable dispenser adjacent to any hand washing basin.
46. The area used for storage of garbage receptacles is to be completely separate from any food preparation and storage areas and kept in a clean condition, so as to not create offensive odours.
47. 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.
48. Any activity carried out in accordance with this approval shall not give rise to air pollution (including odour and dust), offensive noise or pollution of land and/or water as defined by the Protection of the Environment Operations Act 1997.

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49. In accordance with the requirements of Part 5.7 Protection of the Environment Operations Act 1997, Council 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.

### Advisory Notes

- \*\*\* The sewage management facility 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].
- \*\*\* The installed sewage system will be the subject of an approval to operate a system of sewage management in accordance with the provisions of Subdivision 6 & 7 of Division 4 of Part 2 of the Local Government (General) Regulation 2005 and for this purpose will be subject to inspection at annual frequency by Council's Environmental Health Officer or at such other frequency as may be determined according to the future operation or risk of the system.
- \*\*\* The applicant shall make themselves aware of the Discrimination Against People with Disabilities Act (DDA) and assess their responsibilities and liabilities with regards to the provision of access for all people.
- \*\*\* Should any Aboriginal site or relic be disturbed or uncovered during the construction of this development, all work should cease and the National Parks and Wildlife Service consulted. Any person who knowingly disturbs an aboriginal site or relic is liable to prosecution under the National Parks and Wildlife Act 1974.
- \*\*\* The applicant is advised to consult with:
- a) A water and sewer provider
  - b) A electricity provider
  - c) A natural gas provider
  - d) A telecommunications carrier
- 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 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.

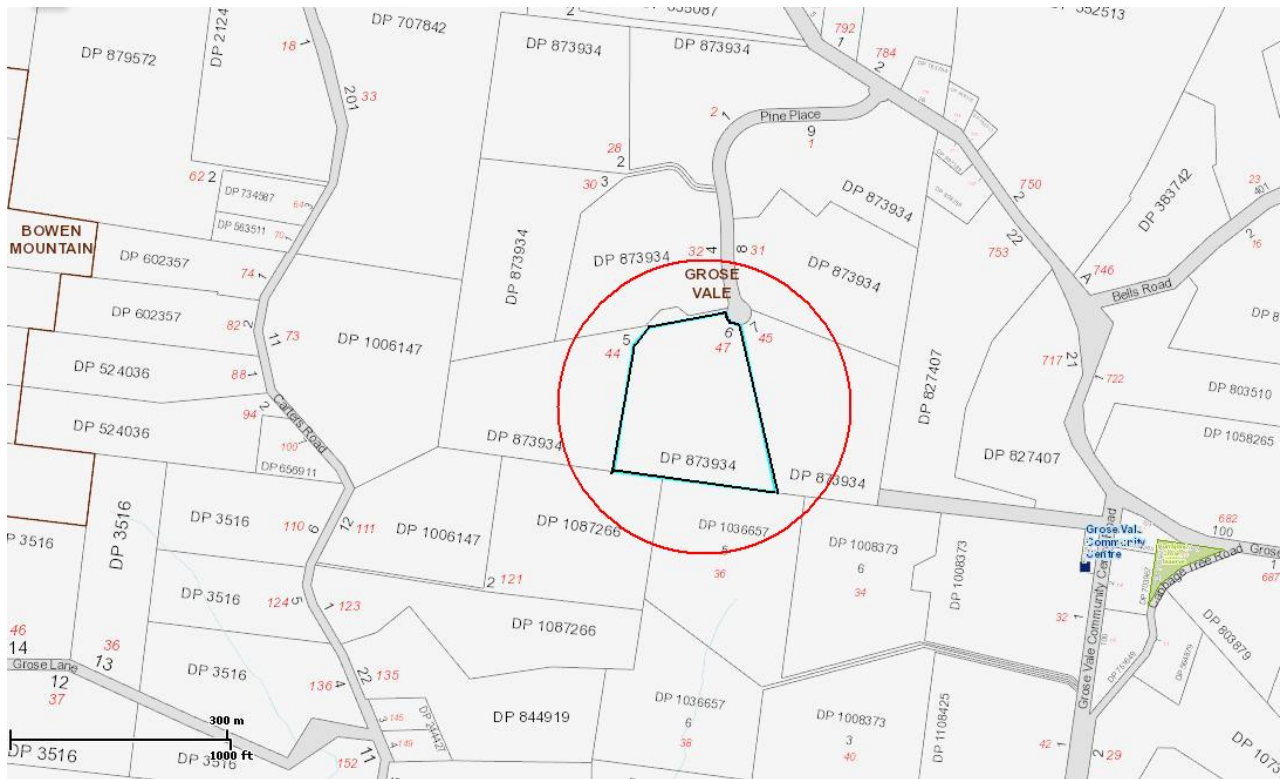
### **ATTACHMENTS:**

- AT - 1** Locality Map
- AT – 2** Aerial Photograph
- AT – 3** Site Plan
- AT – 4** Elevations

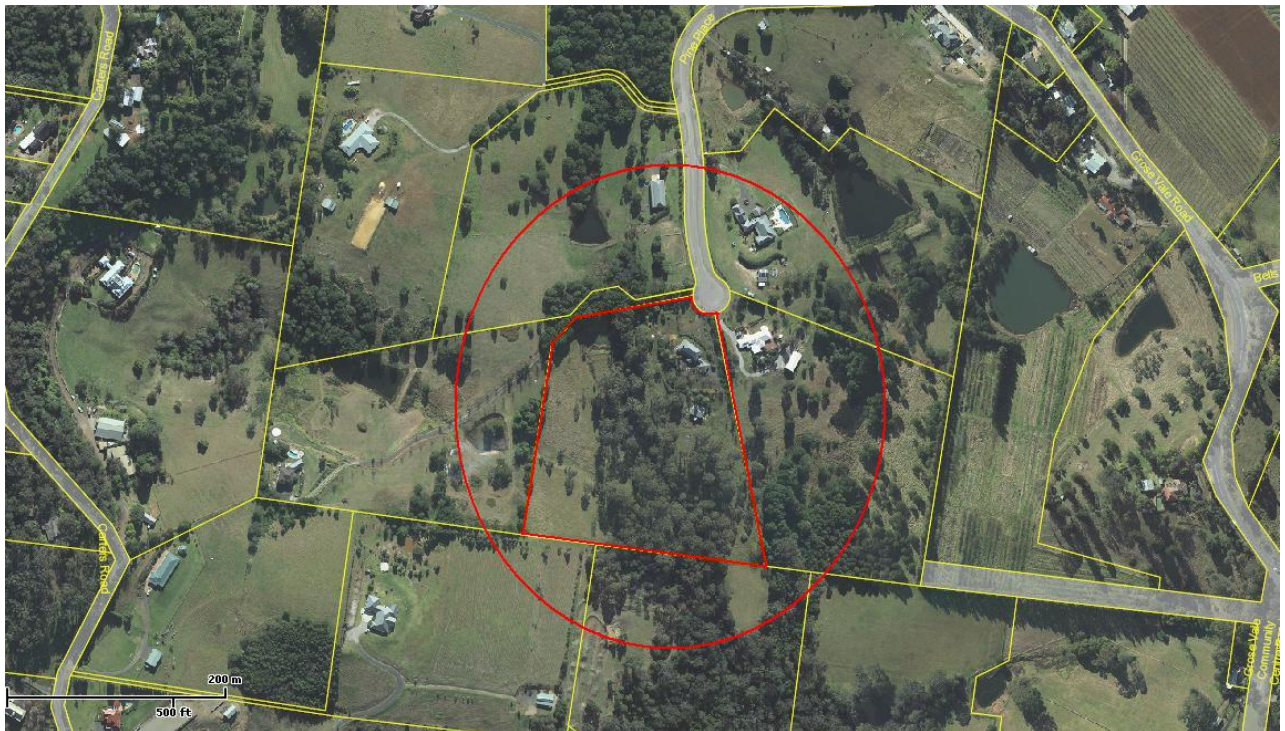
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### AT -1 Locality Map



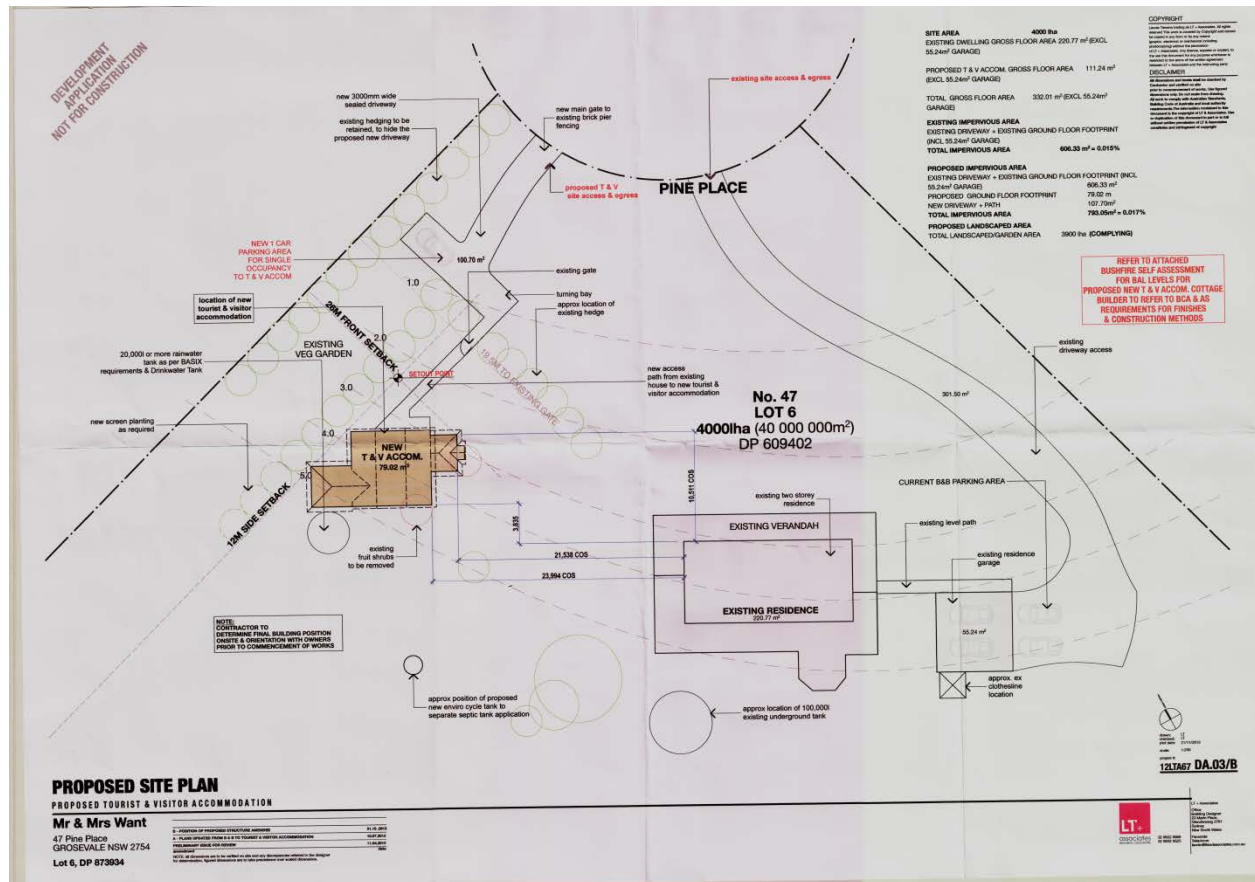
### AT - 2 Aerial Photograph





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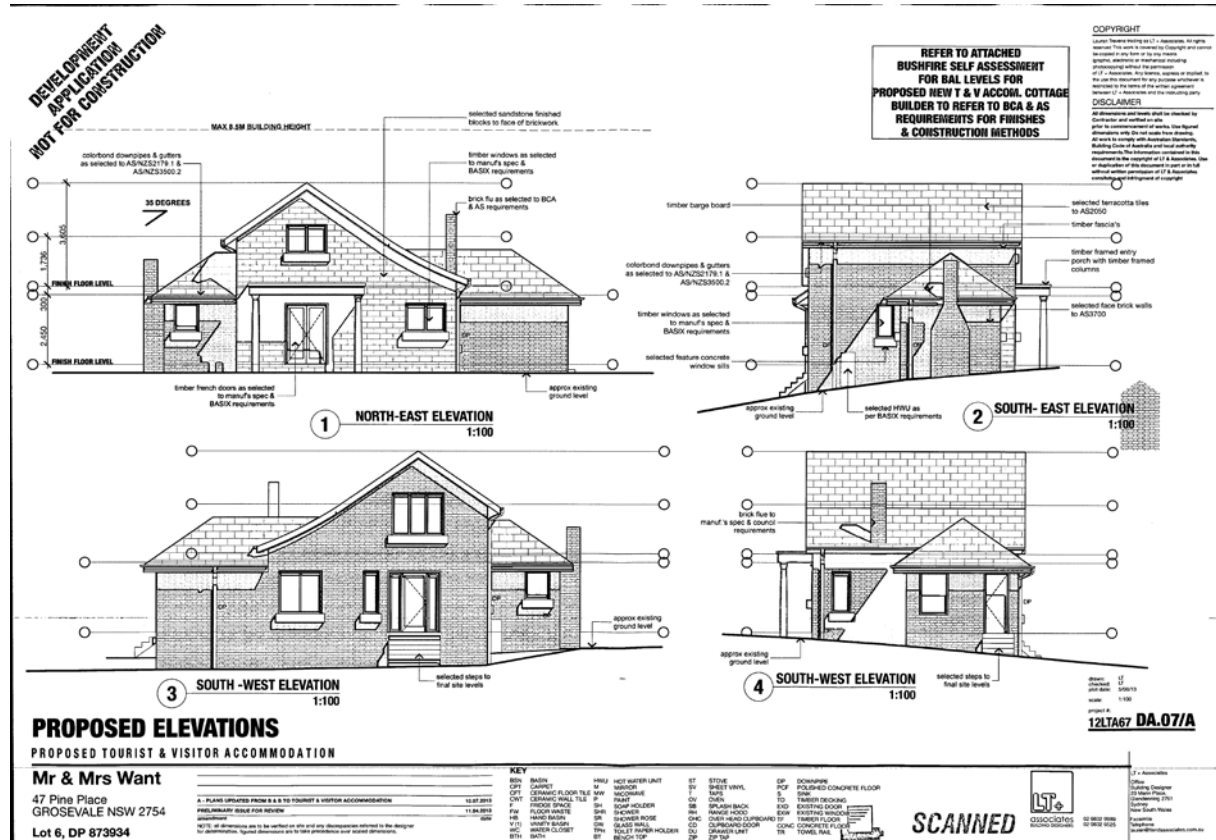
AT - 3 Site Plan





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AT - 4 Elevations



oooO END OF REPORT Oooo

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**Item: 54**                      **CP - Draft Voluntary Planning Agreement for Proposed Development known as Redbank, Grose Vale Road, North Richmond - (95498)**

**Previous Item:**            223, Ordinary (12 November 2013)

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### REPORT:

#### Executive Summary

The purpose of this report is to provide an overview of the draft Voluntary Planning Agreement (VPA) for the proposed development known as "Redbank, North Richmond" affecting Lot 271 DP 1156792, 98 Grose Vale Road, North Richmond; Lot 272 DP 1156792, 96 Grose Vale Road, North Richmond; Lot 273 DP 1156792, 26 Arthur Phillip Drive, North Richmond; and Lot 274 DP 1156792, 28 Arthur Phillip Drive, North Richmond.

The VPA is complementary to the planning proposal that Council resolved to support on 12 November 2013 to rezone the affected land to enable the development of the site for approximately 1,400 residential allotments and ancillary development.

The VPA is the legal agreement between the Council, Roads and Maritime Services (RMS) and the Developers/Owners of the land. The VPA legal agreement will be registered on the property Titles for the affected properties and will endure with that land should the land ownership change.

This report recommends that the draft VPA be placed on public exhibition for a minimum of 28 days.

#### 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 for VPAs is set out in the Environmental Planning and Assessment Act 1979 (the Act) and Regulations. In this regard the minimum period for public exhibition is 28 days.

A draft VPA was placed on public exhibition with the planning proposal for a period of 60 days from 14 June to 14 August 2013. During that time a large number of submissions to the planning proposal also commented on the draft VPA. The Council report of 12 November 2013 addressed those VPA concerns and the current draft VPA has been amended, addressing many of the issues raised in those submissions. Given the previous exhibition period of 60 days, it is recommended that the current draft VPA be placed on exhibition for the statutory period of 28 days.

#### What is a Voluntary Planning Agreement

A Voluntary Planning Agreement (VPA) is an agreement that is prepared in accordance with Sections 93F to 93L of the Environmental Planning and Assessment Act 1979 (the Act). (Sections 93C - E govern the holding and expenditure of the contributions obtained.)

A VPA is a voluntary agreement (i.e. all parties voluntarily enter into the agreement and are not "required" to enter into the agreement) between one or more planning authorities and a developer under which the developer agrees to make development contributions towards a public purpose. A VPA is:

- A legal document/contract that binds all parties to the provisions of that agreement,
- is legally enforceable if any party does not comply with the provisions of that agreement,
- can be registered on the land title so that current and future owners of the land are bound by the agreement in the same way as if they individually entered into the agreement.

Note: the subject VPA has provisions that require the agreement to be registered on the land titles.

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### Background

The planning proposal for the land was reported to the Ordinary Meeting of Council on 8 May 2012 whereby Council resolved to support the proposal and forward the matter to the Department of Planning and Infrastructure for a Gateway determination.

The Gateway determination was issued on 27 July 2012 subject to a number of conditions. The work to satisfy those conditions (heritage Conservation Management Plan, TMAP, draft VPA, etc.) was undertaken between July 2012 and May 2013 to enable public exhibition of the planning proposal between 14 June and 14 August 2013.

The planning proposal was reported to Council, following public exhibition, on 12 November 2013 where the Council resolved the following:

*"That:*

1. *The Planning Proposal be forwarded to the Department of Planning and Infrastructure for making of the Plan with the following amendments:*
  - a) *Amendments to the riparian corridor zoning to RE 1 Public recreation to a width that is consistent with the Department of Primary Industry (Office of Water) "Guidelines for Riparian Corridors on Waterfront Land".*
  - b) *Amendment to the zone map in accordance with the map amendments outlined in the 'Issue K' section of this report.*
2. *The Department of Planning and Infrastructure be requested to consider the inclusion of an appropriate clause into Part 6 of the LEP 2012 to require satisfactory arrangements be made for the provision of designated State public infrastructure prior to the determination of a development application for urban subdivision.*
3. *The Voluntary Planning Agreement be finalised in a manner consistent with the 'Voluntary Planning Agreement' section of this report with the following additions:*
  - a) *Concept design, Review of Environmental Factors or Development Application (whichever is required) for the proposed Bridge (Multispan) and approach roads and intersections (the bridge works) is to be submitted to the relevant Authority for approval prior to the issue of a Subdivision Certificate for the creation of the 121st Urban Lot.*
  - b) *Approval for the bridge works is to be obtained prior to the issue of a Subdivision Certificate for the creation of the 341st Urban Lot.*
  - c) *Construction of the bridge works is to be completed prior to the issue of a Subdivision Certificate for the creation of the 641st Urban Lot.*

*When the VPA is finalised, it is to be reported to Council prior to public exhibition. This report is to be provided to Council as soon as possible and prior to the gazettal of the planning proposal for the site.*
4. *The Development Control Plan, when finalised, be reported to Council prior to public exhibition. This report is to be provided to Council as soon as possible and prior to the determination of any Development Applications for subdivision of the site."*

The planning proposal has been sent to Planning and Infrastructure in accordance with part 1 of the above resolution and the draft LEP amendment, prepared by Parliamentary Counsel, has included the additional Clause into Part 6 of the Hawkesbury LEP 2012 as requested in part 2 of the above resolution.

Part 3 of the above resolution required some amendments to the previously exhibited draft VPA. In relation to parts 3 a), b) and c) of the abovementioned resolution, relating to timing for the various stages of

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the proposed bridge work, the current draft VPA has been amended to include these. The 12 November 2013 report also listed (*in italics below*) the following proposed amendments to the draft VPA. (Comments following each matter describe how the draft VPA has been changed):

1. *Inclusion of the RMS as a party to the VPA as the works proposed on Bells Line of Road require the approval of the RMS.*

The RMS has been included as a party to the VPA and a number of additional Clauses have been included into the draft VPA to address the RMS requirements. These Clauses address the offer from RMS in relation to the management of the construction of the proposed bridge (should it be approved) or the distribution of monetary contributions to the RMS and Council should the bridge not be able to obtain approval and where those contributions are to be spent.

2. *Discussion regarding the quantum and detail of the definition of "Capped Amount".*

The "Capped Amount" is the total monetary contribution that the developer is to pay should the bridge not be able to obtain approval. (NOTE: the payment of a monetary contribution is not an optional payment instead of building the proposed bridge. The contribution is nominated as a secondary option should the proposed bridge not be able to obtain the necessary approvals on environmental grounds). This contribution amount has been increased and is set at \$23.825M. Additional Clauses and detail has been included to define more clearly what this amount covers.

