



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 29 May 2018

location: council chambers

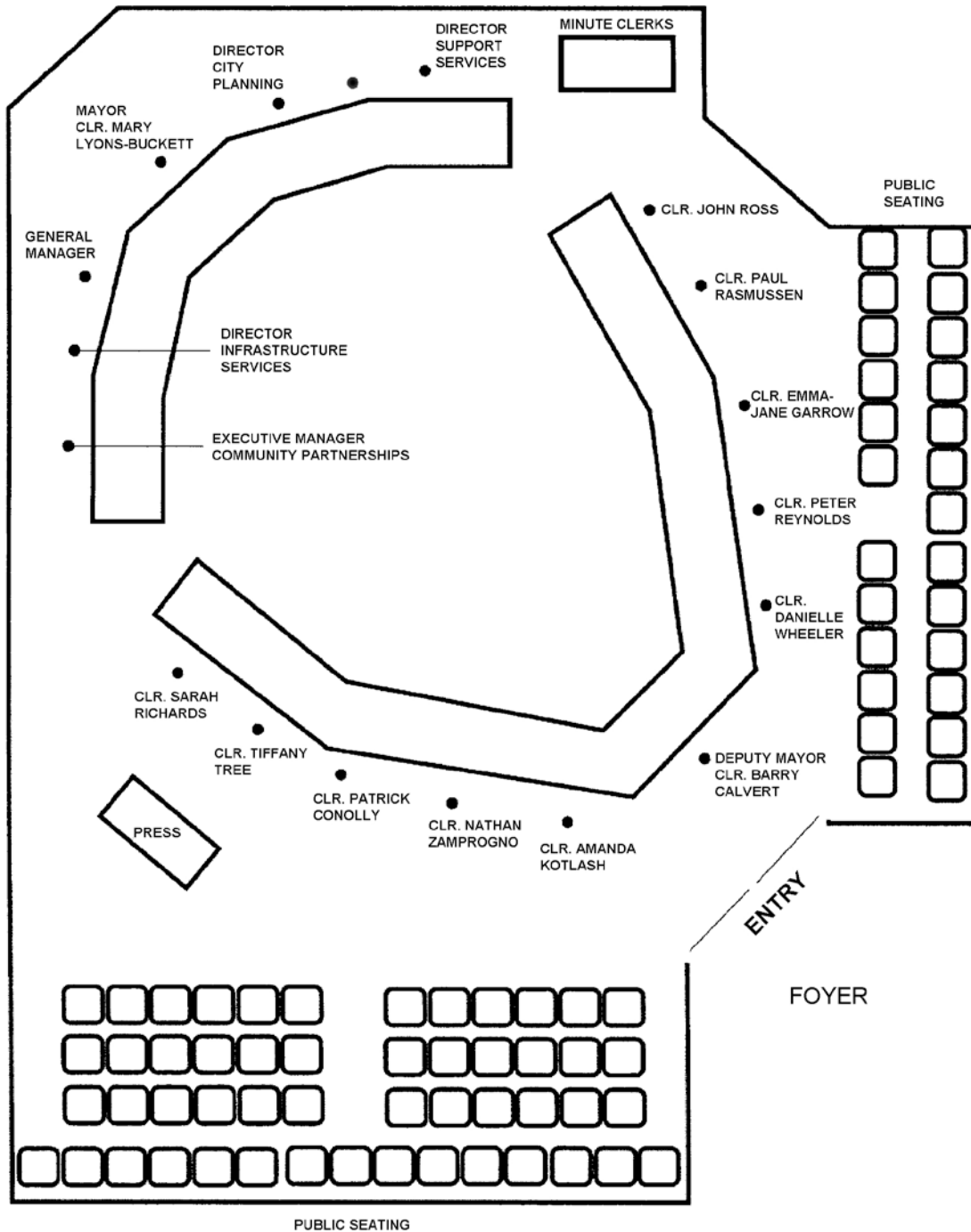
time: 6:30 p.m.



mission statement

***Hawkesbury City Council
leading and working
with our community
to create a healthy
and resilient future.***

Hawkesbury City Council



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PROCEDURAL MATTERS

Welcome

The General Manager will address the Council meeting, mentioning:

- Acknowledgement of Indigenous Heritage
- Emergency Procedures
- Recording of the Council Meeting
- Statement regarding people addressing the Meeting
- Mobile phones.

Attendance

Attending Councillors and Council staff members will be noted for the purposes of the Minutes.

Apologies and Leave of Absence

The Mayor will ask for any Apologies or Leave of Absence Requests to be noted.

Declaration of Interest

The Mayor will ask for any Declaration of Interests from the attending Councillors. These will then be addressed at the relevant item.

Acknowledgement of Official Visitors to the Council

The Mayor will acknowledge and welcome official visitors to the Council and make any relevant presentations as required.

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Procedural Matters

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ordinary

section 1

confirmation of minutes

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SECTION 1 - Confirmation of Minutes

ordinary

section 2

mayoral minutes

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SECTION 2 – Mayoral Minutes

No Mayoral Minutes.

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ordinary

section 3

reports
for determination

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SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 123 **CP - Proposed Amendment to the Hawkesbury Local Environmental Plan 2012 - (95498, 124414)**

Previous Item: 101, Ordinary (9 May 2018)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to provide Council with the opportunity to re-consider a planning proposal to amend the Hawkesbury Local Environmental Plan 2012 and submit the planning proposal to the Department of Planning and Environment for a Gateway Determination.

Council considered this matter at its Ordinary Meeting on 8 May 2018, where it resolved to defer the matter for discussion at a Briefing Session before reporting the matter back to Council.

The planning proposal seeks an amendment to the Hawkesbury Local Environmental Plan 2012 that would permit with consent Recreation Facilities (Outdoor) but restricted to polo, showjumping and dressage uses only across the RU2 Rural Landscape zone in a defined area of Richmond Lowlands, Richmond, and Cornwallis. In preparing the planning proposal, the approach has involved careful consideration of proposing additional uses that are reflective of the rural and scenic characteristics of the Richmond Lowlands, reflects the high flood risk of the Hawkesbury Nepean Valley, avoids conflict between land uses, avoids impact on infrastructure and in particular the road network. Given these the approach has been to propose low intensity uses that are reflective of historic uses that have emerged on the Richmond Lowlands.

EXECUTIVE SUMMARY:

This report has been prepared to respond to a resolution of Council to provide a report concerning a possible planning proposal and associated amendment to the Hawkesbury Local Environmental Plan 2012 to allow properties within the Richmond Lowlands, Richmond, and Cornwallis area to be used for polo and equine related purposes.

Council considered the matter at its Ordinary Meeting on 8 May 2018, where it was resolved:

That:

1. *The matter be deferred to the next Councillor Briefing Session.*
2. *Following the Councillor Briefing Session, the matter be reported back to the first available Council Meeting.*

Following consideration of the matter at the Council Briefing Session, a planning proposal has been prepared to support permitting polo, showjumping and dressage related uses within the RU2 Rural Landscape zone for properties located within a defined area of the Richmond Lowlands, Richmond, and Cornwallis area.

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The planning proposal has now been prepared and it is recommended that Council resolve to prepare a planning proposal as outlined in this Report and Attachment 1, that seeks an amendment to the Hawkesbury Local Environmental Plan 2012 to permit with consent Recreation Facilities (Outdoor) but restricted to polo, showjumping and dressage uses only across the RU2 Rural Landscape zone in a defined area of the Richmond Lowlands, Richmond, and Cornwallis. The resultant planning proposal is to be forwarded to the Department of Planning & Environment for a Gateway determination.

RECOMMENDATION SUMMARY:

It is recommended that Council resolve to prepare a planning proposal as outlined in this Report and Attachment 1, that seeks an amendment to the Hawkesbury Local Environmental Plan 2012 to permit with consent Recreation Facilities (Outdoor) but restricted to polo, showjumping and dressage uses only across the RU2 Rural Landscape zone in a defined area of the Richmond Lowlands, Richmond, Cornwallis. The resultant planning proposal is to be forwarded to the Department of Planning & Environment for a Gateway determination.

REPORT:

Proposed Amendments to LEP 2012

To give effect to the Planning Proposal the following amendments to the Hawkesbury Local Environmental Plan 2012 are sought and generally described as:

1. Insert the following after Clause 6.12 of Part 6 of the HLEP 2012 Additional Local Provisions:

6.13 Polo, Showjumping and Dressage Uses in Richmond Lowlands Richmond and Cornwallis
 - (1) This clause applies to that part of the land that is within the Zone RU2 Rural Landscape identified in Figure 2
 - (2) The objective of this clause is to facilitate development limited to polo and show jumping activities and uses.
 - (3) Despite any other provision of this Plan, consent may be granted to development on land to which this clause applies for the purpose of recreation facilities (outdoor) limited to polo and show jumping activities and uses.
 - (4) Development consent must not be granted under this clause unless the consent authority is satisfied that:
 - (a) The development retains or enhances the existing rural landscape values,
 - (b) The development does not detract from the existing rural character,
 - (c) The development minimises conflict between land uses in the zone and land uses in adjoining zones,
 - (d) The development is compatible with the flood hazard of the land and is not likely to significantly adversely affect flood behaviour, and
 - (e) The development does not create unreasonable demands for the provision or extension of public amenities and services.
 - (5) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied development incorporates appropriate measures to manage risk to life from flood (and other hazards) including the preparation of a risk management and evacuation.

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Context and Background

The planning proposal has been prepared to support permitting polo, showjumping and dressage related uses within the RU2 Rural Landscape zone of properties located within a defined area of the Richmond Lowlands, Richmond, and Cornwallis. The planning proposal accords with Council's commitment to reaffirm continued support of the emerging polo and related support industry uses in the Richmond Lowlands, Richmond, and Cornwallis area.

Specifically at Council's Ordinary Meeting on 3 February 2015, Council resolved the following Notice of Motion:

"That:

- 1. Council reaffirm its continued support of the emerging polo and related support industries in the Richmond Lowlands.*
- 2. Council indicate to all stakeholders and the community its unambiguous willingness to work closely and cooperatively with all relevant property owners to resolve quickly and expeditiously current planning provisions and conflict issues, including commencement of a review of the rezoning provisions, relating to permissible land use activities associated with the industry."*

In addition to the above, Council in their consideration of a planning proposal (LEP006/15) at Council's Ordinary Meeting on 28 February 2017 to amend the Hawkesbury Local Environmental Plan 2012 to permit with consent the necessary uses associated with the World Polo Championships 2017 resolved (in part) the following:

"That:

- 5. A report be provided to Council concerning a possible planning proposal and associated amendment to the LEP 2012 to allow properties within the Richmond Lowlands/Richmond/Cornwallis area to be used for polo and equine related purposes."*

The preparation of a planning proposal for these purposes is considered to be consistent with the Hawkesbury Community Strategic Plan 2017-2036, and the Hawkesbury Tourism Strategy.

Detailed History, including previous Council decisions

Polo has been an emerging sport on the Richmond Lowlands since the 1970's with a number of polo fields and polo clubs already established. Figure 1 below highlights the existing polo fields on the Richmond Lowlands.

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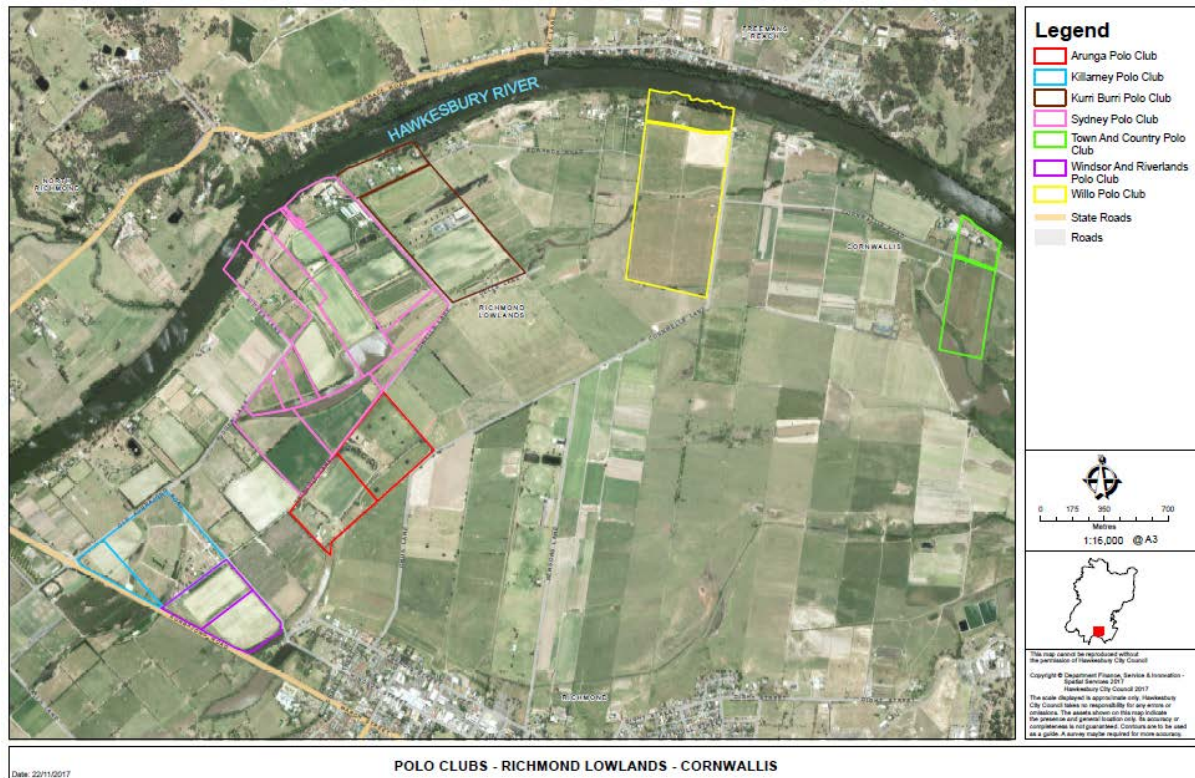


Figure 1 - Existing Polo Clubs Richmond Lowlands, Richmond and Cornwallis

Despite the emergence of polo on the Richmond Lowlands since the 1970's, the Hawkesbury Local Environmental Plan 2012, being a standard instrument local environmental plan does not currently permit polo uses within the RU2 Rural Landscape zone. As detailed above, Council has previously passed resolutions indicating support for the emerging polo and related support industries, and as such this planning proposal has been prepared to respond to that support from Council.

When considering this matter and the proposed uses, the zone objectives of the RU2 Rural Landscape zone which are prescribed and provided below need to be considered:

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To maintain the rural landscape character of the land.
- To provide for a range of compatible land uses, including extensive agriculture.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses in the zone and land uses in 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.
- To ensure that development retains or enhances existing landscape values including a distinctive agricultural component.
- To preserve the river valley systems, scenic corridors, wooded ridges, escarpments, environmentally sensitive areas and other features of scenic quality.
- To ensure that development does not detract from the existing rural character or create unreasonable demands for the provision or extension of public amenities and services.

Additionally, it should be noted that the following land uses are currently permitted without consent in the RU2 Rural Landscape zone, with those uses that already permit a horse related use within the boundaries of each definition highlighted in bold:

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*Bed and breakfast accommodation; Environmental protection works; **Extensive agriculture**; Home occupations.*

And the current permitted uses with Consent within the RU2 Rural Landscape zone includes:

***Agriculture; Animal boarding or training establishments**; Boat sheds; Building identification signs; Business identification signs; Cemeteries; Charter and tourism boating facilities; Crematoria; Dual occupancies (attached); Dwelling houses; Educational establishments; Entertainment facilities; Environmental facilities; **Farm buildings**; Farm stay accommodation; Flood mitigation works; Forestry; Funeral homes; Helipads; Home-based child care; Home industries; Jetties; Landscaping material supplies; Moorings; Places of public worship; Plant nurseries; Recreation areas; Restaurants or cafes; Roads; Roadside stalls; Rural industries; Rural supplies; Rural workers' dwellings; Water recreation structures; Water storage facilities*

It should also be noted that the Hawkesbury Local Environmental Plan 2012 currently allows for Temporary Uses which would include food vans for instance on the following basis:

- Maximum 28 days in a 12 month period
- Use must not prejudice the subsequent use of the land
- The use must not adversely impact upon adjoining land or the amenity of the neighbourhood
- The use must not impact on the environmental attributes of the land

A further key consideration in preparing a planning proposal across the Richmond Lowlands is consideration of the high flood risk that exists in the Hawkesbury Nepean Valley, which the NSW Governments Hawkesbury Nepean Valley Flood Risk Management Strategy released in May 2017 highlights:

The Insurance Council of Australia considers this Valley to have the highest single flood exposure in New South Wales, if not Australia.

Policy considerations

The proposal is to amend the Hawkesbury Local Environment Plan 2012 based on the planning proposal included as Attachment 1.

Consultation

Should the planning proposal proceed and receive a favourable Gateway Determination, consultation with relevant public agencies and the community will be required as part of the process.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.2 Participation in recreational and lifestyle activities is increased.

2.2.2 Encourage active participation in a range of sporting and recreational pursuits.

Our Future

5.4 Celebrating our Rivers

5.4.1 Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities

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5.4.3 Encourage agriculture production, vegetation conservation, tourism, recreation and leisure uses within our floodplains.

5.7 Tourism and Economic Development

5.7.1 Working in partnership we will actively market out City and our capabilities to existing and potential businesses, visitors and investors.

5.7.2 Develop Hawkesbury tourism to enhance and strengthen opportunities within our tourism sector.

5.8 Industry

5.8.1 Plan for a range of industries that build on the strengths of the Hawkesbury to stimulate investment and employment in the region.

Discussion

Council at its Ordinary Meeting on 28 February 2017 resolved (in part) the following:

"That:

5. *A report be provided to Council concerning a possible planning proposal and associated amendment to the LEP 2012 to allow properties within the Richmond Lowlands/Richmond/Cornwallis area to be used for polo and equine related purposes."*

The preparation of a planning proposal to respond to this resolution and other relevant resolutions of Council in this respect has considered the actual likely uses resulting from the terms polo and equine related purposes.

The term Polo, whilst not an existing definition in the Hawkesbury Local Environmental Plan 2012 is sufficiently defined in the Macquarie Dictionary as:

Polo – a game resembling hockey, played on horseback with long handled mallets and a wooden ball

However, Equine is similarly not defined in the Hawkesbury Local Environmental Plan 2012, with the Macquarie Dictionary definition being:

Equine – relating to, or belonging to the family which comprises horses, zebras and asses.

Likewise the term Equestrian was also considered. In the Macquarie Dictionary it is defined as follows:

Equestrian – relating to riders or riding on horseback

These definitions pose potential issues given their very broad nature, especially when considering the location of the planning proposal on RU2 Rural Landscape zoned land in the Richmond Lowlands, Richmond, and Cornwallis area. Concern is raised that such a broad definition could potentially allow uses such as Rodeo or Racecourses which would not be consistent with the zone objectives.

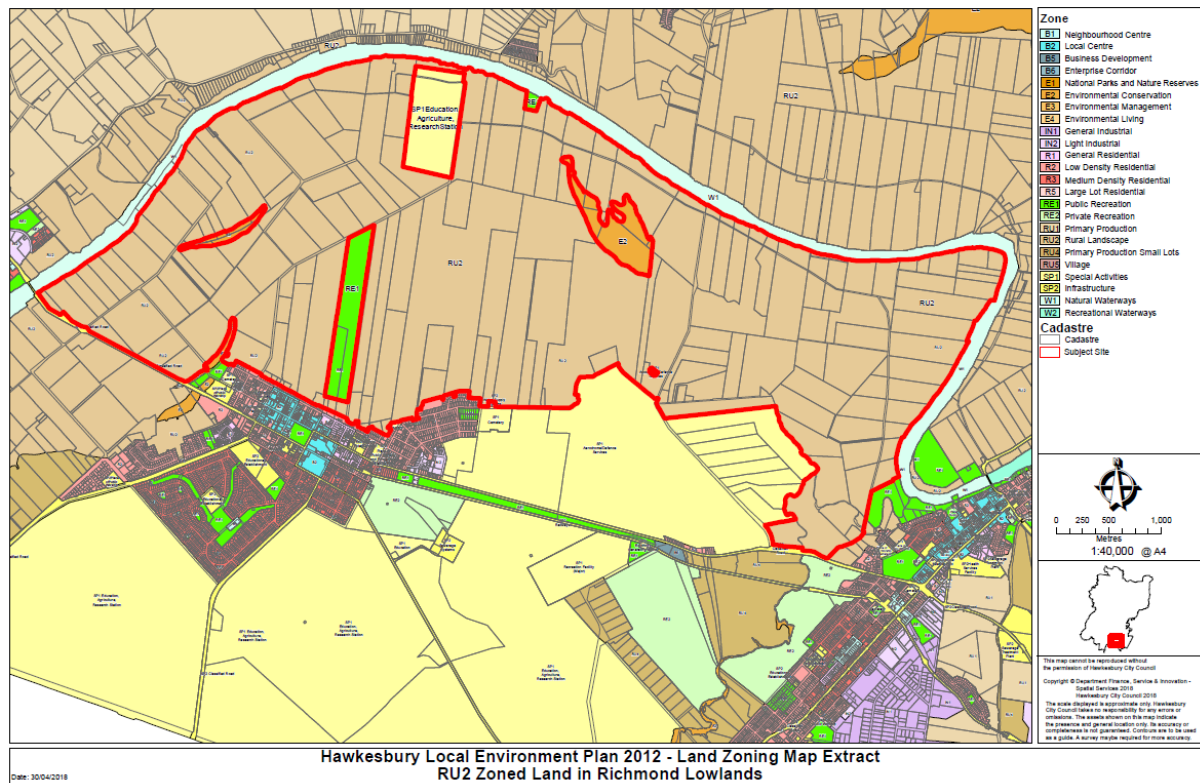
Discussion with Council's consultants who are preparing the planning proposal, and Council's legal representatives highlighted the need to be more specific about the uses that were being considered, particularly given the local context and RU2 Rural Landscape zone objectives. As such the following definitions from the Macquarie Dictionary was considered appropriate to the local context and zone objectives:

Showjumping – the riding of horses in competitions in order to display skill in riding over and between obstacles

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Dressage – the art of training of a horse in obedience, deportment, and responses

It is also considered essential that the area to which the proposed amendment to the Hawkesbury Local Environmental Plan 2012 applies is clearly defined. Figure 2 below highlights the RU2 Rural Landscape zoned land in Richmond Lowland, Richmond and Cornwallis to which the planning proposal will relate.



Financial Implications

Preparation of the planning proposal is within the current Strategic Planning budget allocation.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's Fit for the Future Strategies.

Conclusion

The amendments outlined in this report have been recommended to reflect various Council resolutions, and are consistent with the Hawkesbury Community Strategic Plan 2017-2036 and the Hawkesbury Tourism Strategy.

In preparing the planning proposal, the approach has involved careful consideration of proposing additional uses that are:

- reflective of the rural and scenic characteristics of the Richmond Lowlands
- reflects the high flood risk of the Hawkesbury Nepean Valley
- avoids conflict between land uses
- avoids impact on infrastructure and in particular the road network.

Given these the approach has been to propose low intensity uses that are reflective of historic uses that have emerged on the Richmond Lowlands.

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Should the planning proposal proceed through the Gateway process, ultimately the proposed amendments to the Hawkesbury Local Environmental Plan 2012 will require approval by the Department of Planning and Environment and subsequently Parliamentary Counsel.

Planning Decision

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

RECOMMENDATION:

That a planning proposal be prepared and forwarded to the Department of Planning and Environment seeking to amend the Hawkesbury Local Environmental Plan 2012 by permitting with consent Recreation Facilities (Outdoor) but restricted to polo, showjumping and dressage uses only across the RU2 Rural Landscape zoned land of the Richmond Lowlands, Richmond, and Cornwallis.

ATTACHMENTS:

AT - 1 Planning Proposal – Richmond Lowlands (*To be Distributed Under Separate Cover*)

oooO END OF REPORT Oooo

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Item: 124 **CP - Redbank Voluntary Planning Agreement Milestone and Facility Improvements to Peel Park (95498, 112157)**

Previous Item: 118, Ordinary (27 June 2014)
 99, Ordinary (24 June 2014 - *deferred* 1 July 2014)
 54, Ordinary (25 March 2014)
 223, Ordinary (12 November, 2013)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to consider the request from the Redbank Communities (formerly known as North Richmond Joint Venture) to amend the Voluntary Planning Agreement as it relates to Facility Improvements in Peel Park.

EXECUTIVE SUMMARY:

The Redbank Voluntary Planning Agreement currently includes the following Milestones in relation to Peel Park:

	Action	Current Milestone	Status
1	Council and Developer to determine the brief for the preparation of the Plan of Management and the Master Plan	Subdivision Certificate for the 181 st Lot	Completed
2	Prepared draft Plan of Management and Master Plan lodged with Council for approval	Subdivision Certificate for the 321 st Lot	Completed
3	Practical completion of works	Subdivision Certificate for the 601 st Lot	

Milestone Actions 1 and 2 were achieved in accordance with the provisions of the Voluntary Planning Agreement.

In relation to the Redbank Development, the most recent Subdivision Certificate released relates to Lot 256. It was issued on 28 March 2018.

At its meeting on 29 August 2017 Council considered a report in relation to the Peel Park Plan of Management and resolved to undertake additional Community Engagement in relation to the Peel Park Master Plan. (Refer Attachment 1)

Council staff are currently in the process of completing the additional community engagement before reporting the matter back to Council. (Refer Attachment 2)

The amendment of the current milestone, as requested by the developer, will provide time for the current Peel Park community consultation process to be completed.

RECOMMENDATION SUMMARY:

The report recommends that the milestones in the Voluntary Planning Agreement relating to Facility Improvements in Peel Park be amended.

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REPORT:

Context and Background

A Voluntary Planning Agreement is a legally binding agreement, voluntarily entered into between a Planning Authority and Developer:

"under which the developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of them, to be used for or applied towards a public purpose. "

All parties in such an agreement have obligations to act in good faith in relation to the operation of this legal agreement.

Detailed History, including previous Council decisions

In the case of the Redbank Voluntary Planning Agreement, both the Council and Roads and Maritime Services are the Planning Authorities and the "Developer" is a number of separate entities, trading as the North Richmond Joint Venture.

The Voluntary Planning Agreement between the Developer, Council and the Roads and Maritime Services was originally proposed as part of the planning proposal (rezoning) for the land to be developed for residential purposes. As required by the Gateway determination, the draft Voluntary Planning Agreement was placed on public exhibition at the same time, and formed part of, the package of documents exhibited with the planning proposal.

Following public exhibition, the Voluntary Planning Agreement was:

- Adopted by Council at the Ordinary meeting of 1 July 2014.
- Executed by the Developer, Council and the Roads and Maritime Services on 20 August 2014.
- Registered on Title on 3 November 2014.

The Redbank Voluntary Planning Agreement deals with a range of issues and requires works, provision of infrastructure or monetary contributions to be paid at defined milestones. The milestones are set at allotment releases, i.e., provision of works, infrastructure or monetary contribution prior to the release of a defined number of allotments in the development.

A specific element of the Redbank Voluntary Planning Agreement relates to the embellishment of Peel Park – formally referred to as *Facility Improvement in Peel Park*. These embellishments are outlined in *Schedule 2, Annexure B and Annexure D* of the Voluntary Planning Agreement.

Any amendments to the Voluntary Planning Agreement that result in a substantial change to the facilities provided in the Voluntary Planning Agreement, will require the preparation of a formal amendment, or potentially require a new agreement, under the Environmental Planning and Assessment Act 1979.

The wording of the Voluntary Planning Agreement, amendments to the milestones for the provision of certain facilities, such as the timing of Facility Improvements in Peel Park, can be undertaken by agreement between Parties and would not require a formal Voluntary Planning Agreement amendment.

Facility Improvement in Peel Park

Schedule 2, Item 1.7, plus Annexures B and D relate to Facility Improvements in Peel Park.

The initial two Milestones for Peel Park have been met by the developer. The remaining Milestone relates to the Practical Completion of Works. Currently, this must be achieved on or before the release of the Subdivision Certificate for the 601st Lot.

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In relation to the Redbank Development, the most recent Subdivision Certificate released relates to Lot 256. It was issued on 28 March 2018.

At its meeting on 29 August 2017, Council considered a report in relation to the Peel Park Plan of Management. In response Council resolved to undertake additional community engagement in relation to the Peel Park Master Plan, including consideration of sporting fields and passive park areas. (Refer Attachment 1)

Council staff are currently in the process of completing the additional community engagement before reporting the matter back to Council. (Refer Attachment 2)

Consultation

The issues raised in this report concern matters that are already the subject of community consultation, namely the Peel Park Plan of Management, the Peel Park Master Plan and elements within the Master Plan such as sporting fields and passive park areas.

The amendment of the associated Milestone is a matter that does not require community consultation under Council's Community Engagement Policy, rather it is a matter that will facilitate the ongoing community consultation in relation to future facility improvements within Peel Park.

Furthermore, the matter of amending the milestones is a matter that is contemplated in the Voluntary Planning Agreement. The wording of the Voluntary Planning Agreement provides the parties with the discretion to amend the Voluntary Planning Agreement milestones.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

- 5.1 Strategic Planning Governance - Encourage informed planning, balanced growth and community engagement
 - 5.1.1 Council's planning is integrated and long term.
 - 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
 - 5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.

Discussion

The amendment of the current milestone, as requested by the developer, will provide time for the current Peel Park community consultation process to be completed.

In recognition of the above situation, the Developer has requested that the Milestone for the Practical completion of works be changed from the release of the Subdivision Certificate for the 601st Lot to the release of the Subdivision Certificate for the 901st Lot.

Council staff have considered this request, in particular:

- The fact that all Voluntary Planning Agreement milestones in relation to Peel Park have been achieved to date
- The current status of the development. The most recent Subdivision Certificate – issued on 28 March 2018, released lot 254. Applications for a total of 573 lots have been approved to date. The next application for a Subdivision Certificate will relate to a further 123 lots, taking the total to 377 lots.

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- The fact that the process of approving the Plan of Management and associated Master Plan was deferred by Council.
- The objective of the deferral was to provide an opportunity to further engage with the local community regarding the Master Plan and elements within the Master Plan such as sporting fields and passive park areas.
- The time likely to be required to translate the final approved Plan of Management and Master Plan into :
 - Working drawings
 - Practical completion of the works contained in the working drawings.

In the context of the above, the request to extend the Milestone from the 601st to 901st lot appears reasonable.

Financial Implications

There are no additional financial implications from the recommendation from this report. The recommendation of this report will not result in a reduction of infrastructure provision but is proposing some additional time to provide that infrastructure.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to continue to provide and maintain service levels to meet established community expectations as budgeted for in the Long-Term Financial Plan.

Conclusion

The amendment of the current milestones, as requested by the developer, will provide this for the current Peel Park community consultation process to be completed.

Given:

- That all Voluntary Planning Agreement milestones in relation to Peel Park have been achieved to date.
- That a total of 573 lots have been approved to date and the application for a Subdivision Certificate will take the total to 377 lots.
- Approval of the Plan of Management and associated Master Plan was deferred by Council.
- The objective of the deferral was to genuinely engage with the local community regarding the Master Plan.

The request to extend the Milestone from the 601st to 901st lot appears to be reasonable.

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.

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RECOMMENDATION:

That Council:

1. Agree to amend Milestone 3 in Schedule 2, Table 1, Item 1.7 (Practical Completion of the Works is to occur prior to the issue of a Subdivision Certificate including the 601st Urban lot as shown below or such later date as agreed by the Parties) of the Redbank Voluntary Planning Agreement to the following:
 - Milestone 3: amend from 601st Urban Lot to 901st Urban Lot.
2. Advise the Developer accordingly.
3. Seek the agreement of the Developer and the Roads and Maritime Services as parties to the Redbank Voluntary Planning Agreement to the amendment of the milestone change outlined above.

ATTACHMENTS:

- AT - 1** Minutes of Council meeting on 29 August 2017.
- AT - 2** Summary of additional Community Engagement.

oooO END OF REPORT Oooo

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AT - 1 Minutes of Council meeting on 29 August 2017.

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Minutes: 29 August 2017

Item: 149 **IS - Draft Redbank Precinct Community Land Plan of Management - (95495, 79354)**

Ms Beatriz Insausti and Mr Bryan Smith addressed Council, speaking against the recommendation.

Councillor Richards requested that Mr Les Sheather be invited to answer questions on this matter on behalf of Hawkesbury Sports Council Inc.

On agreement from Council, the Mayor, Councillor Lyons-Buckett, invited Mr Sheather to answer questions on this matter on behalf of Hawkesbury Sports Council Inc.

MOTION:

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

Refer to RESOLUTION

260 RESOLUTION:

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

That:

1. The draft Redbank Precinct Community Land Plan of Management be amended to incorporate the changes as outlined in Tables 1, 2 and 3 in addition to minor changes to text and images to improve legibility and understanding.
2. Appendix D of the draft Redbank Precinct Community Land Plan of Management be removed from the plan and included as a reference.
3. The provision of cricket practice nets or multi use courts be accommodated within future parkland of the development area.
4. Subject to the above changes, the Draft Redbank Precinct Community Land Plan of Management be adopted, but specifically excluding reference to the Peel Park Master Plan.
5. The adoption of the Peel Park Master Plan be deferred and a series of community consultations, including but not limited to the North Richmond and Districts Community Action Association Inc. and the Hawkesbury Environment Network, be held to develop a master plan for sporting fields and passive park areas.

This is Page 11 of the Minutes of the ORDINARY MEETING of the HAWKESBURY CITY COUNCIL held at the Council Chambers, Windsor, on Tuesday, 29 August 2017

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AT – 2 Summary of additional Community Engagement



Draft Peel Park Masterplan Community Update

Hawkesbury City Council resolved at a Council meeting on the 29th of August 2017 to undertake further community engagement on the Draft Peel Park Masterplan before formal agreement to the long term approach was finalised.

This further community engagement for Peel Park has recently been completed. Building on past engagement for the Masterplan, located in the Redbank Precinct of North Richmond, a number of activities were held to identify opportunities and priorities for the masterplan.

Activities included a community survey, one-on-one interviews and a stakeholder and community workshop. This round of engagement was designed to support the resolution of the spatial elements of the masterplan, and begin to inform the aesthetic decisions which will be made in the concept design phase.



Community Survey Results



Preferential Image Activity Results



Prioritisation Exercise Results

Community Engagement Activities

Community Survey

An online survey was conducted through the Your Hawkesbury Your Say website. A total of 95 responses were received. The survey asked participants about:

- Basic demographic data
- How often they use the park
- What they like about it
- What they do there
- What types of play facilities and picnic areas they would like to see here in the future

One-on-One Interviews

Key stakeholder groups were identified during the engagement process, including representatives of major local sporting clubs, North Richmond schools and key community groups. These stakeholders were interviewed individually in order to understand:

- How these groups currently use the park
- How they would ideally use the park in the future
- What their highest priority is for the Masterplan

Community Workshop

A community workshop was held on Thursday the 8th of March at the North Richmond Community Centre, from 6.30pm - 9.00pm. Key stakeholder groups were invited, as well as the local community and residents of the North Richmond area. The event was attended by:

- Local residents
- Residents that have purchased into the new estate
- Hawkesbury Sports Council
- North Richmond Cricket Association
- Hawkesbury Junior Rugby League Club
- Colo Soccer Club
- Hawkesbury Environment Network
- North Richmond & Districts Community Action Association
- North Richmond Community Centre



Councillors from Hawkesbury City Council were present as well as staff from Hawkesbury City Council Parks Department.

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Workshop Overview

Project overview

The workshop included a detailed overview of the project to date, as well as identifying the regional context of the Masterplan.

The first round of community engagement found that there were concerns about the increased use of the park for formal sports, over passive use. Council also heard about the need for environmental protection of the riparian corridor of the park.

In addition, a number of issues raised related to later phases of the Masterplan process and could not be resolved in the current stage. A revised draft Masterplan was presented to Council for adoption and was deferred until further community consultation was completed to resolve the issues at hand.

Workshop approach

Participants were engaged in a prioritisation exercise where they outlined:

- Their three most important priorities for the plan
- What they would absolutely not like to see in the plan

Participants also reflected their preferences for public domain suggestions using images and addressing key features of the park, including:

- Sports fields, lighting and fitness equipment
- Playground design, playground shelters and general shelters
- Gardens, embankments and water features
- Public Art
- Carparks, seating, pathways, fences and the amenities block

Engagement Findings

Engagement findings reflect Peel Park as a large, well-used site which plays a strong role in the North Richmond community. Engagement has found that the park should be designed as a multi-use space in order to best serve current and future local communities.

Engagement Findings - Engagement Period 2

Community and stakeholder engagement in the second round of engagement highlighted some of the following key issues:

- Sporting and recreational use, the future of sports in the park and the availability of training spaces for formal sport during the day and evening
- Informal, passive uses of green spaces and quiet spaces in the park
- Access to ample shade, and appropriately located amenities
- Preservation and protection of the riparian corridor, Redbank Creek, and associated environmental issues
- Family-based uses such as all ages play areas and a multi-use design

Other key findings which emerged during this period include:

- Retaining the dog park and the BMX track
- A need for facilities to support informal uses by young people

Engagement Outcomes - Overall Project

A comparison of the engagement findings from each engagement period has demonstrated a strong community investment in the future of Peel Park. Community members have consistently prioritised a need for a balance between sporting and passive uses.

Engagement findings from the second round of engagement have highlighted what the local community wants and needs from the site in greater detail. The outcome of the engagement period has been to return to the draft Masterplan and translate this detailed layer into the design.

Next Steps

The next steps of the project process involve a further refinement of the masterplan based on the latest feedback provided by the additional engagement activities. It is anticipated that the updated draft masterplan will be available for further community feedback in July 2018.



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GENERAL MANAGER

Item: 125 **GM - Events Strategy - (79351, 79356)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to seek Council's endorsement of the Hawkesbury City Council Events Strategy, May 2018 and to publically exhibit the Strategy.

EXECUTIVE SUMMARY:

Council is committed to developing a program of events for the Hawkesbury. Council invests resources annually to fund, approve, produce, promote and support events. The Events Strategy, May 2018 (attached as Attachment 1 to this report) has been prepared to guide Council in funding, approving, producing, promoting and supporting events. The Strategy will be implemented over the next five years and has been directed by the Hawkesbury Community Strategic Plan, 2017-2036.

RECOMMENDATION SUMMARY:

It is recommended that Council endorse the Events Strategy, May 2018 and publically exhibits the Strategy.

REPORT:

Context and Background

Council is committed to developing a program of events for the Hawkesbury.

Events create the opportunity to build:

- Community – involvement and participation
- Capacity – the ability to self organise and develop resilience in the community
- Connections – social cohesion across communities

Council invests substantial resources annually to fund, approve, produce, promote and support events. The Events Strategy identifies how Council will attract, partner, access, fund, produce, promote and approve events. The Strategy aims to ensure that the funds and resources invested by Council create new opportunities to build community, capacity and connections. An Event Calender for events over the next five years has also been developed. The Calender will be updated and refined based on the success of the events held in the local government area.

The Strategy also delivers a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria. It includes a five year action plan with clear deliverables and timing.

A series of Event Application and Event Sponsorship Forms are being developed to support the Events Strategy. The preparation of the new forms follows a review of similar forms from other councils.

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Detailed History, including previous Council decisions

No previous Council decisions applicable to this report.

Policy considerations

Council has previously adopted a Sponsorship Policy to manage arrangements whereby Council may consider granting a sponsorship to another party *"in money or kind, to support and activity or event for the benefit of residents or visitors"*.

Council's Sponsorship Policy defines the following in respect of a sponsorship the Council may provide:

"Sponsorship is not an unconditional grant. In providing sponsorship Council expects to receive an outcome for the benefit of the community which is consistent with the aims and objectives of its strategic, operational and community plans."

This Policy will be used when Council provides financial or in kind sponsorship of an event. Council has a Sustainable Events Management Policy that event organisers are required to consider when holding an event.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. However, it is proposed to place the Events Strategy on public exhibition.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

5.4 Celebrating our Rivers

5.4.1 Celebrate and use our rivers for arrange of recreation, leisure, tourism and event activities.

5.6 Instigating Place marking programs

5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.

5.7 Tourism and Economic Development

5.7.1 Working in partnership we will actively market our city and our capabilities to existing and potential businesses, visitors and investors.

5.7.2 Develop Hawkesbury tourism to enhance and strengthen opportunities within the tourism sector.

Financial Implications

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2017/2018 Adopted Operational Plan and the 2018/2019 Draft Operational Plan.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to continue to

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provide and maintain service levels to meet established community expectations as budgeted for in the Long-Term Financial Plan.

Conclusion

The Events Strategy is submitted to Council for endorsement. The adoption of the Events Strategy, in accordance with the Hawkesbury Community Strategic Plan, will provide a coordinated approach and additional opportunities to develop a program of events for the Hawkesbury.

RECOMMENDATION:

That:

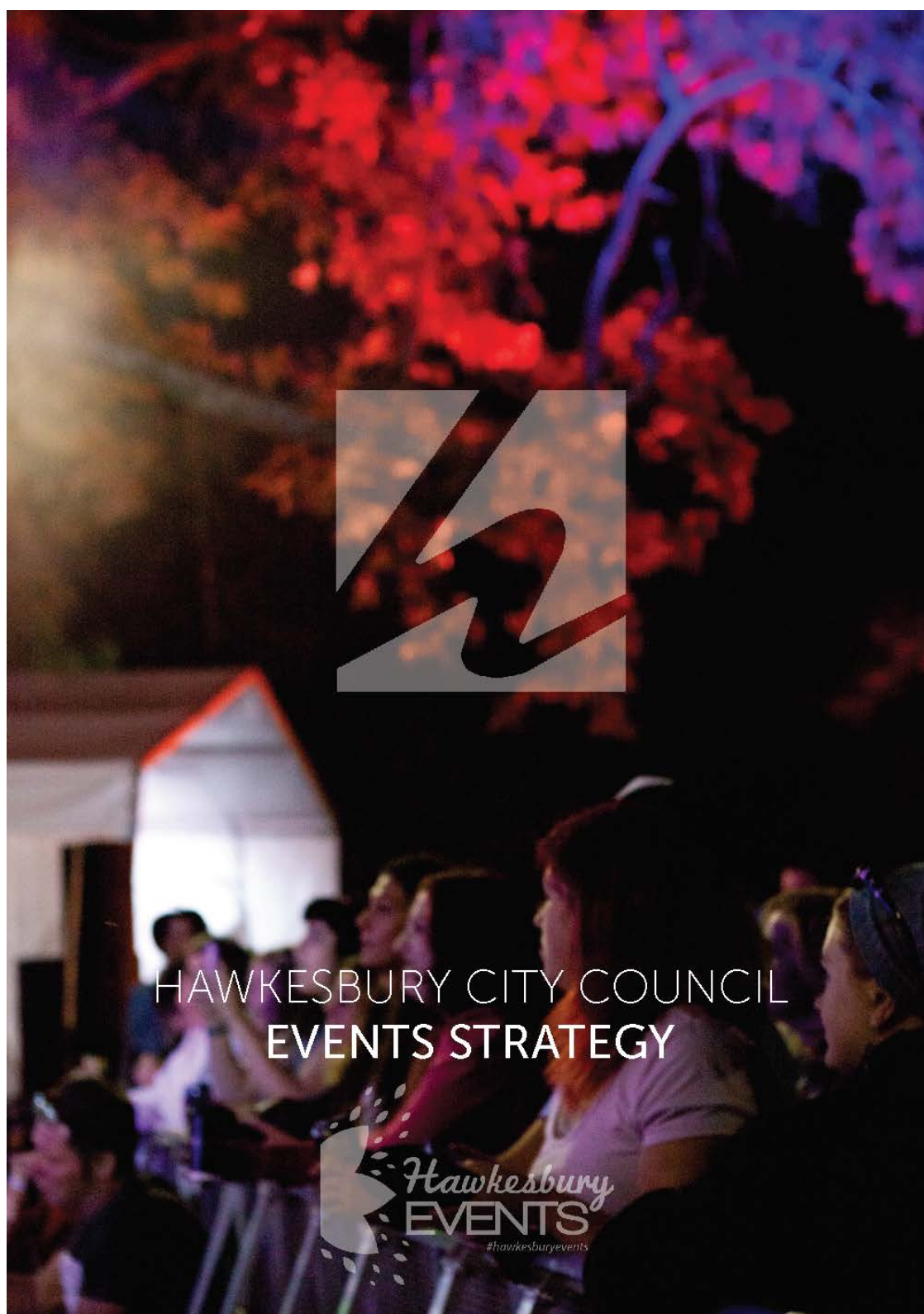
1. Council endorse the Events Strategy, May 2018, attached as Attachment 1 to the report.
2. Council proceed to publicly exhibit the Events Strategy, May 2018, for a period of 28 days.
3. At the expiration of the public exhibition period outlined in Part 2 above, the following action be taken:
 - (a) Should any submissions be received regarding the Events Strategy, May 2018 a further report be submitted to Council, or
 - (b) Should no submissions be received, Council approve the Events Strategy, May 2018.

ATTACHMENTS:

AT - 1 Events Strategy, May 2018

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AT - 1 - Events Strategy - May 2018



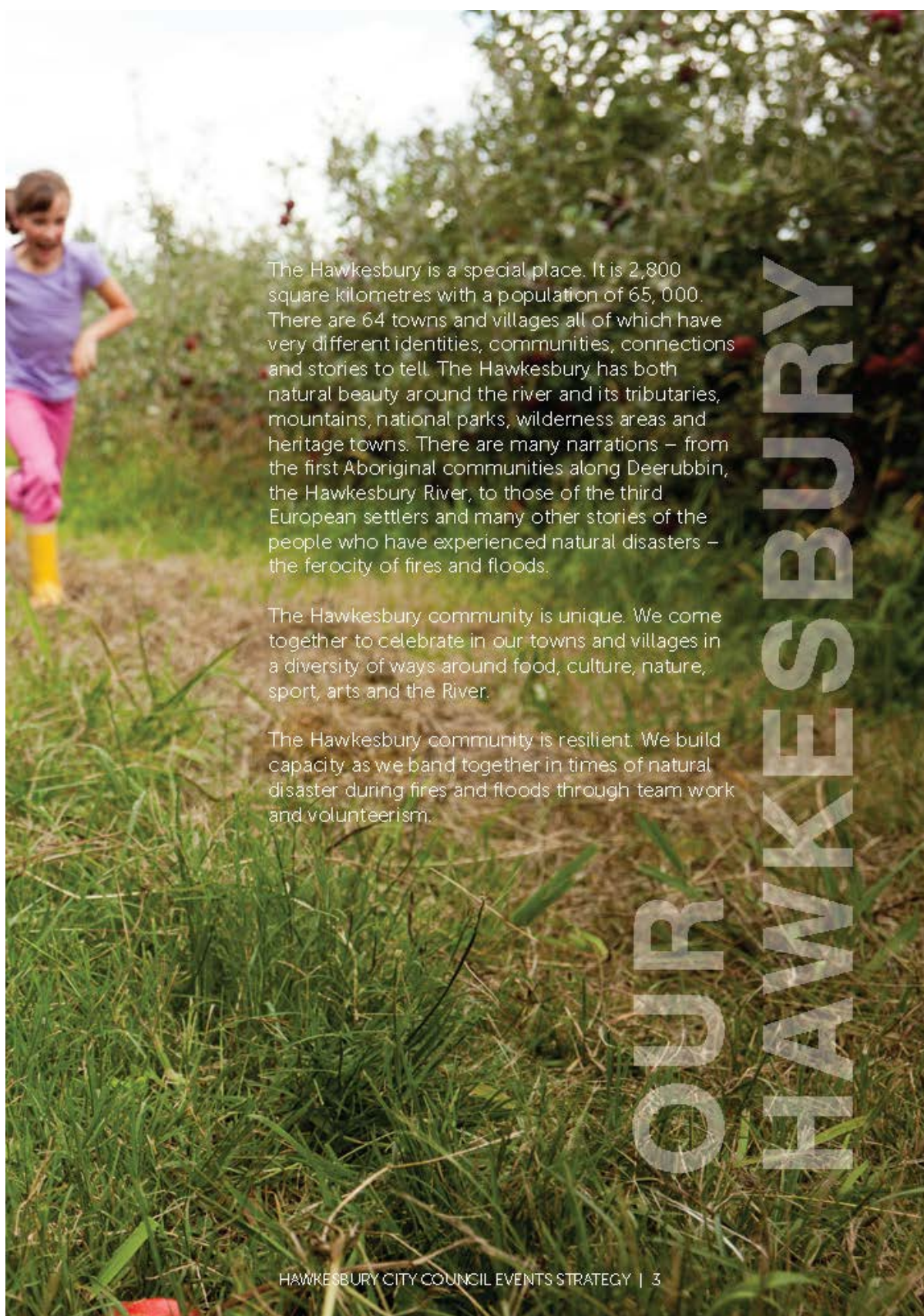
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Why do we hold events in the Hawkesbury?

HAWKESBURY CITY COUNCIL EVENTS - COMMUNITY FEEDBACK

St Albans Writers Festival

The St Albans Writers Festival has been held in St Albans since 2013. It is an event that aims to bring together lovers of writing.

The St Albans Writers Festival began as a one day Book Feast and has grown to a three day event with more than 500 people attending venues including St Albans Church, the Settlers Arms Inn and the School of Arts Hall.

Each Festival is a whole year in the planning, and involves all local community stakeholder groups who provide venues to hold the events, accommodation and catering, with a team of over 50 local volunteers.

Event organiser Jonathan Nolan, says *"Having a locally organised cultural festival means that the local community has a year-round involvement in building different aspects of a cultural festival and we are very proud of what we achieve together as a community".*

"The Festival provides a vehicle for locals to host visitors and share activities of agreed values, interests and aspirations. It adds to their sense of belonging to a community which pulls together and helps its members."



Photo credit: St Albans Writers Festival

"Through the festival, community resilience is developed with inclusive celebrations involving diverse groups - local Aboriginal representatives, cultural and historical societies, the Rural Fire Service, books and writing groups, school fundraising, parents and teachers, local businesses, stalls, arts and crafts."

*Catherine du Peloux Menagé,
St Albans Festival, Artistic Director*

Youthfest

Youthfest has been held for the last four years in Richmond Park as part of National Youth Week. This year more than 700 families and young people came together to enjoy this outdoor event which is organised by the Youth Action Team at the North Richmond Youth Project in conjunction with Hawkesbury City Council. There are lots of activities, free food, DJs, prizes and giveaways.

Specialist youth services based in the Hawkesbury are also involved with interactive displays and activities to help residents learn more about their services. These services can support young people with issues such as mental health, homelessness and couch surfing, drugs and alcohol, sexual and reproductive health, disability as well as health and fitness.

"Youthfest '18 was incredible, with a wonderful vibe to the event. I have great co-workers that are just incredible, they are a group of highly motivated young people who want to support and fundraise for local charities and run events for local people in the Hawkesbury."

Rochelle Nixon, Youth Development Worker, North Richmond Youth Development Project



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Kurrajong-A-Buzz

Kurrajong-A-Buzz has been held in the Kurrajong village for the last two years to promote Australian Pollinator Week which celebrates the importance of pollinators, bees, birds and mammals for food security and a healthy environment.

The unique events are an opportunity to build strong connections across the local community as people come together to engage with the event. The event planning involves representatives from the Kurrajong Community Forum working with local community organisations, including the Hawkesbury Environment Network, Kurrajong Comleroy Historical Society, The Secret Garden, Earthcare, Hawkesbury City Council, Kurrajong Public School, Hawkesbury Amateur Beekeepers Association, local farmers through Harvest Trails and Market, the Rural Fire Service and Kurrajong business owners. More than 70 volunteers come together on the day to help out. Kurrajong-A-Buzz provides an opportunity for local community members to create an inclusive, engaging and educational event with a sense of fun and positive community spirit.

The event involves residents and visitors who travel specifically for the day from Central West NSW, Blue Mountains, Northern and Southern suburbs, South coast, Hills District and inner and outer western suburbs of Sydney.



"The support of local businesses and organisations ensures a fun-filled and action-packed educational experience and one that is positively embraced by the many people who attended."

*Lyn Ward and Elizabeth Docking
Kurrajong-A-Buzz, Event Coordinators*

Hawkesbury Show

The first Hawkesbury Agricultural Show was held at Clarendon in 1845. In 1879 the Hawkesbury District Agricultural Association was formed and it has held an annual Show since that time moving onto the showgrounds at Clarendon in 1987.

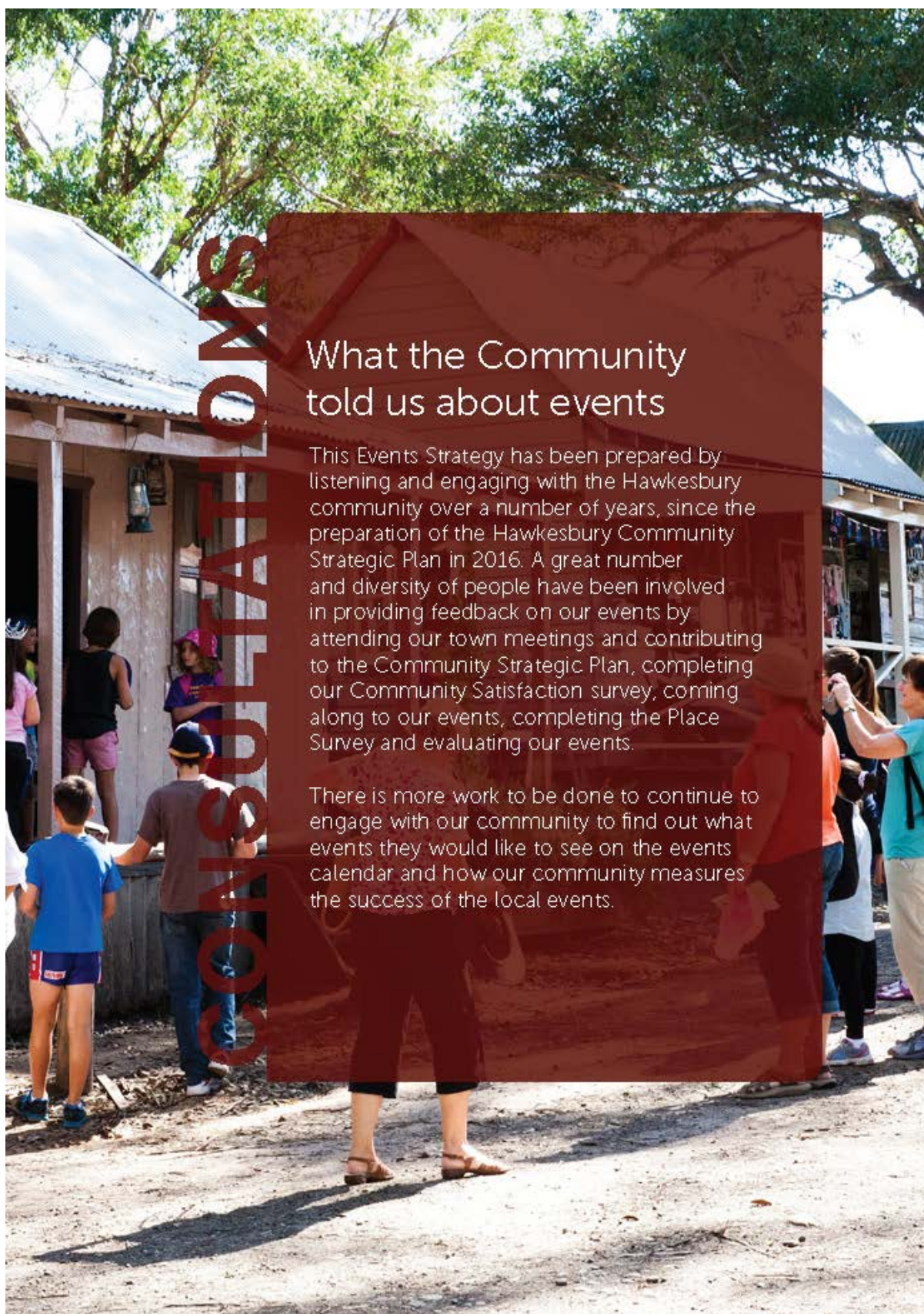
The focus of the Show is on the district's agricultural heritage with local displays and judging of produce and livestock. There is also live music, concerts, parades, amusement rides, an animal nursery, show bags and fireworks.

For many years, Council has had a 'Council display tent' at the Show where staff are able to engage with locals and visitors to the Hawkesbury. Visitors learn about the projects Council is working on, encourage feedback and provide giveaways like plants from our nursery. In 2018 there was a record Show attendance of 60,000 with more than 7000 people visiting the Council tent.

"The Show is the longest running event in the Hawkesbury. It is a fabulous three days of festivities that pay tribute to the rural history of the region while embracing modern day lifestyle. The Show is a true community event bringing more than 60,000 people to the Hawkesbury from right across Sydney and beyond"

*Ross Matthieson, President of the Hawkesbury District
Agricultural Association*





What the Community told us about events

This Events Strategy has been prepared by listening and engaging with the Hawkesbury community over a number of years, since the preparation of the Hawkesbury Community Strategic Plan in 2016. A great number and diversity of people have been involved in providing feedback on our events by attending our town meetings and contributing to the Community Strategic Plan, completing our Community Satisfaction survey, coming along to our events, completing the Place Survey and evaluating our events.

There is more work to be done to continue to engage with our community to find out what events they would like to see on the events calendar and how our community measures the success of the local events.

Consultations

Community Strategic Plan

Face to face town meetings and an online survey was conducted in 2016 as part of the preparation of the Hawkesbury Community Strategic Plan to contribute to the Directions and Strategies of the future plan.

Nine town meetings were held and 350 people participated.

The preparation of the Hawkesbury Community Strategic Plan, provided the opportunity for Council to research and engage with the community about events in the Hawkesbury. During the preparation of the Hawkesbury Community Strategic Plan the community told us that they support Council's role in events and would like to see Council provide, host and support more events across the Hawkesbury. This Events Strategy is the outcome of this work and a first step towards implementing what the community told us they want events to look like in the future.

Community Satisfaction Survey

A combination of telephone surveys and face to face interviews were held to understand the community's satisfaction. For the first time in 2017, the community were surveyed about their satisfaction with events and how important they thought events were to the Hawkesbury.

400 surveys were completed.

The Community Satisfaction Survey found that the community was 'moderately' satisfied with community events and festivals and that they were 'moderately important' to the community.

Community Insight Report PlaceScore Survey

Online and face to face surveys were conducted to during December 2017 and February 2018 to understand the place attributes that were most important to the ideal town centre and how much they impacted on enjoyment of the place.

2149 surveys were completed.

The PlaceScore Survey told us that people value day and night activities in their town centres and that people wanted to see evidence of public events in their town centres.

Event Evaluation Survey

Council has recently been asking events attendees to complete surveys after an event to provide feedback on the event and offer suggestions about future events.

Most recently, event evaluation surveys have been completed for the Business Meet and Greet, Richmond Pool Party and the Hawkesbury Show. Generally the responses have all been positive with requests for events to continue to grow and develop. Suggestions have also been made about way the events could be improved.



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Events present an opportunity for us to partner with businesses to develop strategic relationships and to build the local economy.



Events are an opportunity for us to use our places and spaces to showcase their beauty, their personality and functionality.

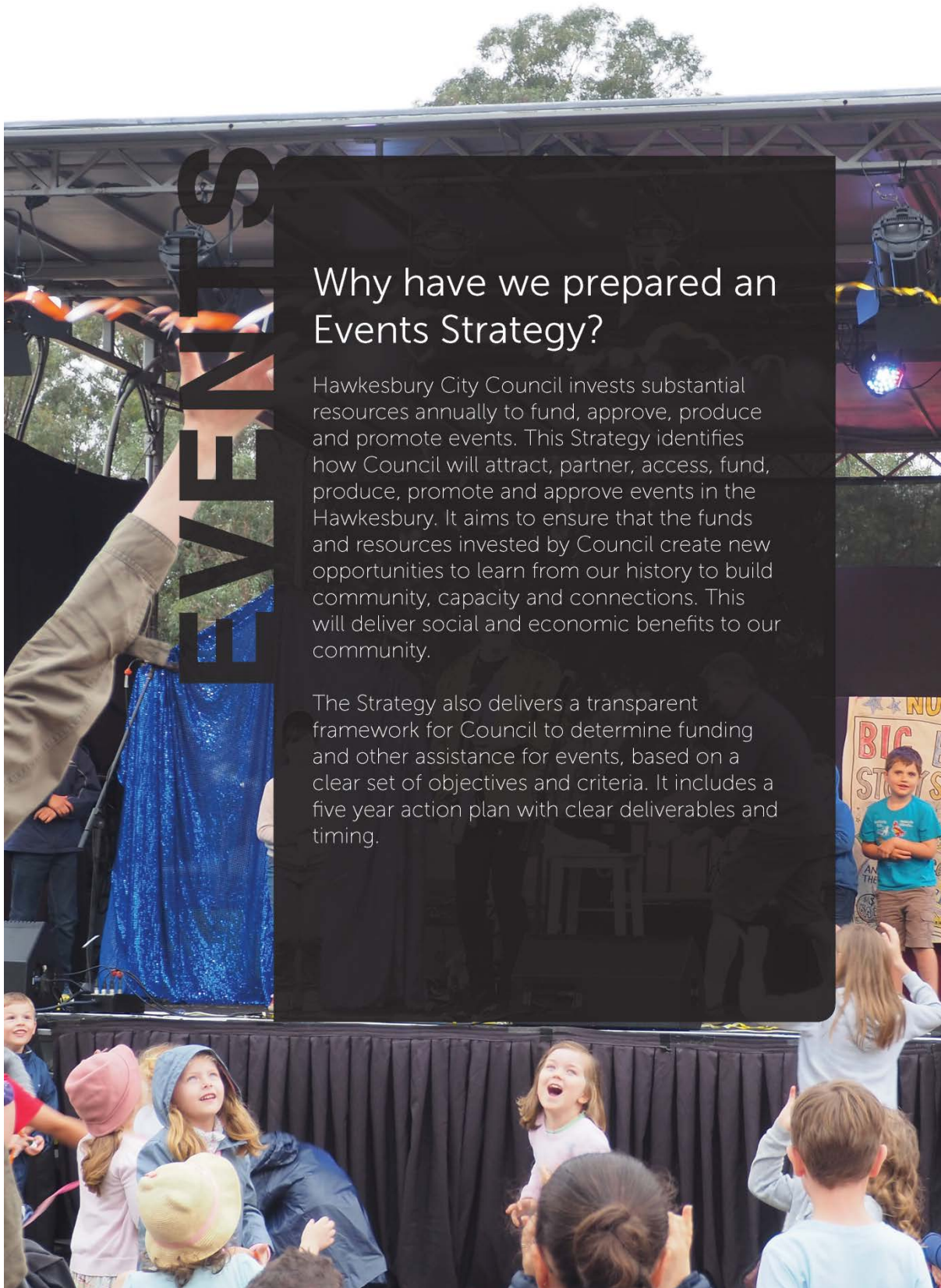
Events generate tourism for the area, creating a tourist destination, allowing us to share our story with a wider, diverse community.



There is a diverse range of events held in the Hawkesbury that attract local residents as well as members of the wider community and tourists. These events are designed to engage and cater for the varied communities who live and visit the Hawkesbury.



Hawkesbury City Council is a host, supporter and sponsor of events and is committed to developing and facilitating more events in the Hawkesbury to ensure that our city is welcoming, healthy, safe and vibrant.



Why have we prepared an Events Strategy?

Hawkesbury City Council invests substantial resources annually to fund, approve, produce and promote events. This Strategy identifies how Council will attract, partner, access, fund, produce, promote and approve events in the Hawkesbury. It aims to ensure that the funds and resources invested by Council create new opportunities to learn from our history to build community, capacity and connections. This will deliver social and economic benefits to our community.

The Strategy also delivers a transparent framework for Council to determine funding and other assistance for events, based on a clear set of objectives and criteria. It includes a five year action plan with clear deliverables and timing.

Links to the Hawkesbury Strategic Plan

The Hawkesbury Community Strategic Plan 2017 – 2036 sets clear goals for events. The Plan's Focus Area 'Our Future' has an intention statement with an event focus:

In 2036, we will be a place that is vibrant, attractive and welcoming that treasures and celebrates our shared history, environment, local economy and lifestyle.