3. *Expansion of the details and timing for the intersection works on Bells Line of Road.*

The draft VPA requires works on three intersections on Bells Line of Road. This work is controlled by the RMS and the RMS has advised that they plan additional works (to that proposed by the developer) in the near future. The draft VPA has been amended to include scenarios and milestones (both time and lot release milestones) that either require the developer to undertake those works or to make equivalent payments to the RMS who will then undertake those works.

4. *Expansion of the details, costing and timing for the proposed bridge over the Grose River and approach road upgrades.*

The definition and Clauses in the draft VPA have been expanded to more clearly define the extent of the proposed bridge works, including approach road upgrades and road widening or land acquisition as required, and have also included the shorter time frames imposed by Council in the resolution of 12 November 2013.

5. *Expansion of the details and timing of the provision of an additional community centre or payment of a cash contribution in lieu for embellishment of existing facilities in the North Richmond area.*

Clauses have been amended to provide for a 500m<sup>2</sup> Community Centre, delete the provision for monetary contributions in lieu of construction and for the provision of additional community facilities including a child care centre on the development site and additional concrete pedestrian path, 1.2km in length, from Peel Park.

6. *Discussion as to the details and costing for the proposed open space embellishment and provision of drainage infrastructure.*

Clauses and Schedule 2 listings have been expanded to make the required works consistent with Council's Regional Open Space Strategy.

7. *Miscellaneous wording and Clause changes to clarify the draft VPA.*

A number of Clauses have been added or clarified, as mentioned above, as well as correcting typing or grammatical errors.

**Summary of Works and Facilities required in the draft VPA**

The draft VPA proposed for public exhibition is distributed under separate cover. The document contains 32 pages of Definitions and Clauses, Statutory explanations, Novation Deed for transfer of land ownership (transfer must be agreed to by Council), Schedule of works and facilities to be provided, location plans for these works and concept layout of proposed bridge and approach road works. A summary of the proposed works and facilities is as follows:

**Transport**

- Intersection upgrades (described in the *Richmond Bridge and Approaches Congestion Study – Stage 1 summary report Volume 1 & 2, dated July 2012*) to TfNSW/RMS infrastructure as follows:
  - A - upgrade of Bells Line of Rd / Grose Vale Rd / Terrace Rd
  - B - upgrade of Kurrajong Rd / Old Kurrajong Rd/Yarramundi Lane - short term
  - C - Upgrade of Kurrajong Rd / Bosworth St / March St - short term
  - D - Upgrade of Bells Line of Road/Grose Vale Rd /Terrace Rd - medium term
- Design, obtain all necessary approvals and construct New proposed Bridge (multi-span) crossing at Yarramundi of the Grose River, including road approaches/ upgrades between Springwood Rd and Grose Vale Rd, new road / Springwood Rd intersection and Springwood Rd / Castlereagh Rd intersection, including cost of any road acquisitions between Grose Vale Rd and Springwood Rd intersection locations with new bridge approach roads

OR

- Should it not be possible for the above bridge work to obtain the necessary approvals, pay Monetary Contribution for New Proposed Bridge (multi-span) works up to the Capped Amount (\$23.825M)
- Construction of infrastructure for 15 bus stops on collector road system on the Land (To be identified in development applications for relevant stage)
- Construction of 15 bus shelters (one at each designated bus stop) on the collector road system on the Land
- Construction of 1.2km, route to be confirmed between Council and Developer, of concrete shared cycleway/pedestrian footpath to integrate with the proposed Peel Park works.

**Community Facilities**

- Construct a new multipurpose community centre of not less than 500m<sup>2</sup> gross floor area, within Peel Park and/or the development land which includes; site works; kitchen; toilets; heritage interpretation area; office; landscaping; fit out and air conditioning; car parking; utilities connection.
- Land dedication of 1,000m<sup>2</sup> for community centre if required.
- The developer will identify in both a DA and CC a portion of land which will then be established with bulk earthworks, utilities extension/connection points and perimeter landscape to enable the future construction of a Child Care Centre.
- Developer to assist and ensure a third party, being an approved child care operator, can construct and establish a child care centre on the abovementioned land.
- Employment of a person by the developer to undertake the role of place making manager to deliver place making programs at the developers expense and in consultation with Council.
- Contribution of resident information packages to all first purchasers of lots.

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### ***Open Space and Drainage***

- Transfer to Council of all open space areas identified on the zoning map for \$1.
- Embellishment works to Peel Park and relevant works to other open space areas identified on contribution location map, in accordance with items 1.8, 1.8a - e in schedule 2 of the draft VPA. These works are to be consistent with the Council's Regional Open Space Strategy and relevant to the purpose of the open space, i.e., active, passive, district, local, conservation or heritage.

The draft VPA also provides for the payment to Planning and Infrastructure for the specialist consultants used to peer review the studies for the planning proposal and also payment of \$100 per lot to Council for the administration of the VPA.

It should also be noted that the VPA does not list all required works for the development as many of those works are a standard requirement, via DA conditions, for any subdivision development. These include augmentation of water supply and sewer, electricity, telecommunications, drainage works within and adjoining the site, internal and adjoining road works, reconstruction and reshaping of retained dams on the site and drainage structures, Heritage Conservation Management Plan works, internal footpaths, street lighting, road signage, etc.

It is recommended that the attached draft VPA be placed on public exhibition for a minimum period of 28 days before being reported back to Council for finalisation and execution.

### **Conformance to Community Strategic Plan**

Council's consideration and approval of the Voluntary Planning Agreement would be consistent with the following Community Strategic Plan Themes and Direction statements:

#### *Looking after People and Place*

- 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.
- Have future residential and commercial development designed and planned to minimise impacts on local transport systems allowing easy access to main metropolitan gateways.

#### *Caring for our Environment*

- Be a place where we value, protect and enhance the cultural and environmental character of Hawkesbury's towns, villages and rural landscapes.
- Take active steps to encourage lifestyle choices that minimise our ecological footprint.

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

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

### **Financial Implications**

The infrastructure listed in the Voluntary Planning Agreement is to be provided by the developer progressively throughout the development and would be at no cost to Council.

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### RECOMMENDATION:

That:

1. The draft Voluntary Planning Agreement attached to this report be placed on public exhibition for a minimum period of 28 days.
2. All persons who made a submission to the planning proposal for the Redbank at North Richmond development be advised of the public exhibition of the Voluntary Planning Agreement.
3. Following public exhibition the Voluntary Planning Agreement be reported back to Council for finalising and execution.

### ATTACHMENTS:

- AT - 1** Copy of the draft Voluntary Planning Agreement for Redbank at North Richmond - (*Distributed under Separate Cover*)

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

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### GENERAL MANAGER

**Item: 55**                      **GM - Local Government NSW - Nominations and Applications for the Greater Blue Mountains World Heritage Area Advisory Committee - (79351, 79633, 112608, 118820)**

**Previous Item:**            230, Ordinary (12 October 2010)

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#### **REPORT:**

##### **Executive Summary**

Local Government NSW (LGNSW) has written to Council by letter dated 10 March 2014, advising that the NSW Environment Minister is seeking nominations for the Greater Blue Mountains World Heritage Area Advisory Committee (the Committee).

The purpose of this report is to enable Council to consider making a nomination for the Committee.

##### **Consultation**

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

##### **Background**

Nominations for the Committee were previously offered and accepted in 2010 for a three year term. A report was considered by the Council at its meeting on 12 October 2010 at which time Council resolved:

*"That Councillor Paul Rasmussen be nominated to the Local Government and Shires Association of NSW as a representative of the Greater Blue Mountains World Heritage Area Advisory Committee and that in the event of Councillor Rasmussen being unable to accept the nomination that Councillor Reardon be nominated."*

Councillor Rasmussen was unable to accept the nomination and the nomination subsequently lodged for Councillor Reardon was, unfortunately, unsuccessful.

By letter dated 10 March 2014 LGNSW has advised that nominations to the Greater Blue Mountains World Heritage Area Advisory Committee (the Committee), for the next term are now called for by the NSW Environment Minister. Nominations are to be submitted by Friday, 28 March 2014.

The Terms of Reference for the Committee require it to include two Local Government representatives and as such, LGNSW has been requested to nominate up to four nominees for the Minister's consideration for appointment.

The Committee's role is to advise on matters relating to the protection, conservation, presentation and management of the Greater Blue Mountains World Heritage Area, including strategic policies in relation to Australia's obligations under the World Heritage Convention. The Committee plays a crucial role in achieving conservation outcomes by facilitating the development of cooperative, constructive and innovative relationships between National Parks and Wildlife Service (NPWS), Jenolan Caves Reserve Trust, the Department of the Environment, Water, Heritage and the Arts (DWSHA) and the community.

Under the terms of appointment, members of the Committee will be appointed for a term to 31 December 2015.



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The Committee meets quarterly in locations around the Greater Blue Mountains. In applying for membership of the Advisory Committee, applicants should be prepared to make a commitment to attend the meetings regularly and to participate in Committee activities.

Accordingly, this matter is referred to Council for its consideration as to whether it wishes to again submit a nomination for this Committee to the LGNSW.

### **Conformance to Community Strategic Plan**

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

- To look after our cultural and environmental assets for future generations so that they too can enjoy, and benefit from, a clean river and natural eco-systems, rural and cultural landscapes.
- Take active steps to encourage lifestyle choices that minimise our ecological footprint.
- 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 the nominated strategy in the Community Strategic Plan being:

- Engage with the community and work together to care for their environment.

### **Financial Implications**

No financial implications applicable to this report.

### **RECOMMENDATION:**

That the matter of the nomination of a representative to the Local Government NSW for the Greater Blue Mountains World Heritage Area Advisory Committee be considered by Council.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 25 March 2014

**Item: 56**                      **GM - Sister City and City-Country Alliance Program - Annual Report 2012/2013 - (79351, 73610, 85814, 90568)**

**Previous Item:**            27, Ordinary (26 February, 2013)  
54, Ordinary (8 May, 2012)

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### REPORT:

#### Executive Summary

The purpose of the report is to provide Council with an overview of the Sister City and City-Country Alliance Program (Program) during the 2012/2013 financial year and to provide an annual review of program activities and performance. The Program is undertaken in association with the Hawkesbury Sister City Association (Association), which has delegated authority to undertake program activities on behalf of Council.

Council and the Hawkesbury community has two international sister cities being, Temple City, California, USA and Kyotamba, Kyoto, Japan; and two City-Country Alliance towns being, Weddin Council (main town of Grenfell) and Cabonne Council (main town of Molong).

The Program includes provision for culture, sport and youth exchanges between the Hawkesbury community and the sister cities and alliance towns.

#### Consultation

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

#### Background

Council at its meeting held on 10 July 2007, adopted its Sister City Program Policy to address exchange activities with its international sister cities; and amended the policy on 24 February 2009 to include exchange activities with Council's City-Country Alliance 'towns'.

Council in adopting the Policy, also delegated authority to the Association to undertake exchange activities on Council's behalf with our sister cities and alliance towns.

To support the activities of the Program, Council allocates appropriate funding as part of the annual budget process.

The Association was established in 1983 and has been involved in the Program since then. Councillor Conolly and Councillor Reardon were the Councillor Delegates to the Association during the reporting period.

#### Program Financials

Table 1 shows Council's budgeted funds and actual expenditure for the Program for the year ended 30 June 2013. Council's full year budget was \$21,360 as general funds for the Program (which includes payments to the Association) and \$6,000 towards donations to students participating in exchange visits.

**ORDINARY MEETING****Meeting Date:** 25 March 2014**Table 1 - Hawkesbury Sister City Program – Financial Summary for 2012/2013**

<b>Council</b>	<b>Budget \$</b>	<b>Expenditure \$</b>
General contribution	21,360	19, 547
Donation to students	6,000	6,000
<b>Total for Program</b>	<b>27,360</b>	<b>25,547</b>

The Program for the year ended 30 June 2013 tracked well with a small under expenditure. This reflects a variance in accounts received and extra activities that vary between years. Twelve students travelled overseas on the student exchange program (\$500 donation per student), which accounts for all funds in this budget allocation.

Overall, the financial position at the end of 2012/2013 was in line with planned program costs, including both Association and Council exchange activities. The funds unspent was an allowance for unforeseen activities that often arise from program partner activities and direct civic activities between the sister city councils.

Attachment 1, the Minutes of the Association's Annual General Meeting held on 11 November 2013, includes the Association's financial statements at 30 June 2013. It shows Council's contribution to the Association for the year as \$19,630.10, being the majority of the general contribution funds (across to income items). The balance of this fund was used by Council for direct payment of other Association expenses, such as printing and postage, Sister Cities Australia membership; and for Council expenses such as Mayoral functions and program development.

Table 2 shows the funds held by the Association at the start and end of 2012/2013, based on its Statement of Financial Position.

**Table (2) - Hawkesbury Sister City Association – Financial Balance at 30 June 2013**

<b>Association's Statement of financial position (funds in bank)</b>	<b>Balance</b>
At 1 July 2012	\$4,426.56
At 30 June 2013	\$4,811.81

It should be noted that the Association's expenditure is influenced by the timing of its exchange activities, with some over the start and end of financial years and the reimbursement process for costs incurred by members before payment is sought from the Association.

**Program Activities by the Association**

Attachment 1, the Minutes of the Association's Annual General Meeting held on 11 November 2013 includes the Association's President's report. The report indicates that the Association had a busy year organising and hosting student exchanges (in a new format), individual visits from sister cities and associated activities. In particular, the Association acknowledged the contribution of the founding Chairperson of the Association, Mrs Jean Peare OAM to the Association's development and achievements with a commemorative plaque on a bench seat, Friendship Park, Ham Common, in March 2013. The President's report acknowledges the support of the Mayor Councillor Ford, Councillor Delegates and Councillor Mackay who is the honorary medical officer.

The President's Report is for the period November 2012 to November 2013 and indicates that the following activities were undertaken by the Association during that period:

1. Monthly meetings and AGM,
2. Calendar of events,
3. Review of student exchange program documents and procedures,

## ORDINARY MEETING

Meeting Date: 25 March 2014

4. Student exchange - Hawkesbury representatives travel to sister cities, including:

- a) Selection process and information sessions for students,
- b) Farewell and Welcome Home functions for students,
- c) Organisation of travel plans, and
- d) Attendance of Hawkesbury exchange students at a Council meeting.

The exchange students were:

### Temple City

Jamie Anyon-Smith	of Wilberforce
Adam Clark	of Kurrajong Heights
Timothy McAlpine	of Pitt Town
Jordan Pearson	of East Kurrajong
Thomas Refalo	of Wilberforce
Phoebe Tracey	of Rouse Hill
Bethany Tramontono	of Ebenezer

### Kyotamba

Madeline Eglin	of Grose Vale
Jordan Piper	of Sackville
Abigail Price	of Richmond
Suzanne Simpson	of Ebenezer
Tyler-Ann Wheeler	of Berkshire Park

\* Students residing in suburbs and localities outside the Hawkesbury Local Government Area (LGA), attend a school within the LGA.

5. Student exchange – sister cities representatives travel to Hawkesbury, including:

- a) Host families for visiting students selection and arrangements,
- b) Welcome and Farewell functions for students and host families, and
- c) Management of exchange activities for both sister cities visiting at the same time.

6. Adult Exchange – sister cities representatives travel to Hawkesbury, including:

In March 2013, a Temple City Sister City community member visited Association friends, and this visit co-insided with the commemorative plaque event for Jean Peare OAM (see below).

7. In March 2013, a key event of the Association was to acknowledge the long standing contribution of the founding Chairperson of the Association, Mrs Jean Peare OAM to the Association's development and achievements, with a commemorative plaque on a bench seat, Friendship Park, Ham Common. The even included a reception at the Tebbutt Room, Deerubbin Centre.

### Program Activities by Council

Council provides support to the Association, undertakes other Program activities and maintains the Sister City Agreement relationship. During the period in 2012/2013, and referred to above, the following activities were undertaken:

## ORDINARY MEETING

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1. Student Donation - Council approved donations for the student exchanges to the sister cities at its meeting in on 28 May, 2013.
2. Association support, including:
  - a) Acknowledgement of Hawkesbury exchange students at Council Meetings held 13 August, 2013 and 26 November 2013, as well as presentation of certificates; and
  - b) Donations cheques, printing and postage; budget management, activities advice and meetings.
3. Sister cities and alliance towns engagement, including communication with the Mayors and Council officers, and program development discussions.
4. Council activities, including ongoing liaison with Cabonne and Weddin Council and support of the Association's commemorative plaque event for Mrs Jean Peare OAM, with arrangements for the plaque to be installed on the bench seat.

### 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 and institutions.

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

- Have an ongoing engagement and communication with our community, governments and industries.
- Develop and implement a community participation and partnership program.
- Support community initiatives and volunteers.

### Financial Implications

All costs were met from approved budgets for the year 2012/2013.

### RECOMMENDATION:

That the 2012/2013 annual report for the Sister City Program be received.

### ATTACHMENTS:

**AT - 1** Minutes of the AGM of Hawkesbury Sister City Association of Monday, 11 November 2013.

**ORDINARY MEETING**

**Meeting Date: 25 March 2014**

**AT - 1 Minutes of the AGM of Hawkesbury Sister City Association of**

**Monday 11 November, 2013.**

**Minutes of the AGM of Hawkesbury Sister City Association**

**on Monday 11<sup>th</sup> November, 2013 at 7.30 pm.**

**PRESENT:** T. Tallack, P. Tallack, Y. Whalan, B. Russell, J. Mansell, J. Nash, J. Thomas, T. Johnston, I. Hansen, R. Dyson, W. Melody, N. Pritchett and Clr's B. Calvett and C. Paine.

*T. Tallack welcomed new members attending the meeting for the first time.*

**APOLOGIES:** J. Peare, S. Hetherington, L. Richardson, A. O'Neill, M. Creed and K. Hope.

*Resolved on the motion of J. Nash and seconded by J. Thomas that the apologies be accepted.*

**CONFIRMATION OF PREVIOUS MINUTES:**

*Resolved on the motion of J. Mansell and seconded by J. Nash that the Minutes of the last AGM held on the 19<sup>th</sup> November 2012, be confirmed.*

**BUSINESS ARISING FROM THE PREVIOUS MINUTES:**

*No Business arising.*

**PRESIDENT'S REPORT:** (copy of Report attached)

*Resolved on the motion of T. Tallack and seconded by C. Paine that the President's report be accepted. C. Paine also added her thanks to T. Tallack and the Committee for a fantastic job done during 2013.*

**TREASURER'S REPORT:** (copy of Report attached)

*Resolved on the motion of P. Tallack moved that the Treasurer's report be accepted and seconded by C. Paine*

*C. Paine thanked the Youth Reps for their invaluable contributions that they have given during the year.*

*Membership fees remained the same at \$ 2.00 plus GST.*

*T. Tallack moved that the membership fees remain the same, seconded by C. Paine.*

*B.  
Calvett was nominated as the Returning Officer and T. Tallack stepped down from the Chair.*

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The Election then took place and the positions were filled as follows:

<b>PRESIDENT:</b>	<b>T. Tallack</b>
<b>VICE PRESIDENT:</b>	<b>C. Paine</b>
<b>SECRETARY:</b>	<b>Y. Whalan</b>
<b>TREASURER:</b>	<b>P. Tallack</b>
<b>ASSISTANT SECRETARY:</b>	<b>B. Russell</b>
<b>INTERPRETOR:</b>	<b>N. Pritchett</b>
<b>HISTORIAN/ ARCHIVES:</b>	<b>J. Thomas</b>
<b>YOUTH REPRESENTATIVE:</b>	<b>T. Johnson and I. Hanson.</b>
<b>CATERING OFFICER:</b>	<b>J. Nash</b>
<b>COMMITTEE MEMBERS:</b>	<b>L. Richardson, N. Rudyk, R. Dyson and W. Melody.</b>

*All positions are now filled. Congratulations to all that were nominated, all have been successful.*

*Being no further business the AGM was concluded.*

**The meeting closed at 8.05 pm.**

**Hawkesbury Sister City Association**

**President's Report – November 2012 to November 2013**

The Hawkesbury Sister City Association continued its annual student exchange program, but this year will see the Hawkesbury students visiting Temple City just after Christmas rather than during August / September. As such we have received the inbound 2013 students, the Hawkesbury students have visited Kyotamba, but the visit to Temple City is still to be undertaken.

The following Hawkesbury students were selected to participate in the 2013 student exchange program –

Visit to Kyotamba –

Madeline Eglin of Grose Vale  
Jordan Piper of Sackville  
Abigail Price of Richmond  
Suzanne Simpson of Ebenezer  
Tyler-Ann Wheeler of Berkshire Park

Visit to Temple City –

Jamie Anyon-Smith of Wilberforce  
Adam Clark of Kurrajong Heights  
Timothy McAlpine of Pitt Town  
Jordan Pearson of East Kurrajong  
Thomas Refalo of Wilberforce  
Phoebe Tracey of Rouse Hill  
Bethany Tramontono of Ebenezer

The Kyotamba exchange students arrived a week prior to the Temple City students. In turn the Temple City students departed a week later than the Kyotamba students. As such we ran a five week inbound student exchange program. It proved to be an excellent formula and personally I enjoyed one week exclusively with each of the visiting student delegations.

A total of 12 inbound students participated in the program, as follows

From Kyotamba –

Tomo Yamadori hosted by Piper family  
Miku Hori and Asuka Nagasawa hosted by the Simpson family  
Yuna Arai hosted by the Tallack and Price families  
Mizuho Shota hosted by the Eglin family  
Aruku Senoo hosted by the Randall family

From Temple City –

Billy McGavin hosted by the Clark and Hansen families  
Louisa Chang hosted by the Tracey family  
Nathan Franco hosted by the McAlpine family  
Janelle Rivera hosted by the Anyon-Smith family  
Keefer Sih hosted by the Refalo family  
Janabelle Deng hosted by the Warren family



## ORDINARY MEETING

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Thanks go to the commitment of local families who hosted the incoming exchange students. The visiting students indicated they had a wonderful experience here in the Hawkesbury and, in addition to seeing the sights and experiencing the Australian lifestyle, new friendships have been forged.

All the inbound students enjoyed their experience of attending an Australian school and we are very grateful to the continued support of the schools within the Hawkesbury region for accepting these visiting students.

Due to some good things, and unfortunately some not so good things, commitment by HSCA volunteers was less than normal. It is important to remember that, while members of the Association are committed to the concept of sister cities and the programs we run, other aspects of our lives cannot, and should not, be forgotten. Work, studies, the welfare of our loved ones and ourselves should always be our priority and as a group we are always there to support and assist each other. However, at times our numbers are a bit 'thin'. As such we are actively recruiting new members and also looking at ways to reduce the workload of the student exchange program.

In March a seat with a plaque recognising past HSCA President Jean Peare OAM was unveiled. The seat is located in the vicinity of Friendship Park along side the popular pathway that winds through Ham Common. Unfortunately due to torrential rain the official unveiling could not be held out at the site of the seat and was held in the Tebbutt Room at the Deerubbin Centre where a photograph of the plaque was unveiled. Since that time Yvonne and I took Jean to see the plaque recognising her outstanding commitment to HSCA.

Coinciding with the plaque unveiling was a personal visit to Hawkesbury City by Lynn Burkhardt and her cousin Chuck. Lynn, who served on the Temple City Sister City Association for many years, has a close friendship with Jean and it was wonderful that she was present at the function honouring Jean.

In April Kyotamba's official interpreter Miyuki had a baby boy, and around the same time we learned that our own official interpreter Nicole Pritchett was expecting a baby – which is now due. Even though she suffered from some sickness and continued to work, Nicole still spent time with the Hawkesbury students to prepare them for their exchange experience, and also supported the visiting students from Kyotamba. A big thankyou Nicole as I know the past year has been very hectic for you in many ways.

HSCA Management Committee has a specific category for two youth representatives. However we are fortunate to have more than two young people on our committee and I would like to acknowledge the important role of our young members. In the role our committee has within the local community, especially the student exchange program, it is important that we continually tweak our programs so that they are relevant for the community groups we cater to. To have input and advice from young people who have had a recent exchange program experience is an invaluable asset. In addition your assistance in preparing future student groups is vital in our quest to effectively communicate with them. As suggested by our Vice President Christine Paine, HSCA will now present each of our active youth representatives and young members with a certificate of appreciation to validate their commitment to HSCA.

One of our members, who for many years was a youth representative, has continued her keen interest in Japan and this year was accepted into the JET program. HSCA members enjoyed a farewell cocktail party for Ashlie O'Neill and Kyle Hope in July prior to Ash travelling to Japan to take up the position of an assistant English teacher. Ashlie has been involved in all aspects of HSCA, but in

## ORDINARY MEETING

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particular has had a great input into the student exchange program. Although Ash is now in Japan her work with sister cities continues. Along with Kyle, Ash regularly visits Kyotamba and help in Kyotamba's English café program that encourages their local citizens to meet and practice their English language skills.

In October a Calligraphy group from the Kyotamba region made a very short 2 hour visit to the Hawkesbury to share their traditional art of Japanese calligraphy. The Hawkesbury Regional Art Gallery kindly hosted the visit which was well attended by around 40 people. The visit proved to be a very entertaining afternoon enjoyed by members of the local Hawkesbury community and the visitors from Kyotamba.

And now to the future. The annual student exchange program will run again in 2014, and in early February 2014 a Kyotamba citizens delegation will be visiting the Hawkesbury for a long weekend. As already agreed HSCA will be updating its running of the student exchange program to address issues identified during the year.

In closing I would like to extend my thanks to Mayor Kim Ford, for his continued support. I would like to acknowledge Councillor Jill Reardon for representing Council on HSCA during the year, and also thank Councillor Patrick Conolly for representing Council and assisting HSCA, especially the student exchange program. Thanks also go to Councillor Warwick Mackay for undertaking the role of honorary medical officer. Grateful thanks also go to Councillor officers Fiona Mann and Robyn Felsche.

To the HSCA executive – to our Vice President Chris Paine, thank you for your advice and support. To our Secretary Yvonne Whalan, thank you for your invaluable knowledge, organisation skills, understanding and support. To our Treasurer Peter Tallack thank you for undertaking the role of Treasurer and for being my rock.

But most importantly, to all members of the HSCA Management Committee, thank you for your commitment and friendship. We are a great team not only in the work we do but in the way we respect and care for each other.

I wish you all a joyous festive season and a safe and peaceful 2014.

Tina Tallack  
President  
Hawkesbury Sister City Association Inc

11<sup>th</sup> November 2013

**ORDINARY MEETING****Meeting Date: 25 March 2014****HAWKESBURY SISTER CITY ASSOCIATION INCORPORATED****INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2013**

	Note	2013 \$	2012 \$
<b>INCOME</b>			
Contributions From HCC		14,000.00	19,000.00
Refunds		5,630.10	2,350.00
Registrations		139.70	-
		<u>19,769.80</u>	<u>21,350.00</u>
<b>EXPENDITURE</b>			
Accountancy Fees		140.00	155.54
Advertising		600.01	316.68
Bank Charges		120.00	120.00
Catering		5,600.11	3,007.74
Depreciation		397.00	396.60
Gifts		934.75	1,057.98
Hospitality		4,054.48	4,706.27
Insurance		833.40	911.90
Phone, Fax, Postage & Stationery		2,026.10	1,805.87
Sundry Expenses		693.05	1,329.00
Travelling Expenses		3,505.19	7,403.60
		<u>18,904.09</u>	<u>21,211.18</u>
Profit before income tax		<u>865.71</u>	<u>138.82</u>
<b>Profit for the year</b>		<u>865.71</u>	<u>138.82</u>
Retained earnings at the beginning of the financial year		8,331.18	8,192.36
<b>Retained earnings at the end of the financial year</b>		<u>9,196.89</u>	<u>8,331.18</u>

The accompanying notes form part of these financial statements.  
 These statements should be read in conjunction with the attached compilation  
 report of Dunn Kean & Staff.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 25 March 2014

### CITY PLANNING

**Item: 57**                      **CP - Office of Coal Seam Gas - Petroleum Exploration Licence Application 158  
Lodged by Ceemac Pty Ltd - (95498)**

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#### **REPORT:**

##### **Executive Summary**

Correspondence has been received from the Office of Coal Seam Gas (OCSG) within the NSW Department of Trade & Investment regarding a petroleum exploration licence application lodged by Ceemac Pty Ltd which covers a part of Council's area.

Whilst the letter from OCSG was dated and received by Council on 11 March 2014 the letter incorporated advice that the application was on exhibition for public comment until 13 March 2014. In view of the limited time available for Council to consider if it wished to make a submission in respect of this application the OCSG was contacted and subsequently agreed to an extension of time for Council to lodge a submission until 31 March 2014.

The purpose of this report is to enable Council to consider if it wishes to make a submission in respect of this matter and the form that submission should take.

##### **Consultation**

This report is submitted to Council as a result of a consultation process initiated by another agency.

##### **Background**

On 11 March 2014, Council received a letter from the OCSG regarding Petroleum Exploration Licence Application 158 submitted by Ceemac Pty Ltd which covers land within Blue Mountains, Hawkesbury, Mid-Western Regional and Lithgow Council areas. A copy of the letter from the OCSG, including an accompanying diagram showing the proposed licence area, is provided as Attachment 1 to this report.

In terms of the Hawkesbury LGA the diagram in Attachment 1 shows the exploration area consisting of land within the Blue Mountains and Wollemi National Parks and lands outside of these national parks in Berambing, Bilpin, and Kurrajong Heights. The eastern most boundary of the area appears to be near Pittmans Road, Kurrajong Heights. Advice received from the Office of Environmental and Heritage (OEH) is that it is unlawful to prospect or mine for minerals (including petroleum) in a national park unless the prospecting or mining interests existed before the land was reserved or if the prospecting is on the behalf of government. Hence it is understood that the proposed exploration would only be possible on lands outside of the Blue Mountains and Wollemi National Parks.

It will be noted that the letter from the OCSG, whilst dated and received by Council on 11 March 2014 indicates that the application was on exhibition for public comment until 13 March 2014. It would appear that the initial exhibition period had already been extended to this date. Council had not received any advice concerning the application from the OCSG until the Office's letter of 11 March 2014.

Obviously, this was insufficient time to enable Council to consider if it wished to make a submission. As such, the OCSG was contacted and indicated it would be accepting submissions until the end of following week, being 21 March 2014. As the first opportunity for Council to consider this matter was not until this meeting (25 March 2014) an extension of time to 31 March 2014 for Council to lodge a submission was requested and subsequently agreed to.

### What is a Petroleum Exploration Licence and what does it allow?

The OCSG advise that:

*"An exploration licence gives the licence holder exclusive rights to explore for specific minerals within a designated area but it does not permit mining or production, nor does it guarantee a mining or production lease being granted."*

Note, coal mining and petroleum production requires a separate planning approval from the Minister for Planning and Infrastructure and a lease for coal mining or petroleum production cannot be granted by the Minister for Resources and Energy without this planning approval.

Exploration licences may be granted subject to standard and/or special conditions. The conditions regulate the type of exploration that can be carried out in the exploration licence area and where and when these activities may occur.

Information provided also indicates that "A two kilometre exclusion zone now applies to exploration and production activities for residential and village areas" (Coal Seam Gas Fact Sheet 4 issued by NSW Department of Trade and Investment, Division of Resources and Energy).

Licence holders are also required to rehabilitate areas disturbed by exploration activities and must provide T&I with security sufficient to cover the expected rehabilitation costs in the event that they default on this obligation.

Petroleum exploration licences may be granted and renewed for periods of up to six years.

### What is the Public Comment Process?

In connection with the question of Council lodging a submission in respect of this application the OCSG also forwarded a copy of a document titled "Public Comment Process – For the exploration of coal and petroleum, including coal seam gas" (the document) with its correspondence. A copy of this document is included as Attachment 2 to this report.

The attached document, at page 2, details "What to consider when making a submission" and in respect of "Comments not to be considered" indicates:

*"Issues associated with the establishment of a coal mine or petroleum production development, including air quality, noise, land use conflicts, aquifer interference, social and health issues and the cumulative effects of mining are matters that will be considered during the development application decision making process carried out by the Department of Planning and Infrastructure and Minister for Planning."*

*"In general, comments on mining or petroleum production related impacts are not within the scope of assessment. Comments should focus on the impacts associated with any exploration activity."*

The document also includes a "Summary of the Process" which indicates, in part, that notification of an application would be "published in state-wide and local press". The OCSG advised that this application was advertised in The Land (state-wide press) and twice in The Lithgow Mercury (local press) in December 2013 and mid-February 2014.

It will be recalled that the Council, at its meeting held on 25 June 2013, considered a Notice of Motion which sought a resolution from Council to oppose Coal Seam Gas (CSG) exploration and extraction in the Hawkesbury LGA and subsequently resolved:

*"That:*

1. *Council note the importance to ratepayers and residents of Local Government issues and challenges in the Hawkesbury; and*

## ORDINARY MEETING

Meeting Date: 25 March 2014

2. *As a result, Council resolve to focus on these issues and not adopt policy statements relating to State and Federal Government issues."*

As a result, Council does not have a policy at present in relation to the issue of CSG. Notwithstanding this, it is suggested that Council should lodge a submission in respect of this current application by Ceemac Pty Ltd and Council is requested to indicate the direction and focus it would wish such submission to take to enable its preparation and lodgement by the required extended date.

At the time of preparing this report the only information available to Council was the letter and associated diagram from the OCSG and very brief details of the application (e.g. name and address of applicant and map references).

The document at Attachment 2, on pages 5 and 6, makes reference to a works program being submitted to the OCSG with the application.

Council officers have contacted and made enquiries with the OCSG. These revealed that works programs are not publically available as they are considered to be "Commercial in Confidence". Furthermore, advice from OCSG in relation to this application is that approval is being sought for access to public information held by the OCSG (e.g. reports and databases) and hand sampling within previously mentioned mapped area.

In addition, it will be noted that the letter from the OCSG also states:

*"the Department's Division of Resources and Energy has initiated a program of consultation particularly focussed on local government in those areas of mineral and petroleum resource prospectively within State. The Department's community liaison officers will arrange to meet and present to Councillors and Council officers on the legislation and administrative processes, and to facilitate the exchange of information."*

As such, when contact is made with Council as indicated above arrangements will be made for a presentation to a Councillor Briefing Session.

### **Conformance to Community Strategic Plan**

The proposal is consistent with the Caring for Our Environment Directions statements:

- Be a place where we value, protect, and enhance the cultural and environmental character of Hawkesbury's towns, villages and rural landscapes
- To look after our cultural and environmental assets for future generations so that they too can enjoy, and benefit from, a clean river and natural eco-systems, rural and cultural landscape

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

- Effective management of our rivers, waterways, riparian land, surface and groundwaters, and natural eco-systems through local action and regional partnerships

### **Financial Implications**

There are no direct financial implications associated with this report at this stage.

## **ORDINARY MEETING**

**Meeting Date:** 25 March 2014

### **RECOMMENDATION:**

That:

1. Council lodge a submission with the Office of Coal Seam Gas in respect of Petroleum Exploration Licence Application 158 Lodged by Ceemac Pty Ltd and that Council indicate the direction such submission should take to enable its preparation and lodgement by the extended date given to Council by the Office of Coal Seam Gas of 31 March 2014.
2. The General Manager, in consultation with the Mayor, be authorised to finalise the submission to enable its lodgement by the required date.

### **ATTACHMENTS:**

- AT - 1** Letter dated 11 March 2014 from the Office of Coal Seam Gas, including accompanying diagram
- AT - 2** Document titled "Public Comment Process – For the exploration of coal and petroleum, including coal seam gas"

ORDINARY MEETING

Meeting Date: 25 March 2014

AT – 1      Letter dated 11 March 2014 from the Office of Coal Seam Gas,  
including accompanying diagram



**Trade &  
Investment**  
Office of Coal Seam Gas

T13-1415

General Manager  
Hawkesbury City Council  
PO Box 146  
WINDSOR NSW 2756

**Petroleum Exploration Licence Application 158 – Ceemac Pty Ltd**

I am writing to inform you that the Office of Coal Seam Gas has received an application under the *Petroleum (Onshore) Act 1991* from Ceemac Pty Ltd. The attached diagram shows the proposed licence area in relation to your local government area.

Petroleum Exploration Licence Application 158 is listed under 'Current Coal and Petroleum Exploration Licences and Approvals' at <http://www.resources.nsw.gov.au/titles>. The application is on exhibition for public comment until **13 March 2014**. I have enclosed a document titled *Public Comment Process: for the exploration of coal and petroleum, including coal seam gas* which explains the nature of petroleum exploration activities and how to comment.

Several fact sheets are available at <http://www.csg.nsw.gov.au/resources/fact-sheets> which briefly explain the coal seam gas industry in NSW. In addition, I encourage you to register for the MinView Email Alert service at <http://www.resources.nsw.gov.au/geological/online-services/minview> which provides email alerts regarding any changes to titles over user-defined areas.

Additionally, the Department's Division of Resources and Energy has initiated a program of consultation particularly focussed on local government in those areas of mineral and petroleum resource prospectivity within State. The Department's community liaison officers will arrange to meet and present to Councillors and Council officers on the legislation and administrative processes, and to facilitate the exchange of information. Adrian Delany, Director Industry Coordination (02 4931 6437), will contact your Council on the roll out of the program.

Ceemac Pty Ltd has nominated Chris McPherson (02 4353 8205) as the applicant's contact for further information on the proposal. If you have any questions regarding the assessment of the application by the Office of Coal Seam Gas, please do not hesitate to contact Keiran Thomas, Principal Titles Officer on (02) 4222 8325 or [keiran.thomas@csg.nsw.gov.au](mailto:keiran.thomas@csg.nsw.gov.au).

A handwritten signature in blue ink, appearing to read 'J. Hoffman'.

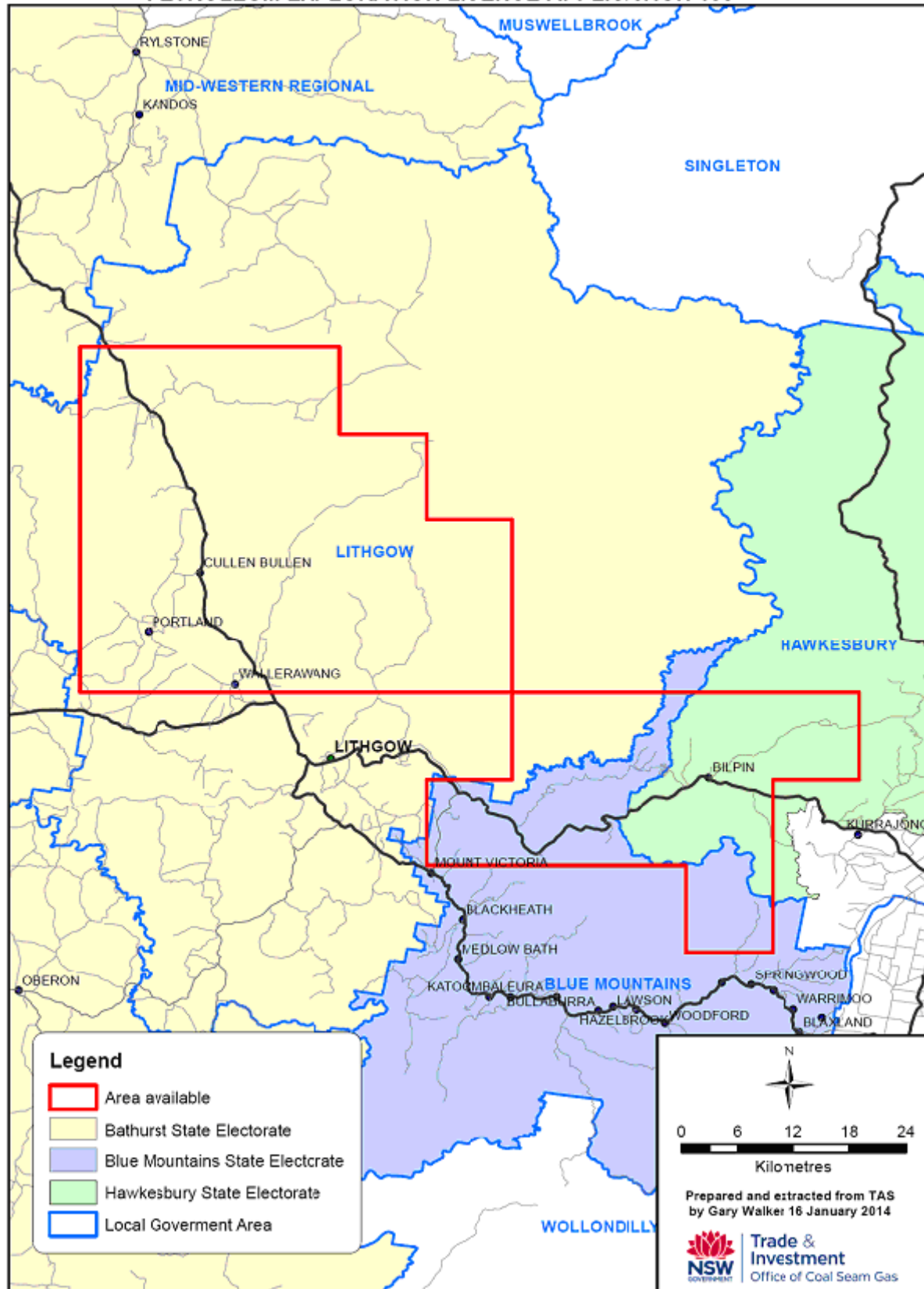
Jedda Hoffman  
Titles Administrator  
11 March 2014



ORDINARY MEETING

Meeting Date: 25 March 2014

PETROLEUM EXPLORATION LICENCE APPLICATION 158 DIAGRAM X-1



AT - 2 Document titled "Public Comment Process – For the exploration of coal and petroleum, including coal seam gas"



## Public Comment Process

For the exploration of coal and petroleum,  
including coal seam gas



OCTOBER 2011, [WWW.DPI.NSW.GOV.AU/MINERALS](http://WWW.DPI.NSW.GOV.AU/MINERALS)

## ORDINARY MEETING

Meeting Date: 25 March 2014

Title: Public Comment Process for the exploration of coal and petroleum, including coal seam gas

Author: Titles Branch, Division of Resources & Energy

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### Disclaimer

The information contained in this publication is based on knowledge and understanding at the time of writing (October 2011). However, because of advances in knowledge, users are reminded of the need to ensure that information on which they rely is up to date and to check the currency of the information with the appropriate officer of NSW Trade & Investment, or the user's independent advisor.