Four of the Community Strategic Plan's key Directions and Strategies relate to events

- 5.4 – Celebrating our Rivers
- 5.4.1 – Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities

Australia Day on the Hawkesbury River 2018

Australia Day on the Hawkesbury is one way Council and the events sponsors celebrated our River.



The inaugural Australia Day on the Hawkesbury was held at Governor Phillip Park, Windsor on Friday, 26 January 2018. The day started with a breakfast BBQ by the Rotary Club of Richmond and the Rotary Club of Kurrajong North Richmond. More than 20 people became new citizens at the Hawkesbury City Council's annual Citizenship Ceremony. The Citizenship Ceremony was followed by the annual Australia Day Awards Ceremony where many locals in the community were recognised for their wonderful achievements including Young Citizen of the Year, Local Hero Award, Volunteer of the Year and Community Organisation of the Year.

The RAAF had a flyover at 12:15pm. Planes made a number of passes over the festivities. The afternoon event started at 4pm, with food trucks, jumping castles, a giant water slide, face painting and many other fun activities. More than 4000 people came along to enjoy the event. The evening concluded with a spectacular fireworks display on the River.

The Mayor of Hawkesbury, Councillor Mary Lyons-Buckett said "Australia Day is a wonderful day for the Hawkesbury's local community to gather and celebrate being Australian while enjoying one of the Hawkesbury's most picturesque parks. Council is excited to offer a free event for the community."

"Just brilliant. Can't wait till next year. Fantastic day and night really enjoyed ourselves, the kids loved the fireworks. We will definitely be there again next year."

"My family had a fabulous night!! Thank you so much to all the organisers!!! I hope you do this again next year."

"Absolutely fantastic afternoon and night, the grandkids had a great time and the fireworks were spectacular. Well done."



Links to the Hawkesbury Strategic Plan

5.6 – Instigating Place Making programs

5.6.1 – Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another

Commemorative 1867 Flood Event in Windsor

The inaugural Flood Event was held in June 2017. It was a three day commemoration of the 1867 flood 150 years on – the 1867 flood was the highest-ever recorded flood in local history.

The event included guided walks around key locations in the Windsor town centre, an afternoon tea and a special night time community gathering at Thompson Square, Windsor. The night time commemoration had a vibrant and moving atmosphere amid music, performers and storytelling with so many people captivated by Uncle Wes' Dreamtime stories around the campfire at the Howe House garden.



Eather descendant Divinia Eather shared two poems and sung a self-penned song about floods. Divinia was also present with her family at the unveiling of a new memorial sign at Cornwallis for the Eather family members – 10 children and two mothers who were swept away in the dark of night from their rooftop.

Australian Pioneer Village members added to the spirit of the occasion, by dressing in heritage clothes and putting on a heritage display. St Matthews Catholic Church and St Mathews Anglican Church joined in the flood commemoration with church services and educational talks. The award-winning FLOOD! exhibition was held at the Hawkesbury Regional Museum. The State Emergency Services and Infrastructure NSW put on a display and were involved in the weekend events.

Around the time of the commemorative events, Infrastructure NSW launched Resilient Valley, Resilient Communities - the Hawkesbury-Nepean Valley Flood Risk Management Strategy at Governor Phillip Park, Windsor.

The series of events across the three days was an amazing opportunity to bring the community together to commemorate an extreme event which could affect the communities of the Hawkesbury in

the future. Involving the people of the Hawkesbury in organising and being part of the event helped generate community capacity, social connections and the ability to self organise, particularly during weather events.

The 1867 Flood Event is one way that Council is working to develop placemaking programs that allow communities to celebrate and connect.

The event created the opportunity for people to build knowledge and capacity about the 1867 flood and its impact through the FLOOD! exhibition and walking tours around the town. The educational activities and fact sheets provided knowledge about what to do in the event of a future flood.

The commemorative night time events provided the opportunity for community, businesses and visitors of the area to connect and celebrate together.

5.7 – Tourism and Economic Development

5.7.1 – Working in partnership we will actively market our city and our capabilities to existing and potential businesses visitors and investors

Australia Day on the Hawkesbury was sponsored by Hawkesbury City Council, Windsor RSL, Crowne Plaza Hawkesbury, Richmond Club, Hawkesbury Race Club, Hawkesbury Chamber of Commerce, RAAF Base Richmond and Hawkesbury Gazette. By working together with sponsors, Hawkesbury City Council was able to create a bigger and better event. There are plans to develop future event sponsorship opportunities.



5.7 – Tourism and Economic Development

5.7.2 – Develop Hawkesbury tourism to enhance and strengthen opportunities within the tourism sector.

Council has recently prepared the 'Discover the Hawkesbury' website to help enhance and strengthen tourism within the Hawkesbury.

Council posts regular Friday Facebook posts to local followers and visitors promoting weekend tourism activities.

Snapshot of Events

In 2018 bigger and better events are planned for the Hawkesbury. Council is working with event sponsors and using our local spaces and places to hold events that are unique to our area.

Snapshot of Events

Council holds and supports a range of events in the Hawkesbury. Some of the events supported over the last few years include:

Civic Events

- Citizenship Ceremony
- Australia Day Awards
- Rotary Reception
- Hawkesbury Sports Award
- Hawkesbury Garden Competition
- Business Awards
- Community Appreciation Party
- Business Meet and Greet



Community Events

- Australia Day on the Hawkesbury
- Flood Event
- Richmond Pool Party
- Hawkesbury Show



Council Sponsored Community Events

- Equifest
- St Albans Writers Festival
- Caravan and Camping Rally
- Kurrajong-A-Buzz
- Christmas Program
- St Matthews 200 Year Birthday Bash
- Blues and Roots Festival



These are promoted through an events calendar available on Council's website and through the Hawkesbury Events Facebook page.

The Hawkesbury Events Facebook page was setup in 2015. It now has almost 5,000 followers. The page was recently rebranded to include the Hawkesbury City Council logo so that followers are aware that all the events promoted on the page are either hosted or sponsored by Council.

What is working well for us

HAWKESBURY CITY COUNCIL EVENTS

Event Highlight – Civic Event Business Meet and Greet

Council's Mayor and General Manager have been holding regular Meet and Greet events for the Hawkesbury Business community at the Hawkesbury Regional Museum in Windsor.

Over 100 local businesses have attended Business Meet and Greet events. It is a great opportunity for businesses to network and a chance to hear about Council projects and events.



Event Highlight – Community Event Richmond Pool Party

Hawkesbury City Council has been holding the annual community pool party celebration at Richmond Pool for many years. In 2018 more than 1000 locals came along to join in the fun on the dunk tank, the jumping castle, the maze, outdoor games, a giant water slide and enjoy snow cones and a sausage sizzle by the local Richmond Rotary Club.

The Pool Party is a great way to connect the community of the Hawkesbury and to celebrate the end of summer with fun activities.



Event Highlight – Sponsored Event Christmas Program

Council has established a Christmas Sponsorship Program where local towns and community groups are encouraged to apply for funding to assist their Christmas program.

In the past, sponsorship has been provided to the Kurrajong Community Forum, The Windsor Business Group, St John of God Hawkesbury District Health Care, and Richmond Rotary.



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Our Future Events Calendar

Council has developed a calendar of possible future events.

Month	Event
January	Australia Day on the Hawkesbury Australia Day Awards Citizenship Ceremony Indigenous Smoking Ceremony
February	Richmond Pool Party Business Meet and Greet
March	Cleanup Australia Day Harmony Day
April	Hawkesbury Show ANZAC Day Youth Week
May	Hawkesbury Sports Awards IDAHOBIT Day Sorry Day
June	
July	NAIDOC Week Citizenship Ceremony Business Meet and Greet
August	Local Government Week Waste 2 Art National Heritage Week
September	Agricultural Festival Garden Competition St Albans Writers' Festival
October	Garage Sale Trail Jazz in the Park Flood Event
November	Business Meet and Greet Community Appreciation Party Kurrajong-A-Buzz
December	Christmas Program Mental Health Month



The community has told us that they would like to see events and festivals in the Hawkesbury area. They have also told us they would like our Town Centres to be vibrant places. Council will be working with the community to try to deliver these goals over the next five years. The event calendar will be updated and refined based on the success of the events held within the region.

Hawkesbury Brand



Council is looking to develop a Hawkesbury brand. The brand will capture the essence of the region, its community, its heritage and its vibrancy.

Events will contribute to promoting the City. Events will increasingly becoming an important component of the brand and destination marketing.

Linked to this is tourism - promotion of our river, centres, places and spaces, and the tourism sector identified in the Hawkesbury Community Strategic Plan.



Hawkesbury Events Brand

Council does have an Hawkesbury Event brand which we are using on all of the promotional event material for events which are either hosted or sponsored by Council.



Hawkesbury
City Council's

Hawkesbury
EVENTS



Council's role in Events

1. Community leadership and support

Hawkesbury events are playing an increasingly important role in the development of vibrant and sustainable local communities, contributing to the social fabric and the local economy, particularly in rural areas like St Albans and Kurrajong.



Council funds significant local events including Australia Day events, Richmond Pool Party, Business Meet and Greet, Sports Awards, Community Appreciation Party and building and park openings. Council is the event organiser for these events.

Council is looking to support events which achieve the goals of the Hawkesbury Community Strategic Plan and achieve the community's long term strategic objectives. Council has plans to support future events around heritage, agriculture, town centre revitalisation and to raise flood awareness.

Council is continuing to develop its annual event sponsorship program which enables other groups to deliver a range of events including Christmas events, the St Albans Writers Festival, Kurrajong-A-Buzz and Youth Week.

Council will consider the types of events which:

- Lead - Civic events
- Host - Community events
- Support - Sponsored events.

2. Resource management

Council has a range of resources at its disposal that it can offer to assist with the planning, management and control of community events such as:

- Venues and public spaces – parks, Hawkesbury Regional Gallery, Hawkesbury Central Library, Hawkesbury Regional Museum, heritage buildings, pools, with special consideration of accessibility, AUSLAN interpreters and availability of hearing loops. An Access and Inclusion checklist is available to assess accessibility.
- Services – water, electricity, toilet and waste facilities
- Equipment – stage, waste and recycle bins, road barriers, signage
- Promotional opportunities – through Council's website and Hawkesbury Events Facebook page, media releases, Mayoral Column
- Specialist expertise – event support for planning.

3. Event Promoter

Council is an events promoter. Council's website www.hawkesbury.nsw.gov.au contains a calendar of local events. Local events organised by local organisations can be promoted on this calendar. Hawkesbury Events Facebook page has almost 5000 Likes and is a key tool in promoting both Council's events and Council sponsored local events for the Hawkesbury and a wider audience. Council has recently created a Corporate Facebook page that provides additional promotional opportunities for events.

4. Event Coordination

A range of organisations share the responsibility for event management and administer related legislation:

- Ambulance Service NSW
- Fire and Rescue NSW
- NSW Rural Fire Service
- NSW Police Force
- Transport for NSW
- Roads and Maritime Service
- Transport Authorities - Railcorp, Sydney Buses, Transport for NSW

Other agencies with specific legislation include:

- Office of Environment and Heritage for environmental issues including noise, waste
- The Casino, Liquor and Gaming Control Authority and the NSW Office of Liquor, Gaming and Racing – Fundraising and licensing the sale of alcohol and events where applicable
- NSW Food Authority
- Workcover NSW – fireworks, Workplace Health and Safety, community safety and risk assessment

An Events Coordinator position has been created at Council to oversee these responsibilities and facilitate cross agency coordination.

Council has established an internal group that meets twice a month which includes representatives from customer service, traffic, waste, parks and corporate communication and events to discuss event planning.

5. Promotion of Sustainable Principles

Council has an important opportunity to encourage event organisers to reinforce the sustainable message and contribute to sustainable activities in their area.

Council has a Sustainable Events Management Policy that event organisers are required to consider.



Council's role in Events

6. Risk Management

Council must be confident that all the risks and their impacts are understood and that steps are taken to manage the risks. A plan must be prepared to manage the risks and be submitted to Council.

7. Regulatory Responsibilities

Council has integral role in event management when an event is being held in their area. Other agencies can also have specific legislative responsibility for particular aspects of event management.

Approval under the Local Government Act, 1993:

- If an activity takes place wholly or partly on public land (including roads, footpaths, parks, Council venues and sports grounds) they require approval from Council and/or other government agencies. Generally, such events require Council approval under the Local Government Act, 1993.

Consent authority under the Environmental Planning and Assessment Act, 1979:

- Depending on the size and scale of an event, organisers may be required to lodge a Development Application under the Environmental Planning and Assessment Act, 1979. Consent may be required for activities such as building, carrying out work and the use of private land for staging events.

Consent authority under the Roads Act, 1993 and the Road Transport (Safety and Traffic Management) Act, 1999, Liquor Act, 2007:

- A person selling food or operating stalls and outlets used for selling food is a 'food business' and a food business must sell safe and suitable food in accordance with the Food Act, 2003.
- A limited liquor licence will need to be obtained from the NSW Office of Liquor, Gaming and Racing for a infrequent or temporary special event.
- Council has a management responsibility for local and regional roads. Event related traffic movement and road closures may require Council approval. Approval may also be required from the NSW Police and the Roads and Maritime Service.

Council is the first point of contact for event approval matters involving traffic control and road closures. Council staff prepare a submission to the Local Traffic Committee. The Local Traffic Committee has representatives from Council, Police, Busways and the Roads and Maritime Service. The Traffic Management Plan is required to be submitted to Council six months prior to the event date.

The role of the group is to provide expert advice and information and to detail the conditions that may affect traffic and transport, and assess the traffic impact of an event.



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Council measuring success

We will be assessing our events against the Directions and Strategies in the Community Strategic Plan whilst delivering on the outcomes identified in this Events Strategy – opportunities for events to build Community, Capacity and Connections and the broader needs of the community.

We will ask event attendees to complete an Evaluation Survey after each event to understand the positive aspects of the event, and to identify ways that an event may be improved.

This Strategy supports an ongoing review process for the events on the Events Calendar. The review process will allow Council to ascertain where particular events are meeting their objectives and the outcomes that the community desires.

An Event Evaluation Framework has been developed. Each event will be evaluated against this Framework to identify opportunities for continuous improvement and refinement of the Events Calendar to create events that are meeting the needs of the community.

Event Evaluation Framework

Our Goal	Our Measure
Celebrating our Rivers	<ul style="list-style-type: none">• Number and diversity of river and river parkland events• Attendance at river and river parkland events• Site accessibility of river and river parkland events
Activate our places and townships	<ul style="list-style-type: none">• Number and diversity of events• Number of events in townships• Creation of ongoing program of events in townships• Identifying local communities that Council works with to create an event
Develop partnership opportunities	<ul style="list-style-type: none">• Number of community driven events sponsored by Council• Number and range of community partners involved• Local business engagement in the event
Build capacity and connect communities	<ul style="list-style-type: none">• Public attendance at events• Resident satisfaction with events• Satisfaction of event attendees, partners and suppliers• Volunteer involvement in events• Resident involvement in events
Promote tourism	<ul style="list-style-type: none">• Anticipated overnight visitation rate• Linkage to other events at same time of year

Council funding and resources

Council Direct Funding

Council directly funds a range of events like Australia Day, Citizenship Ceremonies, award ceremonies, building and park openings.

The Local Government Act, 1993 defines sponsorship as a business transaction in which Council provides a financial contribution or value in kind to support an event in return for negotiated benefits to the Council and community. The benefits are negotiated for each event and documented in a formal legal agreement.

Sponsorship decisions and funding occur in three ways:

1. Determined as part of the Operational Plan
2. Event Sponsorship Program (note community events which were previously sponsored under the Community Sponsorship Program have been transferred to the Event Sponsorship Program)
3. Requests that maybe determined by a report to Council.

Event Sponsorship Program

Council's Events Sponsorship Program is a funding program administered in accordance with the Sponsorship Policy 2007. The Events Sponsorship Program has been developed out of the Community Sponsorship Program which was originally developed to support activities or events that would benefit the residents of the Hawkesbury.

The Events Sponsorship Program currently allows community organisations to apply for event sponsorship in accordance with the Sponsorship Policy 2007. The Sponsorship Policy identifies that a sponsorship arrangement has the potential to:

- 18.3 (a) Promote Council's key messages, programs and activities*
(b) Build relationships with stakeholders
(c) Deliver a benefit to the community in accordance with Council's goals and objectives
(d) Provide members of the public and community groups with equitable access to Council and community facilities.

A Council report is prepared for each application and brought before Council for determination. There is currently no eligibility criteria to assess competing proposals against.

As part of this Events Strategy an Eligibility Criteria has been developed. Council will only support applicants that meet the following criteria:

Eligibility Criteria	Number
Registered organisation with ABN	Yes/No
Insurances	Yes/No
Event to occur in the year it is advertised (unless otherwise agreed)	Date
Applicant not received financial support from Council in the same year (even if different event)	Yes/No
Event takes place in the Hawkesbury Local Government Area	Yes/No
Commitment to obtain all regulatory approvals for the event	Yes/No
Lodged Event Application Form 1	Yes/No
Applicant has not received Council funding for more than 3 consecutive years	Yes/No
A score of 30 or more in the Assessment Criteria Matrix	Yes/No
Commitment to complete a Funding Aquital Form	Yes/No

Council funding and resources

Other Sponsorship Requests

The Community Sponsorship Program provides an opportunity for community groups and individuals to seek financial assistance from Council. There are six categories under the Community Sponsorship Program:

- Minor assistance
- Event sponsorship (for up to three years)
- Seeding grants
- Access to community facilities
- Improvements to Council facilities
- Accessibility improvement.

Council recently resolved that a framework be prepared for the evaluation of future event sponsorship proposals to ensure alignment with the objectives of the Community Strategic Plan, and to enable event sponsorship proposals to be assessed relative to each other.

The proposed transfer of the Event Sponsorship category within the Community Sponsorship program to the Event Sponsorship Program will create a consistent approach to the centralised assessment of all proposals for event sponsorship.

Assessment Criteria Matrix

In order to develop a consistent approach to the assessment of all event applications bi-yearly, competitive funding program will be developed in accordance with the Sponsorship Policy.

The program will be advertised in the newspapers and online. All previous organisations that have previously entered into a Sponsorship Agreement will be notified of the change and will be notified well in advance of the opening of the funding program.

A funding Assessment Criteria Matrix has been developed to provide objectivity and to guide both the applicant and Council as the decision maker on which events deliver appropriate economic and social returns to the Hawkesbury, should they receive funding. The Matrix will be used to determine future bi-annual funding requests, as well as those received outside the process.

As part of a Sponsorship Application, Council will assess each event against the Assessment Criteria Matrix. The highest score that can be achieved when all of the event criteria has been assessed using the Matrix is a score of 60. As a guide when using the Matrix events which score:

Less than 30	May not be eligible to receive Council sponsorship
Between 30-40	Should receive Council sponsorship
Greater than 40	Eligible to receive Council sponsorship

The use of the Matrix will be subject to ongoing review.

Ad Hoc Applications

Applicant can submit applications for sponsorship and it will be assessed by Council.

Council Fees and Charges

Council levies a range of fees and charges for events. These include application fees, venues and usage fees, bonds, banner pole fees and utility usage.

Community and not for profit groups are charged reduced fees and are only charged a bond fee for the hire of the banner poles.

In accordance with the Local Government Act and Council's Schedule of Fees and Charges, Council can waive fees and charges for registered charities that deliver charitable services to the community. Council is unable to waiver the fees for the direct costs it incurs such as labour, water, electricity, waste collection and disposal.

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Assessment Criteria Matrix

Event Name: _____
 Event Location: _____
 Event Date: _____

Objective	Criteria	Score	Event Score
Community connections and resilience	Create community partnerships	Score 0 No Score 1 Yes Score 2 More than 3 Partnerships	
	Opportunities for local community group involvement	Score 0 No Score 1 More than 2 Score 2 More than 3 Score 3 More than 4 Groups	
	Training and skills to be provided to local volunteers	Score 0 No Score 2 Yes	
	Not for profit organisation	Score 1 No Score 2 Yes	
Economic Benefit	Opportunities for local business involvement	Score 0 No Score 1 Yes Score 2 More than 3	
	Origin of attendees anticipated	Score 1 Hawkesbury Score 2 Outside LGA	
	Anticipated number of people staying overnight	Score 1 < 100 Score 2 > 100 to 200 Score 3 > 200	
	Estimated \$ impact (anticipated revenue generated)	Score 1 < \$100,000 Score 2 \$100,000 to \$500,000	
Community Strategic Plan	Support revitalisation of town centres	Score 2 - Yes Score 0 - No	
	Develop vibrant town centres with business growth and community connection	Score 2 - Yes Score 0 - No	
	Assist town centres and villages to become vibrant local hubs	Score 2 - Yes Score 0 - No	
	Events which create Hawkesbury community connections and resilience	Score 2 - Yes Score 0 - No	
	Events that celebrate our Rivers or riverside locations	Score 2 - Yes Score 0 - No	
	Venue has disability access	Score 2 - Yes Score 0 - No	
Image and Profile	Ability to link or coordinate with other events held at the same time of year	Score 1 - Yes Score 0 - No	
Promotional brand exposure	Local/district promotion	Score 0 No Score 1 Local Score 2 Regional	
	Attract State/National promotion	Score 0 No Score 1 State Score 2 National	
	International exposure	Score 0 No Score 1 Some Score 2 Good Score 3 High	
	Consistent with Hawkesbury brand	Score 1 Somewhat consistent Score 2 Consistent Score 3 Highly consistent	
Attendee appeal	Appeal to wide demographic	Score 2 Universal appeal Score 1 Age or Interest group Score 0 Specialised interest	
	Number of attendees	Score 1 < 100 Score 2 > 500 Score 3 > 1000	
	Open to the general public to attend	Score 1 Yes Score 0 No	
Legacy	Opportunity to grow the event	Score 2 Yes Score 0 No	
	Proven track record	Score 2 Yes Score 0 No	
Viability	Adequacy of budget proposal	Score 2 Yes Score 0 No	
	Multiple funding sources	Score 2 Yes Score 1 No	
	State/other Government funding secured	Score 1 No Score 2 Yes	
	Strong business model	Score 2 Yes Score 1 No	
	Governance model in place	Score 0 No Score 2 Yes	

Total Score: _____

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Council's Action Plan

Council's Five Year Action Plan

Council will continue to have multiple roles in relation to the ongoing growth and development of events. To guide Council's investment and resourcing for events we will aim to deliver the following five objectives:

1. A streamlined events package
2. Develop and refine an Events Calendar
3. Develop Community, Capacity and Connections through events
4. Promote sponsorship partnerships
5. Optimise the tourism and economic value of events.

Objective 1

A streamlined events package

	Strategy	Action	Timing	Outcome
1.1	Prepare an Events Package	1. Prepare Events Application Forms 1 and 2. 2. Prepare Request for Council to Sponsor an Event Form. 3. Prepare Event Sponsorship Package Expression of Interest	Ongoing	Complete Events Package that streamlines the event process
1.2	Develop and refine the Assessment Criteria Matrix	Continue to develop, refine and apply the Matrix to assess event applications requiring Council sponsorship	Ongoing	Matrix used
1.3	Continue to provide funding and sponsorship for Hawkesbury events	Develop a bi-yearly competitive funding program	2018	Two grant rounds annually
1.4	Respect the environment through responsible and sustainable event management	Review the Sustainable Events Management Policy and enforce its implementation	2019	Use of sustainable products

Objective 2

Develop and refine an Events Calendar

	Strategy	Action	Timing	Outcome
2.1	Develop and sponsor new events	Identify, target and continue to attract new events to the Hawkesbury	Ongoing	New events
2.2	Continuously improve and refine Events Calendar	Evaluate events against Event Evaluation Framework	Ongoing	Identify the best events for the Hawkesbury
2.3	Invite attendees of events to complete an Events Survey after each event	Complete Event Survey	Ongoing	Understanding of event successes and things that can be refined
2.4	Event reporting	Prepare internal quarterly report on events	Quarterly	Detailed understanding of events held in the Hawkesbury
2.5	Actively promote events	Continue to maintain updated online Events Calendar and promotion through website, newsletters and social media	Ongoing	Optimise attendance and understand how people heard about the event

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Council's Action Plan

Objective 3

Develop Community, Capacity and Connections through events

	Strategy	Action	Timing	Outcome
3.1	Maintain a diverse program of events to appeal to a wide audience across Hawkesbury communities	Review funding and sponsorship on a regular basis to ensure events remain relevant	Ongoing	Diverse Event calendar
3.2	Increase volunteer involvement in events	Develop program of event volunteers	2020	Increased volunteer numbers
3.3	Champion the use of local places and spaces for events	Promote available spaces	Ongoing	Increased use of local event spaces
3.4	Events to become self-sustaining	Ensure sponsorship is not provided for events for more than three years	2019	Self-sustaining events after three years

Objective 4

Promote sponsorship partnerships

	Strategy	Action	Timing	Outcome
4.1	Develop relationships with local businesses encouraging them to sponsor Australia Day on the Hawkesbury	Develop Sponsorship Expression of Interest	2018	Increased business sponsorship of Australia Day on the Hawkesbury event
4.2	Develop relationships with local businesses encouraging them to sponsor local events	Develop a program of local business events that could have sponsorship Develop Sponsorship Expression of Interest	2019	Increased sponsorship of events

Objective 5

Optimise the tourism and economic value of events

	Strategy	Action	Timing	Outcome
5.1	Seek best economic return to Hawkesbury from funding or sponsoring events	Adopt the Assessment Criteria Matrix to assist in determining applications for event funding	Ongoing	Matrix applied
		Build awareness with event organisers of local suppliers including artists and musicians. Create database of local artists and musicians	Ongoing	Use of local businesses
		Work with Regional Strategic Alliance and other tourism groups to increase the attentiveness of the Hawkesbury through promotion of the LGA and the region	Ongoing	Event and tourism travel and accommodation packages developed

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If you would like additional information on Hawkesbury City Council's events or you would like to apply for sponsorship of your event please contact Council's Event Coordinator on (02) 4560 4444 or events@hawkesbury.nsw.gov.au

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Item: 126 **GM - Camelot Amusements, Australian Boutique Markets & Events Pty Ltd and Richmond Rotary - Events Sponsorship Requests - (79351, 99389, 75504)**

Division: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of three sponsorship requests in the Hawkesbury in 2018. The event sponsorships are from the following organisations:

- Camelot Amusements
- Australian Boutique Markets & Events Pty Ltd
- Richmond Rotary

A Draft Events Strategy has been prepared (see previous report on this Business Paper) which includes an Assessment Criteria Matrix against which all event sponsorship applications will be assessed to test their suitability prior to providing financial assistance. These applications have been assessed against the Draft Matrix.

EXECUTIVE SUMMARY:

Council is seeking to expand the number and diversity of events that are held within the Hawkesbury. The intention statement with the Hawkesbury Community Strategic Plan 2017 – 2036 is that the Hawkesbury will be a “place that is vibrant, attractive and welcoming and treasures and celebrates our shared history, environment, local economy and lifestyle”. The development of an expanded program of events for the area will assist Council in achieving this intention.

Council has received three event sponsorship requests:

- Camelot Amusements is seeking sponsorship of a Family Fun Cracker Night at Governor Phillip Park, Windsor during the July 2018 school holidays. Camelot Amusements submitted an application to Council in April 2018 and had a follow up meeting with staff in May 2018 to discuss the proposal.
- The Australian Boutique Markets & Events Pty Ltd is seeking sponsorship of Park Feast during September 2018 at Governor Phillip Park, Windsor. Australian Boutique Markets & Events Pty Ltd approached Council in February 2018 and provided additional information in April and May 2018 with a proposal for Council to provide funding to assist with the cost of Park Feast.
- Richmond Rotary met with Council in March 2018 and submitted a proposal for Council to assist with event sponsorship for the Richmond Rotary Carols in Richmond Park, Richmond in December 2018.

This report outlines details of the three events and the actions Council can undertake to assist with the events.

Council has developed a Draft Events Strategy. As part of the Draft Strategy an Assessment Criteria Matrix has been developed that will allow Council to assess all event applications against a standard form prior to making a decision about the provision of sponsorship.

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After an assessment of the three events against the Assessment Criteria Matrix this report recommends support be provided to Family Fun Cracker Night, Park Feast and Richmond Rotary Carols by way of financial sponsorship and in-kind support.

RECOMMENDATION SUMMARY:

Council approval of the sponsorship of three events being the Family Fun Cracker Night, Park Feast and the Richmond Rotary Carols.

REPORT:

Context and Background

A Draft Events Strategy has been prepared by Council staff. This Draft Strategy has been presented to a Councillor Briefing Session and is the subject of a separate report in this Business Paper. The Draft Strategy recognises the importance of events for the Hawkesbury and that they create opportunities for us to build:

- Community – involvement and participation
- Capacity - the ability to self organise and develop resilience in the community
- Connections – social cohesions across the communities

The Draft Events Strategy also identifies Why We Hold Events, Council's Role in Events, the Links to the Community Strategic Plan, and establishes an Assessment Criteria Matrix with which all future sponsorship applications can be assessed against to determine whether the applications are eligible for Council sponsorship.

A copy of the Draft Assessment Criteria Matrix is attached as Attachment 1 to this report. This opportunity to individually assess these three events against the Assessment Criteria Matrix has allowed Council to test its suitability.

The three event sponsorship requests are as follows:

1. Camelot Amusements - Family Fun Cracker Night

Camelot Amusements has approached Council with a proposal to hold a Family Fun Cracker Night at Governor Phillip Park, Windsor during the July 2018 school holidays. The event would be targeted at families with primary school age children.

The one day event would begin in the afternoon and go through the evening with food trucks, rides and fireworks as entertainment. The Park Feast branding which has a 'food truck following' would provide food trucks and Camelot Amusements will operate the rides and organise the evening fireworks.

No alcohol will be served at the event and all of the activities associated with the event will be carried out within the Park.

Parking for attendees will be in the field opposite Governor Phillip Park. Traffic control will be in place with cars directed into the designated car spaces.

Entry to the event will be free. An event to celebrate firecracker night has not recently been held either in the Hawkesbury or within any other locality so it is difficult to anticipate how many people will attend. More than 4,000 people attended the Australia Day where there were food trucks, amusement rides and fireworks set off from a barge on the Hawkesbury River. An attendance of 2,000 people is anticipated.

The event organisers have advised the following anticipated income and expenses for the Family Fun Cracker Night as shown in Table 1.

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Table 1 – Estimated Income and Expenses for the Family Fun Cracker Night

Income	\$	Expenses	\$
Earned Income (from entry fees or sales etc.)	Free community event. No entry fee. Rides income \$10,000	Salaries (including volunteer costs)	\$3,500
Estimated value of Donations/Corporate Sponsorship (Value of gifts or other sponsorship)	\$5,000	Insurance	\$1,500
Grants (from other government agencies)	Nil	Chairs and tables	\$1,500
Stakeholder Fees - Stallholder fee to be charged for participating trucks \$250 per truck per day (\$250 for 10 trucks is \$2,500).	\$2,500	Lighting tower hire, Variable Message Sign Board	\$2,000
		Port-a-loos	\$1,500
		Fireworks	\$4,000
		Amusement rides	\$5,500
		Cleaners	\$2,000
Total Income	\$17,500	Total Expenses	\$21,500

Camelot Amusements has approached Council seeking:

- The use of Governor Phillip Park,
- The preparation of a risk assessment,
- The preparation of an event plan,
- The organisation of car parking,
- Provision of fencing,
- Provision of bins,
- Provision of toilets,
- Traffic control, and
- Anything else necessary to host a safe and successful event.

The requests for assistance have been included in Table 2 below with Council's proposed financial or in-kind value.

Table 2 – Request for Assistance for the Family Fun Cracker Night

Request for Assistance by Organiser	Value (based on Draft 2018/2019 fees)
Preparation of a Risk Assessment	Council to provide in-kind
Preparation of an Event Plan	Council to provide in-kind
Traffic control and car parking	To be carried out by Camelot Amusements
Park booking fee waived	\$110 fees waived by Council
Star picket fencing set up along the banks of the river and carpark	\$2,200 per day. The \$2,200 to be paid by Council.
Star picket fencing pack up along the banks of the river and carpark	\$2,200 per day. The \$2,200 to be paid by Council.
Waste management – 240 litre bins and large skip bin for rubbish disposal	Council propose to provide 11 to 25 bins for \$742
Toilet access at Power Boat Club	Council to seek permission
Port a loos	Council does not supply
Access to power	\$93 per day to be paid by Council
Access to water	\$93 per day to be paid by Council
Signage	Council to provide in-kind
Social media – promotion on the Events Facebook Page	Council to provide up to the value of \$1000 in-kind.