## Foreword

Mineral resources in New South Wales are mostly owned by the State. This means that the royalties and economic benefits from the mining of these resources contribute to the provision of services to the people of New South Wales.

The New South Wales Government recognises the potential impacts that mineral exploration and mining can have on communities directly affected by such activities. As a result, the Government is committed to giving these communities an opportunity to comment on applications for exploration licences.

Providing communities with this opportunity will improve the transparency, efficiency and effectiveness of the decision making process when determining applications for exploration licences. It will also assist in gathering relevant local information and assist in the development of more robust processes to protect the environment. The aim is to ensure that potential impacts on the community are minimised or, where possible, avoided.

This process only applies to the exploration of coal and petroleum, including coal seam gas.

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## Role of the Public Comment Process

The role of the public comment process in relation to exploration licences is:

1. to inform the community that an application for an exploration licence has been lodged and provide a description of the activities that may be carried out as part of the proposed exploration program; and
2. enable members of the community to advise NSW Trade & Investment (the Department) and the Minister of issues that should be taken into consideration when determining whether or not certain exploration activities can be carried out, or the conditions that should apply to any approved activities.

Given that exploration is focused on the location and economic assessment of a mineral deposit and that further approvals (including preparation of a detailed Environmental Impact Statement) will be required before any mining or petroleum production can be carried out, **public comment will only be sought on matters relating to the effects of the exploration process.**

The purpose of this process is to ensure that the Minister (or delegate) has all the relevant information when making a decision to grant or not grant an exploration licence. It ensures that the interests of the State are balanced by the interests of the community directly affected by the activities. Often this balance will be achieved by conditioning exploration licences appropriately so that approved exploration activities do not unnecessarily impact on matters of environmental, social and economic importance to the community.



## What to consider when making a submission

All submissions will be considered when determining an exploration licence application; however, greater weight will be given to matters that meet the intent of the consultation process – which is to inform the conditioning of licences.

The weight given to submissions generally opposed to exploration, mining or petroleum development will be less than those raising matters that inform the assessment of potential impacts from the exploration process regarding the specific exploration licence application. Examples of matters given greater weight include:

- Essential community services or infrastructure that may be impacted by exploration;
- Knowledge of threatened species or ecological communities within the proposed exploration licence area;
- Knowledge of significant landscape, environmental, cultural or heritage features in the area that should be protected;
- Community or tourist events that may be potentially affected if exploration activities are carried out in close proximity while the event is happening (such as outdoor music or film festivals). This may include impacts to accommodation requirements that may conflict with exploration activities also requiring high numbers of employees;
- Recognised view corridors or scenic landscapes and sites of importance to the local or broader community, including recreation areas outside of urban areas (such as swimming holes in rivers or sporting areas); and
- Other potential economic and social impacts on the community or individuals.

The standard exploration licence conditions and regulatory framework provide a high degree of environmental protection. These conditions, the environmental performance of exploration companies and the methods that they are using are constantly monitored and modified as the need arises.

However, communities have knowledge regarding the presence of threatened species and ecological communities in their local area and this information will assist exploration companies in planning their activities to minimise potential environmental impacts. Accordingly, information in submissions regarding sensitive environmental features in the application area will be passed on to the applicant should the exploration licence be granted. It will also be used by the Department when assessing future applications for approval of exploration activities and when undertaking compliance monitoring and auditing.

### Comments not to be considered

Issues associated with the establishment of a coal mine or petroleum production development, including air quality, noise, land use conflicts, aquifer interference, social and health issues and the cumulative effects of mining are matters that will be considered during the development application decision making process carried out by the Department of Planning and Infrastructure and Minister for Planning.

In general, comments on mining or petroleum production related impacts are not within the scope of assessment. Comments should focus on the impacts associated with any exploration activity.

## Making a Submission

After lodging an exploration licence application the applicant is required to publish a notification in a major metropolitan newspaper, circulating state-wide and at least one regional newspaper, circulating in the locality of the proposed exploration area.

For exploration licences proposed for tender or released as a result of a part transfer of an existing licence held by the Director General of NSW Trade & Investment, the Department will publish notification of the proposed tender or transfer in a newspaper circulating state-wide and in at least one newspaper circulating in the locality of the proposed exploration area. These notices will be published in conjunction with the release of the tender area.

The notification will include the exploration licence application number (where appropriate), location of the proposed exploration area (including proximity to nearby towns and villages), contact details for the applicant and reference to the Department's website.

Submissions regarding the application must be made within 28 days of the proposal being published. Submissions must include the following information:

- Name, address and contact details of the correspondent
- Exploration Licence Application Number

A submission form is available from the community information section on the Department's website [www.dpi.nsw.gov.au/minerals](http://www.dpi.nsw.gov.au/minerals). Submissions can also be made by post, facsimile or email and should be addressed to:

The Manager Coal & Petroleum Titles and Systems  
Postal Address: PO Box 344, Hunter Region Mail Centre NSW 2310  
Facsimile: 02 4931 6776  
Email: [webcoal.titles@industry.nsw.gov.au](mailto:webcoal.titles@industry.nsw.gov.au)

The Department reserves the right to make all or part of any submission publicly available, however personal information identifying an individual will be withheld from publication.



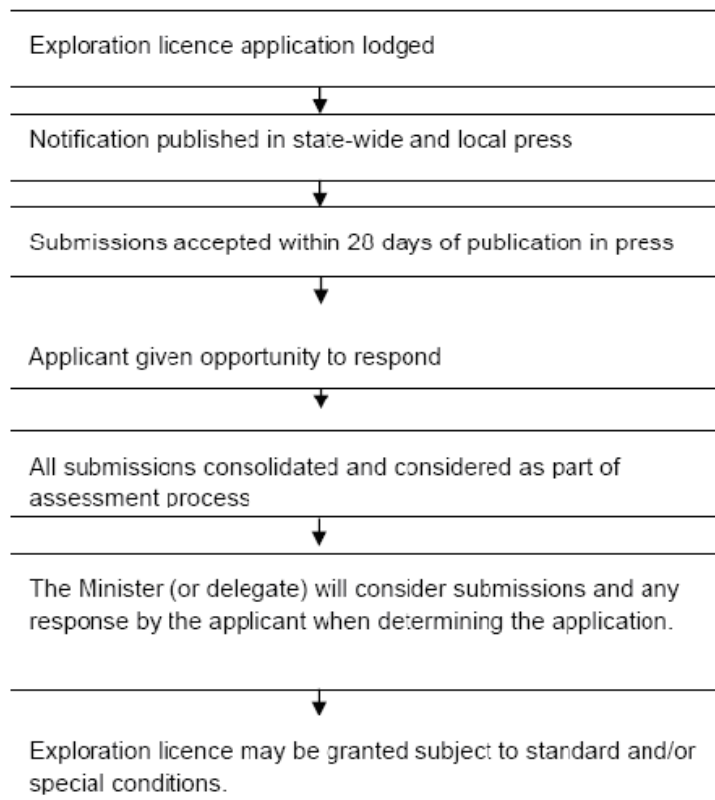
## The Department's Role

The Department is committed to the proper and competent management of the State's mineral resources, by promoting effective exploration, environmental compliance and ecologically sustainable development. The Department will ensure that matters raised during the public consultation process are considered in the development of stronger conditions to protect the environment and minimise the impact of exploration activities on communities.

All submissions will be provided to the applicant who will be given an opportunity to respond. Submissions received during the consultation period will be consolidated and considered in the assessment of the exploration licence application. The matters raised will be considered and appropriate action will be taken. This may include specific conditions being imposed on the licence. If necessary, further information may be requested from the person or organisation making a submission. Where actions have the potential to impact on the proposed exploration program, the applicant will be given an opportunity to respond prior to the application being determined. The Minister (or delegate) will consider the submissions and any response by the applicant when determining the application.

A summary of the issues raised and the Department's response to the submissions will be made available on the Department's website following determination of the application. This summary will identify what issues were raised by particular stakeholders and any associated Departmental actions or observations. The applicant's response to submissions will also be published on the Department's website.

## Summary of the Process



## Exploration Explained

The purpose of exploration is to identify the quantity and quality of resources and to determine the viability of proceeding to mine the resource.

Exploration licences are generally granted over an area where geological features have potential to contain a mineral resource. In the case of coal and petroleum (including coal seam gas), these geological features are located in sedimentary basins. They are often buried or hidden beneath several hundreds of meters of sediments and require special surveys and/or drilling to determine their existence. The presence of these features, however, does not guarantee that an economically viable mineral resource will be present and further exploration work is required to determine whether or not a viable resource does exist.

Exploration licences for coal may be granted and renewed for periods of up to five years while exploration licences for petroleum may be granted and renewed for periods of up to six years.

As part of the exploration licence application, a work program must be submitted. This may include:

- Desktop (evaluation, research and studies) work, followed by airborne or ground based remote sensing work and sampling.
- A drilling program may be developed which targets prospective sites within the exploration area for the purposes of geological mapping, structural identification, formation sampling, testing and resource assessment.
- Other exploration activities such as geochemical evaluation, seismic or other geophysical surveys, costeaning (small excavation pits for shallow resources) and bulk samples (larger excavations or underground workings) may be carried out if approved under the terms of the exploration licence. The duration of physical works associated with exploration programs depends on the results obtained as the program progresses.

As the program develops and further information about the geology is obtained, the exploration activity becomes more targeted within the licence area.

A typical exploration program, particularly in coal seam gas, usually takes at least three years to complete and may take considerably longer. Issues such as availability of drilling rigs and other exploration equipment, weather, commodity prices and regulatory changes all have potential to result in delays to an exploration program.

Only a very small percentage of land under an exploration licence is subjected to drilling or more intensive exploration activities, and an even smaller percentage actually proceeds to a mining development or gas extraction. In instances where exploration does occur and the results are not encouraging, further proposed work is often ceased and licences are relinquished.

## Considerations When Determining Exploration Licence Applications

Matters taken into consideration when determining an exploration licence application include:

- The appropriateness of the proposed work program to the identification of a potential resource in the application area;
- The potential environmental and social impacts of the proposed exploration program.
- The past environmental performance of the applicant (and in the case of corporate applicants, its Directors) in carrying out mining and exploration activities; and
- The financial resources of the applicant to carry out the exploration program;

## Regulation of Approved Exploration Activities

Exploration licences may be granted subject to standard and/or special conditions, including contemporary environmental management conditions which reflect the State's fundamental obligation to protect native vegetation, biodiversity, land, rivers and coastal waterways. The current version of the standard conditions can be found under 'exploration' within the community section of the Department's website: [www.dpi.nsw.gov.au/minerals](http://www.dpi.nsw.gov.au/minerals)

The conditions regulate the type of exploration that can be carried out in the exploration licence area and where and when these activities may occur. Exploration activities identified as having a minimal environmental impact can be carried out without further approval.

Higher intensity activities or activities that have the potential to adversely affect threatened species or ecological communities require further approval from the Department. An environmental assessment of the proposed activities is undertaken prior to granting any approvals, this assessment is informed by a Review of Environmental Factors (REF) prepared by the licence holder and includes consideration of the potential impacts on the community.

Licence holders are also subject to a statutory prohibition on carrying out activities within 200 metres of a residence without the consent of the landholder and resident.

Licence holders are also required to rehabilitate areas disturbed by exploration activities and must provide the Department with security sufficient to cover the expected rehabilitation costs in the event that they default on this obligation.

## Exploration vs Mining or Petroleum Production

An exploration licence gives the licence holder exclusive rights to explore for specific minerals within a designated area but it does not permit mining or production, nor does it guarantee a mining or production lease being granted. Only a very small percentage of land that is subject to exploration licences ever proceeds to a mine or production lease.

Coal and petroleum development are classified as State Significant Development projects and are therefore subject to Part 4 of the *Environmental Planning and Assessment Act 1979* and require planning approval from the Minister for Planning and Infrastructure. An application to mine for coal or produce petroleum needs to be lodged with the NSW Department of Planning and Infrastructure and requires an Environmental Impact Statement to be prepared in accordance with the Director-General of the Department of Planning and Infrastructure's Environmental Assessment Requirements. Extensive public consultation requirements are associated with this assessment process.

A lease for coal mining or petroleum production cannot be granted by the Minister for Resources and Energy without this planning approval.

## Further Information

For further information regarding the public comment process and exploration licence applications contact:

The Manager Coal & Petroleum Titles and Systems  
PO Box 344  
Hunter Region Mail Centre, NSW 2310

or email: [webcoal.titles@industry.nsw.gov.au](mailto:webcoal.titles@industry.nsw.gov.au).

## ORDINARY MEETING

Meeting Date: 25 March 2014

### INFRASTRUCTURE SERVICES

**Item: 58**                      **IS - Hawkesbury Indoor Stadium provision of Basketball Facilities - (95495, 79340)**

**Previous Item:**            NM – 1 Ordinary Meeting 11 December 2012  
                                 NM – 1 Ordinary Meeting 30 July 2013

---

#### **REPORT:**

##### **Executive Summary**

This report provides information on a number of issues relating to basketball activities at the Hawkesbury Indoor Stadium.

The report outlines the cost and benefits of replacement of the timber backboards with new glass boards and adjustable frames (\$60,000) and the cost of an outdoor court (\$17,000 to \$34,000).

These facilities would enhance the utility as well as income of the Stadium.

Council has also sought advice on the potential for the "Midnight Basketball" Program to be introduced. YMCA has been in consultation with Midnight Basketball Australia (MBA) to determine the viability of and costs associated with the Program. At this stage MBA are assessing the feasibility, and a further report will be brought back to Council on this Program.

##### **Consultation**

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

##### **Background**

This report responds to a number of representations and resolutions of Council made in relation to issues associated with the facilities for basketball at the Hawkesbury Indoor Stadium.

These are:

1. Replacement of backboards – representations made by Hawkesbury District Basketball Association.
2. Provision of outdoor court

Council at its meeting of 11 December 2012 following consideration of a Notice of Motion resolved, in part that:

*"A report be prepared for Council's consideration, outlining the feasibility costing and demand to build an outdoor, hard surfaced basketball court at the Hawkesbury Indoor Stadium".*

3. Midnight Basketball Program

Council at its meeting of 30 July 2013 following consideration of a Notice of Motion resolved that:

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

## ORDINARY MEETING

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Discussions have been held with both the Stadium Managers (YMCA) and the Hawkesbury District Basketball Association (HDBA) on these issues.

### Backboards

There are six indoor courts at the Stadium. Courts 2 to 6 have timber basketball backboards with Court 1 having netball posts and rings. The backboards and the retractable mountings were installed as part of the original building fit out, and although functional and safe, do pose operational difficulties due to age and wear and tear.

Additionally, Basketball NSW (BNSW) has advised that its standard requirement for the hosting of finals, representative games and championships/tournaments is for glass backboards. This allows for consistency of rebound characteristics as well as aesthetics.

Council staff have investigated a number of backboard and mounting systems, and discussed the various options with HDBA. They have agreed that a wall mounted glass backboard system with gas strut adjustment is suitable. The estimated cost of this system is \$60,000 (ex GST) for the six courts.

HDBA has advised that replacement of the backboards would allow at least one championship tournament to be held at the Stadium annually with a schools tournament also likely.

Based on this additional usage an income increase (net of costs) of up to \$1500 per day is possible.

Additional secondary spend at the Stadium through the kiosk would potentially double this. Based on a conservative eight days of additional tournaments an additional income of \$24,000 per annum would be generated for the stadium.

Additionally, the higher standard of facility would allow a higher court hire charge to be made. HDBA has advised that they would be prepared to agree to an increase in fees. This, combined with an increase in other casual hire rates would generate an additional court hire income of approximately \$6,000 per annum. This would give a total additional income for the Stadium of approximately \$30,000 per year for the \$60,000 capital outlay. Additional income would result in an improved financial performance of the Stadium and would be reflected positively in the net cost to Council of operating the facility.

### Outdoor Court

The high peak usage of the Stadium causes some operational difficulties and the provision of an outdoor court would assist with alleviating this problem by providing a warm up /practice area during tournaments. Outside of these times this court would allow for casual use, and provide opportunities for other sport use.

In discussions with HDBA as well as Stadium staff, it was indicated that whilst a half court would be satisfactory, a full court would provide greater utility and allow other uses. The cost of a half court is estimated at \$17,000 with a full court costing of \$34,000. It is not possible to quantify any financial return for this work, however it would allow more efficient use of the indoor courts, and indirectly assist in additional court hire.

### Midnight Basketball Program

Midnight Basketball is a national initiative which is based on a social inclusion program to help 'at risk' youth.

Combining tournament basketball with workshops on life skills, and dinner this program operates in stadiums on Friday and Saturday evenings from 7:30pm till midnight. Transport home is also provided.

Programs are run over an eight week period, and attendance at the life skills workshops are compulsory in order to play basketball.

As the program is based on a tournament model, there needs to be a sufficient player base of approximately 60 to 80 to make the program viable at an individual venue.

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Meeting Date: 25 March 2014

YMCA as Stadium managers have been supportive of this from both a social perspective and as a venue operator. At this stage discussions and consultation are underway with the auspicing body, Midnight Basketball Australia (MBA) to determine the viability and funding implications for the program.

A further report will be brought to Council following a response from MBA and a subsequent assessment of the financial commitment required.

### Conformance to Community Strategic Plan

The potential actions are consistent with the Looking After People and Place Direction Statement;

- Have friendly neighbourhoods, connected communities, and supported household and families.

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

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

### Financial Implications

The cost of providing new backboards to meet competition standard is estimated at \$60,000, with this cost being offset through increased income, which would ultimately be reflected in the net cost to Council of operating the Stadium.

The cost of an outdoor court is estimated at \$17,000 for half court or \$34,000 for full court.

No funding is provided for these projects within Council's current (2013/2014) Operational Plan however, could be considered in the draft 2014/2015 Operational Plan which is currently being prepared, alongside other capital projects.

### Conclusion

Based on the investigations undertaken, and the financial and operational benefits identified replacement of the backboards is considered to be a desirable project and could be considered for inclusion in the 2014/2015 Operational Plan.

Whilst an outdoor court would also enhance the facility available to patrons of the Stadium, it is not possible to provide a direct financial assessment of its benefits. It is suggested that a review of the operation during peak periods following an upgrade of the backboards (allowing major tournaments) be carried out. This would identify demand for either a half or full court and this could then be considered in future capital works programs.

Council Officers, in conjunction with YMCA and MBA, are continuing to investigate the viability and cost of a Midnight Basketball Program, and further report will be brought back on this matter.

### RECOMMENDATION:

That Council:

1. Note the report.
2. Consider the replacement of the basketball court backboards in its draft 2014/2015 Operational Plan.

**ORDINARY MEETING**

**Meeting Date:** 25 March 2014

3. Consider the provision of an outdoor court in future capital programs following a review of operational issues during peak usage periods of the indoor courts.
4. Receive a further report on the Midnight Basketball Program following consideration and response by Midnight Basketball Australia.

**ATTACHMENTS:**

**AT - 1** Existing Timber Backboards

**AT - 2** Proposed Glass Backboards



**ORDINARY MEETING**

**Meeting Date:** 25 March 2014

**AT - 1 Existing Timber Backboards**



AT - 2 Proposed Glass Backboards



oooO END OF REPORT Oooo

## ORDINARY MEETING

Meeting Date: 25 March 2014

**Item: 59**                      **IS - Provision of Public Amenities - (95495, 79340)**

**Previous Item:**            NM 3, Ordinary (25 June 2013)

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### REPORT:

#### Executive Summary

This report responds to two issues relating to the provision of public amenities (toilets). These are the allocation of available funding for amenities in Windsor and a Council resolution to examine enhancement of amenities for visually impaired people.

Additional public facilities will be provided at no direct cost to Council in the refurbished former KFC building, and it is recommended that available funding be allocated, in part, to the upgrade of the existing Kable Street carpark, including an accessibility upgrade.

In relation to issues regarding works to improve facilities for visually impaired people, these issues are comprehensively addressed by the Building Code of Australia and the Australian Standards. These emphasise the need for universal symbols and standards. These are incorporated in all new works and refurbishment undertaken by Council, and this report recommends continued adherence to the standards.

#### Consultation

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

#### Background

This report responds to two matters related to public amenities.

These are:

1. Issues arising from the Council decision to seek provision of additional facilities as part of a lease and refurbishment of the former KFC building in Windsor.
2. A Council resolution following a Notice of Motion to better distinguish toilet facilities for the visually impaired.

#### *Provision of Amenities*

Council had previously considered a proposal to provide new public amenities in the carpark at Macquarie Street, Windsor, adjacent to the former KFC building. Following a decision to seek to lease the building, with public toilet facilities to be provided, Council successfully negotiated a lease agreement which has resulted in the provision of public, accessible toilets being provided and maintained by the Lessee. Access to the facilities is directly from the carpark. Work on the construction and refurbishment of that building area is now underway. Council had made budget provision of \$225,000 for a new facility, however the provision of the public toilets/amenities at this location has been addressed through the lease arrangement and these funds are available for reallocation.

#### *Current Public Amenities*

Council directly provides toilets/amenities at the following locations in Windsor.

1. Hawkesbury Regional Museum
2. Kable Street/ The Terrace carpark
3. Deerbubbin Centre

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4. McQuade Park (adjacent to Tennis Courts)
5. Council Administration Building

In addition publically accessible facilities are provided within Riverview and Windsor Market Place Shopping Centres.

The addition of the new facilities at the Macquarie Street carpark as part of the building refurbishment will add to this supply.

The location of these facilities is shown on Attachment 1 and combined with the new Macquarie Street facility provides a good level of provision of amenities for the town centre.

Council's facility at Kable Street/The Terrace is however in average condition only and does not comply with contemporary standards for access. The building requires substantial renovation and refit to achieve both compliance and to meet contemporary expectations. The facility services both shop customers and park users.

The cost of refurbishment (including provision of accessible toilet) is estimated at \$160,000. This would achieve a similar level of facility including cleaners storage room as Richmond Park, with the facility being locked at night to reduce vandalism.

Full replacement including demolition is estimated at \$280,000.

It is recommended that \$160,000 of the available funding be allocated for refurbishment of this facility.

### ***Door Colours Signage for Visually Impaired People***

Council at its meeting of 25 June 2013 considered a Notice of Motion and resolved:

*"That:*

1. *Council investigate the possibility of painting the doors to public toilets in distinctive colours e.g. red and blue so that it is easier for people with vision impairment to distinguish male from female toilets.*
2. *Council's report examines what is best practice in this area."*

The issue of design for visual impairment is covered by the Building Code of Australia (BCA) which requires compliance with Australian Standard AS 1428.

In essence this specifies technical details such as dimensioning, design criteria and symbols.

The use of universal symbols, colours, luminance contrast and typeface is required, along with Braille to ensure maximum benefit to the sight impaired members of the community.

Colours are generally not used to distinguish gender as this also relies upon cultural background and understanding. Blue is used as the symbol for accessibility and its use for gender distinction would lead to potential confusion. Additionally colour is not recommended due to the prevalence of colour blindness.

A discussion paper produced by the Human Rights Commission is available at: [www.humanrights.gov.au/publications/good-bad-ugly-design-and-construction](http://www.humanrights.gov.au/publications/good-bad-ugly-design-and-construction). Issue 10 within that paper deals with signage.

Based on the need for both code and standard compliance and the need to contribute to a consistent approach to improve building accessibility for the vision impaired it is recommended that only signage conforming to the Australian Standards be utilised for toilets.

It should be noted that where Council undertakes new works or refurbishment, these incorporate all relevant code and standards requirements.

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### Conformance to Community Strategic Plan

The proposal is consistent with the Looking After People and Place Direction Statement;

- Have development on both sides of the river supported by appropriate physical and community infrastructure

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

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

### Financial Implications

Funding of \$225,580 was provided in the current year's Operational Plan for the Macquarie Street carpark amenities. Funding reallocation of \$160,000 to upgrade the existing Kable Street facility can be carried out at Council's discretion. The remaining funding of \$65,580 can remain in Council's working funds and be available for allocation to works in future programs.

### RECOMMENDATION:

That Council:

1. Reallocate funding of \$160,000 for the upgrade and refurbishment of the Kable Street amenities, including accessibility compliance.
2. Continue to conform to the relevant Australian Standards and Building Code of Australia for accessibility including signage for the visually impaired.

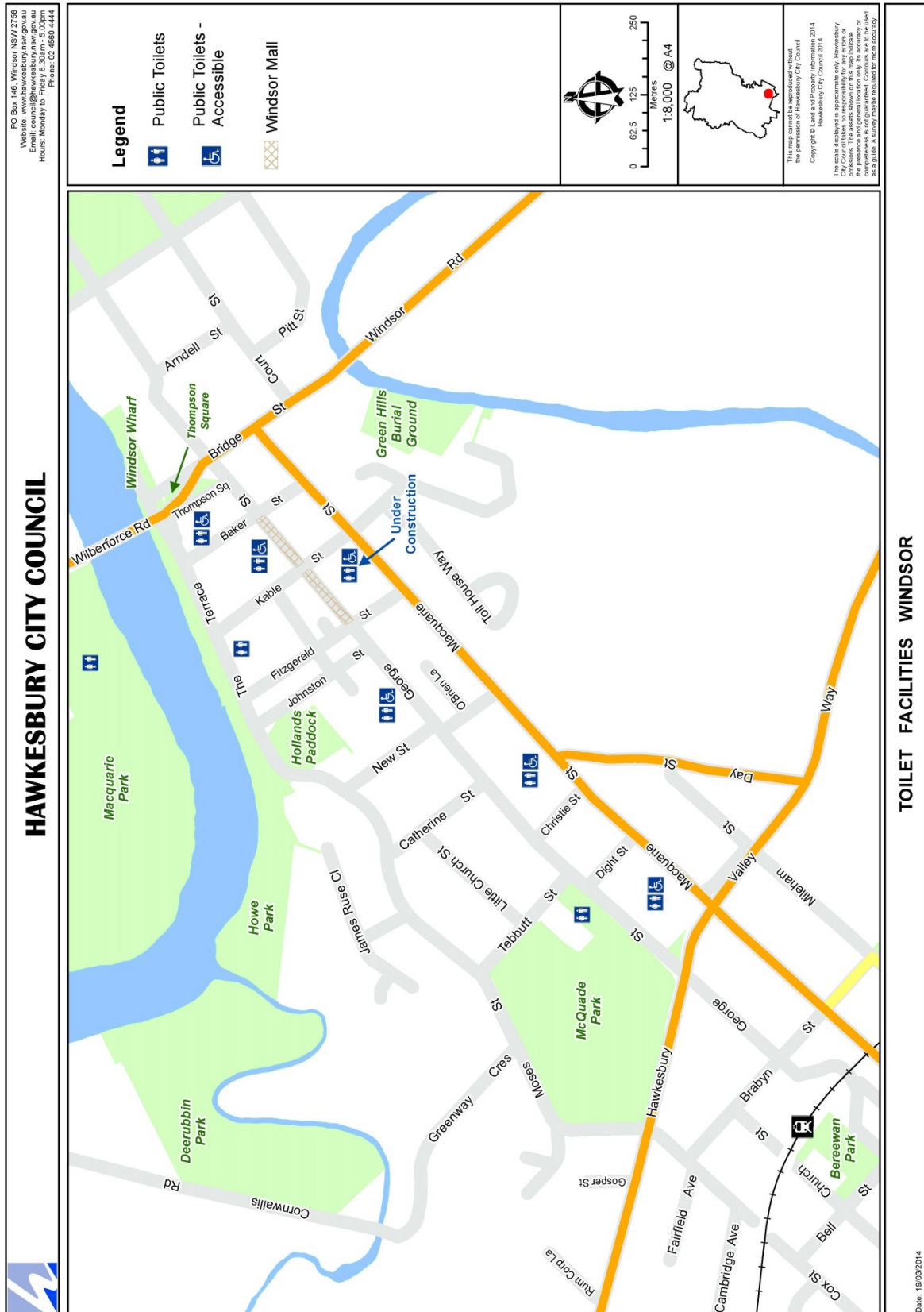
### ATTACHMENTS:

**AT - 1** Location of existing Public Amenities in Windsor

# ORDINARY MEETING

Meeting Date: 25 March 2014

## AT - 1 Location of existing Public Amenities in Windsor



oooO END OF REPORT Oooo

**ORDINARY MEETING****Meeting Date:** 25 March 2014**SUPPORT SERVICES****Item: 60****SS - Monthly Investments Report - February 2014 - (96332, 95496)****REPORT:****Executive Summary**

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

This report indicates that Council held \$44.40 million in investments at 28 February 2014.

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 \$44.40 million in investments as at 28 February 2014. 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 \$
<b>On Call</b>								
ANZ	A1+	AA-	28-Feb-14		3.60%	5,500,000	12.39%	
CBA	A1+	AA-	28-Feb-14		2.40%	400,000	0.95%	
<b>Total On-call Investments</b>								<b>5,900,000</b>
<b>Term Investments</b>								
ANZ	A1+	AA-	20-Nov-13	11-Jun-14	3.80%	1,500,000	3.38%	
ANZ	A1+	AA-	27-Nov-13	23-Jul-14	3.80%	1,500,000	3.38%	
ANZ	A1+	AA-	20-Nov-13	19-Nov-14	3.85%	2,000,000	4.50%	
ANZ	A1+	AA-	27-Nov-13	26-Nov-14	3.85%	1,000,000	2.25%	
NAB	A1+	AA-	21-Aug-13	20-Aug-14	3.94%	2,000,000	4.50%	
NAB	A1+	AA-	21-Aug-13	19-Aug-15	4.25%	1,000,000	2.25%	
NAB	A1+	AA-	03-Sep-13	03-Sep-14	3.90%	2,000,000	4.50%	
NAB	A1+	AA-	03-Sep-13	02-Sep-15	4.10%	2,000,000	4.50%	
NAB	A1+	AA-	29-Oct-13	18-Jun-14	3.80%	1,500,000	3.38%	



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Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
NAB	A1+	AA-	06-Nov-13	25-Jun-14	3.79%	1,000,000	2.25%	
NAB	A1+	AA-	06-Nov-13	04-Jul-14	3.79%	1,000,000	2.25%	
NAB	A1+	AA-	19-Dec-13	15-Oct-14	3.81%	500,000	1.13%	
NAB	A1+	AA-	19-Dec-13	17-Dec-14	3.83%	1,500,000	3.38%	
NAB	A1+	AA-	15-Jan-14	17-Dec-14	3.82%	1,000,000	2.25%	
NAB	A1+	AA-	29-Jan-14	29-Oct-14	3.75%	2,000,000	4.50%	
NAB	A1+	AA-	05-Feb-14	23-Jul-14	3.68%	1,500,000	3.38%	
Westpac	A1+	AA-	20-Mar-13	19-Mar-14	4.35%	1,000,000	2.25%	
Westpac	A1+	AA-	20-Mar-13	19-Mar-14	4.35%	2,000,000	4.50%	
Westpac	A1+	AA-	08-Apr-13	08-Apr-14	4.60%	1,000,000	2.25%	
Westpac	A1+	AA-	08-Apr-13	08-Apr-14	4.60%	2,000,000	4.50%	
Westpac	A1+	AA-	15-May-13	15-May-14	4.15%	1,000,000	2.25%	
Westpac	A1+	AA-	22-May-13	28-May-14	4.20%	2,000,000	4.50%	
Westpac	A1+	AA-	07-Aug-13	06-Aug-14	4.10%	1,000,000	2.25%	
Westpac	A1+	AA-	18-Sep-13	05-Mar-14	4.10%	1,000,000	2.25%	
Westpac	A1+	AA-	19-Dec-13	23-Apr-14	3.80%	1,000,000	2.25%	
Westpac	A1+	AA-	15-Jan-14	15-Jan-15	3.80%	2,000,000	4.50%	
Westpac	A1+	AA-	29-Jan-14	29-Jan-15	3.65%	1,000,000	2.25%	
Westpac	A1+	AA-	05-Feb-14	04-Jul-14	3.80%	500,000	1.13%	
<b>Total Term Investments</b>								<b>38,500,000</b>
<b>TOTAL INVESTMENT AS AT 28 FEBRUARY 2014</b>								<b>44,400,000</b>

## Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	5,900,000	3.52%	Reserve Bank Cash Reference Rate	2.50%	1.02%
Term Deposit	38,500,000	3.98%	UBS 90 Day Bank Bill Rate	2.63%	1.35%
<b>Total</b>	<b>44,400,000</b>	<b>3.92%</b>			

## Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	10,454,594
External Restrictions - Other	1,913,627
Internal Restrictions	17,990,128
Unrestricted	14,041,651
<b>Total</b>	<b>44,400,000</b>



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

### ***Investment Commentary***

The investment portfolio increased by \$1.50 million for the month of February 2014. During February 2014, income was received totalling \$7.98 million, including rate payments amounting to \$4.74 million, while payments to suppliers and staff costs amounted to \$5.64 million.

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

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

As at 28 February 2014, Council's investment portfolio is all invested with major Australian trading banks and in line with Council's Investment Policy.

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

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

### **Conformance to Community Strategic Plan**

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

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

### **Financial Implications**

Funds have been invested with the aim of achieving budgeted income in 2013/2014.

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**RECOMMENDATION:**

The report regarding the monthly investments for February 2014 be received and noted.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**Item: 61****SS - Adoption of Access and Inclusion Checklist - (96328, 95496)**

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**REPORT:****Executive Summary**

This report has been prepared to seek Council's approval for the adoption and proposed implementation of an Access and Inclusion Checklist, developed by the Hawkesbury Access and Inclusion Advisory Committee (HAIAC). The purpose of the Checklist is to provide a tool which can be used by Council staff, community agencies and business owners, to review the accessibility of their premises by conducting an 'access audit'. The report outlines the process by which the audit tool was developed and how it is intended to be implemented. The report proposes that Council formally adopt the Access and Inclusion Checklist, and that Council consider the actions recommended by the HAIAC to facilitate its implementation.

**Consultation**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. However, the report is based on advice received from the Hawkesbury Access and Inclusion Advisory Committee, which is a community advisory committee established by Council to facilitate communication and consultation with stakeholders, and provide advice to Council on access and inclusion issues.

**Background**

On 13 March 2012, Council adopted an Access and Inclusion Policy prepared by the HAIAC. In part, the purpose of the Policy was to establish a framework to assist Council to work with the community and business sector, to identify and implement strategies to ensure that residents and visitors are not restricted from accessing services and facilities, or participating in community and civic events.

The HAIAC has undertaken a number of tasks to give effect to the aims of the Policy. One of these tasks has involved the development of an Access and Inclusion Checklist, to provide a practical tool to be used by Council staff, community agencies and business owners, to review the accessibility of their premises. It has been designed to provide a series of guiding questions, to draw attention to some of the more obvious access barriers which people may face, and which can be easily altered or avoided. A copy of the Access and Inclusion Checklist is attached to this report as Attachment 1.

As part of this undertaking, members of the HAIAC have been trained in access auditing procedures by the Access Institute of Australia. The Access and Inclusion Checklist was subsequently trialled at a number of Council owned sites, with members of the HAIAC undertaking access audits in conjunction with Council Managers. The Checklist has proven to be an effective tool for assessing and responding to accessibility issues, and the Committee is currently developing a process to monitor and review actions undertaken in response to the findings of the trial access audits.

**Adoption and Implementation of Access and Inclusion Checklist**

At its meeting of 27 February 2014, the HAIAC considered a report into the status of the Access and Inclusion Checklist, with a view to promoting its adoption and use. To this end, the Committee has requested that Council consider the following proposed actions:

1. That Council formally adopt and endorse the Access and Inclusion Checklist, as a practical tool to assist in achieving the objectives of Council's adopted Access and Inclusion Policy.
2. That Council write to business owners and community agencies, who operate retail and/or service outlets within the major town centres within the Hawkesbury which are regularly open to the public,

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to advise them of the development of the Access and Inclusion Checklist, and to invite them to contact Council to discuss the option of arranging an access audit of their premises.

3. That Council give consideration to amending the guidelines of its Community Sponsorship Program, to include the provision of grants to community agencies and business owners, on a 50:50 basis, to fund accessibility improvements to their premises, as may be identified following the completion of an access audit.

### Proposal to Amend Community Sponsorship Guidelines

In relation to this last point, the Committee has requested that Council give consideration to extending eligibility for financial assistance under the Community Sponsorship Program, to for-profit groups who are currently excluded from receiving financial assistance under this Program. This recommendation has been made to encourage business owners to undertake access audits, and to take practical steps to improve the accessibility of their premises. The provision of financial assistance, on a 50:50 basis, would provide an incentive to business owners, and would be a demonstration of Council's commitment to working with business owners to improve the accessibility of services and facilities for all residents.

If approved, an additional category of assistance would be added to the Community Sponsorship Guidelines along the following lines:

Category: Accessibility Improvements.

Eligibility: Community agencies and business owners who:

- operate retail or service outlets which are open to the public on a daily basis;
- have completed an access audit undertaken in conjunction with the Hawkesbury Access and Inclusion Advisory Committee.

Scope: To fund specific accessibility improvements, which have been identified following the completion of an access audit.

A maximum of \$3,000 provided on a 50:50 basis – where the applicant provides a co-contribution of the same value as the amount applied for. Applicants would be required to provide two quotes for the proposed accessibility improvements.

### Conformance to Community Strategic Plan

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

- Have friendly neighbourhoods, connected communities, and supported households and families.

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

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

### Financial Implications

There are no financial implications arising from this report.

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### **RECOMMENDATION:**

That Council:

1. Adopt and endorse the Access and Inclusion Checklist developed by the Hawkesbury Access and Inclusion Advisory Committee, subject to formatting and minor editing.
2. Write to business owners and community agencies that operate retail and/or service outlets within the major town centres within the Hawkesbury, to advise them of the development of the Access and Inclusion Checklist, and to invite them to contact Council to discuss the option of arranging an access audit of their premises.
3. Amend the Guidelines of its Community Sponsorship Program to include the provision of grants to community agencies and business owners, on a 50:50 basis, to fund accessibility improvements to their premises as outlined in this report.

### **ATTACHMENTS:**

**AT - 1** Access and Inclusion Checklist

**Attachment 1: Access and Inclusion Checklist****ACCESS and INCLUSION CHECKLIST**

**A guide for service providers to review the accessibility of their business.**

Name of Premises:	
Date of Audit:	
Auditors:	

**ACCESS and INCLUSION CHECKLIST****Access and Inclusion.**

Hawkesbury City Council is committed to eliminating barriers which prevent residents and visitors from participating fully in community and civic life. Council has adopted an *Access and Inclusion Policy* to provide a practical framework by which this important community objective can be achieved.

The Policy outlines how Council will work with the community and business to raise awareness and understanding of the importance of creating an accessible built environment and an inclusive civil society. The Policy promotes the application of 'good practice' access and inclusion principles as they apply to the design of buildings and public spaces and the delivery of services.

**Eliminating Barriers.**

The basic requirement for good access is that communities and environments are barrier free. A significant proportion of the population will have a disability that restricts their everyday activities and consequently their ability to access services and facilities that are available to the rest of the community. People may also face language and attitudinal barriers in finding out about these services and facilities and how to access and use them.

This *Access and Inclusion Checklist* has been developed to provide a tool to help Council staff and business owners to identify and respond to barriers which may prevent customers from using their services and taking their trade elsewhere. Almost one out of every five customers will have a disability which could prevent them from visiting a business which they may find difficult to access. Other customers will also face barriers in obtaining information about available services and how to use them. Eliminating these barriers will not only ensure that all customers can access services and facilities, but will also assist business owners to increase their trading revenues and patron visitation numbers.





### How to use the Checklist.

The Checklist is a tool which to assist Council staff and business owners to review the accessibility of their premises. It has been designed to provide a series of guiding questions to draw attention to some of the more obvious access barriers which customers often face and which can be easily altered or avoided.

Members of Council's Access and Inclusion Advisory Committee are available to work with you to undertake access audits. Committee members have been trained in access auditing procedures and can discuss with you possible options and simple adjustments which can be made to improve the accessibility of your premises.

Access audits can be undertaken at a wide range of premises including buildings, streetscapes, business precincts, sporting and recreation facilities, parks and reserves and any other area of the built environment. Not all the matters covered in the Checklist will be relevant to your shop, facility or service. Members of the Access and Inclusion Advisory Committee will be able to tailor the Checklist to your particular circumstances.

To arrange an access audit, please contact Meagan Ang, Council's Community Programs Co-ordinator by telephone on 4560 4502 or by email at [Meagan.Ang@hawkesbury.nsw.gov.au](mailto:Meagan.Ang@hawkesbury.nsw.gov.au)

The checklist does not constitute a Disability Discrimination Act (DDA) audit and it provides no assurances in regard to compliance with the provisions of the DDA. Council can provide information in relation to the DDA and the disability access provisions within the Building Code of Australia.





### Why carry out an access audit?

Making your shop or facility more accessible make good business and social sense. An accessible environment will:

- increase the pool of potential new workers that you can tap into. It can also help to retain your existing employees who may acquire a disability.
- enable more people with disabilities to enter your premises and use your service;
- improve the overall safety of your premises which will have a direct impact on the potential for accidents and therefore the cost of insurance premiums;
- give greater customer and staff satisfaction and will improve public perception and recognition of your business or agency.



### 1. Marketing and Customer Services - providing information to customers in accessible formats and being aware of customer needs.