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Request for Assistance by Organiser	Value (based on Draft 2018/2019 fees)
Council website promotion in events calendar	Council In-kind
Total in-kind \$ value of sponsorship proposed to be provided by Council	\$6,438

An assessment has been made of the request by the event organisers and in an effort to support the event it is suggested that Council provide a range of services and in-kind support to the value of \$6,438 in-lieu of a financial contribution.

2. The Australian Boutique Markets & Events Pty Ltd - Park Feast

The Australian Boutique Markets & Events Pty Ltd has approached Council with a proposal to hold Park Feast at Governor Phillip Park, Windsor in September 2018.

Park Feast will be a one day festival which will include around 20 food trucks, dessert stations, amusement rides and live music and performers. No alcohol will be served at the event and all of the activities associated with the event will be carried out within the Park.

Parking for attendees will be in the field opposite Governor Phillip Park. Traffic control will be in place with cars directed into the designated car spaces.

Entry to the event will be free and it is anticipated that around 5,000 people may attend.

The event has grown significantly in other locations over a number of years. Park Feast has been held at Bella Vista Farm in The Hills in November 2016, February 2017 and November 2017 attracting over 20,000 attendees. Also, Park Feast has been held at the Gosford Waterfront on the Central Coast.

Telstra is a corporate sponsor of the event in The Hills.

Previous events have received media coverage on Channel 9 (Nine News) and commercial FM radio.

The event organisers have advised the following anticipated income and expenses for Park Feast as shown in Table 3.

Table 3 – Estimated Income and Expenses for Park Feast

Income	\$	Expenses	\$
Earned Income (from entry fees or sales etc.)	Free community event. No entry fee. Rides income \$10,000	Salaries (including volunteer costs)	\$4,000
Donations/Corporate Sponsorship (Value of gifts or other sponsorship)	Seeking a sponsorship of \$10,000 to be confirmed after July 2018	Promotion, marketing and advertising	\$8,000
Grants (from other government agencies)	Nil	Waste management	\$2,000
Stakeholder Fees Income - Stallholder fee to be charged for participating trucks \$250 per truck per day (\$250 for 20 trucks is \$5,000).	\$5,000	Insurance	\$4,000
		Marquee, chairs and tables	\$5,500
		Lighting tower hire, VMS Board, Generator	\$3,500
		Venue fence and port-a-	\$3,500

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Income	\$	Expenses	\$
		loos	
		Security	\$2,500
		Entertainment/performers	\$5,000
		ATM Hire	\$750
		Fireworks	\$3,000
		Amusement rides	\$5,500
		Cleaners	\$2,000
Total Income	\$25,000	Total Expenses	\$49,250

The Australian Boutique Markets & Events Pty Ltd has approached Council seeking:

- Waste management – 240 litre bins and large Cleanaway skip bin on site.
- Banner space.
- Toilet access at the Boat Club.
- Access to power.
- Access to water.
- Park booking fee waived.
- Star picket fencing along the banks of the river and car park mark up.
- Signage.
- Social media promotion on the Hawkesbury Events page.
- Council Website – Promote event in events calendar.
- Unspecified monetary contribution which is in-kind of between \$10, 000 - \$15, 000 to assist in the cost of additional expenses for example insurances, additional toilet hire, lighting tower hire, large marquee shelter structures installed for patrons, event table/chair equipment hire, entertainment/performers. Fireworks. high quality amusement park rides, .advertising and marketing the event via radio, newspaper, flyers, banner designs and social media coverage.

The Requests for assistance have been included in Table 4 below with Council's proposed financial or in-kind value.

Table 4 –Request for Assistance for Park Feast

Request for Assistance by Organiser	Council \$ Value (based on Draft 2018/2019 fees)
Waste management – 240 litre bins and large skip bin for rubbish disposal	Council to provide 25 bins for \$742. A skip bin will not be provided.
Banner space	Only available for Not For Profit organisations unless permission is granted.
Toilet access at Power Boat Club	Council to seek permission
Access to power	\$93 per day to be paid by Council
Access to water	\$93 per day to be paid by Council
Park booking fee waived	\$110 fee to be waived by Council
Star picket fencing set up along the banks of the river and carpark	\$2,200 per day. The \$2,200 to be paid by Council.
Star picket fencing pack up along the banks of the river and carpark	\$2,200 per day. The \$2,200 to be paid by Council.
Signage	Council to provide in-kind
Social media – promotion on the Events Facebook Page	Council to provide up to the value of \$1,000 in-kind.
Council website promotion in events calendar	Council to provide in-kind
Unspecified monetary contribution of between \$10, 000 - \$15, 000	Nil
Total in-kind \$ value of sponsorship proposed to be provided by Council	\$6,438

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An assessment has been made of the request by the event organisers and in an effort to support the event it is suggested that Council provide a range of services and in-kind support to the value of \$6,438 in-lieu of a financial contribution.

3. Richmond Rotary - Carols in Richmond Park

Richmond Rotary has approached Council with a proposal for Council to provide sponsorship for Carols in Richmond Park, Richmond on Sunday evening 16 December 2018.

The annual event is held mid-December each year and has been held at Richmond Oval for more than 20 years with Richmond Rotary as the primary organiser.

The night commences at 7:00pm finishing around 9:00pm. A large stage is set up adjacent to the Pavilion facing the Railway Station. The entertainment is provided including a band and local performers with carols sung all night. Santa also attends the event early in the evening and hands out bags of lollies to the children. A BBQ is supplied by Rotary. No alcohol is served at the event and all of the activities associated with the event are to be carried out within the Park.

Parking for attendees is in the local streets and unused carparks.

Entry to the event is free, with a candle supplied for a gold coin donation. It is anticipated, based on figures from previous years that around 4,000 people attend.

Sponsors for the event include the Commonwealth Bank, Bendigo Bank, Chamber of Commerce, Royal Hotel, Hawkesbury Self Storage with small donations from local businesses. The amounts received on an average over past four years have been approximately \$13,000.

The event organisers have advised the following anticipated income and expenses for the Richmond Carols as shown in Table 5.

Table 5 – Estimated Income and Expenses for Carols in Richmond Park

Income	\$	Expenses	\$
Earned Income (Gold Coin Donation)	\$5,970	Audio equipment	\$8,800
Sponsorship (Value of gifts or other sponsorship)	\$7,420	Band	\$2,500
Grants (from other government agencies)	Nil	Waste management, candles, oval hire, confectionary, printing	\$3,000
Other Income (sundry income)	Nil	Park fees	\$110
		Port-a-loos	\$1,500
Total Income	\$13,390	Total Expenses	\$15,910

Richmond Rotary has approached Council seeking:

- 40 garbage bins and 20 recycling bins for use on the night. Delivered Sunday afternoon and collected Monday morning free of charge.
- Advertising on your Facebook and website.
- A cash contribution of \$1,500 for port-a-loos.
- Waiving of the park fees of \$110.

The requests for assistance have been included in Table 6 below with Council is proposed financial or in-kind value.

Table 6 –Request for Assistance for Carols in Richmond Park

Request for Assistance by Organiser	Value (based on Draft 2018/2019 fees)
Waste management	\$1,484 for HCC to provide 50 bins

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Request for Assistance by Organiser	Value (based on Draft 2018/2019 fees)
Signage	Council In-kind
Risk Assessment	Richmond Rotary to prepare
Cash contribution for port-a-loos	\$1,500 cash contribution
Park booking fee waived	\$110 fees waived by Council of
Social media – promotion on the Events Facebook Page	\$1,000 Council in-kind
Council website promotion in events calendar	Council In-kind
Total financial and in-kind \$ value of sponsorship proposed to be provided by Council	\$4,094

An assessment has been made of the request by the event organisers and in an effort to support the event it is suggested that Council provide a financial contribution of \$1,500 for port-a-loos and a range of services and in-kind support to the value of \$2,594.

In return for the above provisions, for each of the events, Council would require the following general commitments from the event organisers:

- Council Logo and name recognition to be included on the all marketing and promotional material, including but limited to:
 - Flyers
 - Media Release
 - Posters
 - Banners
 - Social Media Pages
 - Website
 - Invitations
 - Entry Forms

Council will need approve any marketing material that displays the Council Logo prior to print.

- Onsite Activation:
 - Opportunity for the Mayor to speak at all events.
 - Official invitations to Mayor and Councillors.
 - Opportunity for Council tear drop/ pull up banners/Council marquee to be displayed at event.

Detailed History, Including Previous Council Decisions

Family Fun Cracker Night and Park Feast have not previously been held in the Hawkesbury. There are no prior Council decisions applicable to these events.

The Richmond Rotary Carols have been held at Richmond Park for more than 20 years, but, Council has not previously provided in-kind or financial assistance to the event. There are no prior Council decisions applicable to this event.

An Events Strategy has been prepared by Council which identifies events as an opportunity in the Hawkesbury to create:

- Community – involvement and participation.
- Capacity – the ability to self organise and develop resilience in the community.
- Connections – social cohesion across communities.

All of these events will create opportunities for Council to work with the event partners and the community to begin to build these attributes. Large community events, of the type proposed at Governor Phillip Park and Richmond Park will help to:

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- Build strong connections across the community as people come together at the events to celebrate their community along the river or in the iconic Richmond Park.
- The events will create a sense of place and ownership in the local community of these special locations within the Richmond Town Centre and along the Hawkesbury River.
- Increased numbers of people particularly in Richmond, and to a lesser extent Windsor which will contribute to the local economy.
- The event will be an opportunity for people outside the area to visit, particularly as part of the Park Feast and the Family Fun Cracker Night.

The Draft Events Strategy has established an Assessment Criteria Matrix which will be used to assess all Sponsorship Applications for 2018/2019. The Draft Assessment Criteria Matrix has been used to assess each of the three event sponsorship applications individually.

Policy Considerations

Council has previously adopted a Sponsorship Policy to manage arrangements whereby Council may consider granting a sponsorship to another party "*in money or kind, to support and activity or event for the benefit of residents or visitors*".

Council's Sponsorship Policy defines the following in respect of a sponsorship the Council may provide:

"Sponsorship is not an unconditional grant. In providing sponsorship Council expects to receive an outcome for the benefit of the community which is consistent with the aims and objectives of its strategic, operational and community plans."

It is considered that the three events proposals meet the above definition in that Park Feast, the Family Fun Cracker Night and the Richmond Carols provides economic benefits to local businesses and the tourism sector in the Hawkesbury.

It is also considered that the proposals achieve a number of the 'Sponsorship Principles' contained in the Council's Sponsorship Policy.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

- 5.4 Celebrating our Rivers – Protect, enhance and celebrate our rivers
 - 5.4.1 Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities.
- 5.5 Reinforcing our dynamic places - Support the revitalization of our town centres and growth of our business community:
 - 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.
 - 5.5.3 Assist our town and village centres to become vibrant local hubs
- 5.6 Instigating Place Making Programs – Celebrate our creativity and cultural expression

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5.6.1 Foster and promote an annual program of events, festivals, sporting and cultural activities that allows our communities to connect and celebrate with one another.

Discussion

The three events are consistent with the Directions and Strategies in the Hawkesbury Community Strategic Plan and the Draft Events Strategy.

It is anticipated that there will be economic and social benefits created by these three events. The events will all attract people from the Hawkesbury region and beyond to help activate our town centres and celebrate the spaces around our River.

The events will act as a catalyst for economic development creating economic benefit for the local area including an influx of visitors enjoying the towns and the surrounding places.

An assessment of the three events has been made against the Assessment Criteria Matrix included in the Draft Events Strategy. A copy of the Assessment Criteria Matrix for each event is attached in Attachment 2 to 4 to this report. The opportunity to assess these three events against the Assessment Criteria Matrix has allowed Council to test the suitability of the Assessment Criteria Matrix and make amendments to the Matrix prior to its adoption as part of the Draft Events Strategy.

The highest score that an event can score on the Assessment Criteria Matrix is 60. As a guide when using the Matrix events which score:

Less than 30	May not be eligible to receive Council sponsorship
Between 30-40	Should receive Council sponsorship
Greater than 40	Eligible to receive Council sponsorship

Each of the events scored the following:

Park Feast	37 (Assessment Criteria Matrix Attachment 2)
Family Fun Cracker Night	34 (Assessment Criteria Matrix Attachment 3)
Carols in Richmond Park	48 (Assessment Criteria Matrix Attachment 4)

Each of these events has scored well on the Matrix and should be sponsored by Council.

An assessment has been made of the financial and in-kind requests by each of the event organisers: In an effort to support the events it is suggested that Council supply the following as set out in the table below:

Table 7 - Proposed breakdown of support offered by Council for the three events

Event	Request for In-kind Support	\$ Value (based on Draft 2018/2019 fees)
Park Feast	Waste Management - 25 X 240 L bins Set up star pickets for parking and along river bank Pack up star pickets for parking and along river bank Access to power Access to water Park booking fees waived Media promotion	\$742 \$2,200 \$2,200 \$93 \$93 \$110 \$1000
	Total in-kind \$ of sponsorship proposed to be provided by Council	\$6,438
Family Fun Cracker Night	Waste Management - 25 X 240 L bins Set up star pickets for parking and along river bank Pack up star pickets for parking and along river bank	\$742 \$2,200 \$2,200

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Event	Request for In-kind Support	\$ Value (based on Draft 2018/2019 fees)
	Access to power	\$93
	Access to water	\$93
	Park booking fees waived	\$110
	Media promotion	\$1000
	Total in-kind \$ of sponsorship proposed to be provided by Council	\$6,438
Carols in Richmond Park	Waste Management	\$1,484
	Media promotion	\$1,000
	Cash contribution for port-a-loos	\$1,500
	Park booking fees waived	\$110
	Total in-kind \$ of sponsorship proposed to be provided by Council	\$4,094

Financial Implications

The three proposed events identified in this report have direct financial implications for the adopted 2017/2018 Operational Plan and the Draft 2018/2019 Operational Plan.

During 2017/2018 Council has committed to sponsor the St Albans Writer's Festival, Hawkesbury Garden Competition, Kurrajong-a Buzz, the Christmas Sponsorship Program, the St Matthews Birthday Bash, Golf NSW Women's Country Meeting, We Are Hawkesbury Photographic Competition, the We Are Hawkesbury Singing Competition and the 21st Australian Orchid Council and Show.

The allocated budget of \$30,000 has almost been expended however one event, the sponsorship of the We Are Hawkesbury Singing Competition by the Hawkesbury Gazette for \$5,000 as agreed at the 12 September, 2017 Council meeting has not gone ahead. It is proposed that the \$5,000 allocated to this event be reallocated to the Family Fun Cracker Night allowing Council to provide a range of in-kind services to the value of \$6,438. Included within the \$6,438 is \$1,000 for media promotions that will be covered in the Corporate Communication budget. Therefore, the \$6,428 expenditure applicable to the Family Fun Cracker Night is provided for in the 2017/2018 Adopted Operational Plan.

Council has allocated within its 2018/2019 Draft Operational Plan an amount of \$30,000 for the support of major flagship events. At its Council meeting on 12 December 2017 Council agreed to provide \$7,500 financial sponsorship for the 2018 St Albans Writers Festival. The organisers of the event have recently advised Council that the event will not be going ahead in 2018 so it is suggested that the \$7,500 be reallocated to support the Park Feast and Carols in Richmond Park.

It is recommended that Council provide a range of in-kind services to the value of \$6,488 to Park Feast. It is also recommended that Council provide a range of financial and in-kind services to the value of \$4,094 to Carols in Richmond Park.

The total amount allocated to these two events would be \$10,582. Included within the \$10,582 is \$2,000 for media promotions for both events that will be covered in the Corporate Communication budget.

The \$10,582 expenditure applicable to the Park Feast and the Carols in Richmond Park is provided for in the Draft 2018/2019 Operational Plan.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to continue to provide and maintain service levels to meet established community expectations as budgeted for in the Long-Term Financial Plan.

Conclusion

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It is recommended that Council approve the sponsorship funding for the three events proposed for the Hawkesbury, the Family Fun Cracker Night, Park Feast and Carols in Richmond Park to provide economic benefits, place making opportunities, community connections and resilience, participation and increased social cohesion across the Hawkesbury.

RECOMMENDATION:

That Council:

1. a) Approve sponsorship funding to Camelot Amusements in regard to the holding of the Family Fun Cracker Night to the value of \$6,438 of in-kind services as outlined in Table 7 in the report.
b) Enter into the standard Sponsorship Agreement with Camelot Amusements for Family Fun Cracker Night.
2. a) Approve sponsorship funding to the Australian Boutique Markets & Events Pty Ltd in regard to the holding of Park Feast to the value of \$6,438 of in-kind services as outlined in Table 7 in the report.
b) Enter into the standard Sponsorship Agreement with the Australian Boutique Markets & Events Pty Ltd for Park Feast.
3. a) Approve sponsorship funding to the Richmond Rotary in regard to the holding of Carols in Richmond Park to the total value of \$4,094, being a financial contribution of \$1,500 and in-kind services to the value of \$2,594 in-kind services as outlined in Table 7 in the report.
b) Enter into the standard Sponsorship Agreement with the Richmond Rotary for Carols in Richmond Park.

ATTACHMENTS:

- AT - 1** Assessment Criteria Matrix
- AT – 2** Assessment Matrix Criteria Family Fun Cracker Night
- AT – 3** Assessment Matrix Criteria Park Feast
- AT – 4** Assessment Matrix Criteria Carols in Richmond Park

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AT - 1 Assessment Criteria Matrix

Assessment Criteria Matrix

Event Name: _____
 Event Location: _____
 Event Date: _____

Objective	Criteria	Score	Event Score
Community connections and resilience	Create community partnerships	Score 0 No Score 1 Yes Score 2 More than 3 Partnerships	
	Opportunities for local community group involvement	Score 0 No Score 1 More than 2 Score 2 More than 3 Score 3 More than 4 Groups	
	Training and skills to be provided to local volunteers	Score 0 No Score 2 Yes	
	Not for profit organisation	Score 1 No Score 2 Yes	
Economic Benefit	Opportunities for local business involvement	Score 0 No Score 1 Yes Score 2 More than 3	
	Origin of attendees anticipated	Score 1 Hawkesbury Score 2 Outside LGA	
	Anticipated number of people staying overnight	Score 1 < 100 Score 2 > 100 to 200 Score 3 > 200	
	Estimated \$ impact (anticipated revenue generated)	Score 1 < \$100,000 Score 2 \$100,000 to \$500,000	
Community Strategic Plan	Support revitalisation of town centres	Score 2 - Yes Score 0 - No	
	Develop vibrant town centres with business growth and community connection	Score 2 - Yes Score 0 - No	
	Assist town centres and villages to become vibrant local hubs	Score 2 - Yes Score 0 - No	
	Events which create Hawkesbury community connections and resilience	Score 2 - Yes Score 0 - No	
	Events that celebrate our Rivers or riverside locations	Score 2 - Yes Score 0 - No	
	Venue has disability access	Score 2 - Yes Score 0 - No	
Image and Profile	Ability to link or coordinate with other events held at the same time of year	Score 1 - Yes Score 0 - No	
Promotional brand exposure	Local/district promotion	Score 0 No Score 1 Local Score 2 Regional	
	Attract State/National promotion	Score 0 No Score 1 State Score 2 National	
	International exposure	Score 0 No Score 1 Some Score 2 Good Score 3 High	
	Consistent with Hawkesbury brand	Score 1 Somewhat consistent Score 2 Consistent Score 3 Highly consistent	
Attendee appeal	Appeal to wide demographic	Score 2 Universal appeal Score 1 Age or Interest group Score 0 Specialised interest	
	Number of attendees	Score 1 < 100 Score 2 > 500 Score 3 > 1000	
	Open to the general public to attend	Score 1 Yes Score 0 No	
Legacy	Opportunity to grow the event	Score 2 Yes Score 0 No	
	Proven track record	Score 2 Yes Score 0 No	
Viability	Adequacy of budget proposal	Score 2 Yes Score 0 No	
	Multiple funding sources	Score 2 Yes Score 1 No	
	State/other Government funding secured	Score 1 No Score 2 Yes	
	Strong business model	Score 2 Yes Score 1 No	
	Governance model in place	Score 0 No Score 2 Yes	

Total Score: _____

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AT – 2 Assessment Matrix Criteria Family Fun Cracker Night

Assessment Criteria Matrix

Event Name: Family Fun Cracker Night
 Event Location: Governor Phillip Park, Windsor
 Event Date: July 2018

Objective	Criteria	Score	Event Score
Community connections and resilience	Create community partnerships	Score 0 No Score 1 Yes Score 2 More than 3 Partnerships	2
	Opportunities for local community group involvement	Score 0 No Score 1 More than 2 Score 2 More than 3 Score 3 More than 4 Groups	0
	Training and skills to be provided to local volunteers	Score 0 No Score 2 Yes	0
	Not for profit organisation	Score 1 No Score 2 Yes	1
Economic Benefit	Opportunities for local business involvement	Score 0 No Score 1 Yes Score 2 More than 3	2
	Origin of attendees anticipated	Score 1 Hawkesbury Score 2 Outside LGA	2
	Anticipated number of people staying overnight	Score 1 < 100 Score 2 > 100 to 200 Score 3 > 200	1
	Estimated \$ impact (anticipated revenue generated)	Score 1 < \$100,000 Score 2 \$100,000 to \$500,000	1
Community Strategic Plan	Support revitalisation of town centres	Score 2 - Yes Score 0 - No	0
	Develop vibrant town centres with business growth and community connection	Score 2 - Yes Score 0 - No	0
	Assist town centres and villages to become vibrant local hubs	Score 2 - Yes Score 0 - No	0
	Events which create Hawkesbury community connections and resilience	Score 2 - Yes Score 0 - No	0
	Events that celebrate our Rivers or riverside locations	Score 2 - Yes Score 0 - No	2
	Venue has disability access	Score 2 - Yes Score 0 - No	2
Image and Profile	Ability to link or coordinate with other events held at the same time of year	Score 1 - Yes Score 0 - No	0
Promotional brand exposure	Local/district promotion	Score 0 No Score 1 Local Score 2 Regional	2
	Attract State/National promotion	Score 0 No Score 1 State Score 2 National	0
	International exposure	Score 0 No Score 1 Some Score 2 Good Score 3 High	0
	Consistent with Hawkesbury brand	Score 1 Somewhat consistent Score 2 Consistent Score 3 Highly consistent	3
Attendee appeal	Appeal to wide demographic	Score 2 Universal appeal Score 1 Age or Interest group Score 0 Specialised interest	2
	Number of attendees	Score 1 < 100 Score 2 > 500 Score 3 > 1000	3
	Open to the general public to attend	Score 1 Yes Score 0 No	1
Legacy	Opportunity to grow the event	Score 2 Yes Score 0 No	2
	Proven track record	Score 2 Yes Score 0 No	0
Viability	Adequacy of budget proposal	Score 2 Yes Score 0 No	2
	Multiple funding sources	Score 2 Yes Score 1 No	1
	State/other Government funding secured	Score 1 No Score 2 Yes	1
	Strong business model	Score 2 Yes Score 1 No	2
	Governance model in place	Score 0 No Score 2 Yes	2

Total Score: 34

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AT – 3 Assessment Matrix Criteria Park Feast

Assessment Criteria Matrix

Event Name: Park Feast
 Event Location: Governor Phillip Park, Windsor
 Event Date: September 2018

Objective	Criteria	Score	Event Score
Community connections and resilience	Create community partnerships	Score 0 No Score 1 Yes Score 2 More than 3 Partnerships	2
	Opportunities for local community group involvement	Score 0 No Score 1 More than 2 Score 2 More than 3 Score 3 More than 4 Groups	0
	Training and skills to be provided to local volunteers	Score 0 No Score 2 Yes	0
	Not for profit organisation	Score 1 No Score 2 Yes	1
Economic Benefit	Opportunities for local business involvement	Score 0 No Score 1 Yes Score 2 More than 3	2
	Origin of attendees anticipated	Score 1 Hawkesbury Score 2 Outside LGA	2
	Anticipated number of people staying overnight	Score 1 < 100 Score 2 > 100 to 200 Score 3 > 200	1
	Estimated \$ impact (anticipated revenue generated)	Score 1 < \$100,000 Score 2 \$100,000 to \$500,000	1
Community Strategic Plan	Support revitalisation of town centres	Score 2 - Yes Score 0 - No	0
	Develop vibrant town centres with business growth and community connection	Score 2 - Yes Score 0 - No	0
	Assist town centres and villages to become vibrant local hubs	Score 2 - Yes Score 0 - No	0
	Events which create Hawkesbury community connections and resilience	Score 2 - Yes Score 0 - No	0
	Events that celebrate our Rivers or riverside locations	Score 2 - Yes Score 0 - No	2
	Venue has disability access	Score 2 - Yes Score 0 - No	2
Image and Profile	Ability to link or coordinate with other events held at the same time of year	Score 1 - Yes Score 0 - No	0
Promotional brand exposure	Local/district promotion	Score 0 No Score 1 Local Score 2 Regional	2
	Attract State/National promotion	Score 0 No Score 1 State Score 2 National	0
	International exposure	Score 0 No Score 1 Some Score 2 Good Score 3 High	0
	Consistent with Hawkesbury brand	Score 1 Somewhat consistent Score 2 Consistent Score 3 Highly consistent	3
Attendee appeal	Appeal to wide demographic	Score 2 Universal appeal Score 1 Age or Interest group Score 0 Specialised interest	2
	Number of attendees	Score 1 < 100 Score 2 > 500 Score 3 > 1000	3
	Open to the general public to attend	Score 1 Yes Score 0 No	1
Legacy	Opportunity to grow the event	Score 2 Yes Score 0 No	2
	Proven track record	Score 2 Yes Score 0 No	0
Viability	Adequacy of budget proposal	Score 2 Yes Score 0 No	2
	Multiple funding sources	Score 2 Yes Score 1 No	2
	State/other Government funding secured	Score 1 No Score 2 Yes	1
	Strong business model	Score 2 Yes Score 1 No	2
	Governance model in place	Score 0 No Score 2 Yes	2

Total Score: 37

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AT – 4 Assessment Matrix Criteria Carols in Richmond Park

Assessment Criteria Matrix

Event Name: Carols in Richmond Park
 Event Location: Richmond Park Richmond
 Event Date: December 2018

Objective	Criteria	Score	Event Score
Community connections and resilience	Create community partnerships	Score 0 No Score 1 Yes Score 2 More than 3 Partnerships	2
	Opportunities for local community group involvement	Score 0 No Score 1 More than 2 Score 2 More than 3 Score 3 More than 4 Groups	3
	Training and skills to be provided to local volunteers	Score 0 No Score 2 Yes	1
	Not for profit organisation	Score 1 No Score 2 Yes	2
Economic Benefit	Opportunities for local business involvement	Score 0 No Score 1 Yes Score 2 More than 3	2
	Origin of attendees anticipated	Score 1 Hawkesbury Score 2 Outside LGA	1
	Anticipated number of people staying overnight	Score 1 < 100 Score 2 > 100 to 200 Score 3 > 200	1
	Estimated \$ Impact (anticipated revenue generated)	Score 1 < \$100,000 Score 2 \$100,000 to \$500,000	1
Community Strategic Plan	Support revitalisation of town centres	Score 2 - Yes Score 0 - No	2
	Develop vibrant town centres with business growth and community connection	Score 2 - Yes Score 0 - No	2
	Assist town centres and villages to become vibrant local hubs	Score 2 - Yes Score 0 - No	2
	Events which create Hawkesbury community connections and resilience	Score 2 - Yes Score 0 - No	2
	Events that celebrate our Rivers or riverside locations	Score 2 - Yes Score 0 - No	0
	Venue has disability access	Score 2 - Yes Score 0 - No	2
Image and Profile	Ability to link or coordinate with other events held at the same time of year	Score 1 - Yes Score 0 - No	1
Promotional brand exposure	Local/district promotion	Score 0 No Score 1 Local Score 2 Regional	2
	Attract State/National promotion	Score 0 No Score 1 State Score 2 National	0
	International exposure	Score 0 No Score 1 Some Score 2 Good Score 3 High	0
	Consistent with Hawkesbury brand	Score 1 Somewhat consistent Score 2 Consistent Score 3 Highly consistent	3
Attendee appeal	Appeal to wide demographic	Score 2 Universal appeal Score 1 Age or Interest group Score 0 Specialised interest	2
	Number of attendees	Score 1 < 100 Score 2 > 500 Score 3 > 1000	3
	Open to the general public to attend	Score 1 Yes Score 0 No	1
Legacy	Opportunity to grow the event	Score 2 Yes Score 0 No	2
	Proven track record	Score 2 Yes Score 0 No	2
Viability	Adequacy of budget proposal	Score 2 Yes Score 0 No	2
	Multiple funding sources	Score 2 Yes Score 1 No	2
	State/other Government funding secured	Score 1 No Score 2 Yes	1
	Strong business model	Score 2 Yes Score 1 No	2
	Governance model in place	Score 0 No Score 2 Yes	2

Total Score: 48

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CITY PLANNING

Item: 127 **CP - Recommendations and Report from the Affordable Housing Working Group - (95498, 124414, 123486)**

Previous Item: 1, HSAC (27 July 2017)
 1, HSAC (9 November 2017)
 2, HSAC (8 February 2018)
 067, ROC - HSAC (13 March 2018)
 077, ROC - HSAC (27 March 2018)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the outcomes and recommendations of the Affordable Housing Working Group for the consideration of Council.

EXECUTIVE SUMMARY:

The Recommendations and Report of the Affordable Housing Working Group were presented to the Human Services Advisory Committee on 8 February 2018. The Committee endorsed the Recommendations and noted that the Report was to be presented to Council in the first half of 2018.

The Minutes of the Human Services Advisory Committee were ultimately presented to Council at its Ordinary Meeting on 27 March 2018 where Council resolved to receive the Recommendations at the next Ordinary Meeting.

The attached Recommendations and Report of the Affordable Housing Working Group propose 20 strategies/actions under the four headings of:

- Partnership
- Planning
- Property; and
- Providing Leadership.

The report outlines the process that the Affordable Housing Working Group has taken in the preparation of the Report and Recommendations.

The full report of the Affordable Housing Working Group is included as Attachment 1 to this report.

RECOMMENDATION SUMMARY:

That Council adopt the recommendations of the Affordable Housing Working Group as endorsed by the Human Services Advisory Committee on 8 February 2018.

REPORT:

Context and Background

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At the Human Services Advisory Committee Meeting on 27 July 2017, the Committee resolved to support two working groups covering affordable housing and health, with a focus on affordable housing in the first instance. The Affordable Housing Working Group was formed, with nominated Committee members, relevant staff, and also included representatives from housing associations with expertise in the provision of affordable housing, including social housing.

The first meeting of the Affordable Housing Working Group was held on 31 August 2017 where it was decided that each member of the working group would take ownership of one or two issues and report back to the wider working group at subsequent meetings. Initially eleven elements were identified based on the report presented by the Chair of the Affordable Housing Working Group (Councillor Calvert, Deputy Mayor) to the previous Human Services Advisory Committee Meeting.

The Affordable Housing Working Group also met on 28 September, 26 October, and 7 December 2017 and subsequently completed a report with draft recommendations for the consideration and endorsement of the Human Services Advisory Committee for preparation of a report to Council. It was highlighted that once the Human Services Advisory Committee had endorsed the recommendations they would be included in a report to Council in the first half of 2018.

The Affordable Housing Working Group sought assistance from City Planning staff from Council to understand the zoning issues and site constraints which may restrict some of the nominated sites as potential affordable housing projects in residential areas of the Hawkesbury.

The attached report and recommendations propose 20 strategies/actions under the four headings of:

- Partnership;
- Planning;
- Property; and
- Providing Leadership.

The attached report outlines the process that the Affordable Housing Working Group took in the preparation of the attached report and recommendations.

The Human Services Advisory Committee considered the Recommendations and Report at its Meeting on 8 February 2018, and resolved to support the Recommendations and Report to be considered by Council in the first half of 2018.

Detailed History, including previous Council decisions

Following discussion at the first meeting of the Affordable Housing Working Group, the overall objective of the working group was defined as:

“Prepare a report for Council (endorsed by the Human Services Advisory Committee) which recommends strategies on affordable housing, including social housing that may be adopted by Council.”

At the Human Services Advisory Committee Meeting on 9 November 2017, the Committee received an update on the progress of the Affordable Housing Working Group. At that stage, the working group had met three times and the Chair, Councillor Calvert, Deputy Mayor forwarded a summary of recommendations for the consideration of the Human Services Advisory Committee. The next stage involved preparing a final draft report to the Human Services Advisory Committee with the recommendations from the Affordable Housing Working Group.

Recommendations

The Working Group put forward the following groups of recommendations in no particular order of priority. Note that a response from Management has been provided to each proposed recommendation.

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1. Partnership

- 1.1 Form partnerships with Community Housing Providers, the NSW Government and developers to construct housing on council-owned land and to redevelop public housing sites. This includes identifying any areas of residential deterioration that could benefit from urban renewal.

Response from Management

Formation of partnerships is supported. Officers are currently investigating options in conjunction with Wentworth Community Housing and other potential local community housing providers. Can also include potential for redevelopment of existing social housing.

- 1.2 Encourage and facilitate the community housing alliance which is being developed as part of the Western Sydney City Deal.

Response from Management

Recommendation is supported, but the challenge will be getting this initiative onto the agenda of the City Deal. The City Deal places an obligation on the NSW Government to set and publish 5 and 20 year housing targets for each local government area. Council should advocate for the inclusion of allocations for key worker housing and housing to address homelessness within the targets.

2. Planning

- 2.1 Have an 'Inclusionary Zoning' Policy and a built-in requirement for affordable housing in any new larger scale home unit or housing development, including the possibility of means testing.

Response from Management

Council has the capacity to support the objective with an Affordable Housing target being included in the Greater Sydney Commission's Western City District Plan. Release area land at Vineyard may provide a further opportunity.

- 2.2 Provide incentives and encouragement for people living in an "empty nest" situation or for first home buyers to consider occupying granny flats or other smaller residences.

Response from Management

Advocacy – it appears this recommendation relates to encouraging people to downsize to smaller accommodation and free up houses for families. However, it is unclear as to what actions Council can take other than to lobby for support from the Federal and NSW Governments. This is beyond the current as of right provisions with the Hawkesbury Local Environmental Plan. This could be a motion to the annual Local Government conference.

- 2.3 Ensure that an Affordable Housing Strategy is included in the Residential Land Strategy that is currently being developed and identify current permissible medium density zoning in the LEP for possible immediate action.

Response from Management

The identification of sites suitable for affordable housing can occur within the strategy. A report is also being suggested at point 2.4 below.

- 2.4 Investigate mechanisms to encourage the provision of affordable rental housing.

Response from Management

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A separate report will be provided to Council in this respect.

- 2.5 Apply pressure for more responsive rezoning times and seek faster planning approvals.

Response from Management

Whilst improvement of systems and processes can occur as part of continual business improvement processes, Council can only advocate for more responsive timeframes from state agencies.

3. Property

- 3.1 Rearrange Council's property investment portfolio to enable Council to acquire land in locations that would be suitable for housing projects.

Response from Management

Officers are currently working on a Property Development Strategy that will identify potential affordable housing sites, and a potential strategic investment reserve for affordable housing.

- 3.2 Investigate using some of Council's financial reserves in projects which focus on addressing housing affordability e.g. Aged Care facilities, Gateway Lifestyle Communities.

Response from Management

This will be considered in conjunction with the work identified in 3.1 above.

- 3.3 Provide at least one innovative small format housing project by 2020.

Response from Management

Officers are investigating mechanisms to deliver this recommendation within the specified period.

- 3.4 Investigate using rating powers to encourage different mixes of houses e.g. boarding houses in commercial zones.

Response from Management

Recommendation will be considered as part of Rates Workshop.

- 3.5 Consider available Council land for potential use for affordable housing projects.

Response from Management

Twelve potential sites identified and previously reported to Council on 8 May 2018.

- 3.6 Catalogue all current affordable housing stock in the Hawkesbury and whether this is rental or owned.

Response from Management

Officers would rely on available data from Wentworth Community Housing and various charities reports, with the complexity being available stock versus tenants and the housing stock that can be purchased/rented by low/medium income earners.

Officers are able to collect all the available data which is expected to be higher level statistics on a local government area or suburb level only.

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4. Providing Leadership

- 4.1 Promote the development of further aged care facilities and/or lifestyle communities.

Response from Management

Officers are able to identify the zoned land that is available, but this is ultimately market driven. Officers will liaise with community housing providers and other relevant agencies to identify opportunities to promote this further.

- 4.2 Lobby the NSW Government to accelerate the review of zoning restrictions caused by the current evacuation constraints.

Response from Management

Council is already undertaking work associated with this, including Flood Policy Work, but is awaiting the release of the Regional Flood Study for the Hawkesbury-Nepean to advance that policy work.

- 4.3 Encourage the operation of shared equity schemes.

Response from Management

A separate report will be provided to Council in this respect.

- 4.4 Engage with the community to educate and promote affordable housing, including the use of granny flats by those in an empty nest situation or by first home buyers.

Response from Management

Officers will investigate the potential for a campaign associated with this recommendation with community housing providers.

- 4.5 Call for Expressions of Interest to create a homeless hub centre which brings all services for the homeless together.

Response from Management

As resolved by Council on 8 May 2018, Officers will engage with homelessness service providers to investigate the feasibility of establishing an externally funded integrated homelessness hub centre on Council owned land.

- 4.6 Look for grants to employ a coordinator to oversee the implementation of the recommendations.

Response from Management

To include as part of budget process moving forward.

- 4.7 Put measures in place to protect existing affordable housing sites and projects.

Response from Management

Officers working with community housing providers to provide affordable housing in perpetuity in order to guarantee ongoing affordability.

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Policy considerations

The recommendations from the Human Services Advisory Committee's Affordable Housing Working Group are relevant to the following policies of Council:

- Affordable Housing Policy - Adopted - 14 July 2015
- Homelessness Policy - Adopted - 28 June 2016

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.4 Community Wellbeing and Local Services

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

Discussion

Consideration should be given to the Report and Recommendations that have been attached that have planning and financial implications for Council.

Further policy development and an Affordable Housing Strategy would encompass most of the proposed actions/strategies and provide a framework to explore future proposals and partnerships.

Individual strategies that have implications for future budgets and investment decisions of Council will need to be assessed on their merits with a view to being cost neutral to Council unless a variation to a future budget is approved by Council.

Partnership proposals on Council owned land will need to be assessed individually, and may be eligible for grants and other forms of financial assistance from State and Federal Governments.

Financial Implications

The matters raised in this report, if adopted by Council, will have implications for future budgets and investment decisions of Council.

Individual strategies that have implications for future budgets and investment decisions of Council will need to be assessed on their merits with a view to being cost neutral to Council unless a variation to a future budget is approved by Council.

Partnership proposals on Council owned land will need to be assessed individually and may be eligible for grants and other forms of financial assistance from State and Federal Governments.

Fit For The Future Strategy Considerations

The proposal is aligned to the following Fit For The Future Strategy:

5.3 Sustainable Population Growth

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Continued implementation of Hawkesbury Residential Land Strategy to concentrate new residential development around existing urban centres and villages.

Conclusion

This report recommends that Council adopt the Affordable Housing Working Group's 20 strategies/actions and note the Management response for each action.

RECOMMENDATION:

That

1. Council adopt the recommendations of the Affordable Housing Working Group of the Human Services Advisory Committee as outlined in this report.
2. Council note the Management response for each action.
3. Where possible, the recommendations of the Affordable Housing Working Group be incorporated into the upcoming work program of the relevant Business Unit Business Plan for the period 2018/2019.

ATTACHMENTS:

AT - 1 Recommendations and Report from the Affordable Housing Working Group

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AT - 1 Recommendations and Report from the Affordable Housing Working Group

Affordable Housing Working Group

Recommendations and Report to Human Services Advisory Committee

January 2018

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SECTION 1 - PREFACE

On 14 July 2015, Council adopted an Affordable Housing Policy (1), designed to run in conjunction with the Hawkesbury Homelessness Action Plan which had been compiled in July 2014 (2). The Affordable Housing Policy included the following statement and strategies:

"Hawkesbury City Council will, as part of council's commitment to the HHAP, undertake the following strategies/activities for affordable housing for the Hawkesbury Area:

- *Recognise and monitor demographic trends, housing demand and supply and affordability*
- *Develop appropriate strategies aimed at increasing affordable housing supply*
- *Advocate for increased affordable housing in suitable locations*
- *Work in partnership with key stakeholders and agencies to increase affordable housing options*
- *Review council policies, plans and fees and charges in order to increase opportunities for affordable housing*
- *Support government initiatives that increase the supply and understanding of the need for affordable housing*
- *Support and contribute to research initiatives that explore affordable housing options and increase the understanding of the need for affordable housing"*

In 2017 it was noted that these strategies had not yet been addressed so a working group was established to investigate ways that this could be accomplished and to provide recommendations for an expanded and enhanced policy statement.

The working group was formed by and reports to the Human Services Advisory Committee (HSAC) (6). This document is a draft report to the HSAC for its consideration before submitting it to Council for possible endorsement as council policy to replace and or enhance the policy of 2015.

The Working Group was chaired by the Deputy Mayor, Councillor Calvert and consisted of the Mayor Councillor Lyons-Bucket, and Councillors Richards, Garrow and Wheeler, as well as a number of community and partner members including Ben Jackson, Peter Webb, Jitender Balani, Stephen McIntyre and Lindsay Kelly. Several staff members including Matt Owens, Andrew Kearns, Michael Laing and Meagan Ang played a vital role in helping to formulate this draft policy document. Some members broke off into smaller groups to focus on identified subject matters and worked on these outside of the working group meetings, reporting their findings to the wider group at each meeting.

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The working group decided to have a fixed number of meetings and have its final meeting in December 2017 so that a report could be issued to the HSAC meeting scheduled for February 2018.

The members of the working group contributed a large volume of information for consideration and some of this information is listed in the bibliography. Other information was presented in the form of untitled local reports and although these were extremely valuable it was not possible to include them all in the bibliography.

Thank you to all those who contributed and a special acknowledgement to Councillor Richards for her work in assisting to compile this report.

Councillor Barry Calvert, Chairperson, January 2018.

SECTION 2 – EXECUTIVE SUMMARY

Over the last two decades, it has been becoming increasingly difficult for people living in Sydney to find affordable housing, either to rent or to buy. This is especially relevant for essential service workers, who are on moderate incomes and are being priced out of the Sydney housing market. The number of people becoming homeless also appears to be on the rise. There have been many reports produced which analyse the extent of the problem and detail ways in which governments, housing providers and developers can work to alleviate the problem. It is acknowledged that although the scope for local councils to address this problem is rather limited there are measures that can be taken at a local level, especially in partnership with other agencies or levels of government.

2017 data, from the Centre of Affordable Housing, shows that 91% of very low income earners and 58% of low income earners in the Hawkesbury are in rental stress. They also state that the Hawkesbury is in 'moderate need' to increase its affordable housing options. (3)

Further, the projected rate of population growth for Hawkesbury between 2011 and 2036 is 25%. Approximately 5,600 more homes will be needed to accommodate this. Currently, 85% of all dwellings in the Hawkesbury are separate houses, which does not provide for affordable housing needs. This is especially concerning when the 2011 Census data shows that over 50% of Hawkesbury households were 2 people or less, meaning there were many homes not being used to their potential capacity. (3)

There are various other factors that are unique to the Hawkesbury that contribute to housing affordability and accessibility:

- There is a shortage of available land close to infrastructure and services.
- There is a high demand for home units and townhouses, especially one bedroom units, but there is a perceived shortage of such dwellings.
- Many people are living in sub-standard accommodation in rural areas and these people are difficult to identify or assist.
- Some areas might lend themselves to residential redevelopment, but this process is complicated by heritage and flooding/evacuation considerations.
- Council currently lacks a comprehensive housing policy, although it is acknowledged that one is being developed. Such a policy could address incentives for social/affordable housing, as well as encouragement for secondary dwellings.
- Newer housing estates have fallen short of desired affordable housing availability and what is available usually takes the form of much smaller blocks or houses at a price that is still not affordable.
- Other areas of Sydney have been included in certain State Environmental Planning Policy's (SEPPs), especially SEPP70(16), but not Hawkesbury.
- Council currently lacks a Section 94 Plan (17) (acknowledging that one is being developed). A S94 Plan is a strong instrument that other councils use to encourage affordable/social housing (An example at reference 17 is that of the City of Ryde Council).

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The Working Group established that to address the housing affordability issue, more diverse housing needs to be encouraged into the future, allowing more one and two bedroom apartment style development. There also needed to be set affordable housing targets for larger scale developments. This not only assists smaller households/families, but also an evident aging population.

The priority for Council now is to ensure that it is meeting all its responsibilities and that it encourages other levels of government to provide assistance, especially in a financial capacity. If Council can show that it has a comprehensive, well researched and proficient policy on housing, then it will become more attractive for other levels of government to provide financial support. This report aims to kick-start that process.

Research for this paper demonstrated that none of the above can be achieved without Council forming strong and workable partnerships with other levels of government and other groups in the community, notably community housing providers and developers. Addressing the issue this way will lead to better outcomes for a more inclusive community, because research also shows that once people have the security of a home, it also leads to a safer community.

As a result, the Working Group has put forward a series of recommendations and has grouped these into four main groups: Partnerships, Planning, Property and Providing Leadership.

SECTION 3 – THE PROCESS

This section provides an outline of the process followed by the Working Group to develop its final recommendations.

Initially, the group agreed upon the following objectives:

- Investigate possible planning opportunities for council, including but not limited to:-
 - Assessing ways to use the planning system to produce new sources of housing for low to middle income groups (means tested)
 - Evaluating and recommending possible targets for medium to large scale developments to incorporate affordable housing components
 - Analyse the LEP to identify any possible locations for medium density zoning.
 - Analyse Council's DCPs to identify any design elements that can be made to accommodate any proposals identified in the research. Also identify any impact any changes would have on existing housing.
 - Identify any residential areas that could benefit from urban renewal
- Collect and analyse all relevant information, including:-
 - Collect and evaluate approaches adopted by other councils
 - Catalogue all current affordable housing stock in the Hawkesbury and whether it is rental or owned.
 - Research reports already in the public domain by Affordable Housing groups
 - Identify all current local stakeholders that can assist with housing affordability, including seeking private investment (e.g. Wentworth Housing)
- Work with current State and Federal government incentives for affordable housing to gain financial assistance or to fast track legal requirements (SEPP 10, SEPP (Affordable rental housing) 2009S79C)
- Make recommendations to Council regarding:-
 - Council's Affordable Housing policy
 - and other possible ways to proceed

The group then summarised the above objectives into one principal aim:

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“Prepare a report to Council which recommends strategies on affordable housing, including social housing that may be adopted by Council.”

The Working Group members then agreed that each would work on the following projects:

Person / People	Issues
Sarah and Peter	Container homes / transition homes
Mary	Secondary Dwellings Updating the Rural Land Strategy to refer to affordable housing Developing a Housing policy for Hawkesbury City
Wentworth Housing (Jitender/Stephen)	Seeking funding or assistance through City Deals and similar projects
Danielle	The Kiama model of container houses Boarding house standards
Andrew	Seeking to have SEPP 70 applied to Hawkesbury City; framework for DCP; S94 exemptions for affordable/social housing
Ben	Seeking partnerships with developers and constructing a checklist for potential developers
Barry	Tapping in to Council's investment portfolio Developing a policy for Caravan Parks Looking for sources of funding Addressing the issue of zoning inflexibility because of evacuation constraints
Emma	Including affordable housing into council's planning policies. Consider what other Councils have done e.g. Parramatta.
Emma and Peter	"Rent a room" policies
Michael / Megan	Possible locations for a central support service for homeless people
Sarah	"Purchase vs Rent" options

SECTION 4 – THE RECOMMENDATIONS

The working group has put forward the following groups of recommendations but stresses that these are not listed in any particular order of priority.

1. Partnerships
 - Form partnerships with Community Housing Providers, the NSW Government and developers to construct housing on council-owned land and to redevelop public housing sites. This includes identifying any areas of residential deterioration that could benefit from urban renewal.
 - Encourage and facilitate the community housing alliance which is being developed as part of the Western Sydney City Deal.
2. Planning
 - Have an 'Inclusionary Zoning' (14) Policy and a built-in requirement for affordable housing in any new larger scale home unit or housing development, including the possibility of means testing.
 - Provide incentives and encouragement for people living in an "empty nest" situation or for first home buyers to consider occupying granny flats or other smaller residences.

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- Ensure that an Affordable Housing Strategy is included in the Residential Land Strategy that is currently being developed and identify current permissible medium density zoning in the LEP for possible immediate action.
 - Investigate mechanisms to encourage the provision of affordable rental housing.
 - Apply pressure for more responsive rezoning times and seek faster planning approvals.
3. Property
- Rearrange council's property investment portfolio to enable council to acquire land in locations that would be suitable for housing projects.
 - Investigate using some of council's financial reserves in projects which focus on addressing housing affordability e.g. Aged Care facilities, Gateway Lifestyle Communities.
 - Provide at least one innovative small format housing project by 2020.
 - Investigate using rating powers to encourage different mixes of houses e.g. boarding houses in commercial zones.
 - Consider available council land for potential use for affordable housing projects.
 - Catalogue all current affordable housing stock in the Hawkesbury and whether this is rental or owned.
4. Providing Leadership
- Promote the development of further aged care facilities and/or lifestyle communities.
 - Lobby the NSW Government to accelerate the review of zoning restrictions caused by the current evacuation constraints.
 - Encourage the operation of shared equity schemes.
 - Engage with the community to educate and promote affordable housing, including the use of granny flats by those in an empty nest situation or by first home buyers.
 - Call for Expressions of Interest to create a homeless hub centre which brings all services for the homeless together.
 - Look for grants to employ a coordinator to oversee the implementation of the recommendations.
 - Put measures in place to protect existing affordable housing sites and projects.

SECTION 5 - CONCLUSION

The Working Group presents the recommendations listed in this report for consideration by the Human Services Advisory Committee and hopes that they will be adopted as council policy in the near future.

Some of the recommendations, especially those in the "Planning" section can be achieved during Council's normal process of policy review.

Some of the recommendations, especially those in the "Property" section, will require Council to adjust its future budgets. It is hoped that if this policy is adopted then the process of budget adjustment can begin immediately.

The "Leadership" and "Partnerships" sections suggest an expansion of existing partnerships, the creation of new partnerships and a program for informing and including residents in the process. If this document becomes council policy then it is strongly recommended that a project manager be employed for a period of at least two years to enable these recommendations to be pursued. Council is urged to seek funding assistance from both the NSW and Commonwealth Governments to make this a reality.

Although the recommendations are not in any particular order of priority the Working Group believes that the success of this policy hinges on two things – the creation and enhancement of partnerships and the engagement of a Project Manager to steer the council through the early stages of policy implementation.

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The Human Services Advisory Committee will track the progress of these recommendations and will provide further advice to Council where necessary.

SECTION 6 - BACKGROUND

Terminology:

For reference, below are some relevant definitions related to housing and homelessness.

<u>Homelessness</u>	<p>Primary: includes people without conventional accommodation, such as people living on the streets, sleeping in parks, squatting in derelict buildings, or using cars or railway carriages for temporary shelter.</p> <p>Secondary: includes people who move frequently from one form of temporary shelter to another.</p> <p>Tertiary: includes people who do not have security of tenure provided by a lease and lack of access to private facilities such as people living in boarding houses.</p> <p>(http://www.housing.nsw.gov.au/data/assets/pdf_file/0011/327278/ProtocolParticipantGuide.PDF)</p>
<u>Social Housing</u>	<p>Social housing is rental housing provided by not-for-profit, nongovernment or government organisations to assist people who are unable to access suitable accommodation in the private rental market. Social housing includes public, Aboriginal and community housing, as well as other housing assistance products such as bond loans.</p> <p>(http://www.housing.nsw.gov.au/social-housing)</p>
<u>Affordable Housing</u>	<p>Affordable housing is housing that is appropriate for the needs of a range of very low to moderate income households and priced so that these households are also able to meet other basic living costs such as food, clothing, transport, medical care and education. As a rule of thumb, housing is usually considered affordable if it costs less than 30 percent of gross household income.</p> <p>(http://www.housing.nsw.gov.au/centre-for-affordable-housing/about-affordable-housing)</p>
<u>Transitional Housing</u>	<p>Transitional Housing properties provide interim accommodation (generally from three to eighteen months) for people that are experiencing homelessness or people who are at risk of homelessness.</p> <p>(http://www.housing.nsw.gov.au/community-housing/community-housing-providers/specialist-homelessness-services/shs-transitional-housing-reform)</p>

Homelessness and social housing were not a focus of this group, mainly because homelessness has been the focus of various Council initiatives of late and because the responsibility for social housing rests more with the state government. The group did acknowledge however, that a lack of affordable housing can in fact lead to homelessness. It is therefore imperative that any affordable housing policy that results from this report is strongly tied to Council's existing homelessness policies.

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The role of various stakeholders and importance of partnerships:

Councils do not have total ownership of the affordable housing issue and successful outcomes can only be possible through strong partnerships with other stakeholders, especially other levels of government. Understanding the roles of all the potential partners allows us to formulate strong and workable relationships that will lead to positive outcomes for our community.

1. The role of local Councils

Councils have the ability to frame residential land strategies and amend their Local Environment Plans (LEP) and Development Control Plans (DCP) to comply with the desired aim of the strategy. These documents are the basis for all planning with a Local Government Area (LGA). During the research undertaken by the working group, other Council areas were looked at to see if any plans they had implemented would work in the Hawkesbury. Below is a list of what other Councils have done in their efforts to address the affordable housing issue (10):

Council	Initiative
Hastings	Requirement for social impact assessment / impact mitigation strategies to accompany development proposals that may impact on the availability of affordable housing or housing for special needs groups.
Waverley Gosford	Specific controls to protect particular types of stock from redevelopment.
Marrickville Randwick	LEP / DCP contain specific objectives to promote affordable housing.
Marrickville	Ensure zones / development controls sufficiently flexible to permit affordable and diverse housing types.
Parramatta	Explicitly permit the conversion / adaptation of existing housing for dependent family members or for seniors' "co-housing".
Leichardt Blue Mountains	Requirements for diverse housing forms (such as smaller and larger dwellings, adaptable or accessible dwellings, and dwellings appropriate for seniors).
Waverley	Planning incentives for diverse housing types such as shop top housing.
Willoughby	Mandatory requirements for developers to contribute to affordable housing.
Willoughby	Signal intention to seek affordable housing contributions when land is rezoned.

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2. Current State and Commonwealth Initiatives

Below is a brief summary of some of the ways both the State and Federal Governments are trying to address the issue of affordable housing. This report has recommended that Council investigate ways of forming partnerships with other levels of government and the following list outlines some of the current projects that council may be able to become involved in.

State Government	<u>Greater Sydney Commission:</u> <ul style="list-style-type: none"> • High level vision for future of Sydney - Eastern City, Central City and Western City, as well as North and South Districts. Each District has a District Plan and a District Commissioner. • Hawkesbury falls into the Western City District, part of 8 Councils aligned with the same Council's in the Federal Western Sydney City Deal, with the new Badgerys's Creek Airport being a feature. • Will promote housing supply and diversity targets. • Lead and guide metropolitan planning for development, transport and housing. • Possible financial incentives for Councils to update their LEPs within 2 years of final District Plan.
	<u>IHAPs:</u> <ul style="list-style-type: none"> • Independent Hearing and Assessment Panels - mandatory from 1 March to Councils in Sydney and Wollongong. Use of these panels are part of a comprehensive package to support first home buyers, who may fall into the category of requiring affordable housing.
	<u>Medium Density Housing Code:</u> <ul style="list-style-type: none"> • Some Town Houses, Dual Occupancies etc. It will enable the delivery of some low rise medium density housing as Complying Development.
	<u>T-Corp Loans:</u> <ul style="list-style-type: none"> • If assessed as Fit for the Future by IPART, Council can access low interest loans from the State Government - can be used for local infrastructure projects that are linked to increasing housing supply.
	<u>Stamp Duty reduction:</u> <ul style="list-style-type: none"> • Abolish Stamp Duty for all first home buyers of both new and existing dwellings up to \$650,000, with a stamp duty discount for first home buyers purchasing both new and existing homes up to \$800,000.
	<u>Investment:</u> <ul style="list-style-type: none"> • Committing \$3 billion in infrastructure funding from Government, councils and developers to accelerate the delivery of new housing.
Federal Government	<u>Western Sydney City Deal:</u> <ul style="list-style-type: none"> • A deal facilitated by the Commonwealth Government, in conjunction with the Greater Sydney Commission West City/District and their associated local Councils (including Hawkesbury).

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	<ul style="list-style-type: none"> One of the main objectives, other than infrastructure investment and employment creation is as follows: <ul style="list-style-type: none"> <i>Improving housing affordability through support for increased supply and housing diversity, including improvements to planning and zoning regulations and higher density developments in appropriate locations.</i> <p><u>Budget 2017/18 Measures:</u></p> <ul style="list-style-type: none"> Work with state governments to set housing supply targets. Establishing a \$1 billion National Housing Infrastructure Facility to address infrastructure chokepoints that are impeding housing development in critical areas of undersupply. Establishing an online Commonwealth land registry. Assisting first home buyers to build a deposit inside superannuation. Voluntary contributions of up to \$15,000 per year and \$30,000 in total will attract concessional tax treatment under the First Home Super Saver Scheme. Allowing older Australians to contribute downsizing proceeds into superannuation. Safeguarding the opportunity for Australian buyers to purchase in new developments by introducing a 50 per cent cap on pre-approved foreign ownership in new developments. Establishing the National Housing Finance and Investment Corporation to operate an affordable housing bond aggregator to provide cheaper and longer-term finance for the community housing sector. <p><u>National Rental Affordability Scheme:</u></p> <ul style="list-style-type: none"> Aims to increase the supply of new and affordable rental dwellings by providing an annual financial incentive for up to ten years to housing providers to provide affordable rental dwellings at least 20 per cent below market rates.
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3. Community Housing Organisations response to the issue in the Hawkesbury

There are various community housing organisations that work within the boundary of the Hawkesbury LGA. This report does not aim to list them all, but does acknowledge the role they all play in addressing the issue.

Of special note is one provider, Wentworth Community Housing, who in September 2017, prepared a Site Development Feasibility Report on possible sites that could accommodate affordable or community housing throughout the Hawkesbury LGA. Wentworth Community Housing is a not-for-profit organisation that provides affordable rental housing and other assistance for people on moderate to low incomes.

Much of this report is commercial in confidence, however it shows Hawkesbury City Council's determination to maximise its potential for currently owned land to be used for affordable or community housing. Wentworth Community Housing undertook detailed analysis of the land, viability of construction and long term operations for a range of development options. This was done with the objectives of the Hawkesbury Homelessness Action Plan (2) in mind.

This very current report will be extremely useful in putting together this affordable housing policy. CEO Stephen McIntyre has also written a further report entitled 'Western Sydney City Deal – Potential to Deliver Affordable Housing' (4) which details just how the above mentioned City Deal will tie in with local Councils on this very topic.

In all future endeavours, Hawkesbury City Council will be flexible and transparent to all local housing providers for possible future working partnerships.

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SECTION 7 - BIBLIOGRAPHY

Below is a list of references that have been used in the above report and that also provide additional detailed information on affordable housing:

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Item: 128 **CP - Submission - Proposed Bells Line of Road - Castlereagh and Outer Sydney Orbital Corridors - (124414, 95498)**

Previous Item: Mayoral Minute 8 May 2018

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to update Council on the preparation of a submission to Transport for NSW (TfNSW) on the proposed Bells Line of Road-Castlereagh and Outer Sydney Orbital Corridors.

EXECUTIVE SUMMARY:

This report provides an update to Council on the preparation of a submission to Transport for NSW (TfNSW) on the proposed Bells Line of Road-Castlereagh and Outer Sydney Orbital Corridors. Following discussion with Transport for NSW, an extension of time in which to lodge Council's submission on behalf of the Hawkesbury community has been granted. As such the draft submission will be reported to the next available Council Meeting.

RECOMMENDATION SUMMARY:

That Council receive and note:

- the update on the preparation of a submission to the Transport for NSW (TfNSW) on the proposed Bells Line of Road-Castlereagh and Outer Sydney Orbital Corridors.
 - that the submission report will be presented to the next available Council Meeting.
-

REPORT:

Context and Background

Transport for NSW (TfNSW) have recently announced proposals in respect of the Bells Line of Road-Castlereagh and Outer Sydney Orbital Corridors. Consultation is currently being undertaken by the NSW Government with the Western Sydney community.

Submissions on the proposed corridors are due to be submitted by 1 June 2018. However, in discussions with Transport for NSW, Council has been able to secure an extension of time in which to lodge a submission on behalf of the Hawkesbury community.

Policy considerations

The subsequent report to the next available Council Meeting will highlight policy considerations.

Consultation

Transport for NSW are currently consulting the Western Sydney community on the proposed Bells Line of Road-Castlereagh and Outer Sydney Orbital Corridors until 1 June 2018.

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Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Plan

4.1 Transport infrastructure and connections

- 4.1.1 Our roads and other transport infrastructure will be planned and provided to ensure connected, efficient and safe movement for all modes of transport.
- 4.1.2 Establish and maintain relationships with transport providers and other levels of government to improve and extend public transport services.
- 4.1.3 Have a comprehensive transport system of well-maintained local and regional linkages that are financially and environmentally sustainable and respond to community safety, priorities and expectations.
- 4.1.4 Provide mobility links throughout the City to connect our centres, parks and facilities.

Our Future

5.1 Strategic Planning Governance

- 5.1.1 Council's planning is integrated and long term.
- 5.1.2 Council's decision making on all matters is transparent, accessible and accountable.
- 5.1.3 Council will continually review its service provision to ensure best possible outcomes for the community.
- 5.1.4 Encourage increased community participation in planning and policy development.
- 5.1.5 The needs of our community will be reflected in Local, State and Regional Plans.

Discussion

An extension of time has been sought and granted by Transport for NSW for Council to lodge its submission on behalf of the Hawkesbury community regarding the proposed Bells Line of Road-Castlereagh and Outer Sydney Orbital Corridors.

Financial Implications

There are no financial implications applicable to this report.

Fit For The Future Strategy Considerations

The proposal is not currently aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks.

Conclusion

To allow Council to have additional time in which to prepare a submission on behalf of the Hawkesbury community, an extension of time in which to lodge the submission with Transport for NSW has been sought and granted. As such the submission will be presented to the next available Council Meeting.

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RECOMMENDATION:

That:

1. Council receive and note the update on the preparation of a submission to Transport for NSW on the proposed Bells Line of Road-Castlereagh and Outer Sydney Orbital Corridors.
2. A report containing Council's Draft Submission to Transport for NSW on the proposed Bells Line of Road-Castlereagh and Outer Sydney Orbital Corridors be presented to the next available Council Meeting.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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INFRASTRUCTURE SERVICES

Item: 129 **IS - Transfer of Ownership - Bilpin Oval Reserve - (95496, 79354, 39986)**

Previous Item: 53, Ordinary (14 March 2006)

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to seek Council approval to proceed with the transfer of ownership for Bilpin Oval Reserve.

EXECUTIVE SUMMARY:

In 2006, Council staff identified that Bilpin Oval Reserve was gazetted to NSW National Parks and Wildlife Services (NPWS) in 1979 as part of the Wollemi National Park. NPWS acknowledged that this was an error and agreed to transfer ownership of the Reserve to Council.

Council staff have pursued the transfer of the property to Council and agreed terms have been reached with NPWS.

RECOMMENDATION SUMMARY:

That Council agree to the transfer of Bilpin Oval Reserve located at 2526 Bells Line of Road, Bilpin (forming part of Lot 612 in DP 1198783) as set out in the report.

REPORT:

Context and Background

Bilpin Oval Reserve is located on the Bells Line of Road, Bilpin opposite Bilpin Public School. The site is heavily utilised by the School for sporting activities and is consistently used by tourists and coaches as a halfway point between Western Sydney and Lithgow.

In 2006, Council staff identified that Bilpin Oval Reserve was gazetted to NSW National Parks and Wildlife Services (NPWS) in 1979 as part of the Wollemi National Park. Prior to that gazettal, the Reserve was Crown Land under Council's care and control. NPWS acknowledged that this was an error and agreed to transfer ownership of the Reserve to Council. Since 2006, Council has continued to manage the Reserve.