1.1 M A R K E T I N G	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Can your customers access printed information about your service in a <u>readable text</u> or large print format?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Is printed information about your service available in a <u>"Plain English"</u> version?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Does the content of your website meet the terms of <u>Web Content Accessibility Guidelines</u> ?	

### 1.2 C U S T O M E R S E R V I C E

<input type="checkbox"/> yes	<input type="checkbox"/> no
Do customers with language needs have access to translations or a <u>telephone interpreter service</u> (TIS)?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Is information on <u>disability awareness</u> provided to staff as part of an employee induction or training program?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Is information on <u>cultural awareness</u> provided to staff as part of an employee induction or training program?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Are there protocols in place for <u>consulting and engaging with indigenous communities</u> ?	







### 2. Getting to Your Service - making it as easy as possible for customers to conveniently and safely travel to your service.

### 2.1 P A R K I N G

<input type="checkbox"/> yes	<input type="checkbox"/> no
Is there a designated accessible parking bay available on site or in the vicinity?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Is the accessible parking located as close as possible to the building entry?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Is the ground surface of the accessible parking bay firm and level?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Is the accessible parking bay well lit?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Does a pathway lead from the accessible parking bay to the building entrance?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Can you get from the accessible parking bay to the pathway easily and safely (i.e. without having to move behind parked vehicles)?	



    **2. Getting to Your Service** - making it as easy as possible for customers to conveniently and safely travel to your service.





2.2 PATHWAYS	
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is the route to the main entrance clearly signed?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is the route free of such hazards as bollards, litter bins, outward opening windows and doors, overhanging vegetation etc.?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Are traders goods kept clear of the building line?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Does the pathway have a minimum clear width of 1000mm and overhead clearance of 2000mm?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is the path of travel stable and firm underfoot?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is the route level or not too steep, and flat with no side to side cross-fall?

**2.3 PEDESTRIAN SAFETY**

<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Are there kerb ramps installed where required e.g. at road crossing points?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is the kerb ramp and roadway level with no lip at the base?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Do kerb ramps align with each other?

**2.4 RAMPS and STAIRS**

<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is there a ramp in addition to any set of stairs (if provided)?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is there lighting provided to the stairs/ramp?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Are there handrails provided on both sides of the stairs/ramp?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Are there tactile ground surface indicators provided at the top and bottom of the stairs/ramp?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Are ramp gradients easily negotiated and are they level (side to side)?

    **3. Entrance** - making it as easy as possible for customers to safely enter and be attended to at your shop or service.

3.1 DOORWAYS	
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is there a level or step free entry available?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is the door clearly distinguishable from the facade?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Are there wide, easy to open or automatic doors (does at least one door leaf give a minimum clear opening width of 800mm)?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Are door handles lever or D lever style provided at an accessible height (i.e. can they be used at both standing and sitting height)?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a If there is an intercom, doorbell or entry system is it at an accessible height (i.e. can it be used at both standing and sitting height)?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Are glass doorways and side panels easy to see (solid contrast strip for full width)?

**3.2 RECEPTION COUNTER**

<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is at least part of the reception counter at a wheelchair accessible height, 'clutter free' and with a seat?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is there a hearing induction loop or other amplifying device fitted at reception?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is there an accessible queuing system or an accessible buzzer on the service counter?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Where there are display stands, pamphlet racks, bookshelves etc. are they visible and reachable by people with disabilities?

**3.3 CUSTOMER WAITING AREAS**

<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a If there is seating in the waiting area, is there a mix of seats with armrests and backs and without armrests?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Are customers waiting areas free from obstructions which could create hazards for people with visual disabilities?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Are small stand alone items in reception or waiting areas e.g. bins, bollards and signs clearly distinguishable from their background?
<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> n/a Is there space for a wheelchair user to wait?



**4. Circulation** - making it as easy as possible for customers to move through the building and use all customer areas unaided.



4.1 FLOORS	
Do floor surfaces allow ease of movement for wheelchair users (i.e. is there low pile carpet or slip resistant flooring)?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Do floor surfaces avoid light reflection and sound reverberation?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Once inside the building can a wheelchair user get to all customer areas unaided?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are junctions between floor surfaces arranged in a way that avoids presenting tripping hazards and causing visual confusion?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

**4.2 AISLES and PASSAGEWAYS**

Are aisles or corridors wide enough or provided with passing spaces for two people using mobility aids to pass each other?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is each corridor or passageway free from obstruction to wheelchair users and from hazards to people with impaired vision?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is there clear space between furniture for a person to manoeuvre a mobility aid (e.g. wheelchair, walking frame, stick, crutches)?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

**4.3 SIGNAGE**

Is there signage (inc. symbols) that directs customers into and through the building and are all relevant locations clearly signed?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the lighting even and glare free?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is there Braille and tactile signage provided?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the signage clear and easy to read and can it be read from both sitting and standing eye levels?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

**4.4 MEETING ROOMS**

In any meeting or eating space do tables, chairs and the layout have adequate leg clearance for a person using a wheelchair?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are light switches easy to reach and use from both a standing and sitting height?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is there a hearing induction loop or other amplifying device fitted in meeting rooms?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

**5. Facilities** - making it as easy as possible for customers to comfortably use the facilities provided at your shop or service.



5.1 KITCHEN and REST AREAS	
If kitchen facilities are available are they at a wheelchair accessible height?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is it possible for wheelchair users and people with other disabilities to approach and use all vending machines, drinking fountains etc.?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Do you provide baby changing facilities and are these facilities accessible for a wheelchair user?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Do you offer customer fitting rooms and if so have they been adapted to allow customers with restricted mobility to use them?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Do you have an area where people can sit down and rest should they need to?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

**5.2 TOILETS**

Is there an accessible toilet?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the location of the accessible toilet clearly signed?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are access routes to the accessible toilet(s) kept clear?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the accessible toilet kept clear of stored items or other encumbrances?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the accessible toilet large enough for a person using a wheelchair and a carer (if required) to move within?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are the door fittings/locks and light switches easily reached and operated from both a standing and sitting height?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Are there grab rails on the back and side walls of the accessible toilet and are they colour contrasted from the background?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Does the toilet seat contrast from the toilet pan and room?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is the toilet paper holder within easy reach of a person sitting on the pan?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is there a hand basin available and is it deep enough and high enough (with leg clearance) for a person using a wheelchair to use?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a
Is any soap, hand drying equipment within each reach of the user at the basin?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a

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## Comments and Suggestions



Item	Comment or Suggestion

## 6. Evacuation/Emergencies - making sure that in emergency situations all customers can safely and quickly evacuate.



6.1 EVACUATION		
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Are there visible and audible fire alarms?
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Does signage direct you to the emergency exit?
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Are there accessible emergency exits?
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Is there an evacuation strategy in place to meet the needs of customers with a disability in the event of an emergency?
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Does an accessible pathway lead you away from the building to the emergency assembly point?

## 7. External Environment - looking beyond your door to identify external accessibility issues likely to be faced by your customers.



7.1 TRANSPORT		
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Is the building within a convenient distance of an accessible public transport stop or an accessible car park?
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Is there a footpath link from the public transport spot or the accessible car park space to the property boundary?
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Are there any obstacles or other issues regarding the approach to your premises that may cause difficulty for people with disabilities?

7.2 PEDESTRIAN CROSSINGS		
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Is there a pedestrian crossing with signage, line marking and/or signals available (where necessary)?
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Do the edges of the of the pedestrian crossing contrast with the roadway?
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Is the transition from the footpath to the pedestrian crossing lipless?
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Is there an audio signal available at the crossing
<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
		Do the signals stop the traffic long enough to enable a person to cross without rushing?

oooO END OF REPORT Oooo

## ORDINARY MEETING

Meeting Date: 25 March 2014

**Item: 62**                      **SS - Community Sponsorship Program - 2013/2014 - Round 3 - (96328, 95496)**

**Previous Item:**            145, Ordinary (30 July 2013)  
                                 249, Ordinary (10 December 2013)

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### REPORT:

#### Executive Summary

This report has been prepared to advise Council of applications for financial assistance, to be determined under Round 3 of the 2013/2014 Community Sponsorship Program. The report lists the applications received, the proposed level of financial assistance, and those 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. Applications for Community Sponsorship can be received by Council at any time and are reported to Council up to four times a year. Information about the Community Sponsorship Program is placed on Council's website.

#### Background

On 13 March 2007, Council resolved to adopt a 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 in 2007/2008.

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

- Minor assistance (MA) – up to \$500
- Event Sponsorship (ES) – for up to three years
- Seeding Grants (SG) – for community based programs
- Access to Community Facilities (ACF) – to subsidise the cost of hire of community facilities
- Improvements to Council Facility (ICF) – reimbursement of DA fees for renovations and additions to Council owned buildings or facilities.

The adopted Operational Plan for 2013/2014 includes an allocation of \$68,131 for the CSP. At its Ordinary meetings on 30 July 2013 and 10 December 2013, Council approved Rounds 1 and 2 of the 2013/2014 Community Sponsorship Program. In February 2014, staff were formally advised that funding approved for the Kurrajong Scarecrow Festival would not be needed, therefore these funds have been retained in the amount now available for distribution.

#### Community Sponsorship Program 2013/2014

Total Budget for Financial Year 2013/2014	\$68,131
Expenditure to date:	
Round 1 2013/2014	\$47,226
Round 2 2013/2014	<u>\$13,800</u>
Balance remaining	\$ 7,105
Scarecrow Festival funding	<u>\$ 1,500</u>
<b>Total available</b>	<b><u>\$ 8,605</u></b>

**ORDINARY MEETING****Meeting Date:** 25 March 2014**Community Sponsorship Program (2013/2014) – Round 3**

In accordance with Council's Community Sponsorship Policy, applications for community sponsorship were called for, and closed on 7 March 2014. Nine applications were received. Table 1 summarises the applications received and the proposed level of financial assistance to be provided.

	<b>Applicant</b>	<b>Type</b>	<b>Proposal</b>	<b>Amount requested \$</b>	<b>Amount proposed \$</b>
1	Amy Barry	MA	Representative Open Water Swimming	100	100
2	Parkinson's Support Group – Hawkes.	MA	Purchase of a laptop computer	500	500
3	Hawkesbury Creative Arts Centre	SG	Young Artists in the Making	800	800
4	Riding for the Disabled - Richmond	SG	Mounting platform	3,000	3,000
5	Richmond Mainstreet Inc.	ES	Richmond Jubilee Event	10,700	3,000
6	Glossodia Public School	CF	Annual School Presentation Night	370	370
7	Macquarie Towns Scottish Society	SG	Annual Scottish Ball	500	500
8	The Settlers Arm Inn	SG	Restoration of a bread oven in the building	3,000	Nil
9	The Wisemans Ferry Sunshine Club	ES	Seniors Week Celebrations	1,000	1,000
<b>TOTAL</b>				<b>19,970</b>	<b>9,270</b>

MA= Minor Assistance ES = 3 Year Event Sponsorship SG = Program + Activity Seeding Grant CF = Access to Community Facilities ICF = Improvements to Council owned community facilities

**Table 1 –  
Requests for financial assistance Round 3 of 2013/2014 Community Sponsorship Program**

All the applications were assessed against the applicable criteria outlined in Council's Community Sponsorship Program. These reflect the provisions of Council's adopted Community Sponsorship Policy, and the amounts recommended for approval are consistent with the Policy. A more complete summary of the assessment of applications against the Community Sponsorship Program, is appended to the report.

**Applications not recommended for funding**

Application 8: Settlers Arm Inn – Amount requested \$3,000. The applicant is the proprietor of the Settlers Arm Inn at St Albans, and seeks funding to reimburse costs associated with the restoration of the original bread oven at the Inn. The applicant is a commercial enterprise, and therefore falls outside the scope of the Community Sponsorship program.

**Applications recommended for partial funding only**

Application 5: Richmond Mainstreet Inc – Amount requested \$10,700. Amount recommended \$3,000. The applicant seeks funding for a Richmond Jubilee event to celebrate the 150<sup>th</sup> Anniversary of a rail service between Richmond and Sydney. The amount recommended is the maximum permitted under the CSP.

There are insufficient funds to cover the total recommended amount of \$9,270 under Round 3 of the 2013/2014 Community Sponsorship Program. There is a small shortfall of \$665. It is proposed that this shortfall be met from the Disability and Aged Services Program budget allocation, and will be used to meet the funding request for Application 9 – Wisemans Ferry Sunshine Club, Seniors Week Celebrations.

## ORDINARY MEETING

Meeting Date: 25 March 2014

### 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 a nominated strategy in the Community Strategic Plan being:
- Broaden the resources and funding available to our community by working with local and regional partners as well as other levels of government.

### Financial Implications

As outlined in this report, there is a small shortfall in available funds within the Community Sponsorship Program to fund the recommended applications. This shortfall can be met from an alternate budget allocation which is consistent with the purpose of this alternate allocation. Accordingly, there are no funding implications arising from this report.

### RECOMMENDATION:

That Council:

1. Approve payments under Section 356 Financial Assistance to the organisations or individuals listed, and at the level recommended in Table 1 of this report.
2. Approve the execution of Council's standard Sponsorship Agreement for applications 3, 4, 5 and 9, identified in Table 1 of this report.

### ATTACHMENTS:

**AT - 1** Assessment of Applications under Round 3 Community Sponsorship Program 2013/2014.



# ORDINARY MEETING

Meeting Date: 25 March 2014

## Attachment 1: Assessment of Applications under Round 3

### Community Sponsorship Program 2013/2014

Applicant	Sponsorship Type (1)	Description	Assessment Criteria								Amount requested for previously approved for 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			
Amy Barry	MA	Australian Age National 5km Open Water Swimming Championships, Geelong Vic	✓	✓	✓	✓	✓	✓	n/a	✓	100	100	Meets requirements of the Minor Assistance category
Parkinson's Support Group – Hawkesbury	MA	Purchase of a laptop computer plus operating software	✓	✓	✓	✓	✓	✓	n/a	✓	500	500	Meets requirements of the Minor Assistance category
Hawkesbury Creative Arts Centre	SG	Youth art exhibition "Young Artists in the Making"	✓	✓	✓	✓	✓	✓	✓	✓	800	800	Meets requirements of the Program & Activity Seeding category
Riding for the Disabled – Richmond	SG	Construction of a mounting platform	✓	✓	✓	✓	✓	✓	✓	✓	3000	3000	Meets requirements of the Program & Activity Seeding category
Richmond Mainstreet Inc	ES	Richmond Jubilee Event	✓	✓	✓	✓	✓	✓	✓	✓	10700	3000	Maximum amount permitted under CSP policy
Glossodia Public School	CF	Annual Presentation Night	✓	✓	✓	✓	✓	✓	✓	✓	370	370	Meets requirements of the Access to Community Facilities category
Macquarie Towns Scottish Society	MA	Annual Scottish Ball	✓	✓	✓	✓	✓	✓	n/a	✓	500	500	Meets requirements of the Minor Assistance category
Settlers Arm Inn	SG	Restoration of bread oven	✓	✗	✓	✓	✗	✗	✓	✗	3000	Nil	Does not meet requirements of the Program & Activity Seeding category
The Wisemans Ferry Sunshine Club	ES	Annual Senior's Week Celebrations	✓	✓	✓	✓	✓	✓	✓	✓	1000	1000	Meets requirements for 3 Year Event Sponsorship category
		TOTAL										9270	

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

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oooO END OF REPORT Oooo

ordinary

section 4

reports  
of committees

**ORDINARY MEETING**  
**Reports of Committees**



## ORDINARY MEETING

### Reports of Committees

#### SECTION 4 - Reports of Committees

**ROC**                      **Floodplain Risk Management Advisory Committee - 27 February 2014 - (86589, 95498)**

The meeting commenced at 4:03pm in Council Chambers.

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**Present:**                      Councillor Bob Porter, Chairperson  
Mr Trevor Devine, Deputy Chairperson  
Councillor Mary Lyons-Buckett, Hawkesbury City Council  
Councillor Warwick Mackay, Hawkesbury City Council  
Councillor Jill Reardon, Hawkesbury City Council  
Mr Geoffrey Bessell, Community Representative  
Mr Ted Books, Community Representative  
Mr Damian Moon, Community Representative  
Mr Harry Panagopoulos, Office of Environment and Heritage  
Mr Les Sheather

**Apologies:**                      Mr Kevin Jones, SES  
Mr Chris Amit, Hawkesbury City Council  
Councillor Tiffany Tree, Hawkesbury City Council  
Mr Ray Williams MP - Member for Hawkesbury  
Mr Bart Bassett MP - Member for Londonderry  
Mr Kevin Conolly MP - Member for Riverstone

**In Attendance:**                      Mr Phillip Pleffer, Hawkesbury City Council  
Mr Matthew Owens, Hawkesbury City Council  
Ms Robyn Kozjak - Minute Taker, Hawkesbury City Council  
Ms Karen Corry, on behalf of Ms Louise Markus MP

**Non Attendance:**                      Snr Inspector, Robert Bowman  
Ms Kirstan Smelcher  
Mr Peter Cinque, SES

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The Chair opened the meeting and acknowledged the presence of Karen Corry representing Louise Markus.

**RESOLVED** on the motion of Councillor Reardon and seconded by Mr Les Sheather that the apologies be accepted.

#### **BUSINESS ARISING FROM THE PREVIOUS MINUTES**

- The Chair made enquiry re the previous recommendation for an Executive Summary of the FRMS&P to be provided to the Committee and Mr Owens responded that document would be provided at the next meeting.
- Mr Devine asked if officers from the SES and RMS who would form part of the working group relating to emergency management (as discussed at the last meeting), had been identified.

Mr Owens responded he was in the process of following up with those departments to ascertain the officers to be involved in the working group.

## ORDINARY MEETING

### Reports of Committees

- Mr Sheather referred to his previous query regarding the safety of ferries during flood events and asked if any information had been received from the RMS.

Mr Owens responded Council was responsible for the maintenance and operation of the Lower Portland Ferry only which was monitored regularly and suspended when water level reached a certain critical level.

- Mr Sheather reiterated his concern regarding the Sackville Ferry, advising the ferry might be lost in a flood as the posts were only 5 metres in height and there was nowhere for the ferry to moor during a flood. Mr Sheather added when the ferry was under Council's control, tractors were deployed in times of flood to haul the ferry up the approach. Mr Sheather asked for the matter to be taken to RMS as it appeared no measures had been put in place to ensure the safety of the ferries in times of flood.

Mr Owens responded he would follow up with the RMS and report back to the Committee.

### CONFIRMATION OF MINUTES

**RESOLVED** on the motion of Councillor Reardon and seconded by Mr Les Sheather that the Minutes of the Floodplain Risk Management Advisory Committee held on the 21 November 2013, be confirmed.

● Rectangular Snip

Member	03/10/13	21/11/13	27/02/14		
Councillor Bob Porter - Chairperson	✓	✓	✓		
Councillor Tiffany Tree	A	A	A		
Councillor Jill Reardon	A	✓	✓		
Councillor Warwick Mackay	✓	✓	✓		
Councillor Mary Lyons-Buckett	✓	✓	✓		
Mr Peter Cinque OAM - (SES Sydney Western Division)	A	A	X		
Mr Harry Panagopoulos - (Office of Environment and Heritage)	A	✓	✓		
Ms Kirstan Smelcher – (Dept of Defence)	X	X	X		
Snr Inspector Robert Bowman - (Industry & Investment NSW ) -Primary Industries	A	X	X		
Mr Kevin Jones - (SES Headquarters)	✓	A	A		
Mr Les Sheather - (Community Member)	A	✓	✓		
Mr Geoffrey Bessell - (Community Member)	✓	✓	✓		
Mr Damian Moon (Community Member)	✓	✓	✓		
Mr Trevor Devine - Deputy Chairperson	✓	✓	✓		
Mr Ted Books (Community Member)	✓	✓	✓		

A = Formal Apology

✓ = Present

X = Absent - no apology

**SECTION 3 - Reports for Determination**

**ITEM: 1                    Declarations of Interest**

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**DISCUSSION:**

- Reference was made to the *Declarations of Interest* standing report and it was noted Councillor Mackay's name was not included in the list of members declaring a general disclosure of interest. It was determined Councillor Mackay's name be added to the list in the report as he owns property in the Hawkesbury LGA which is below the 1:100 flood planning level and subsequently below the PMF.
- Mr Devine referred to Item 2 of the agenda in relation to the completion of civil construction works in Bligh Park and declared a significant non pecuniary interest as he owns property in Bligh Park.

**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 Councillor Mackay, seconded by Mr Damian Moon.

***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.
3. Councillor Mackay's name be added to the list of members declaring a general disclosure of interest in the *Declarations of Interest* standing report.

**SECTION 4 - Reports for Information**

**ITEM: 2                    Update on Civil Construction Works resulting from the Outcomes of the Bligh Park Evacuation Route Options Study**

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**DISCUSSION:**

- Councillor Lyons-Buckett enquired as to when works in Hobartville were expected to be completed.  
  
Mr Owens responded in the absence of Mr Amit, and advised he would investigate and report back to the Committee.