In January 2014, Council was advised that NSW State Government had approved the revocation of several parts of National Parks including that part of Wollemi National Park covering Bilpin Oval Reserve. Verbal advice from NPWS was that the process of revocation was imminent.

On 24 June 2016, Council was advised by NPWS that the *National Parks and Wildlife Amendment (Adjustment of Area) Act 2016 No 21* was assented to, and an area of 1.6 hectares was revoked from Wollemi National Park. The revoked area has been vested in the NPWS for future transfer to Hawkesbury City Council.

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Council staff has pursued the transfer of the land from NPWS to Hawkesbury City Council to enable upgrade works to be carried out to the Reserve.

Due to the property being reserved as Wollemi National Park in error, NPWS have agreed to cover the cost of the Transfer of the land into Council's ownership. On Council's behalf, McKinlay Morgan and Associates have prepared plans to sever the property from Wollemi National Park. This will involve a subdivision of Lot 612 in DP 1198783, creating a separate lot for that land which is taken up by Bilpin Oval Reserve. A map showing the parcel of land to be transferred back to Council is attached as Attachment 1 to this report.

Detailed History, including previous Council decisions

Council at its meeting on 14 March 2006 resolved:

"That Council agree to continue the interim management of the Bilpin Oval Reserve and the National Parks and Wildlife Service be requested to assist Council in the preparation of a Management Plan for the Park as soon as possible."

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Assets

4.3 Places and Spaces - Provide the right places and spaces to serve our community

4.3.1 Provide a variety of quality passive recreation spaces including river foreshores, parks, bushland reserves and civic spaces to enhance our community's health and lifestyle.

Financial Implications

There are no financial implications applicable to this report.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will enable Council to sustainably manage community assets in accordance with the scheduled program of works in the Long-Term Financial Plan.

Conclusion

NPWS have agreed to transfer ownership of Bilpin Oval Reserve into Council's ownership at their cost. Transfer of ownership would enable Council to better manage the property for the benefit of the community. Council's endorsement is now sought to finalise the matter.

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RECOMMENDATION:

That:

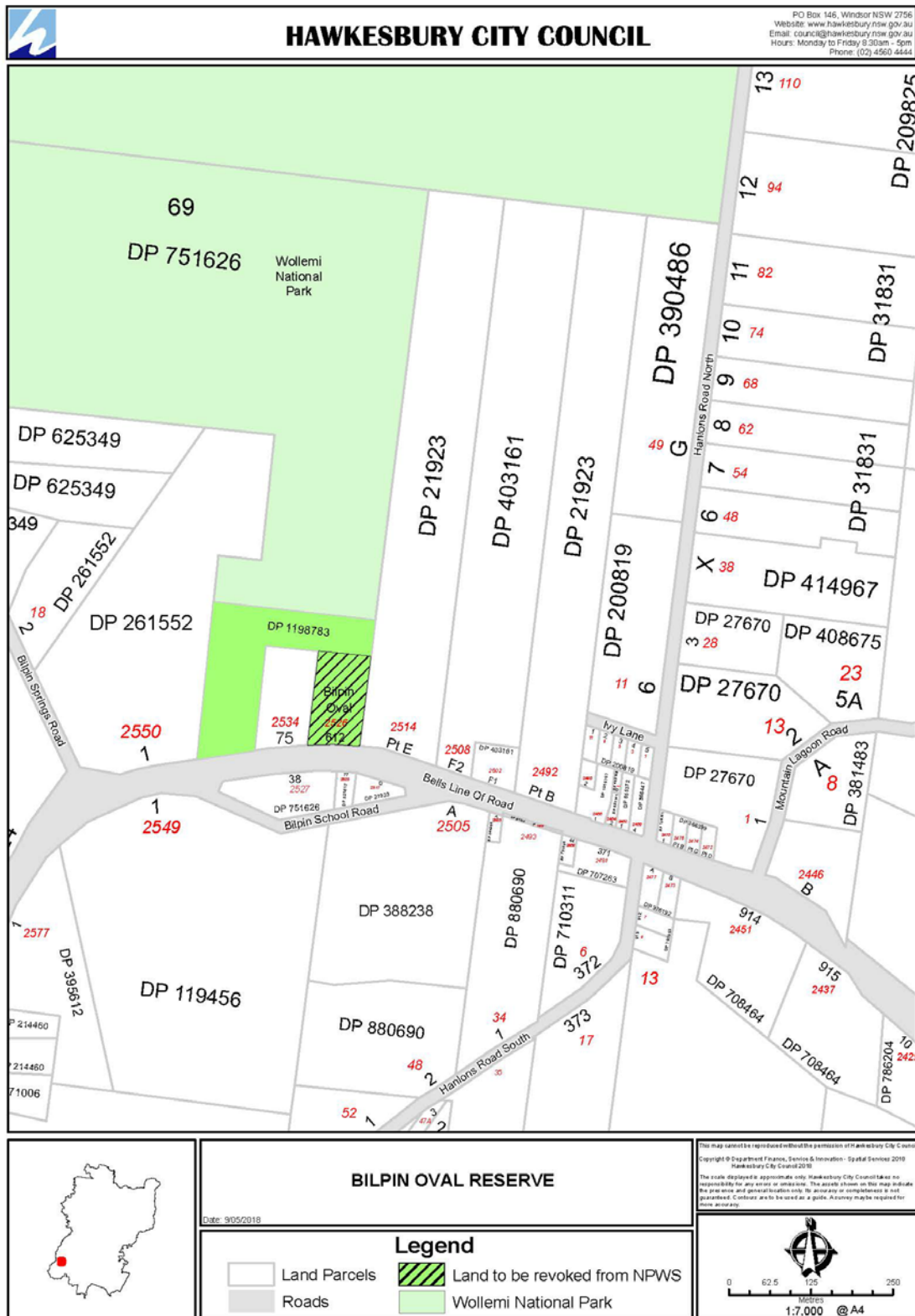
1. The transfer from NSW National Parks and Wildlife Services to Council of Part of 2526 Bells Line of Road, Bilpin, being proposed Lot 1 in a subdivision of Lot 612 in DP 1198783, proceed.
2. Authority be given for any Deeds or Agreements, Plans of Subdivision, or other documentation in association with this matter be executed under the Seal of Council.
3. Details of the resolution be conveyed to NSW National Parks and Wildlife Service with the advice that Council is not and will not be bound by the terms of the resolution until such time as appropriate documentation to put such a resolution into effect has been agreed to and executed by all parties.

ATTACHMENTS:

AT - 1 Map of the area to be transferred - Bilpin Oval Reserve

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AT - 1 Map of the Area to be Transferred - Bilpin Oval Reserve



oooO END OF REPORT Oooo

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SUPPORT SERVICES

Item: 130 **SS - Monthly Investments Report - April 2018 - (95496, 96332)**

Previous Item: 97, Ordinary (30 May 2017)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to 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.

EXECUTIVE SUMMARY:

This report indicates that Council held \$52.4 million in investments at 30 April 2018 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION SUMMARY:

It is recommended that the Monthly Investments Report for April 2018 be received and noted.

REPORT:

Context and Background

The following table indicates that Council held \$52.4 million in investments as at 30 April 2018. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
CBA	A1+	AA-			1.25%	400,000	0.76%	
Tcorp*					2.01%	2,048,047	3.90%	
Total On-call Investments								2,448,047
Term Investments								
Bankwest	A1+	AA-	04-Apr-18	09-May-18	2.05%	500,000	0.95%	
Bankwest	A1+	AA-	22-Nov-17	19-Sep-18	2.55%	1,000,000	1.91%	
Bankwest	A1+	AA-	13-Apr-18	24-Oct-18	2.70%	1,000,000	1.91%	
Bankwest	A1+	AA-	18-Apr-18	24-Oct-18	2.70%	500,000	0.95%	
Bankwest	A1+	AA-	27-Apr-18	08-Nov-18	2.70%	1,000,000	1.91%	
Bankwest	A1+	AA-	22-Nov-17	21-Nov-18	2.55%	1,500,000	2.86%	
Bankwest	A1+	AA-	22-Feb-18	22-Feb-19	2.60%	500,000	0.95%	

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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 \$
CBA	A1+	AA-	28-Jun-17	09-May-18	2.60%	1,500,000	2.86%	
CBA	A1+	AA-	03-Aug-17	18-Jul-18	2.54%	2,000,000	3.81%	
CBA	A1+	AA-	13-Dec-17	13-Dec-18	2.57%	3,000,000	5.72%	
CBA	A1+	AA-	21-Dec-17	21-Dec-18	2.61%	1,000,000	1.91%	
CBA	A1+	AA-	12-Jan-18	16-Jan-19	2.63%	1,500,000	2.86%	
CBA	A1+	AA-	31-Jan-18	31-Jan-19	2.65%	2,500,000	4.77%	
CBA	A1+	AA-	14-Mar-18	14-Mar-19	2.66%	1,000,000	1.91%	
CBA	A1+	AA-	04-Apr-18	04-Apr-19	2.74%	1,000,000	1.91%	
CBA	A1+	AA-	24-Aug-17	23-Aug-19	2.72%	3,000,000	5.72%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.91%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.91%	
NAB	A1+	AA-	13-Dec-17	16-May-18	2.45%	2,000,000	3.81%	
NAB	A1+	AA-	16-Aug-17	16-Aug-18	2.52%	1,500,000	2.86%	
NAB	A1+	AA-	02-Mar-18	19-Sep-18	2.52%	500,000	0.95%	
Westpac	A1+	AA-	31-Oct-17	02-May-18	2.50%	1,000,000	1.91%	
Westpac	A1+	AA-	31-May-17	31-May-18	2.65%	1,000,000	1.91%	
Westpac	A1+	AA-	14-Jun-17	14-Jun-18	2.65%	2,000,000	3.81%	
Westpac	A1+	AA-	28-Jun-17	28-Jun-18	2.65%	2,000,000	3.81%	
Westpac	A1+	AA-	05-Jul-17	05-Jul-18	2.65%	2,500,000	4.77%	
Westpac	A1+	AA-	03-Aug-17	03-Aug-18	2.60%	800,000	1.53%	
Westpac	A1+	AA-	03-Aug-17	03-Aug-18	2.60%	1,000,000	1.91%	
Westpac	A1+	AA-	03-Aug-17	03-Aug-18	2.60%	1,000,000	1.91%	
Westpac	A1+	AA-	16-Aug-17	16-Aug-18	2.65%	500,000	0.95%	
Westpac	A1+	AA-	24-Aug-17	24-Aug-18	2.70%	400,000	0.76%	
Westpac	A1+	AA-	24-Aug-17	24-Aug-18	2.70%	800,000	1.53%	
Westpac	A1+	AA-	09-Oct-17	09-Oct-18	2.70%	2,000,000	3.81%	
Westpac	A1+	AA-	08-Nov-17	08-Nov-18	2.60%	500,000	0.95%	
Westpac	A1+	AA-	07-Feb-18	07-Feb-19	2.59%	2,000,000	3.81%	
Westpac	A1+	AA-	22-Feb-18	22-Feb-19	2.62%	500,000	0.95%	
Westpac	A1+	AA-	02-Mar-18	06-Mar-19	2.60%	1,000,000	1.91%	
Westpac	A1+	AA-	04-Apr-18	04-Apr-19	2.75%	1,500,000	2.86%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.95%	
Westpac	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.95%	
Total Term Investments								50,000,000
TOTAL INVESTMENT AS AT 30 April 2018								52,448,047

*Tcorp is wholly owned by the NSW State Government

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	2,448,047	1.88%	Reserve Bank Cash Reference Rate	1.50%	0.38%
Term Deposit	50,000,000	2.61%	UBS 90 Day Bank Bill Rate	2.07%	0.54%
Total	52,448,047	2.59%			

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Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	12,054,043
External Restrictions - Other	6,135,304
Internal Restrictions	18,513,908
Unrestricted	15,744,792
Total	52,448,047

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

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

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

Detailed History, including previous Council decisions

Council considered and adopted Council's Investment Policy on 30 May 2017.

Policy considerations

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.

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.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

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

Discussion

During the reporting period, the investment portfolio decreased by \$2.6 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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

As at 30 April 2018, Council's investment portfolio is all invested with major Australian trading banks or wholly owned subsidiaries of major Australian trading banks and in line with Council's Investment Policy.

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

Financial Implications

The matters raised in this report have direct financial implications. The income applicable is provided for in the 2017/2018 Adopted Operational Plan.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain the organisational sustainability and achieve Fit for the Future financial benchmarks.

Conclusion

Council has investments totalling \$52.4 million as at 30 April 2018, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

That the Monthly Investments Report for April 2018 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 131 **SS - March 2018 Quarterly Budget Review Statement - (95496, 96332)**

Previous Item: 100, Extraordinary (13 June 2017)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to inform Council of the current and projected financial performance and financial position and to seek adoption of proposed changes required to the Budget within the 2017/2018 Adopted Operational Plan.

EXECUTIVE SUMMARY:

In accordance with legislation, within two months of the end of each quarter, Council is required to review its progress in achieving the financial objectives set out in its Operational Plan. This report and the relevant attachment provide information on Council's financial performance and financial position for the third quarter of the 2017/2018 financial year, and the resulting financial position including the Budget variations proposed.

The Quarterly Budget Review Statement - March 2018 recommends a number of variations that result in an overall balanced budgeted position being maintained.

RECOMMENDATION SUMMARY:

That Council receive the information contained in this report and that the Budget adjustments, as summarised in the report and detailed in Attachment 1 to the report, are adopted.

REPORT:

Context and Background

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

The March 2018 Quarterly Budget Review Statement has been prepared in accordance with the Division of Local Government Circular 10/32 dated 10 December 2010 and is attached as Attachment 1 to this report.

The Quarterly Budget Review Statement recommends budgetary adjustments that result in a balanced overall budget position being maintained and in the opinion of the Responsible Accounting Officer, Council remains in a satisfactory short term financial position.

Detailed History, Including Previous Council Decisions

Council adopted its Operational Plan for 2017/2018 on 13 June 2017. Subsequently, on 29 August 2017, Council adopted budgets to be carried forward from 2016/2017 to the 2017/2018 financial year. Accordingly, the amounts carried forward were added to the Budget included within the Adopted 2017/2018 Operational Plan. Further adjustments to the adopted Budget were adopted by Council on 28

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November 2017 as part of the September Quarterly Budget Review Statement and 27 February 2018 as part of the December Quarterly Budget Review Statement.

Policy Considerations

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

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

Discussion

Financial Position

The Quarterly Budget Review Statement (QBRS) recommends budgetary adjustments that result in a balanced overall budget position being maintained. Council remains in a satisfactory short term financial position.

The attachment to this report (distributed under separate cover) includes an executive summary of Council's financial performance as at the end of the third quarter of 2017/2018, and provides further details within financial reports provided.

The attachment also details all the major budget variations proposed in this QBRS. The majority of the proposed variations are minor or not operationally significant in nature. Variations that are considered more significant and that require Council's attention are listed below.

The more significant items of the March 2018 QBRS include:

- ***Interest and Investment Income – Favourable Variance \$279K***

Infrastructure contributions in relation to the Pitt Town development have been greater than forecasted, resulting in higher reserve balances being held by Council, which are used as part of Council investment portfolio. Subsequently, interest income is projected to exceed the Full Year Budget of \$1.2M. Accordingly, a favourable variance of \$279K has been incorporated into this QBRS.

- ***Investment Property Rental Income – Favourable Variance \$73K***

Rental vacancies have been filled in a shorter timeframe than anticipated when preparing the Original Budget. In line with agreed leases and current tenancies, a favourable variance of \$73K is included.

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- **Gas – Favourable Variance \$44K**

Included in this QBRS is a favourable adjustment of \$44K for gas usage, resulting from lower usage than projected in the Original Budget, combined with more efficient usage.

- **Rates Income – Favourable Variance \$42K**

Due to the subdivision of land within the Local Government Area, additional rates income has been generated, enabling a \$44K favourable variance to be included in this QBRS.

- **Building Maintenance – Net Unfavourable Variance \$65K**

In line with the projected full year result, an unfavourable variance of \$65K is included in this QBRS. Additional expenditure is required to undertake reactive maintenance required to reduce the number of defects reported during condition audits undertaken.

- **Companion Animal Fine Income – Unfavourable Variance \$48K**

As a result of reduced animal ownership and increased voluntary compliance with Companion Animal Legislation, fines raised in relation to breaches have been lower than project at the time of developing the Original Budget. As at the end of the reporting period, \$61K of fines had been issued, compared to the Full Year Budget of \$130K.

- **Southern Phone Company Dividend – Unfavourable Variance \$29K**

Southern Phone Company is a telecommunications provider that is owned by Australian Local Governments. The dividends are paid to Local Governments to be used for the benefit of local communities. The Original Budget was developed using the average dividend received over several prior years, being \$47K. The actual dividend received was \$18K. Accordingly, a \$29K unfavourable variance is included in this QBRS.

- **Independent Hearing and Assessment Panels – Unfavourable Variance \$25K**

In accordance with the mandatory legislative changes issued from NSW Planning and Environment, Council is holding Independent Hearing and Assessment Panels to consider certain development applications. An unfavourable variance of \$25K has been incorporated in this QBRS to cover expenditure related to this process.

- **External Valuation of Operational Buildings – Unfavourable Variance \$20K**

As part of the preparation of the 2017/2018 Financial Statements, Council is required, under the Local Government Accounting Code, to provide external valuation of operational buildings. An amount of \$20K has been included in this QBRS to engage a suitably qualified valuer.

- **Western City Deal – Unfavourable Variance \$20K**

As part of participating in the Western City Deal initiative, Council is required to contribute towards costs associated with its administration. An additional \$20K is required by Council to fund its portion of these costs and an adjustment for this amount has been included in this QBRS.

- **Non Cash Dedications**

Council has received \$642K in road dedications from development across the Local Government Area, in accordance with the development consents applicable. While asset dedications do not result in a net bottom line impact on Council's net result, additional maintenance and depreciation of these assets will impact in future years.

- **Depreciation**

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An adjustment of \$706K in depreciation expense has been made to reflect assets as at the end of the reporting period. Depreciation is reviewed regularly to capture new assets created, asset value updates and dedicated assets.

- **Grants – Additional works and programs totalling \$469K**

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

The major adjustments relating to grant funding are outlined below:

- *Roads to Recovery Program* – In order to complete the rehabilitation of Freemans Reach Road, the works identified for 2018/2019 are required to be brought forward. The allocation for 2018/2019 was \$114K and has been included in this QBRs. An adjustment to the 2018/2019 Budget will also be required as part of the September QBRs.
- *2018 Annual Arts Funding Program* – Council has been successful in obtaining \$105K from Create NSW to contribute towards the costs of providing arts and cultural activities and programs at the Hawkesbury Regional Museum and Gallery.
- *Bowen Creek Fire Trail Investigation and Design* – Council has received approval for \$100K in grant funding towards the investigation and design of Bowen Creek Fire Trail from the Department of Infrastructure and Regional Development.
- *Personal Contribution to Companion Animal Shelter* – A donation of \$100K was received from the Estate of the Late Anna Zylstra towards the refurbishment of the Companion Animal Shelter. Currently, Council is scoping the works to be undertaken.
- *Protect and Rehabilitation Hawkesbury Vegetation* – An amount of \$50K has been approved by the Greater Sydney Local Land Services for protection and rehabilitation of vegetation along the Little Wheeny Creek Corridor and other local wetlands.

- **Reserve Funded Adjustments**

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

- *Section 64A Plan Reserve* – In line with contributions received for Section 64 Sewer (\$166K) and the associated increased interest from both sewer and drainage (\$55K), adjustments have been incorporated in this QBRs.
- *Section 94 Plan Reserve* – Council has received \$972K more than projected for Section 94 Plan developer contributions, therefore requiring adjustment. Additionally, the relevant increase in interest of \$78K has also been adjusted.
- *Section 94A Plan Reserve* – An additional \$142K of Section 94A Plan contributions have been received as at the end of the reporting period. Subsequently an adjustment of this amount is included.
- *Information Technology* – In order to prevent issues due to changes with Google Search, which would impact on Council's website, an amount of \$49K is required. Additionally, the IT Reserve has been used to bring forward embedded mapping budgeted for 2018/2019, to take advantage of available discounts.
- *Waste Management Facility* – Included in this QBRs, are unfavourable variances of \$28K for monitoring expenses, \$22K for green-waste processing, \$40K for increased use of the

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compactor, \$27K to complete the Community Recycling Centre and \$44K to complete the construction of the Paper and Cardboard Area.

- *Sullage* – Council has processed several refunds due to the decommissioning of Sullage tanks, resulting in a decrease in income of \$24K.
- *Sewerage Reserves* – Unfavourable variances are included in this QBRs for use of agency staff (\$28K), reactive capital works (\$60K), and \$27K to complete office improvements. A favourable variance of \$817K due to savings arising from a review of operational processes is also included.

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

Performance against Financial Sustainability Benchmarks

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

Table 1

Financial Sustainability Ratio	Benchmark	Original Budget 17/18	Amended Budget 17/18	Amended Budget 17/18 After March QBRs
Operating Performance	≥ 0	-0.069	-0.137	-0.137
Own Source Revenue	$> 60\%$	85.2%	81.4%	78.9%
Asset Renewal	$> 100\%$	72.4%	101.9%	100.7%
Infrastructure Backlog	$< 2\%$	2.50%	2.46%	2.47%
Asset Maintenance	$> 100\%$	97.8%	104.7%	105.3%
Debt Service	0%-20%	1.1%	1.2%	1.1%
Real Operating Expenditure per Capita	Decrease	Decrease	Decrease	Decrease

As shown in table above, the proposed amendments included in the March QBRs will result in changes to the projected Financial Sustainability Ratios. Overall, the number of the seven benchmarks achieved has been maintained at 5, and the Operating Performance Ratio has not changed. The main strategy that will improve the Operating Performance Ratio is the proposed Special Rate Variation, which, if pursued and implemented, will commence in 2018/ 2019.

- a. The Operating Performance Ratio remains stable, but needs improvement.
- b. The Own Source Revenue reduces as a result of unbudgeted non-cash dedications and grants;
- c. The Asset Renewal Ratio deteriorates due to reprioritisation of works, but remains above the benchmark.
- d. The Infrastructure Backlog remains stable, but needs improvement.
- e. The Asset Maintenance Ratio remains stable and meets the benchmark.
- f. The Debt Service Ratio remains stable and meets the benchmark.
- g. The Real Operating Expenditure per Capita deteriorates as a result of increases in expenditure, as outlined earlier in this report; but continues to meet the benchmark.

Financial Implications

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 29 May 2018

The matters in this report have direct financial implications. If adopted, the budget adjustments proposed will be added to the current 2017/2018 Budget.

Fit For The Future Strategy Considerations

The subject of this report does not directly align with a specific FFTF Strategy, but does impact on the overall FFTF objectives, being to attain financial sustainability and meet all FFTF benchmarks by 2020/2021.

Conclusion

The Quarterly Budget Review Statement recommends budget adjustments that result in an overall balanced adjustment for the quarter. Variations proposed are necessary to ensure appropriate budget allocations are available to deliver Council's Adopted Operational Plan.

RECOMMENDATION:

That:

1. The information contained in the report be received.
2. The Quarterly Budget Review Statement – March 2018 be adopted.

ATTACHMENTS:

AT - 1 The Quarterly Budget Review Statement – March 2018 - *(Distributed under separate cover)*

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 29 May 2018

Item: 132 **SS - Naming of Old Hawkesbury Hospital Building - 6 Christie Street, Windsor - (95496, 112106)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to seek Council's endorsement to rename the former Old Hawkesbury Hospital building located at 6 Christie Street, Windsor.

EXECUTIVE SUMMARY:

Council now leases the Old Hawkesbury Hospital building at 6 Christie Street, Windsor to various tenants. The tenants have requested that Council name the building 'Deerubbin House'. Council staff have completed initial discussions with Council's Reconciliation Action Plan Working Group and a Darug Elder, whereby no objections were raised. It is proposed to now publicly exhibit the proposed name change.

RECOMMENDATION SUMMARY:

It is recommended that Council agree to name the Old Hawkesbury Hospital building as 'Deerubbin House' as outlined in the report and proceed to publicly exhibit the proposed name.

REPORT:

Context and Background

Since 10 November 2017, Council has leased the Old Hawkesbury Hospital to various tenants. The previous tenants had renamed and branded the building in line with their business name as "Hawkesbury House". Now that they have vacated the building it is appropriate to consider renaming the building to something more suitable to the area and location. Naming the building will facilitate the promotion of the building for current and future tenants.

It has been suggested by the current tenants to name the building 'Deerubbin House'. Council staff have consulted with Council's Reconciliation Action Plan Working Group and a Darug Elder. No objections were raised to using the suggested name.

It is proposed to carry out further consultation by advertising the proposed building name in the local newspaper and on the 'Your Council Your Say' webpage.

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 proposed in this report meets the criteria for the minimum level of community engagement required under Council's policy.

It is proposed to carry out further consultation by advertising the proposed building name in the local newspaper and the 'Your Council Your Say' webpage. Submissions will be invited for a period of 28 days.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Assets

4.3 Places and Spaces - Provide the right places and spaces to serve our community

4.3.4 Manage commercial spaces available for business and investment across the Hawkesbury's local centres.

Financial Implications

The matters raised in this report have direct financial implications. The public exhibition expenditure applicable is provided for in the 2017/2018 Adopted Operational Plan. Should the name change be agreed to, there will be some advertising costs incurred by Council. Council staff will work with the Managing Agent and tenants to have the appropriate signage install at minimal cost to Council.

Fit For The Future Strategy Considerations

The proposal is not currently aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal will require the allocation of some financial resources which are currently not budgeted for in the Long-Term Financial Plan.

Conclusion

This report seeks Council's endorsement to name the Old Hawkesbury Hospital Building as 'Deerubbin House' and undertake the proposed public exhibition as outlined in the recommendation.

RECOMMENDATION:

That:

1. Council endorse the proposal to name the Old Hawkesbury Hospital building at 6 Christie Street, Windsor as 'Deerubbin House'.
2. Council proceed to publicly exhibit the proposed name as outlined in the report for a period of 28 days.
3. At the expiration of the public exhibition period outlined in Part 2 above, the following action be taken:
 - (a) Should any submissions be received regarding the proposed name a further report be submitted to Council, or
 - (b) Should no submissions be received, Council proceed with the name change and advise tenants of the building name, and commence advertising and promoting the building as 'Deerubbin House'.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
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ordinary

section 4

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of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

Meeting Date: 29 May 2018

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

SECTION 4 – Reports of Committees

Item: 133 **ROC - Audit Committee - 21 March 2018 - (95496, 91369, 79351, 121470)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Audit Committee, held on 21 March 2018.

RECOMMENDATION SUMMARY:

The matters contained within the minutes attached as Attachment 1 to this report of the Audit Committee have no policy or financial implications to Council. It is recommended that the minutes be received and noted by Council.

REPORT:

Discussion

The Audit Committee met on 21 March 2018 and discussed the following items:

- Status Report - Management Responses to Audit Recommendations - March 2018
- ICT and Cyber Security Reviews
- Workers Compensation and Return to Work Review
- General Business including an update on the 2017/2018 Audit Program, Financial Reports, the 2018/2019 Audit Program and the Notifiable Data Breaches Scheme

RECOMMENDATION:

That the Minutes of the Audit Committee held on 21 March 2018 be received and noted.

ATTACHMENTS:

AT - 1 Minutes of the Audit Committee held on 21 March 2018.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

AT - 1 Minutes - Audit Committee - 21 March 2018

Minutes of the Meeting of the Audit Committee held in Council Committee Rooms, Windsor, on 21 March 2018, commencing at 4:08pm.

ATTENDANCE

- Present:** Councillor John Ross, Hawkesbury City Council
Mr Craig Bennett, Community Representative
Ms Nisha Maheshwari, Community Representative
- Apologies:** Councillor Paul Rasmussen, Hawkesbury City Council
Mr Mark Upcroft - PricewaterhouseCoopers
Ms Ellen Hegarty, Community Representative
Mr Grant McKay, Internal Audit Strategic Advisor (Regional Strategic Alliance)
- In Attendance:** Mr Peter Conroy, Hawkesbury City Council
Mr Laurie Mifsud, Hawkesbury City Council
Ms Emma Galea, Hawkesbury City Council
Ms Donna McCue, Hawkesbury City Council
Ms Yas Wickramasekera, Internal Audit Program Manager (Regional Strategic Alliance)
Dr Stephen James, Centium Pty Ltd
Ms Jan Readford - Minute Secretary, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Mr Craig Bennett and seconded by Councillor John Ross that the apologies be accepted.

Attendance Register of Audit Committee

Member	7/2/2018 Postponed from 6/12/2017	21/3/2018	
Councillor Paul Rasmussen	✓	A	
Councillor John Ross	✓	✓	
Councillor Patrick Conolly (Alternate)	N/A	N/A	
Mr Craig Bennett	✓	✓	
Ms Ellen Hegarty	✓	A	
Ms Nisha Maheshwari (Chair)	✓	✓	

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

CONFIRMATION OF MINUTES

Mr Bennett referred to Item 2, the 3rd dot point, of the previous Audit Committee minutes of 7 February 2018, and requested the wording be changed to state, ".....if any of Council's suppliers use factoring."

Councillor Ross requested the minutes be updated to show that Mr Conroy was an apology.

ORDINARY MEETING
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RESOLVED on the motion of Councillor John Ross and seconded by Mr Craig Bennett that the Minutes of the Audit Committee meeting held on 7 February 2018, be confirmed with the following amendments:

1. Mr Peter Conroy be noted as an apology.
2. The wording in Item 2, the 3rd dot point be amended to:

"Mr Bennett enquired if any of Council's suppliers use factoring".

Item 1: AC - Status Report - Management Responses and Internal Audit Action List - March 2018 - (95496, 91369, 79351, 121470)

DISCUSSION:

- Ms Galea referred to the Status Report Management Responses to Audit Recommendations for March 2018 on Page 12 and suggested that some of these will roll into the new format, as follows:
 - Governance Health Check - the recommendations will be transferred to the new format.
 - Procurement - a major audit will be undertaken in 2018/2019. The recommended procedures will continue to be finalised and be part of the next audit. An audit of purchase cards will also be part of the next audit. Procurement will be transferred into the new format.
 - Developer Contributions – the recommendations are yet to be undertaken. A committee has been established, however, that has not been any discussion in terms of resource structures. There is already an audit that's being scoped regarding Development Contributions. Because audits are being done in a set manner, this audit will be placed on hold.
 - Councillor Ross suggested that Developer Contributions be put on hold pending the outcome of the audit. Ms Galea advised that they will be absorbed into the new format.
- Mr Bennett referred to the audit Item 1, 3rd paragraph, and requested advice on any actions that will not make the time table.
 - Ms Wickramasekera advised an Exception Report will be completed. We have ten audits that will be completed by the end of the year. There will be a number of actions. Any overdue or at risk actions will be reported.

RECOMMENDATION TO COMMITTEE:

That the attached Status Report on Management Responses and Internal Audit Action List be noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor John Ross, seconded by Mr Craig Bennett.

That the attached Status Report on Management Responses and Internal Audit Action List be noted.

ORDINARY MEETING
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Item 2: AC - ICT and Cyber Security Reviews - (95496, 91369, 79351, 121470)

DISCUSSION:

Ms Donna McCue, Council's Manager Information Services joined the Audit Committee meeting.

- Ms Wickramasekera advised that two separate audits were conducted for ICT Continuity & Recovery and Cyber Security Review and were reported separately, however are being reported to the Audit Committee in one report.

ICT Continuity & Recovery

- Dr James advised the audit has revealed that the Building Services Management System (BMS) which includes Council's building security and CCTV for Council facilities, is not being tested regularly. The third party service provider has been contacted and it has been assumed that they can remedy the matter. This will be tracked.

- Mr Bennett enquired if this is out of Council's control and are we relying on them to do.

Ms Wickramasekera confirmed they should provide the service. We can ensure that the controls are in place, but we have less assurance with what they have in place. In conjunction with the Building and Associated Services Manager, there is a process in place to rectify the matter.

- Dr James advised that one of the things we want to put in place is a few controls. We will recommend that all future contracts with the service provider document this, test it, and advise Council of the controls.

- Councillor Ross enquired if there will be a time limit.

Dr James confirmed there is a time limit and it is in sync with the timing of this contract. The Building and Associated Services Manager has factored that in place for the next review of the contract in June 2018. Up until that time, they will be testing. In the meantime, the service provider is documenting the recovery process. They assure us that in the June they will be under control.

- Councillor Ross advised he is concerned in relation to the connectivity and availability of the back-up system. He believes we have a recovery centre in another building.

- Ms Wickramasekera advised it is located in the Deerubbin Centre.

- Councillor Ross sees that location as a risk being so close. Is it your recommendation possibly that it go to the Audit Committee, with the Committee putting forward a recommendation to Council, that it agree to a site more distant with appropriate geography that it, over another site in a future development.

Dr James advised that this recommendation has been made.

Ms McCue advised we are connected with fibre to the Deerubbin Centre. If we lost contact with the other people we would be down for 5-10 mins. If we move to a cloud solution, we would have only one connection. We are trying to work with Telstra. If we have another facility, we would have to pay more rental. That's why we put it into the Deerubbin Centre because we do not pay a quarterly cost.

- Mr Bennett advised that if you have different power grids, and moving it is expensive. I do not think the recommendation warrants the move.

ORDINARY MEETING
SECTION 4 – Reports of Committees
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- Ms Wickramasekera indicated that you need to look at the recommendation, the finance, and weigh up. We have made the recommendation to Council. We have looked at the potential risks and what will happen if we lost the connectivity.
- Ms McCue advised that it did become an area for improvement. I have provided the auditors with our next changes.
- Ms Maheshwari noted that Ms McCue talked about back-ups being done.
 - Ms McCue advised that IT does them nightly. Data changes throughout the day, so they are done every 55 minutes. If the server is lost, I have the back-up to start and vice versa. The back-up server is in the server room. The fibre and is owned by Council. The tapes are stored at the Deerubbin Centre.
- Ms Wickramasekera advised that the controls for Council are quite good. We have started work on all the recommendations.
- Mr Bennett enquired about the recommendations for the Failover (Redundant) System.
 - Ms McCue mentioned that there is only an Internet fee and a Call Centre Server fee. Unfortunately, to remediate this is difficult because of the cost.
- Ms McCue advised there has been some headway made on the telephones. We are waiting for Telstra to come back with an action and quote.
 - Councillor Ross enquired if there are cost savings for Council for the telephone.

Ms McCue expects that because the technology is new, Councils costs should go down. Other councils have indicated around \$16,000 in savings.

Cyber Security Review

- Ms McCue referred to the fire wall and its protection.
 - Dr James referred to the issues relating to cyber security incidences and the sensitive information Council is required to protect. There are compliance recommendations. There are also moral implications. We will add technical and non-technical policies. There were 120 things checked as part of the audit. The audit identified the need for Council to schedule its patching, and to improve password complexity for network login.
- Ms Galea enquired if you looked at where we hold our data on ratepayers. There would be a huge cost and the risk is a cyber one.
 - Dr James advised that the audit did look at that. One of the controls is to stop them from getting inside the network.
 - Dr James highlighted the need to regularly update, to do otherwise can allow someone to slip through.
- Ms McCue advised that patching and updating requires outages. People expect to be able to log on 24/7, so we will have to put in place a schedule and encourage people to do it. Ms Wickramasekera agreed that this will minimise impact and go hand in hand with the education process.
- Councillor Ross suggested the use of encryption to increase security.

ORDINARY MEETING
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- Mr Conroy enquired if these patches can run in the middle of the night and Ms McCue agreed this can be done.
 - Dr James advised that the patches are not run on everything, and that people with very high levels are usually incorporated.
 - Dr James suggested that a back-up tape be kept in a fire proof safe.
 - Ms Maheshwari noted that her workplace runs its patches every three weeks on a Friday night.
- Ms Maheshwari asked the following questions:
 1. Do Council employees receive periodicals about using security i.e. what to do if they get a message? Ms McCue advised that staff regularly receive emails advising them to not click on links. This is also included in training. Council is also looking at engaging an online module that will deliver reminders.
 2. Does Council run an expanded report that would show where employees are looking while overseas, and is this being reported?
 - Dr James advised there are logs maintained. It would not be technically possible for someone to log in while overseas. However, suggested Council use the system that identifies and take measures to rectify.
 - Ms McCue advised that only users with the right credentials are able to log in using Citrix, ie overseas. Access has been installed on the individuals PC, and is encrypted.
 - Ms McCue advised the software will do things throughout the day that will impact. If IT staff were to do a search across everyone, people would notice.
- Ms Maheshwari noted that most of her questions were answered in the report.

RECOMMENDATION TO COMMITTEE:

That the Internal Audit Report prepared by Centium Pty Ltd – ICT Continuity & Recovery and Cyber Security Review be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross

That the Internal Audit Report prepared by Centium Pty Ltd – ICT Continuity & Recovery and Cyber Security Review be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

Item 3: Workers Compensation and Return to Work Review - (95496, 91369, 79351, 121470)

DISCUSSION:

- Ms Wickramasekera advised that as Council is self-insured.
- Dr James referred to the areas that were reviewed and provided an overview, regarding:
 - Roles and Responsibilities
 - Processes and Practices
 - Reporting and Analysis
 - Record Keeping
- Mr Bennett referred to the position of the Manager Risk Management and requested advice on who this position reports to.
 - Mr Conroy advised that the Risk Manager has recently retired and Council is in the process of doing a review of the Risk Management Branch. Mr Conroy advised that currently the Manager Risk Management reports to the General Manager.
- Ms Galea noted that the report identified the need for KPI's to be established and enquired if the auditors should suggest the KPI's.
 - Ms Wickramasekera advised it would be inappropriate for the auditor to recommend KPI's, however, possible inclusions have been highlighted in some audit areas in the report.
 - Dr James advised there are a few recommendations within the report that link up to KPI's and noted in particular the Root Cause of Analysis as being an important part of that.
- Ms Wickramasekera noted that the report identified the need to review Council's third party service provider, in regard to Return to Work, which has been in place for a number of years now. It was suggested that it is time to test the market and to ensure that it complies with legislation.
 - Mr Conroy agreed that the market needs to be tested as this model has been in place for too many years.
 - Councillor Ross enquired if this is a normal model.
 - Ms Wickramasekera advised that out sourcing is not normal, usually.
 - Mr Conroy advised that he has worked for two other self-insured councils and Return to Work was done in house.
 - Mr Mifsud advised that when this was looked at in past years, and it was found that historically this Council has very few lost time injuries, it was decided that the cost did not warrant any change.

RECOMMENDATION TO COMMITTEE:

That the Internal Audit Report prepared by Centium Pty Ltd - Workers Compensation and Return to Work be received and noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Councillor John Ross

That the Internal Audit Report prepared by Centium Pty Ltd - Workers Compensation and Return to Work be received and noted.

SECTION 4 - General Business

1. Other Audits

Ms Wickramasekera advised the following:

- Field work relating to a Regulatory Inspection Review has been undertaken and a report will be prepared. The report will be provided to the Audit Committee meeting in June 2018.
- Scoping for the remainder of this year has now been finalised.
- The following Terms of Reference (TOR) have been signed off:
 - Delegations - legislation requires these be reviewed in the 12 months following commencement of the new council.
 - RMS - under the terms of the Access Agreement, we have developed a TOR in relation to developing DRIVES. This has been signed off today and is going to the General Manager tomorrow.
 - Waste Management Facility – this is the first time that we have spoken to stakeholders.

2. Financial Reporting

Mr Bennett referred to financial reporting and enquired if the Audit Committee will receive a half or full year report.

Ms Galea advised:

- A monthly report goes to Council's Senior Management meeting.
- A Quarterly Budget Review Statement reflects any changes including legal expenditure, contracts etc. and is available on Council's website.
- Financial Statements are included in the Annual Report, and a monthly Investment Report, is reported to Council and is included as part of Council's business paper.
- Mr Conroy advised that a quarterly review report is provided to Council, and the next half-yearly report will go to Council in May 2018. The next Audit Committee meeting is in June, and at this meeting, the Audit Committee can be walked through both the Quarterly Report and the Investment Report.

3. 2018/2019 Audit Program

Mr Mifsud referred to the Audit Program for 2018/2019 and advised:

- This time last year the Audit Committee approved the Audit Plan for the next three years. At a meeting last night, eleven audits for next year were approved and will address a number of management actions.

ORDINARY MEETING
SECTION 4 – Reports of Committees
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- The 2018/2019 Audit Program will be reported to the Audit Committee at its June meeting. The Program has been complicated this year and the workload has been too high, so it will be suggested that the audits be cut back to four audits. This will reduce the Program, however, we do not want to go ahead with a part of the audits and then not be able to complete them. The following audits are proposed: Procurement and Contracts; Contract Management; RMS; and Provision of Information to the Public.
- Ms Wickramasekera also noted that it was too big a catch up for the organisation. The organisation is small and has had numerous impacts on the audit process this year. We appreciate the start that Council has taken on board. A report will go to the next meeting.
- Ms Maheshwari advised the Audit Committee appreciates that the Audit Program has caused a high work load, and expects these changes will be those that are significant actions.

4. Notifiable Data Breaches Scheme

Ms Maheshwari referred to Notifiable Data Breaches Scheme and enquired if this impacts on Council.

- Mr Mifsud advised that Council is aware of the Scheme.
- Ms Maheshwari requested that Audit Committee be provided with details regarding the Scheme and how it affects Council.
- Mr Mifsud agreed to submit a report regarding the Notifiable Data Breaches Scheme to the next Audit Committee.

5. Enterprise Risk Management

Mr Conroy advised that the Enterprise Risk Management will go to Mr Mifsud's area – Support Services. Currently the Risk Register needs to be updated. We will identify the most immediate and significant risks with actions planned to be implemented. Mr Conroy will speak with Ms Wickramasekera in relation to this matter.

- Ms Wickramasekera advised that there may be some cost share proposals available with Blue Mountains Council.

The meeting terminated at 5:30pm.

Submitted to and confirmed at the meeting of the Audit Committee held on 20 June 2018.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

Item: 134 **ROC - Hawkesbury Civic and Citizenship Committee - 9 April 2018 - (96972)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Hawkesbury Civic and Citizenship Committee, held on 9 April 2018.

RECOMMENDATION SUMMARY:

The matters contained within the minutes attached as attachment 1 to this report of the Hawkesbury Civic and Citizenship Committee have no policy or financial implication to Council. It is recommended that the minutes be received and noted by Council.

REPORT:

Discussion

The Hawkesbury Civic and Citizenship Committee met on 9 April 2018 and discussed the following items:

- Selection of the 2018 Sports Awards Recipients
- 2018 Australia Day Overview
- 2018 Hawkesbury Sports Award Function

RECOMMENDATION:

That the Minutes of the Hawkesbury Civic and Citizenship Committee held on 9 April 2018 be received and noted.

ATTACHMENTS:

AT – 1 Minutes of the Hawkesbury Civic & Citizenship Committee held on 9 April 2018.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

AT – 1 Minutes – Hawkesbury Civic and Citizenship Committee – 9 April 2018

Minutes of the Meeting of the Audit Committee held in the Large Committee Room at Hawkesbury City Council on Monday, 9 April 2018, commencing at 3:02pm.

ATTENDANCE:

Present: Councillor Mary Lyons – Buckett
Councillor Sarah Richards
Mr David Bertenshaw – Committee Representative
Mrs Melissa Barry – Committee Representative
Mr Barry Adams – Committee Representative
Ms Elizabeth Hitches – Committee Representative

Apologies: Councillor Nathan Zamprongno
Ian Jack - Committee Representative
Ted Brill - Committee Representative
Melanie Morson - Castle Hill RSL - Award Sponsor

In Attendance: Suzanne Stuart, Hawkesbury City Council
Kaysie Cordi, Hawkesbury City Council

REPORT:

Attendance Register of Hawkesbury Civic and Citizenship Committee

Member	12/12/2016	12/12/2016	20/04/17	11/12/17	09/04/18
Councillor Mary-Lyons Buckett (Chair)	✓	✓	✓	✓	✓
Councillor Sarah Richards	✓	✓	✓	✓	✓
Councillor Nathan Zamprogno	✓	✓	✓	✓	x
Mr David Bertenshaw	✓	✓	✓	✓	✓
Ms Melissa Barry	NA	NA	x	✓	✓
Mr Barry Adams	✓	✓	x	✓	✓
Ms Elizabeth Hitches	✓	✓	✓	✓	✓
Mr Ian Jack	NA	NA	NA	✓	x
Mr Ted Brill	✓	✓	NA	NA	NA

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

There were no declarations of interest declared in determining the recipients of the 2018 Hawkesbury Sports Awards.

SECTION 1 - Confirmation of Minutes

That the minutes of the Hawkesbury Civic and Citizenship Committee Meeting held on 11 December 2017 be accepted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

RESOLVED on the motion of David Bertenshaw, seconded by Barry Adams

SECTION 2 - Reports for Determination

Item: 1 Selection of the 2018 Hawkesbury Sports Awards Recipients

DISCUSSION:

- The Committee discussed all of the nominations for each category of awards.

RECOMMENDATION TO COMMITTEE:

That the nominations be accepted and the award recipients determined for the 2018 Hawkesbury Sports Awards.

Sports Person of the Year

RESOLVED on the motion of David Bertenshaw, seconded by Councillor Sarah Richards.

That Harrison Thompson be awarded Sports Person of the Year.

Junior Sports Person of the Year

RESOLVED on the motion of Melissa Barry, seconded by David Bertenshaw

That Molly Mamo and Caitlyn Ferrier be awarded Junior Sports Person of the Year.

All Abilities Sports Person of the Year

RESOLVED on the motion of Melissa Barry, seconded by David Bertenshaw

That Madison Cooper be awarded All Abilities Sports Person of the Year.

Senior Sports Person of the Year

RESOLVED on the motion of Barry Adams, seconded by David Bertenshaw.

That Heather Lee be awarded Senior Sports Person of the Year.

Team of the Year

RESOLVED on the motion of Melissa Barry, seconded by David Bertenshaw

That KSTP/NSW Performance Tumbling Team be awarded Team of the Year.

Coach of the Year

RESOLVED on the motion of Councillor Sarah Richards, seconded by Elizabeth Hitches.

That Marilyn Pearson be awarded Coach of the Year.

ORDINARY MEETING
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Sporting Excellence Medallion

RESOLVED on the motion of Melissa Barry, seconded by Barry Adams.

That Taylah Flood, Caleb Fairweather and Tully Murphy be awarded a Sporting Excellence Medallion.

Service to Sport Medallion

RESOLVED on the motion of David Bertenshaw, Seconded by Councillor Sarah Richards.

That Jennifer Carter (5 years), Lochlan Brian (5 Years), Kellie Black (10 Years), Julia Black (10 Years), Susan Ferrier (10 Years), Laurie Fairweather (10 Years), Stacey Richards (10 Years), Sue Oehm (15 Years) receive the Service to Sport Medallion.

That the nominations be accepted and the award recipients determined for the 2018 Hawkesbury Sports Awards.

SECTION 3 - Reports for Information

Item: 2 - 2018 Australia Day Overview

DISCUSSION:

- That the Citizenship and Australia Day Awards be held on the evening prior to 'Australia Day on the Hawkesbury'
- That holding a bush dance or similar event be investigated after the official evening ceremonies.

RECOMMENDATION TO COMMITTEE:

That the attached 2018 Australia Day Overview be noted.

RESOLVED on the motion of Melissa Barry, seconded by Councillor Sarah Richards.

That the attached 2018 Australia Day Overview be noted.

Item: 3 2018 Hawkesbury Sports Awards Function

RECOMMENDATION TO COMMITTEE:

That the attached 2018 Hawkesbury Sports Awards Function be noted.

RESOLVED on the motion of David Bertenshaw, seconded by Councillor Sarah Richards.

That the attached 2018 Hawkesbury Sports Awards Function be noted.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

SECTION 4 - GENERAL BUSINESS

Issues for the future Sports Awards

- Biannually or annually – annual event was confirmed
- People or Clubs that have won awards two years prior to the current year in a particular category will not be eligible to apply for the same award.
- A checklist will be created for the next round of nominations of the 2019 Hawkesbury Sports Awards.
- In addition to the nomination form, three pages will be the maximum number of pages supporting documentation permitted to be submitted. Including:
 - 1 – Summary of achievements
 - 2 – Reference from the highest sporting achievement made
 - 3 – Photo
- Approach the Hawkesbury Gazette regarding sporting people and clubs they profile in the paper.
- Open the nomination period for the Awards for the full 12 months prior to the Awards opening to try and achieve additional nominations.
- Criteria for the Awards will be updated prior to nomination period opening.

Next Meeting - To be advised.

The meeting closed at 4:00pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

Item: 135 **ROC - Infrastructure Committee - 18 April 2018 - (95495, 143704)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the minutes of the Infrastructure Committee, held on 18 April 2018.

RECOMMENDATION SUMMARY:

Item 2.4 within the attached minutes of the Infrastructure Committee has financial implications to Council, and as such require special consideration by Council.

All other items have no policy or financial implications for Council and are presented for information only.

REPORT:

Discussion

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following item is of particular note to Council:

Item 2.4 INFC - Review of Hawkesbury Traffic Study

An outline was provided to the Committee in terms of the outcomes of Stage 1 and proposed actions for Stage 2 of the Traffic Study. The Committee resolved:

- "1. That the information be received.*
- 2. The Committee note the work proposed to be carried out in Stage 2 of the Traffic Study and the findings and recommendations from the completed Traffic Study be reported back to this Committee."*

Funding has been listed in the 2018/2019 Draft Operational Plan for completion of Stage 2 of the Traffic Study, subject to Council's agreement and approval of the 2018/2019 Draft Operational Plan.

RECOMMENDATION:

That in relation the minutes of the Infrastructure Committee held on 18 April 2018:

1. Council receive and note the Committee Minutes in respect to Items 2.1, 2.2, 2.3, 2.5 and General Business.
2. Council endorse the Committee recommendation for Item 2.4, and agree to the completion of Stage 2 of the Traffic Study, subject to approval of the 2018/2019 Draft Operational Plan.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

ATTACHMENTS:

AT - 1 Minutes - Infrastructure Committee - 18 April 2018

ORDINARY MEETING
SECTION 4 – Reports of Committees
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AT - 1 Minutes - Infrastructure Committee - 18 April 2018

Minutes of the Meeting of the Infrastructure Committee held in the Large Committee Room, Council Offices, Windsor, on Wednesday, 18 April 2018, commencing at 2:30pm.

ATTENDANCE

Present: Councillor Mary Lyons-Buckett, Mayor, Chairperson
Councillor Paul Rasmussen
Councillor Peter Reynolds
Councillor Nathan Zamprogno

Apologies: Nil

In Attendance: Mr Peter Conroy, General Manager
Mr Jeff Organ, Director Infrastructure Services
Mrs Cathy Mills, Personal Assistant to Director Infrastructure Services
Ms Melissa Beer, Liaison Officer, Endeavour Energy

Attendance Register of Infrastructure Committee

Member	18/04/2018
Councillor Mary Lyons-Buckett, Mayor (Chair)	✓
Councillor Paul Rasmussen	✓
Councillor Peter Reynolds	✓
Councillor Nathan Zamprogno	✓

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

SECTION 1 - Confirmation of Minutes

There were no Minutes to be confirmed.

SECTION 2 - Reports

Item: 2.1 INFC - Election of Deputy Chairperson - (95495, 143704)

RECOMMENDATION TO COMMITTEE:

That an election for the position of Deputy Chairperson of the Infrastructure Committee, for the term of the Committee, be carried out.

DISCUSSION

Councillor Lyons-Buckett, Chairperson called for nominations for the position of Deputy Chairperson, one nomination was received, being:

Councillor Paul Rasmussen Nominated by Councillor Peter Reynolds
Seconded by Councillor Zamprogno
ACCEPTED

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

COMMITTEE RECOMMENDATION:

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

That Councillor Paul Rasmussen be nominated as Deputy Chairperson of the Infrastructure Committee for the term of the Infrastructure Committee.

The motion was carried and Councillor Paul Rasmussen was declared Deputy Chairperson of the Infrastructure Committee.

Item: 2.2 INFC - Endeavour Energy Infrastructure Presentation - (95495, 143704, 121224)

RECOMMENDATION TO COMMITTEE:

That the information presented by Ms Melissa Beer, Liaison Officer - Hawkesbury LGA be received and noted.

DISCUSSION:

- Ms Beer presented to the Committee. A number of questions raised by Committee members would be investigated by Ms Beer and answers provided, along with a copy of the presentation, as soon as possible following today's meeting.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor Nathan Zamprogno.

That the information be received and noted.

Mr Amit joined the meeting at 3pm.

Ms Beer left the meeting at 3:15pm.

Item: 2.3 INFC - Infrastructure Committee - Proposed 2018 Meeting Dates - (95495, 143704)

RECOMMENDATION TO COMMITTEE:

That the Infrastructure Committee meeting dates for 2018, being:

- Wednesday, 18 July 2018
- Wednesday, 7 November 2018

be approved.

DISCUSSION:

- The Committee discussed the recommended frequency of the Infrastructure Committee meetings and agreed that while there may be a need for an increase in the frequency of the meetings, this

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

would require additional resources that are not currently available. Future resourcing may become available and if so the Committee could consider increasing the number of meetings each year.

COMMITTEE RECOMMENDATION:

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

That the Infrastructure Committee meeting dates for 2018 be set for:

- Wednesday, 18 July 2018
- Wednesday, 7 November 2018

Item: 2.4 INFC - Review of Hawkesbury Traffic Study - (95495, 143704)

RECOMMENDATION TO COMMITTEE:

1. That the Information be received.
2. The Committee note the work proposed to be carried out in Stage 2 of the Traffic Study and the findings and recommendations from the completed Traffic Study be reported back to this Committee.

DISCUSSION:

- The Committee discussed the increase in vehicles on roads including deliveries and a growth in traffic levels in addition to developments.
- Public transport options have not been factored into the current study but could be modelled as model shifts in the model in the future.
- There is scope within the proposed model for it to be upgraded/reviewed subsequently should major changes occur.

COMMITTEE RECOMMENDATION:

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

1. That the Information be received.
2. The Committee note the work proposed to be carried out in Stage 2 of the Traffic Study and the findings and recommendations from the completed Traffic Study be reported back to this Committee.

Item: 2.5 INFC - Infrastructure Committee - Agenda Topics for Future Meetings - (95495, 143704)

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

RECOMMENDATION TO COMMITTEE:

That the Infrastructure Committee establish a prioritised list of agenda topics to be discussed at future meetings to support the objectives of the Committee.

DISCUSSION:

- The Committee discussed items for inclusion on the agenda at future meetings including:
 - High priority critical shortage of service levels west of the Hawkesbury River such as lack of ambulance services, fire services and facilities
- The General Manager advised that ambulance, fire and other relevant agencies could be invited to present to the Infrastructure Committee at a future meeting focusing on:
 - Services levels west of the Hawkesbury River
 - Barriers to the provision of service levels
 - Rationale for managing their services
- Other items raised for future agenda items included:
 - An update on Transport for NSW Western Sydney Corridor Projects
 - An update on City Deals Projects
- Any other topics the Committee would like to be discussed at future meetings to be provided to the Chairperson, Councillor Mary Lyons-Buckett so that they can be included in future agendas.

COMMITTEE RECOMMENDATION:

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

That the Infrastructure Committee establish a prioritised list of agenda topics to be discussed at future meetings to support the objectives of the Committee. Any topics to be included on this list to be provided to Chairperson, Councillor Mary Lyons-Buckett.

That the General Manager arrange for ambulance, fire and other relevant agencies to be invited to future Infrastructure Committee meetings to discuss the provision of critical service to areas west of the Hawkesbury River.

SECTION 3 - General Business

Transport for NSW - Western Sydney Corridor Projects

The Committee discussed the recent announcements by Transport for NSW regarding the Western Sydney Corridor Projects.

A submission for Council's position regarding the corridors is currently being prepared. This will be considered by Councillors at an Ordinary meeting in May 2018.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

Infrastructure Committee - Charter and Objectives

The General Manager and Director Infrastructure Services to review the charter and objectives of the Infrastructure Committee.

The meeting closed at 4:10pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

Item: 136 **ROC - Floodplain Risk Management Advisory Committee - 19 April 2018 - (95498, 124414, 86589))**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Floodplain Risk Management Advisory Committee, held on 19 April 2018.

RECOMMENDATION SUMMARY:

The matters contained within the attached minutes of the Floodplain Risk Management Advisory Committee have no policy or financial implications to Council.

It is recommended that the minutes be received and noted.

REPORT:

Discussion

The Floodplain Risk Management Advisory Committee met on 19 April 2018 and considered the following items:

- Presentation from Infrastructure NSW on the Implementation of the Hawkesbury Nepean Flood Risk Management Strategy
- Presentation from SES on Regional Evacuation Routes
- Interim List to Review Potential Projects for Grant Funding Opportunities
- Update on the Implementation of Item 4 - Town Planning of the Hawkesbury Floodplain Risk Management Plan
- Western City District Plan – Flooding in the Hawkesbury-Nepean Valley

RECOMMENDATION:

That the Minutes of the Floodplain Risk Management Advisory Committee held on 19 April 2018 be received and noted.

ATTACHMENTS:

AT - 1 Minutes of the Floodplain Risk Management Advisory Committee held on 19 April 2018

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

AT - 1 Minutes of the Floodplain Risk Management Advisory Committee

held on 19 April 2018

The meeting commenced at 4pm.

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

REPORT:

RESOLVED on the motion of Ms Mackisack and seconded by Mr Smith that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Mackisack and seconded by Mr Smith that the Minutes of the Floodplain Risk Management Advisory Committee held on the 15 February 2018, be confirmed.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

Attendance Register of Floodplain Risk Management Advisory Committee

Member	7/12/17	15/02/18	19/04/18		
Councillor Mary Lyons-Buckett	✓	✓	✓		
Councillor Amanda Kotlash	✓	✓	✓		
Councillor Paul Rasmussen	A	✓	✓		
Councillor Danielle Wheeler	✓	✓	✓		
Councillor Peter Reynolds	✓	✓	A		
Ms Carol Edds	✓	✓	✓		
Mr Harry Terry	A	✓	✓		
Ms Margaret Mackisack	✓	✓	✓		
Mr Kim Ford	✓	✓	A		
Mr Maurice Smith	✓	✓	✓		
Snr Inspector Robert Bowman - (Dept. Primary Industries)	A	A	A		
Mr Kevin Jones - (SES Headquarters)	A	A	✓		
Mr Peter Cinque OAM - (SES Sydney Western Division)	A	A	✓		
Mr Harry Panagopoulos - (Office of Environment & Heritage)	✓	✓	A		

Key: A = Formal Apology

✓ = Present

X = Absent - no apology

CHANGE TO ORDER OF BUSINESS:

The Chair moved to bring General Business forward to facilitate presentations by Ms Ribbons of iNSW and Mr Cinque of the SES.

4:05pm - Ms Ribbons commenced her presentation on the Implementation of the Hawkesbury Nepean Flood Risk Management Strategy.

- Highlighted that it was expected that the Regional Flood Study should be completed by the third quarter - data from the 2016 edition of Australian Rainfall and Runoff will be included in the Report.
- A series of questions were asked and responded to in regard to the effect of ponding, modelling of the impacts from South Creek and how the information would become available.
- A comment was made from the Committee about insurance premiums and that with no information available insurance companies use the best available data and in the absence of data factor in a bigger risk.

4:28pm - Mr Cinque commenced his presentation on regional evacuation routes.

- Work on new flood evacuation signage was underway. A user testing process via a driving simulator is being trialled at the University as part of the Strategy. The work is funded and in progress.
- Limited road networks - many semirural roads are two lane roads
- 80-85% of people make their own arrangements in flood events
- Ripple effects for Richmond and Windsor in terms of additional development in Penrith
- No funding in the Strategy for regional road upgrades
- Hydrostatic pressure on underside of bridges

ORDINARY MEETING
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- Richmond and North Richmond bridges
- Close lower than deck level
- Working through issues with RMS
- BOM forecast - audit of Yarramundi Bridge
- 9 hours forecast for Windsor, 7 hours Penrith
- Need 18-20 hours to get people out
- Castlereagh \$1 Billion extra for 1:100 level
- Copy of evacuation route and planning:

<https://www.emergency.nsw.gov.au/Documents/plans/sub-plans/SubPlan-Hawkesbury-Nepean-Flood-Vol3-Chapter-4.pdf>

- A question was asked where the responsibility lies in relation to closing the bridges during flooding and if there was an update available in relation to negotiations with the RMS in this regard.

Advice received was that currently the responsibility lies with the SES.

- A question was asked if measurements below the 1:5 ARI had been undertaken (ie 1:2 or 1:3 ARI).

Advice received was that 1:5 is the smallest ARI measurement. Information on similar floods would be able to be produced. There are rough estimates for below the 1:5 (used for operational purposes), however it is unknown if that would be included in the Study.

SECTION 3 - Reports for Determination

ITEM: 1FRMAC - Declarations of Interest - (86589, 124414)

Directorate: City Planning

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 Rasmussen, seconded by Councillor Wheeler.

Refer to 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.

ORDINARY MEETING
SECTION 4 – Reports of Committees

Meeting Date: 29 May 2018

ITEM: 2 **FRMAC - Interim List to Review Potential Projects for Grant Funding Opportunities - (86589, 124414)**

Previous Item: 1, FRMAC (15 February 2018)
 5, FRMAC (31 August 2017)
 4, FRMAC (20 April 2017)
 5, FRMAC (16 February 2017)
 2, FRMAC (18 February 2016)

Directorate: City Planning

DISCUSSION:

- Feedback from Committee members was invited in relation to where priorities might lie for future projects. It was determined members would send their feedback to Mr Kearns for discussion at the next meeting.
- Discussion arose in relation to flood studies undertaken for the Macdonald River (early 2000's) but that the Colo River hadn't had a recent flood study. It was advised previous studies did not include all of the Hawkesbury tributaries.

It was suggested that funding should be applied for studies not yet undertaken. It was agreed it would be beneficial for a flood study of the Colo River to be undertaken.

If funding was requested to undertake any studies, it was suggested educational aspects should be embedded into the application.

- An image of a flood marker was tabled by Mr Smith with suggested wording to be added to current flood markers. It was agreed the current markers should have another figure either on the top or bottom of the marker to indicate the total flood height.

The proposal was well received and the image was provided to Mr Cinque.

5:48pm - Mr Smith left the meeting.

- A query was raised in relation to the recovery phase (in the aftermath of a flood) and it was advised the Office of Emergency Management (OEM) was in the process of developing a Recovery Strategy. It was suggested a representative of the OEM attend a future FRMAC meeting to discuss a recovery plan.

It was brought to the Committee's attention that a representative from Lismore City Council was also to attend a future meeting to discuss the aftermath of the Lismore floods last year.

RECOMMENDATION TO COMMITTEE:

That the Floodplain Risk Management Advisory Committee review the information and list of potential projects for future grant funding opportunities, and provide a list of priority projects that could form future grant applications.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

ORDINARY MEETING
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That the Floodplain Risk Management Advisory Committee review the information and list of potential projects for future grant funding opportunities, and provide a list of priority projects that could form future grant applications.

SECTION 4 - Reports for Information

ITEM: 3 **FRMAC - Update on the Implementation of Item 4 - Town Planning of the Hawkesbury Floodplain Risk Management Plan - (86589, 124414)**

Previous Item: 4, FRMAC (31 August 2017)

Directorate: City Planning

DISCUSSION:

- An overview of the progress in reviewing the actions contained within *Item 4 - Town Planning* of the Hawkesbury Floodplain Risk Management Plan was provided to the Committee. Consultants are progressing work on the Flood Risk Management chapter of Council's Development Control Plan and review of the Interim Flood Policy.

RECOMMENDATION TO COMMITTEE:

That the report on the Update on the Implementation of Item 4 - *Town Planning* of the Hawkesbury Floodplain Risk Management Plan be received and noted.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the report on the Update on the Implementation of Item 4 - *Town Planning* of the Hawkesbury Floodplain Risk Management Plan be received and noted.

SECTION 5 - General Business

Western City District Plan - Flooding in the Hawkesbury-Nepean Valley

The Committee raised concern the Plan fails to take into consideration the limitation of the evacuation routes for Hawkesbury residents as determined by the SES.