**ORDINARY MEETING**  
**Reports of Committees**

- Mr Panagopoulos referred to the various works Council's Infrastructure department undertake and recommended Council's public relations staff liaise with his organisation's public relations department to look at opportunities to promote the work to the wider community (eg via newsletter etc.). It was determined Mr Panagopoulos would arrange for his organisation's publicity staff to make contact with Council's publicity staff in this regard.
- Mr Sheather referred to the (gated) Thorley Street access off Blacktown Road and recommended the general public be made aware the access was not a public thoroughfare to be used for everyday use, but is an evacuation route to be used in an emergency.

Mr Panagopoulos made reference to Mr Sheather's suggestion regarding public awareness re Thorley Street, and advised that was the type of matter to which the community could benefit if it was to be included in a newsletter article.

**RECOMMENDATION:**

That the information be received.

**MOTION:**

RESOLVED on the motion of Mr Trevor Devine, seconded by Councillor Reardon

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That the:

1. Information be received.
2. Public Relations Department of the Office of Environment and Heritage contact Council's Corporate Communications staff regarding opportunities to promote flood works already undertaken in the area.

**SECTION 5 - General Business**

- The Chair tabled a Notice of Motion recommending immediate actions to be taken in relation to flood mitigation.
- The Chair referred to the State Government investigation into flood mitigation and advised its report was imminent. The Chair reported he had been in contact with Maritime Services recently and it was acknowledged the seven choke points were major concerns, the river being unnavigable and dangerous now. The Chair believed it was a matter of time before the Sackville Ferry would cease operations as the river was so degraded, adding fisherman have been seen standing in the middle of Sackville Strait at low tide.
- Mr Books spoke in support of the Motion, advising the river had silted up so extensively that in some locations there was only 2 feet of water, and recommended authorities should liaise with residents living along the river in order for them to comprehend the concern the residents have raised of an accident occurring.
- Mr Sheather advised he believed the Motion had good intent and in principle supported it, however he advised he continued to have an issue with Sackville Gorge.

**ORDINARY MEETING**  
**Reports of Committees**

The Chair offered to take Mr Sheather to the location he's referring to relating to excavation of the top of the Gorge, and Mr Sheather responded he would avail himself to the invitation.

Mr Sheather added he supported the matter being reported to Council provided information regarding mitigation of Warragamba dam, and dredging of the river was included in the report, adding the benefits of dredging was widely known around the world in relation to flood mitigation.

- Councillor Lyons-Buckett suggested the Committee await the outcomes of the State Government report adding whilst she agreed something should be done, she believed a thorough analysis should be made regarding the measures outlined in the Motion prior to actioning.

Councillor Lyons-Buckett asked if there would be a supporting report to Council regarding the Motion as she believed people cannot be making decisions whilst there were anomalies and outstanding issues to be resolved. Councillor Lyons-Buckett advised further information such as how the measures were to be implemented, who was responsible (jurisdiction wise) for undertaking those measures, and cited the anomalies and disagreements regarding Sackville Gorge.

- Mr Owens responded should the Committee move the Motion, the matter would be reported to Council and issues such as the anomalies regarding the location of Sackville Gorge would be clarified. Mr Owens added Council had dealt with matters relating to Warragamba dam over the years and was currently preparing a business case in relation to dredging.
- Mr Devine advised the raising of dam would not occur instantly and would take many years and in the meantime the Hawkesbury could have several floods. Mr Devine advised he believed this Motion provided for mitigation now so there is some flood protection. Mr Devine added Maritime Services were aware the siltation had caused various depths in the river and people remain in danger.
- The Chair referred to the Brisbane floods reporting the Wivenhoe dam was specifically built for flood mitigation and then due to a change of government, the dam was then used to store water which was then released down to Brisbane. The Chair advised that river had been dredged nonstop for 100 years prior to that flood event and the same government had stopped the dredging.
- Mr Panagopoulos made reference to the Committee's decision to await the White Paper and the State Government's review (which was imminent) and to not implement some of those actions and recommended an adopted Plan was in place and therefore believed we should be implementing some of those items.
- The Chair raised concern the Committee was advised not to discuss mitigation when that Study and Plan was being formulated, notwithstanding the Committee all agreed mitigation should be addressed.

Mr Panagopoulos responded in terms of mitigation, he had referred the Committee's concerns to the review group and reminded the Chair that issue was outside the brief of the Study, being a local Study, not a regional study. Mr Panagopoulos also advised he believed the solution to flooding in the valley was not just flood mitigation, to which the Chair agreed.

Councillor Porter put forth the following Motion:

### **Background**

The FRMAC recognise the need to raise the height of the Warragamba Dam wall however this project will take many years to complete. In the meantime the residents in the Hawkesbury/Nepean valley can be provided with instant flood protection by the following three step mitigation process.

**ORDINARY MEETING**  
**Reports of Committees**

By:

1. Using Warragamba dam for partial flood mitigation
2. Dredging the identified “choke points” in the Hawkesbury River
3. Removing the top of Sackville Gorge by excavating approximately 120,000 cubic metres of sandstone

Maritime services have advised, in writing, that the seven choke points within the Hawkesbury River are a navigational hazard and therefore the dredging of these points will provide benefits additional to flood protection.

**MOTION:**

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

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the FRMAC recommends Council adopt a preferred position of flood mitigation measures being taken immediately in the Hawkesbury/Nepean River system, and that relevant government departments, state members of parliament and adjoining Councils be advised accordingly.

The Motion was carried on a show of hands being 8 to 1.

*Councillor Lyons-Buckett requested her name be recorded as having voted against the Motion.*

- Mr Panagopoulos addressed the Committee and sought Council's response in relation to nil action in commencing implementation of the Plan, adding his organisation had funded two thirds towards the project and would like to see some action out of issues identified in the Plan. Mr Panagopoulos advised it was imperative to progress implementation of the adopted plan and to progress matters with the SES and Council. Mr Panagopoulos made reference to the community flood education and resilience item of the Plan and asked why this aspect of the Plan had not progressed, emphasising the community needed to be made aware of the risks and know what to do in a flood event. Mr Panagopoulos advised he believed the project appeared to have derailed whilst waiting for the White Paper.
- The Chair asked if building heights would be raised to 1:200 and Mr Owens responded planning controls were not adopted and would not be changed.

Mr Devine responded that was a recommendation in the Plan and Mr Owens agreed it was one of the options of which Council had not adopted. Mr Owens advised he would address that issue in the simplified version of the Executive Summary.

***Tabled Correspondence***

- Mr Owens referred to the tabled correspondence relating to erecting markers to raise awareness of the heights floods can reach.

Mr Panagopoulos advised that matter was a recommendation in the FRSM&P at 1(h) as part of the education program.

ORDINARY MEETING  
Reports of Committees

Haverkesbury City Council  
18 DEC 2013

To: General Manager  
Haverkesbury City Council  
Re: Floodplain Risk Management Study

The Study is a most comprehensive document but one question is only that, what actions is council implementing based on this Study??

Page 133 detailed Flood Icons/Markers, which are an Community Awareness Resource worthy of implementation.

Last Council to erect Totton Poles strategically from the City Area based on the 1867 flood height.

This is especially relevant as the floods 150-y anniversary approaches in 2017.

While this is only a 1 in 200/300 ARI it was REAL water than PMF heights.

Last year early response to my request which is Low Cost Education

18 DEC 2013  
SCANNED

- Mr Devine queried the reliability of the 1867 flood levels as marked as he believed it would have been impossible to go out there and record the flood level at the time. Mr Devine deliberated if the markers may have been erected on the drift line caused by wave action, not at the actual height of the waters.
- The Committee did not make any recommendation and made no further comment on the tabled correspondence.

Next meeting 3 April 2014.

The meeting closed at 5:11pm.

oooO END OF REPORT Oooo

**ORDINARY MEETING**  
**Reports of Committees**

**ROC**                      **Hawkesbury Access and Inclusion Advisory Committee - 27 February 2014 - (124569, 96328)**

The meeting commenced at 4:05pm

**Present:**                      Mr Alan Aldrich  
                                      Mr Robert Bosshard  
                                      Mr Desmond Crane  
                                      Mr Gary London  
                                      Ms Carolyn Lucas  
                                      Ms Mary-Jo McDonnell  
                                      Councillor Barry Calvert

**Apologies:**                Ms Debbie Court  
                                      Mr Ken Ferris  
                                      Councillor Leigh Williams  
                                      Meagan Ang - Community Development Co-ordinator

**In Attendance:**          Joseph Litwin - Executive Manager - Community Partnerships  
                                      Jan Readford - Minute Secretary

**REPORT:**

Mr Alan Aldrich, Deputy Chairperson, noted that the Chairperson, Councillor Leigh Williams was not in attendance, and enquired if Councillor Barry Calvert would accept the Chair for this meeting. Councillor Barry Calvert assumed the Chair.

**RESOLVED** on the motion of Mr Desmond Crane and seconded by Ms Mary-Jo McDonnell that the apologies be accepted.

**Attendance Register**

Member	28/11/2013	27/2/2014				
Councillor Barry Calvert	A	✓				
Councillor Leigh Williams	✓	X				
Mr Alan Aldrich	✓	✓				
Mr Robert Bosshard	✓	✓				
Ms Debbie Court	✓	A				
Mr Desmond Crane	✓	✓				
Mr Ken Ferris	A	A				
Ms Carolyn Lucas	✓	✓				
Mr Gary London	N/A	✓				
Ms Mary-Jo McDonnell	✓	✓				
Ms Melanie Oxenham	N/A	N/A				

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



## **CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Mr Desmond Crane and seconded by Ms Mary-Jo McDonnell that the Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on the 28 November 2013, be confirmed.

## **SECTION 3 - Reports for Determination**

Item 1: HAIAC - Hawkesbury Access and Inclusion Advisory Committee - Appointment of Community Representatives to Fill Casual Vacancies - (124569, 96328)

**Previous Item:** 4, HAIAC (28 November 2013)

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### **DISCUSSION:**

- Councillor Calvert acknowledged Mr London's appointment to the Hawkesbury Access and Inclusion Advisory Committee and welcomed him to the meeting.
- Mr London referred to Table 1 included in the report, and advised that his residence is Ebenezer and not Oakville, and requested that this be updated.
- Mr Litwin referred to Ms Oxenham's prior commitment with the NSW Civil and Administrative Tribunal that coincides with the date of the next three meeting dates of the Hawkesbury Access and Inclusion Advisory Committee, and recommended that the Committee accepts Ms Oxenham's application, and provide permission for her to take leave of absence until the Committee meeting of 28 August 2014.

### **RECOMMENDATION TO COMMITTEE:**

That in accordance with the adopted constitution for the Hawkesbury Access and Inclusion Advisory Committee the Committee considers Ms Oxenham's application to sit on the Hawkesbury Access and Inclusion Advisory Committee.

### **COMMITTEE RECOMMENDATION:**

**RESOLVED** on the motion of Mr Alan Aldrich, seconded by Ms Carolyn Lucas.

That in accordance with the adopted Constitution for the Hawkesbury Access and Inclusion Advisory Committee, Ms Oxenham's application to sit on the Hawkesbury Access and Inclusion Advisory Committee, be accepted, with permission to take leave of absence until the meeting of 28 August 2014.

Item 2: HAIAC - Update - Access and Inclusion Checklist - (124569, 96328)

**Previous Item:** 6, HAIAC (3 October 2011)  
7, HAIAC (24 November 2011)

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### **DISCUSSION:**

- Mr Litwin advised that Council has been successfully trialling the Checklist at its facilities, and would now like to formalise the process to improve implementation.

## ORDINARY MEETING

### Reports of Committees

- Mr Litwin indicated that Council's Draft Capital Works Program would be placed on exhibition during May to June 2014, and suggested that the Committee avail itself of the opportunity to review the Program whilst it is on exhibition, to identify any works, where consultation with Council staff regarding accessibility, would be appropriate. The relevant Council Manager can be invited to attend a Committee meeting to provide advice.
- Mr Aldrich expressed concern that Council may misinterpret the Committee's intentions. Mr Litwin assured the Committee, that the review undertaken by this Committee is part of the process, and with the number of Council branches involved, it is necessary to establish a process for moving forward.
- Mr Aldrich enquired if there has been a reaction by Council to the audits already conducted by the Committee. Mr Litwin advised that whilst he has not been a part of the process, he has not heard of any negative responses.
- Ms Lucas suggested that Committee Audit should appear as a regular item on the meeting agenda. Mr Litwin agreed that it will be included as a standard item in future.
- Councillor Calvert enquired about the audit process in the case of a large operation moving into the area i.e. a supermarket. Mr Litwin advised that an ad hoc Committee meeting could be held to review the relevant plans.
- Mr Aldrich indicated that the Committee was consulted by Council during the development of the Richmond market place, and acknowledged the positive working relationship with Council's, Mr Alan Hastie, at that time. Mr Aldrich advised the Committee had identified an egress in the stairs that was then checked by a building inspector and rectified.
- Councillor Calvert clarified with the Committee that it was satisfied with the current Checklist.
- Mr Litwin suggested that a report be prepared for Council providing details about the development of the Checklist, requesting that the Audit Checklist be promoted to business owners and community groups, inviting them to contact Council and avail themselves of an access audit of their facilities.
- Mr Litwin also suggested that in the report, Council be requested to add commercial groups i.e. for profit groups, to its Community Sponsorship Program, on a 50:50 basis, for the provision of grants specifically to be used for improving accessibility, where the facilities are open to the public. This would encourage businesses to look at the suitability of their premises.

#### RECOMMENDATION TO COMMITTEE:

That:

1. The Committee review the proposed process for reporting and reviewing Access and Inclusion Checklist audit outcomes, as outlined in this report.
2. Council's draft Capital Works Program be reported to the Committee, to enable the Committee to determine if additional advice or consultation with Council managers may be required with regard to access and inclusion issues.
3. The Committee refer the Access and Inclusion Checklist for adoption by Council with a request that Council give consideration to promoting the Audit Checklist to business owners and community groups.
4. The Committee request that Council give consideration to amending the Guidelines of its Community Sponsorship Program, to facilitate the provision of financial assistance to for profit groups to fund minor accessibility improvements to retail premises which are regularly open to the public.

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**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Gary London, seconded by Mr Robert Bosshard.

That:

1. The proposed process for reporting and reviewing Access and Inclusion Checklist audit outcomes be adopted by the Committee, and that Council be advised of the process.
2. Council be requested to report the draft Capital Works Program to the Committee, to enable the Committee to determine if additional advice or consultation with Council managers may be required with regard to access and inclusion issues.
3. The Access and Inclusion Checklist be referred to Council for endorsement, and Council be requested to consider promoting the Audit Checklist to business owners and community groups.
4. Council be requested to give consideration to amending the Guidelines of its Community Sponsorship Program, to facilitate the provision of financial assistance to for profit groups to fund minor accessibility improvements to retail premises which are regularly open to the public.

**Item 3: HAIAC - Adoption of Amended Constitution - Hawkesbury Access and Inclusion Advisory Committee - (124569, 96328)**

**Previous Item:** 2, HAIAC (28 November 2013)

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**DISCUSSION:**

- Mr Litwin noted the wording of the Hawkesbury Access and Inclusion Advisory Committee Constitution was updated to ensure that access and inclusion have been incorporated. The updated Constitution is attached to the report.

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Ms Mary-Jo McDonnell, seconded by Mr Desmond Crane.

That the information be received.

**SECTION 4 - General Business**

- Wheelchair Accessible Transport

Mr Aldrich referred to the minutes of the last meeting and enquired if there was an update on availability of wheelchair access for the community.

Mr Litwin advised that Council has employed an Events Coordinator who is currently preparing an Event Checklist. Mr Litwin will request that the Checklist includes the provision to indicate a need for wheelchair accessible transport.

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Mr Litwin will also add an Action to the Access and Inclusion Plan indicating the need for wheelchair accessible transport to be considered. Once the Access and Inclusion Plan has been adopted, people will be educated about the Access and Inclusion Plan and the need for it to be used as a reference when planning future Council events.

- Presentations by Service Groups

Mr Crane referred to the discussions at the last meeting with regard to inviting the various service groups to provide a presentation to the Committee on available services and impacts relating to the changes to the NDIS.

Mr Crane advised he has enquired if Ms Narelle Daley, Chief Executive Officer of Hawkesbury Penrith Respite Services Inc. would be available to attend the next meeting of the Committee. Mr Crane indicated that Ms Daley started and built the services provided by the Hawkesbury Nepean Respite Services Inc. in the Hawkesbury. The Service currently provides over-night and day care.

Mr Crane was requested by the Committee to extend an invitation to Ms Daley to attend the next meeting on 24 April 2014.

**MOTION:**

RESOLVED on the motion of Mr Desmond Crane, seconded by Councillor Ms Mary-Jo McDonnell.

**Refer to COMMITTEE RECOMMENDATION**

**COMMITTEE RECOMMENDATION:**

That Ms Narelle Daley of Hawkesbury Penrith Respite Services be invited to provide a presentation to the Committee at its next meeting on 24 April 2014.

- Hawkesbury Penrith Respite Services Inc.

Mr Crane advised that Hawkesbury Penrith Respite Services Inc. are planning to change the name of the organisation, specifically by removing 'Penrith' from the name. The dual names of Hawkesbury and Penrith appear to cause an issue with sourcing funding, as potential funders are reluctant to fund services outside their own area. Whilst the service does cover the Hawkesbury, Penrith and Lower Blue Mountains areas, it is located in the Hawkesbury.

Mr Crane tabled a promotional flyer advertising a fundraising event for Hawkesbury Penrith Respite Services Inc. to raise funds for much needed equipment, not covered by Government subsidies. The event will be held on 29 March 2014. The flyer will be scanned and circulated to the Committee for circulation/ promotion.

Mr Litwin agreed to place copies of the flyer on Council's noticeboards, and will also broadcast it by email to community agencies. Mr Crane will provide further copies for this distribution. Ms Lucas indicated that the Community Forum was likely to agree to distribute the flyer to service providers.

- Oasis Aquatic Centre

Mr Aldrich requested an update on the status of the proposed works at the Oasis Aquatic Centre.

Mr Litwin advised there has been no further progress at this stage until work on the draft Section 94 Plan has been finalised.

Once finalised, the draft Section 94 Plan will go on exhibition for 28 days before it is reported to Council, and adopted, and hopefully this will occur before the end of the financial year.

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- Audits

Ms Lucas referred to the recent audit conducted at Richmond Park and Richmond Library on 4 February 2014 and advised it went well. Mr Aldrich indicated there were a couple of things identified for rectification, and noted in particular that a side-access of 2 metres was needed.

Ms Lucas indicated that she is keen to keep the audit process rolling and enquired if the proposed process, referred to in the report regarding the Access and Inclusion Checklist and its interaction between the Committee and Council staff, could be established prior to being reported to managers. Mr Litwin advised that the proposed process will be reported to the next Council meeting in March, and once endorsed, the tool can be implemented.

Mr Aldrich suggested that the Committee organise a walk around in a public space. Ms Lucas noted however that the Committee had already identified a list of proposed audit locations, and that the list should be used for future audits, with locations prioritised.

Mr Litwin will request Meagan Ang to retrieve the list of previously identified audit locations and circulate it to the Committee. A couple of locations already identified on the list will be nominated as a potential priority for the proposed audit, however, a consensus will be sought from the Committee before finalising audit arrangements.

Mr Litwin indicated that whilst the majority of people on the Committee have already indicated they have received audit training, some people may still need to attend before participating in an audit.

- Outdoor Dining

Mr Aldrich noted the impact on unsighted individuals by outdoor dining due to the location of tables and chairs, and requested that the audit process ensure that this access is considered as a priority. Mr Litwin advised that Council issues outdoor dining licensing to Hawkesbury businesses and that these businesses are governed by Outdoor Dining Guidelines which include the provision for a minimum distance between tables and chairs.

Mr Litwin will provide a report to the next Committee meeting on Outdoor Dining Regulations and how they address access and inclusion.

Mr Aldrich noted that in some locations kerb and gutters are an issue for accessibility. Councillor Calvert noted that some gutters are impacted by heritage restrictions.

Mr Aldrich advised that The Historic House Trust has implemented a guideline for visitors on how to use its facilities which has been well received.

- Next Meeting

Ms McDonnell noted that the next Committee meeting scheduled for 24 April 2014 will fall on the Thursday prior to Anzac Day, and suggested that the meeting date be changed.

The date of the next meeting was changed to Thursday, 1 May 2014.

The meeting terminated at 4:50pm.

Submitted to and confirmed at the meeting of the Hawkesbury Access and Inclusion Advisory Committee held on 1 May 2014.

oooO END OF REPORT Oooo

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**ROC                      Local Traffic Committee - 10 March 2014 - (80245)**

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on 10 March 2014, commencing at 3pm.

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<b>Present:</b>	Councillor Kim Ford Mr Richard McHenery, Roads and Maritime Services Snr Constable Debbie Byrnes – NSW Police Force
<b>Apologies:</b>	Mr Bart Bassett, MP (Londonderry) Mr Ray Williams, MP (Hawkesbury) Mr Kevin Conolly, MP (Riverstone) Mr Steve Grady, Busways Ms Jill Lewis, NSW Taxi Council
<b>In Attendance:</b>	Mr Chris Amit, Manager, Design and Mapping Ms Judy Wong, Community Safety Coordinator Ms Laurel Tweedie, Administrative Officer, Infrastructure Services

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The Chairman tendered an apology on behalf of Mr Kevin Conolly (Riverstone), advising that Mr Kevin Conolly (Riverstone), concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on his behalf.

**SECTION 1 – Minutes**

**Item 1.1              Confirmation of Minutes**

The Committee resolved on the Motion of, Snr Constable D Byrnes, seconded by Mr R McHenery, that the minutes from the previous minutes held 10 February 2014 be confirmed.

**Item 1.2              Business Arising**

There was no business arising from previous minutes.

**SECTION 2 - Reports for Determination**

**Item 2.1      LTC - 10 March 2014 - Item 2.1 - UIM World Circuit Powerboat Championships - Windsor 2014 - (Hawkesbury, Londonderry & Riverstone) - (80245, 128916)**

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**REPORT:**

**Introduction**

An application has been received from Fastwater Promotions Pty Ltd seeking approval (in traffic management terms) to conduct the UIM World Circuit Powerboat Championships – Windsor 2014 event on Friday, 16, Saturday, 17 and Sunday, 18 May 2014.

The event organiser has advised;

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- This is a first time event in the Hawkesbury, although this is a similar event to the Powerboat Spectacular undertaken by the Upper Hawkesbury Power Boat Club.
- The event is a circuit power boat race (oval shape) on the Hawkesbury River, adjacent to Governor Phillip Park with various categories of boats.
- The circuit is generally along the straight section of the River between the Windsor Bridge and South Creek.
- Start and Finish time for the event is 09.00am to 5:00pm.
- The number of competitors expected is approximately 120 for the event.
- There will be 6 boats per group competing, per race, in various categories, with up to 20 groups competing.
- There will be 3 rescue boats with 6 divers, 2 on-water paramedics and safety crew strategically positioned at each end of the course. There is also a jet ski on the course to be used as a towing craft.
- Expecting approximately 2000 spectators for the event.
- Parking will be at Governor Phillip Park with additional parking available off street utilising vacant land adjacent to Governor Phillip Park.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park; however the effect on traffic is not expected to be significant. The 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.
- Road closures are not required.

Refer to Attachment 1: UIM World Circuit Power Boar Championships – Windsor 2014 – Race Course Plan.

### **Discussion**

The event will be held along the Hawkesbury River and within the Governor Phillip Park. The event and the spectators travelling to the event may impact heavily on the state road network on Windsor Road, Macquarie Street, Wilberforce Road, Bridge Street and local roads such as George Street and Court Street. 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).

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document No: 4693308):

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),

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4. Racing Risk Assessment,
5. Race Course Plan,
6. Copy of Insurance Policy which is valid to 31 August 2014,
7. Copy of the application to the NSW Police Force,
8. Copy of Consultation letter to Residents,
9. Copies of correspondence forwarded to the NSW Ambulance Service and Richmond Fire Brigade.

Council resolved to grant the exclusive use of Governor Phillip Park for the event at its meeting on 29 October 2013.

**COUNCIL RECOMMENDATION:**

RESOLVED on the motion of Snr Constable D Byrnes, seconded by Councillor K Ford.

Support for the 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 UIM World Circuit Power Boat Championships – Windsor 2014 event planned for Friday, 16, Saturday, 17 and Sunday, 18 May 2014, by Fastwater Promotions Pty Ltd 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. 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
- 4f. 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;**
- 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 Windsor Fire Brigade (Fire & 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

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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:**

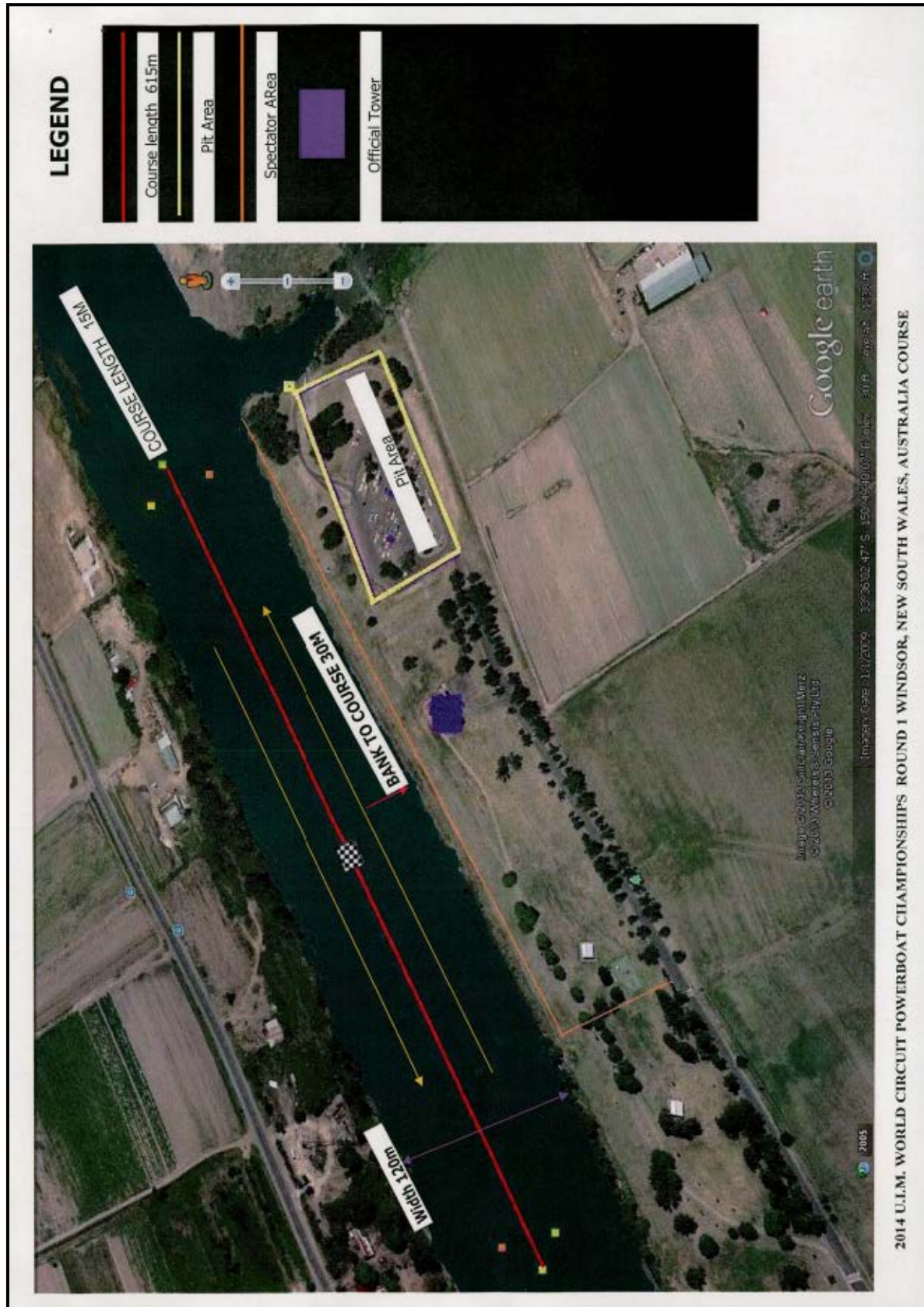
- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. in accordance with the submitted TMP and associated TCP, appropriate advisory and traffic control devices are to be placed 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** UIM World Circuit Power Boar Championships – Windsor 2014 – Race Course Plan

**AT - 2** Special Event Application - (ECM Document No: 4693308) - *see attached*

AT - 1 UIM World Circuit Power Boat Championships – Windsor 2014 – Race Course Plan



**Item 2.2 LTC - 10 March 2014 - Item 2.2 - Zone One Q60 Endurance Horse Ride - May 2014 - Upper Colo Reserve (Hawkesbury) - (80245, 85005)**

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**REPORT:**

**Introduction**

An application has been received from Zone One of The NSW Endurance Riders' Association seeking approval (in traffic management terms) to conduct the Zone One Q60 Endurance Horse Ride on Sunday, 04 May 2014, in and around the Mountain Lagoon and Upper Colo area.

The event organiser has advised:

- The event has been held in previous years.
- The Endurance Horse Ride is a timed event and not a race.
- As part of the event a Training and Social Horse Ride which is non-competitive will also be undertaken.
- The event will be undertaken between 4.00am and 5.00pm.
- The course is the same as previous years but will be run in reverse with the advent of the new ride base at Sams Way.
- Event Schedule – Sunday 04, May 2014:
  - The Endurance Horse Ride is 100 kilometres over 3 legs (Leg 1 = 45 kilometres, Leg 2 = 35 kilometres and Leg 3 = 20 kilometres).
  - The Training Horse Ride is 35 kilometres (Leg 2).
  - Social Ride is 20 kilometres (Leg 3).
- Approximately 60 Participants and 40 support people are expected for the event,
- Route for the Endurance Ride:

Leg 1 - 45 Kilometres:

- Sams Way, Mountain Lagoon (ride base) to Comleroy Road checkpoint (7.7 km),
- Comleroy Road checkpoint to the intersection of Upper Colo Road (5 km),
- Intersection of Upper Colo Road, turn right and travel along Upper Colo Road to the Atkinson property (13.9 km),
- Atkinson property via Upper Wheeny Creek Valley to Comleroy Road checkpoint (10.7 km),
- Comleroy Road checkpoint to Sams Way, Mountain Lagoon (ride base) (7.7 km).

Leg 2 - 35 Kilometres - (Training Ride):

- Sams Way, Mountain Lagoon (ride base) to Parr State Forest gate (2.4 km),
- Parr State Forest gate to Upper Colo Road (12.6 km),
- Upper Colo Road out to the end of the road and back (7.3 km),
- Upper Colo Road to Comleroy Road checkpoint (5 km),
- Comleroy Road checkpoint to Sams Way, Mountain Lagoon (ride base) (7.7 km).

Leg 3 – 20 Kilometres – (Social Ride):

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- Sams Way, Mountain Lagoon (ride base) to Comleroy Road checkpoint (7.7 km),
  - Comleroy Road checkpoint back along Mountain Lagoon Road to the end of the unsealed road (10 km),
  - Turn around at end of unsealed road and return back to Sams Way, Mountain Lagoon (ride base) (2.3 km).
- Where the course covers trafficable roads, the following will be in place:
    - A Marshall is to be in place to stop horses crossing whilst vehicles pass,
    - At any junction where horses cross or access roads that are main access gates, the Marshall is to notify Traffic of the conditions ahead,
    - Signage shall be in place stating the following: Horses on Road, Horses crossing. In areas where the road narrows or is windy; Drive Slowly Horses on Road is to be provided.
  - Road Inventory
    - Sams Way – Unsealed
    - Mountain Lagoon Road – Sealed/Unsealed
    - Comleroy Road - Unsealed
    - Upper Colo Road – Sealed/Unsealed
    - Roads on private property and within the National Park,
    - The Colo River will not be crossed as part of the route.

Refer to Attached 1: "Event Route Plan - Zone One Q60 Endurance Horse Ride 2014".

#### Discussion

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

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document No: 4693792):

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) which has inconsistent information in relation to the application,
5. Event Route Plan,
6. Copy of Insurance Policy which is valid to 01 January 2015,
7. Copy of the application to the NSW Police Force,
8. Copy of correspondence forwarded to the NPWS.

#### COUNCIL RECOMMENDATION:

RESOLVED on the motion of Mr R McHenery, seconded by Snr Constable D Byrnes

Support for the 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 Zone One Q60 Endurance Horse Ride event in and around the Mountain Lagoon and Upper Colo area, planned for Sunday, 04 May 2014 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 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 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 route/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. As the event will traverse public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with the associated fee, to occupy the road;



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- 4f. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4g. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; **a copy of this approval to be submitted to Council;**
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4i. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; **a copy of this approval to be submitted to Council;**
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; **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 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 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;**
- 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 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 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;**
- 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;
- 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. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4t. 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

**ORDINARY MEETING**  
**Reports of Committees**

a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);

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

**ATTACHMENTS:**

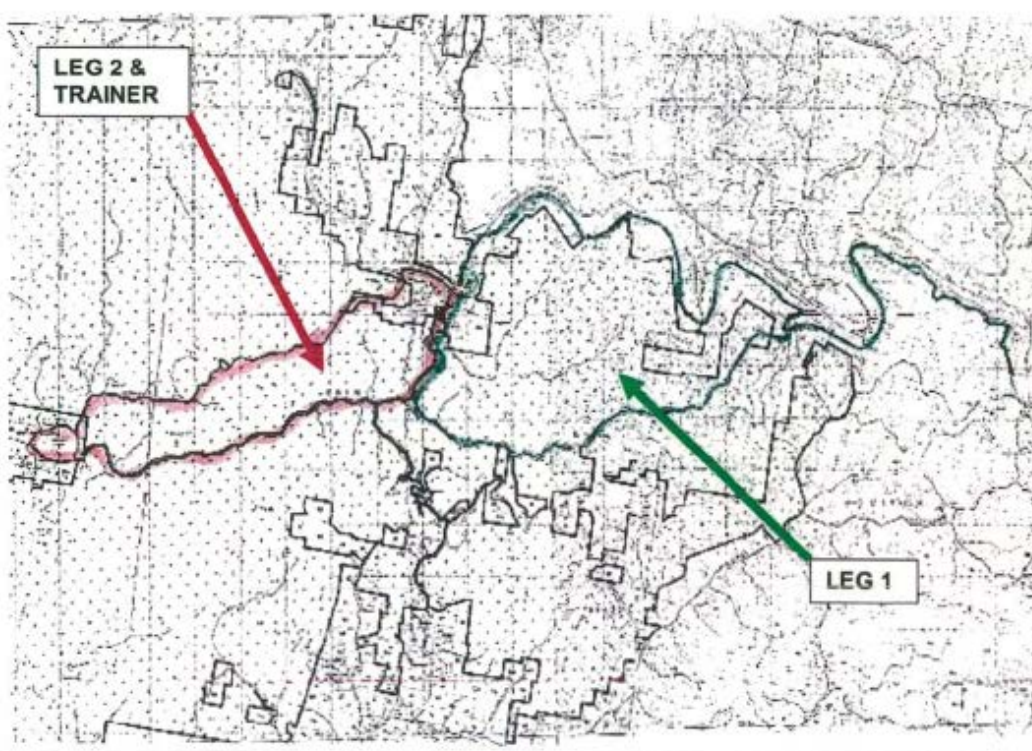
**AT - 1** Event Route Plan - Zone One Q60 Endurance Horse Ride 2014.

**AT - 2** Special Event Application - (ECM Document No. 4693792) - *see attached*.



AT - 1 Event Route Plan - Zone One Q60 Endurance Horse Ride 2014

AREA COVERD IN ENDURANCE RIDE



**ORDINARY MEETING**  
**Reports of Committees**

**SECTION 3 - Reports for Information**

There were no reports for information.

**SECTION 4 - General Business**

There was no General Business.

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held on Monday 14 April 2014 at 3pm in the Large Committee Rooms.

The meeting terminated at 4:40pm.

**oooO END OF REPORT Oooo**

ordinary

section 5

notices of motion

**ORDINARY MEETING**

Notices of Motion

**ORDINARY MEETING**

**Notices of Motion**

**SECTION 5 - Notices of Motion**

**NM**                      **Coal Seam Gas Exploration in the Hawkesbury LGA - (79351, 125612)**

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**Submitted by:**        Councillor Lyons-Buckett

**NOTICE OF MOTION:**

That Council resolve to:

1.     Oppose any current or proposed coal seam gas exploration or mining in the Hawkesbury LGA;
2.     Request a report on the practices of having coal seam gas water transported into, and stored or disposed of in the Hawkesbury LGA;
3.     Write to the Premier of NSW informing him of Hawkesbury City Council's position and seeking a ban on coal seam gas mining and exploration in the Hawkesbury LGA;
4.     Write to the Hawkesbury, Riverstone and Londonderry Members of Parliament, and the Federal Member for Macquarie seeking support for Council's position;
5.     Write to the NSW State Government urging it to ban all coal seam gas exploration or extraction within all drinking water catchment areas.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**

Notices of Motion

**ORDINARY MEETING**  
Questions for Next Meeting

**QUESTIONS FOR NEXT MEETING**

**Councillor Questions from Previous Meeting and Responses - (79351)**

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**REPORT:**

Questions - 11 March 2014

#	Councillor	Question	Response
1	Rasmussen	Requested an update on the Council property at Colonial Drive, Bligh Park	The Director Support Services advised that Council previously resolved to revoke the site specific Development Control Plan and to call for tenders for the sale of 139 Colonial Drive, Bligh Park. Appropriate tender documentation has been drafted, and it is anticipated that the property will be marketed, for sale by tender, in the coming months.
2	Paine	Requested an investigation into a commercial soil depot on Racecourse Road, Clarendon whose trucks are dropping soil onto the road.	The Director City Planning advised that the matter is being investigated as to compliance with relevant approvals and if areas of non-compliance are found appropriate action will be taken to ensure those actions are rectified.

# ORDINARY MEETING

## Questions for Next Meeting

#	Councillor	Question	Response
3	Williams	Sought clarification that out of area schools use the Oasis Aquatic Centre facility for swimming carnivals, preventing locals from using the lap lanes and also are additional entrance fees being charged for school carnival patrons who then choose to stay and swim at the Centre.	<p>The Director Support Services advised that both schools from within the Hawkesbury Local Government Area (LGA), and schools outside the LGA, utilise the Oasis Aquatic Centre for their swimming carnivals. However, at no time is any school within the LGA disadvantaged by out of area schools utilising the Centre.</p> <p>The Oasis Aquatic Centre is a 5-Star rated aquatic facility by the Royal Life Saving Society. The Department of Education recommends that schools who hold swimming carnivals should utilise a 5-Star facility, and therefore, some schools from outside the LGA choose to host their carnivals at the Centre.</p> <p>Due to the depths of the outdoor pool, it is necessary for some schools with weak and non-swimmers to utilise the shallow depth of the indoor pool.</p> <p>Whilst February is the busiest month for swimming carnivals, school lane bookings are capped to ensure that there are lanes left for lap swimmers.</p> <p>Children and spectators attending school swimming carnivals are charged an additional fee should they choose to stay and swim at the Centre after the carnivals are over.</p> <p>Children pay a student entry for attendance at swimming carnivals, and are admitted through the school entry, not the regular entry. They are under the school's duty of care whilst at the carnivals. Should a child wish to stay and swim after the carnival is finished, they enter through the regular entry, pay a fee, and swim under the normal terms and conditions of the Centre.</p> <p>Carnival spectators do not pay additional fees if they stay after the carnival is finished, however, they are required to pay a top up fee if they choose to swim at the Centre.</p>



**ORDINARY MEETING****Questions for Next Meeting**

#	Councillor	Question	Response
4	Lyons-Buckett	Enquired if it is possible to seal more of the area within the Waste Management Facility in order to prevent cars from becoming bogged.	The Director Infrastructure Services advised that whilst it is not possible to seal the access to the tip face all care is taken in wet weather to ensure safety, and should access become unsafe the facility is closed. Options for a transfer area will be considered in the future development at the facility.
5	Lyons-Buckett	Enquired if the potholes in Sherwood Street, Kurrajong could be fixed as residents believe that it was scheduled for repair in 2013 and an individual has fallen on the road near the pothole.	The Director Infrastructure Services advised that instructions have been issued for repair.
6	Lyons-Buckett	Enquired if works on Grose Vale Road, between Pecks Road and Grose Vale Public School are complete as there is loose gravel and corrugation along the road.	The Director Infrastructure Services advised the area has been swept and the area will continue to be monitored.
7	Creed	Requested an update on the progress of the repairs to the Windsor Wharf.	The Director Infrastructure Services advised that a contract had been let for the construction of the replacement pontoon and installation is anticipated in 12 weeks. Work is to be carried out through an insurance claim.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

Questions for Next Meeting

**ORDINARY MEETING**  
**CONFIDENTIAL REPORTS**

**CONFIDENTIAL REPORTS**

**Item: 63**                      **SS - Property Matter - Assignment of Lease from Denise O'Rourke to Kate McGill and Julie Milner - Shop 2 Glossodia Shopping Centre - (129953, 18223, 112106, 95496)**

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**Reason for Confidentiality**

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

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

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

**ORDINARY MEETING**  
**CONFIDENTIAL REPORTS**

**Item: 64**                      **SS - Property Matter - Lease to Hawkesbury Equestrian Centre Incorporated - Part of 40 Racecourse Road, Clarendon (Part of Lot 187 in Deposited Plan 45754) - (74207, 112106, 95496)**

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**Reason for Confidentiality**

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**ORDINARY MEETING**  
**CONFIDENTIAL REPORTS**

**Item: 65**

**SS - Property Matter - Lease to Schofield & Co (Administration) Pty Limited -  
Reverend Turner Cottage - 360 George Street Windsor - (77907, 112106, 95496)**

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**Reason for Confidentiality**

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ordinary  
meeting

end of  
business  
paper

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