MOTION:

RESOLVED on the motion of Ms Edds, seconded by Councillor Wheeler.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Committee:

1. Is concerned about the Western City District Plan 'Flooding in the Hawkesbury-Nepean Valley' content of the Plan which fails to take into consideration the limitation of the evacuation routes

ORDINARY MEETING
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for the residents of the Hawkesbury as advised by the SES, and the impact of further development along those evacuation routes.

2. Notes and is concerned regarding the lack of water, sewer and electricity infrastructure West of the river when flooding reaches 14.1 metres and seeks that this information is passed on to the Greater Sydney Commission, the State Emergency Services, the Office of Emergency Management and the Office of Environment Heritage.

Update from Infrastructure NSW on Implementation of the Hawkesbury Nepean Flood Risk Management Strategy

Ms Ribbons provided a presentation to the Committee.

iNSW to provide a briefing on educational awareness at a future meeting.

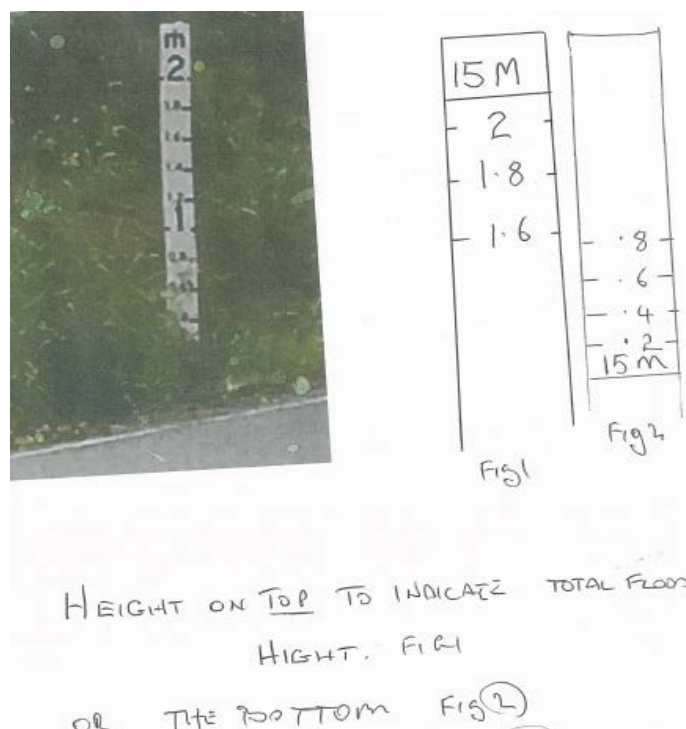
The Mayor thanked Ms Ribbons and Mr Cinque for their presentations.

The meeting closed at 6:16pm.

TABLED CORRESPONDENCE

Flood Markers - proposal to add another figure top or bottom of marker to indicate total flood height

(Mr Smith)



oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

Item: 137 **ROC - Human Services Advisory Committee - 3 May 2018 - (124414, 123486)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the minutes of the Human Services Advisory Committee, held on 3 May 2018.

RECOMMENDATION SUMMARY:

Item 2 within the attached minutes of the of the Human Services Advisory Committee has an action recommendation that requires Council's consideration.

Items 1 and 3, and discussions in General Business have no policy or financial implications for Council and are presented for information only.

REPORT:

Discussion

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following item is of particular note to Council:

Item: 2 HSAC - Update on Initiatives to End Homelessness, May 2018

It was suggested that Council should be lobbying the State Government to increase the availability of social housing. Other ideas to increase affordable housing included approaching boarding house owners to encourage them to meet housing needs. In addition Council should investigate running some boarding houses itself (in conjunction with community housing providers) by utilising or increasing its investment portfolio.

The Committee resolved as follows:

That the:

1. *Information be received.*
2. *Human Services Advisory Committee members continue to receive updates about the priority projects and partnerships of the Heading Home, Ending Homelessness Here Project (Stage 2).*
3. *Final report of the Heading Home, Ending Homelessness Here Project (Stage 1) and Executive Summary (March 2018), be received.*
4. *Human Services Advisory Committee ask Council to lobby the State Government to increase availability of social housing.*

ORDINARY MEETING
SECTION 4 – Reports of Committees
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RECOMMENDATION:

That in relation to the Minutes of the Human Services Advisory Committee Meeting held on the 3 May 2018:

1. Council receive and note the Committee Minutes in respect of items 1, 3 and General Business.
2. Council endorse the Committee Recommendations in respect of Item 2, recommendation 4, namely:

That the:

4. *Human Services Advisory Committee ask Council to lobby the State Government to increase availability of social housing.*

ATTACHMENTS:

AT - 1 Minutes of the Human Services Advisory Committee held on 3 May 2018

ORDINARY MEETING
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AT - 1 Minutes of the Human Services Advisory Committee
held on 3 May 2018

The meeting commenced at 9:30am.

Present: Councillor Barry Calvert, Chairperson
 Ms Vickie Shackley, Deputy Chairperson
 Councillor Mary Lyons-Buckett, Hawkesbury City Council
 Mr Strephon Billinghamurst, Hawkesbury District Health Services
 Mr Simon Griffin, Community Representative
 Mr Peter Webb, Community Representative
 Ms Kerry Dolaghan, Wentworth Community Housing
 Mr Ben Jackson, Community Representative
 Ms Birgit Walter, North Richmond Community Centre

Apologies: Mr Joseph Litwin, Hawkesbury City Council
 Ms Megan Ang, Hawkesbury City Council
 Ms Karen Kobier, Community Representative
 Councillor Emma-Jane Garrow, Hawkesbury City Council
 Councillor Sarah Richards, Hawkesbury City Council
 Mr Andrew Kearns, Hawkesbury City Council

In Attendance: Mr Michael Laing, Hawkesbury City Council
 Ms Robyn Kozjak - Minute Taker, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Ms Dolaghan and seconded by Ms Shackley that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Dolaghan and seconded by Ms Shackley that the Minutes of the Human Services Advisory Committee held on the 8 February 2018, be confirmed.

Attendance Register of Human Services Advisory Committee

Member	08.02.18	03.05.18		
Councillor Barry Calvert	✓	✓		
Councillor Mary Lyons Buckett	A	✓		
Councillor Emma-Jane Garrow	✓	A		
Councillor Sarah Richards	✓	A		
Ms Vickie Shackley	✓	✓		
Mr Peter Webb	A	✓		
Mr Simon Griffin	✓	✓		
Mr Strephon Billinghamurst	✓ Scott Daczko in lieu	✓		
Ms Karen Kobier	✓	A		
Mr Ben Jackson	✓	✓		
Ms Birgit Walter	✓	✓		
Ms Stephanie Oatley	X	A		
Ms Leonnie Carroll (joined as at 29.05.17)	A	A		
Ms Kerry Dolaghan (joined as at 31.05.17)	✓	✓		

Key: A = Formal Apology

✓ = Present

X = Absent - no apology

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 29 May 2018

SECTION 3 - Reports for Determination

Item: 1 **HSAC - Update - Development of Community Wellbeing Action Framework for the Hawkesbury - (124414, 123486)**

Previous Item: 100, SPEC (13 June 2017)
 3, HSAC (8 February 2018)

Directorate: City Planning

DISCUSSION:

- Discussion was raised in relation to the recent community consultation at North Richmond by the State Government regarding the proposal to alter the existing (1951) Castlereagh Corridor. The process and the State Government's approach to the consultation was considered to be flawed from a community wellbeing aspect. Many property owners are directly affected by possible compulsory acquisition of property and the angst amongst the community could have catastrophic consequences from a health and wellbeing aspect.

The Committee deliberated its role in accordance with the objectives of the Committee and the Community Strategic Plan and agreed that the State Government be informed that community wellbeing is in their remit.

A Mayoral Minute will be put to the next Ordinary Meeting in relation to the approach the State Government has taken regarding its consultation.

- An update was provided in relation to the work undertaken by the Working Group and it was congratulated for the work undertaken to date.

MOTION:

RESOLVED on the motion of Ms Dolaghan, seconded by Ms Walter.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Working Group be congratulated on the work it has done to date in the gathering of information to assist in the preparation of a briefing paper which will form the content of a Draft Community Wellbeing Action Framework.

RECOMMENDATION TO COMMITTEE:

That the:

1. Information be received.
2. Committee endorse the process being undertaken by the Working Group to develop a briefing paper that will inform the content of a draft Community Wellbeing Action Framework.

MOTION:

RESOLVED on the motion of Councillor Lyons-Buckett seconded by Mr Jackson.

Refer to COMMITTEE RECOMMENDATION

ORDINARY MEETING
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COMMITTEE RECOMMENDATION:

That the:

1. Information be received.
2. Committee endorse the process being undertaken by the Working Group to develop a briefing paper that will inform the content of a draft Community Wellbeing Action Framework.

Item: 2 **HSAC - Update on Initiatives to End Homelessness, May 2018 - (123486, 124414)**

Previous Item: 1, HSAC (6 February 2018)

Directorate: City Planning

DISCUSSION:

- It was suggested that Council should be lobbying the State Government to increase social housing availability.
- Ideas to increase affordable housing included approaching boarding house owners to encourage them to meet housing needs. In addition Council should investigate running some boarding houses itself (in conjunction with community housing providers) by utilising or increasing its investment portfolio.
- It was suggested that the Local Community Services Association (LCSA) be contacted and invited to a future Human Services Advisory Committee meeting. The LCSA is in partnership with the Harwood Institute for Public Innovation and provides coaching to inspire people and organisations to provide solutions and change how communities work together.

RECOMMENDATION TO COMMITTEE:

That the:

1. Information be received.
2. Human Services Advisory Committee members continue to receive updates about the priority projects and partnerships of the *Heading Home, Ending Homelessness Here* Project (Stage 2).
3. Final report of the *Heading Home, Ending Homelessness Here* Project (Stage 1) and Executive Summary (March 2018), be received.

MOTION:

RESOLVED on the motion of Ms Walter, seconded by Mr Griffin.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the:

1. Information be received.

ORDINARY MEETING
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2. Human Services Advisory Committee members continue to receive updates about the priority projects and partnerships of the *Heading Home, Ending Homelessness Here* Project (Stage 2).
3. Final report of the *Heading Home, Ending Homelessness Here* Project (Stage 1) and Executive Summary (March 2018), be received.
4. Human Services Advisory Committee ask Council to lobby the State Government to increase availability of social housing.

SECTION 4 - Reports for Information

Item: 3 **HSAC - Release of the Greater Sydney Commission's Western City District Plan - (124414, 123486)**

Previous Item: 4, HSAC (9 February 2017)
 2, HSAC (9 November 2017)

Directorate: City Planning

RECOMMENDATION TO COMMITTEE:

That Human Services Advisory Committee members receive the information regarding the GSC's Western City District Plan (March 2018) at:

www.greater.sydney/draft-western-city-district-plan

MOTION:

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Ms Shackley.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION

That Human Services Advisory Committee members receive the information regarding the GSC's Western City District Plan (March 2018) at:

www.greater.sydney/draft-western-city-district-plan

SECTION 5 - General Business

Update on Recommendations and Report of Affordable Housing Working Group

A report to Council on the Recommendations and Report from the Affordable Housing Working Group is imminent.

Update on 2016 Census Data Release

All 2016 ABS Census data is now available on Council's website.

Once a date has been settled for staff training in the use of ID Profile and Atlas products, the Committee will be informed (the information will also be sent out broadly).

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Hawkesbury Connect

Mr Webb thanked and acknowledged Ms Ang's work on the Hawkesbury Connect (Collective Forum) held in April.

Youthfest

Ms Walter thanked Council for sponsoring Youthfest held recently at Richmond. In particular she extended thanks to Council's Youth Participation Officer, Amy Bond, for a job well done.

The meeting closed at 10:58am.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
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Item: 138 **ROC - Local Traffic Committee - 14 May 2018 - (80245)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 14 May 2018. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

RECOMMENDATION SUMMARY:

The matters contained within the attached minutes of the Local Traffic Committee have no policy or financial implications to Council. The recommendations contained in the attached minutes be adopted by Council.

REPORT:

Discussion

The Local Traffic Committee met on 14 May 2018 and discussed the following items:

- Special Event Traffic - Shahzada 400 Kilometre Horse Endurance Ride - August 2018
- Traffic Matter - Proposed No Stopping Zone in Beaumont Avenue, North Richmond

RECOMMENDATION:

That the minutes of the Local Traffic Committee held on 14 May 2018 be received and the recommendations therein be adopted and noted.

ATTACHMENTS:

AT - 1 Minutes - Local Traffic Committee - 14 May 2018

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AT - 1 Minutes - Local Traffic Committee - 14 May 2018

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Monday, 14 May 2018, commencing at 3pm.

ATTENDANCE

Present: Mr Christopher Amit, Hawkesbury City Council (Chairman)
Councillor Peter Reynolds, Hawkesbury City Council
Inspector Peter Jenkins, NSW Police Force
Ms Tina Kaur, Roads and Maritime Services

Apologies: Mr Steve Grady, Busways

In Attendance: Ms Judy Wong, Hawkesbury City Council
Ms Traey Kelly, Hawkesbury City Council

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

RESOLVED on the motion of Councillor Peter Reynolds, seconded by Inspector Peter Jenkins that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Councillor Peter Reynolds, seconded by Ms Tina Kaur that the minutes from the previous meeting held on Monday, 9 April 2018 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2018 - (Hawkesbury) - (80245, 86185, 114819)

REPORT:

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval (in traffic management terms) to conduct the Shahzada 400 kilometre Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held over five days from Monday, 27 August 2018 to Friday, 31 August 2018.

The event organiser has advised:

- This is an annual event which has been held for over 35 years.

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- It is a 400 kilometre horse endurance event, held over five days in conjunction with a 120 kilometre, three day training ride.
- The event is a time trial.
- The event will be undertaken between 4am and 5pm each day.
- There will be approximately 130 horse riders participating.
- There will be approximately 50 spectators.
- Start and end point for the event will be within the St Albans village.
- Route/Course for the Rides:

400 kilometre Endurance Ride and 120 kilometre Training Ride:

- Monday, 27 August 2018: (Leg 1) The 400 kilometre ride starts at 4am and riders will travel out on Wollombi Road to Johnny's Hill, along the Transmission Road, down Blue Hill and Wrights Creek Road, right into Settlers Road and back to Town. (Leg 2), Later in the day riders will go out to Joe's Crossing, right into the Branch Road (Upper Macdonald Road), left into McKechnie's, left along the Woomeerah Path, left into Jacks Track, back to the Branch Road, over Joe's Crossing and back to St Albans on Wollombi Road.
- Tuesday, 28 August 2018: (Leg 1) The 400 kilometre riders will leave town at 4am with the 120 kilometre Training riders at 6:30am, going around the Settlers Arms and down Bulga Street past the Fickle Wombat, along Settlers Road to Shepherds Gully Road, up the Great Northern Road, left into the 8 Mile track, left into Wrights Creek Road and back into Town on Settlers Road passing the front of the Pub. (Leg 2) Later in the morning the riders will go out again the same way on Settlers Road turning into Mary O'Toole's driveway and up Careflight Hill, right into the Great Northern Road, down Shepherds Gully and back to Town on Settlers Road.
- Wednesday, 29 August 2018: (Leg 1) The 400 kilometre riders will leave from 4am and the 120 kilometre training riders from 6:30am, go around the Settlers Arms, down Bulga Street and Settlers Road to the Word of Life Crossing, turning left into St Albans Road, right up Boyd's Hill, along the Woomeerah Path and down McKechnie's to the Branch Road where the 400 kilometre riders will turn left and out to Clarie's Bridge, over Prestons, right into Wollombi Road and back to St Albans and the Training riders will turn right at the Branch Road, back over Joe's Crossing and right into Wollombi Road to return to St Albans. (Leg 2) Later in the day the 400 kilometre riders will leave St Albans, around Settlers Arms into Bulga Street and down Settlers Road, left into Wrights Creek Road, up Blue Hill, right into Transmission Road, left into Short Wellums, right into Settlers Road and back to Town.
- Thursday, 30 August 2018: (Leg 1) The 400 kilometre riders will leave town at 4am and the 120 kilometre Training riders will leave at 6:30am, all travelling the same way out of town to Wrights Creek Road, up Blue Hill, right into Transmission Road until Brown's Road, where the Training riders may elect to continue on Transmission Road, down Johnny's Hill and back to Town on the Wollombi Road but the majority will turn left and go down the Steps coming out on Wollombi Road closer to Town. (Leg 2) Later in the day, the riders will go out on Wollombi Road, left across Joe's Crossing, left into the Branch Road, up Jack's Track, along the Woomeerah Path, left down Boyd's Hill, left into St Albans Road, right across Word of Life Crossing, left into Settlers Road back into St Albans turning left at Bulga Street and around the Settlers Arms to the timekeeper in Bulga Street via Wollombi Road.
- Friday, 31 August 2018: (Leg 1) The 400 kilometre riders will leave at 4am going out on Wollombi Road to Joe's Crossing, left into the Branch Road, up Jack's Track, along the

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Woomerah Path to a turnaround near Webbs Creek Hill, going back along the Woomerah Path and right down McKechnie's, right into the Branch Road, left over Joe's Crossing, right into Wollombi Road and back to Town. (Leg 2) Later in the day, riders will go out on Wollombi Road, turning right at the old Quarry, up the Steps, along Brown's Road, left into the Transmission Road, left into Wollombi Road and back to Bulga Street in St Albans.

- Road Inventory

The route/course of the ride is predominantly on the tracks within the Parr State Recreational Area, Yengo National Park, private farmlands and on the following public roads;

- Bulga Street – Sealed section
 - Settlers Road – Sealed and Unsealed Road
 - Shepherds Gully Road – Unformed Road
 - St Albans Road - Sealed Road
 - Upper Macdonald Road (The Branch Road) – Unsealed Road
 - Webbs Creek Road - Unsealed Road
 - Webbs Creek Mountain Road – Unsealed Road
 - Wharf Street – Sealed Road
 - Wollombi Road – Sealed and Unsealed Road
 - Wrights Creek Road - Unsealed Road
 - Crossing of the Macdonald River at various locations.
- The event is also traversing along the Great Northern Road, which is under the care and control of the NSW National Parks and Wildlife Service (Office of Environment and Heritage).
- St Albans Bridge, which is under the care and control of the Roads and Maritime Services - RMS (formerly RTA), will only be used in the event of flooding of the Macdonald River. All riders will be instructed to walk over the bridge.
- Road closures are not required.
- Parking of vehicles will be predominantly on private land.
- Traffic controllers will be positioned at various locations along the route.
- Warning signage shall be in place on all approaches to inform traffic of Horse and Riders ahead.
- All riders will be instructed to keep to the left hand side of the road and obey road rules.
- All riders will be wearing vests with reflective tape on the front and back.
- When riding in the dark on public roads all riders are required to wear head lights on their helmets.
- Wicens are at all checkpoints on the course, who will communicate with the ride base on the progress of all riders as they follow the course. This communication is also used to convey an emergency on the course.

Details of the Event Course Maps for the 400 kilometre Horse Endurance Ride and 120 kilometre Ride are contained in Attachments 1 to 8.

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

The event organiser has submitted the following items in relation to the event: Attachment 9 (ECM Document Set ID No: 6189438):

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. Risk and Traffic Management Plan from the 2014 event and in part for the 2018 event,
5. Copy of Insurance Policy which is valid to 01 January 2019,
6. Copy of the application to the NSW Police Force,
7. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, NSW Rural Fire Service, SES and NSW National Parks and Wildlife Service (Office of Environment and Heritage).

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council’s web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication “Guide to Traffic and Transport Management for Special Events” (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 27 August 2018 to Friday, 31 August 2018 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:

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Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as the event may traverse across the St Albans Bridge; a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council;
- 4e. 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 and concurrence respectively. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4g. the event organiser is to 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;
- 4h. the event organiser is to obtain the relevant approval to conduct the event from the Roads and Maritime Services - RMS (formerly NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; a copy of this approval to be submitted to Council;

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- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Parr State Conservation Area, Yengo National Park and the Great Northern Road. a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. 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;
- 4n. 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);
- 4o. the event organiser is to notify the details of the event to Fire and Rescue NSW at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4q. 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;
- 4r. 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:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);

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- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. 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,
- 4z. 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.

APPENDICES:

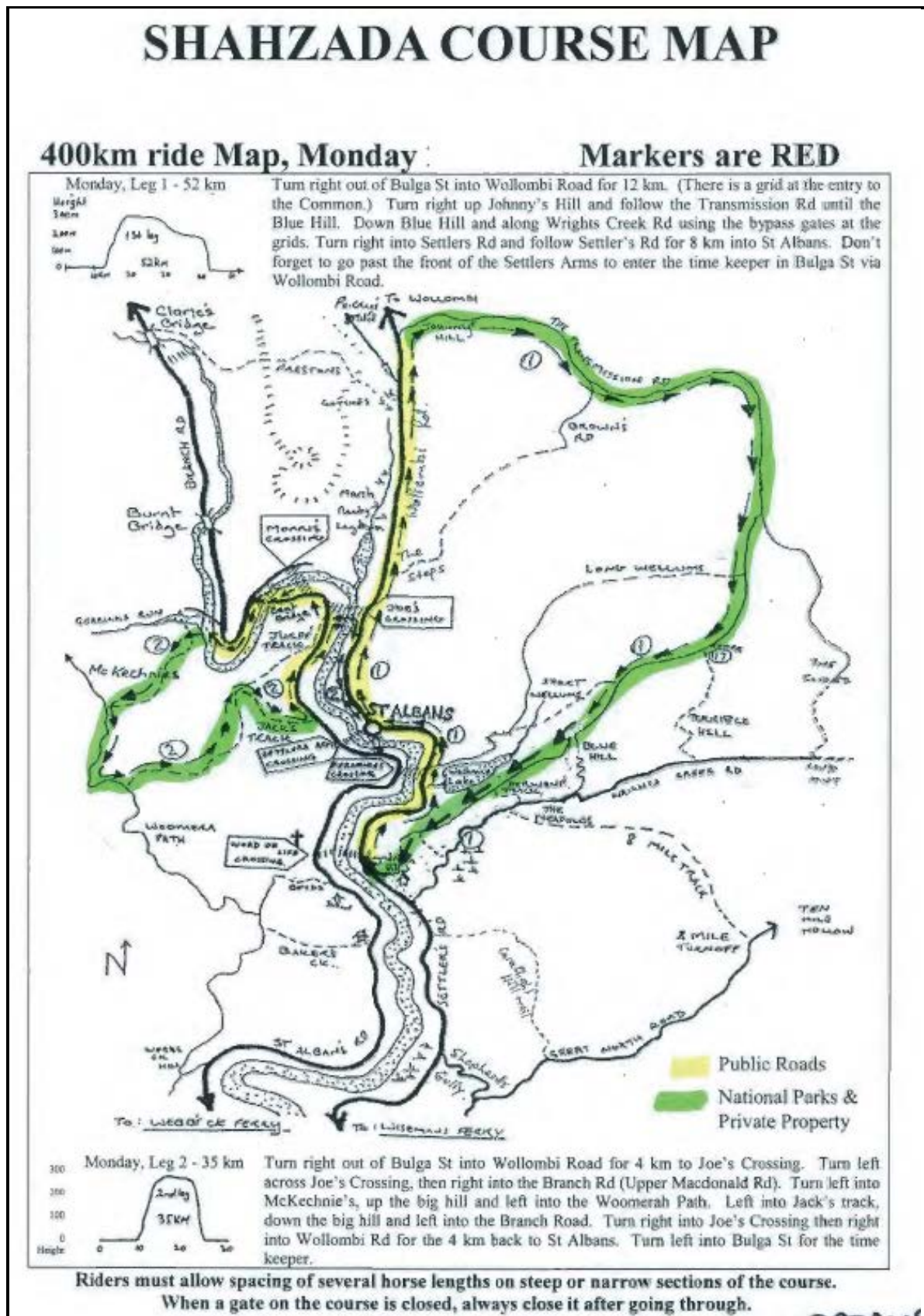
- AT – 1** Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres).
- AT - 2** Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres) and Leg 2 (33 kilometres).
- AT - 3** Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres) and Leg 2 (28 kilometres).
- AT - 4** Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres) and Leg 2 (30 kilometres).
- AT - 5** Event Course Map - 400 kilometre Endurance Ride - Friday - Leg 1 (46 kilometres) and Leg 2 (30 kilometres).
- AT - 6** Event Course Map - 120 kilometre Training Ride - Tuesday - 47 kilometres.
- AT - 7** Event Course Map - 120 kilometre Training Ride - Wednesday - 28 kilometres.
- AT - 8** Event Course Map - 120 kilometre Training Ride - Thursday - 50 kilometres.
- AT – 9** Special Event Application - (ECM Document Set ID No: 6189438) - *see attached*.

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AT – 1 Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres)



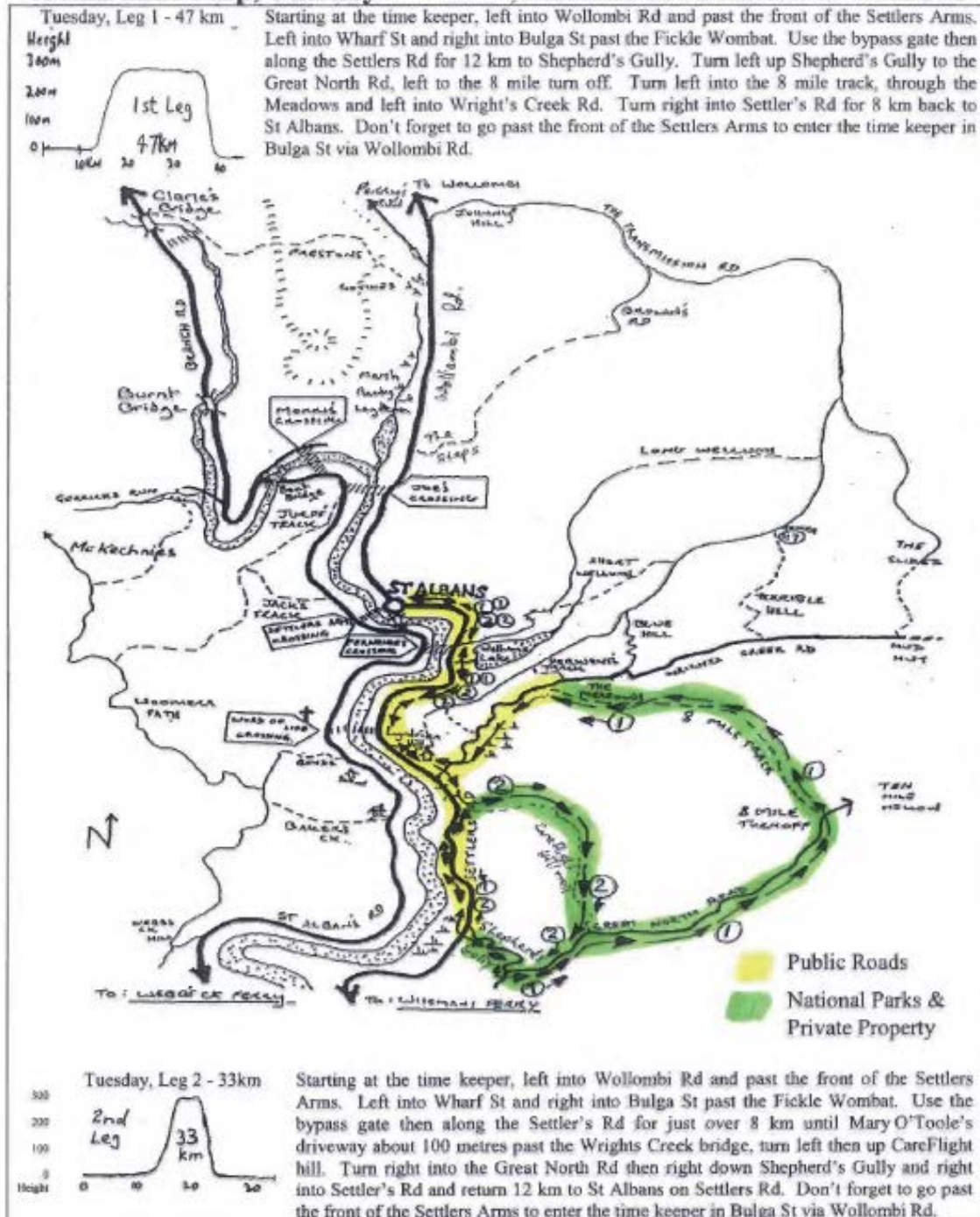
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AT - 2 Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres) and Leg 2 (33 kilometres)

SHAHZADA COURSE MAP

400km Ride Map, Tuesday :

Markers are BLACK or WHITE.



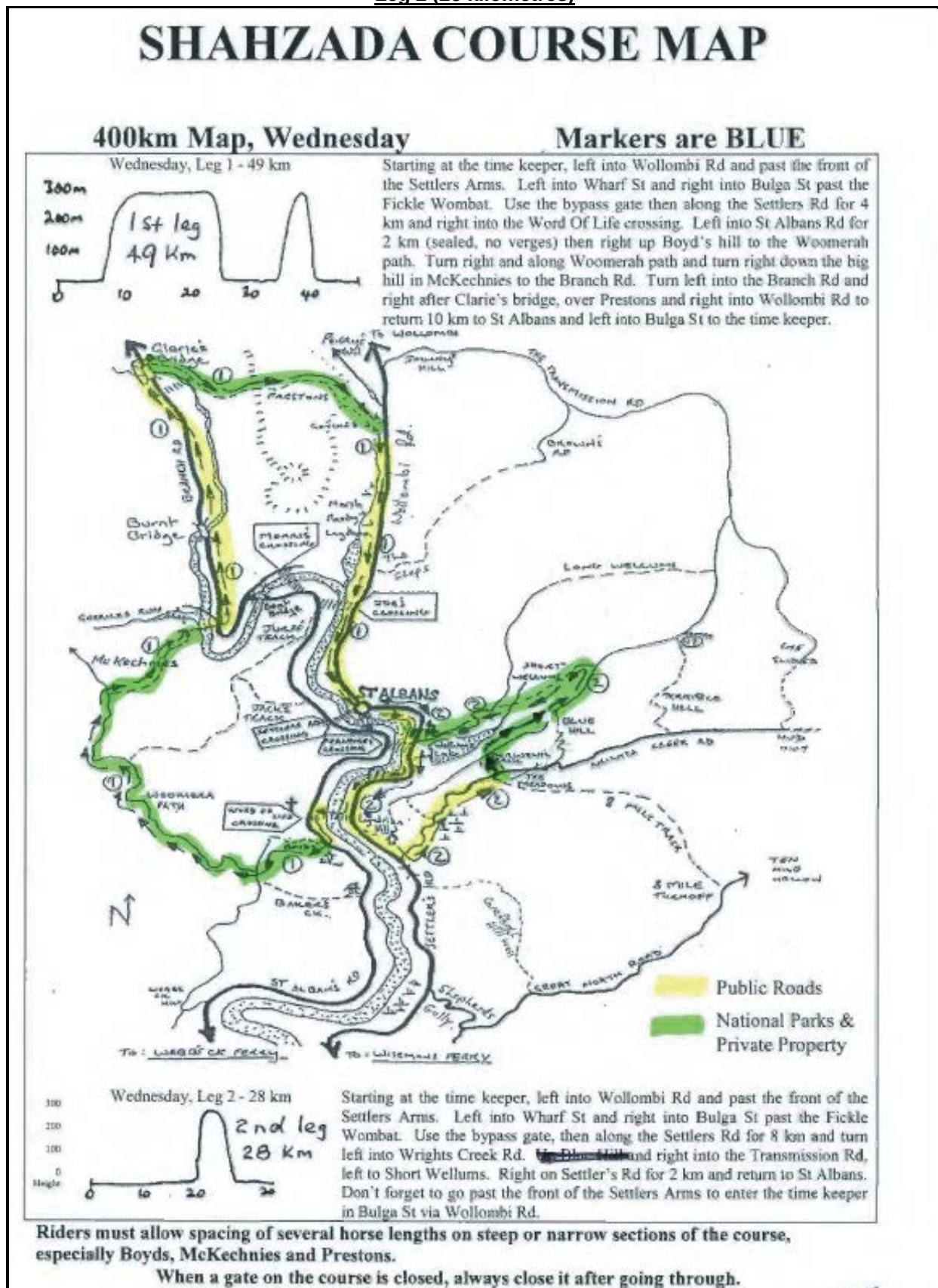
Riders must allow spacing of several horse lengths on steep or narrow sections of the course.
When a gate on the course is closed, always close it after going through.

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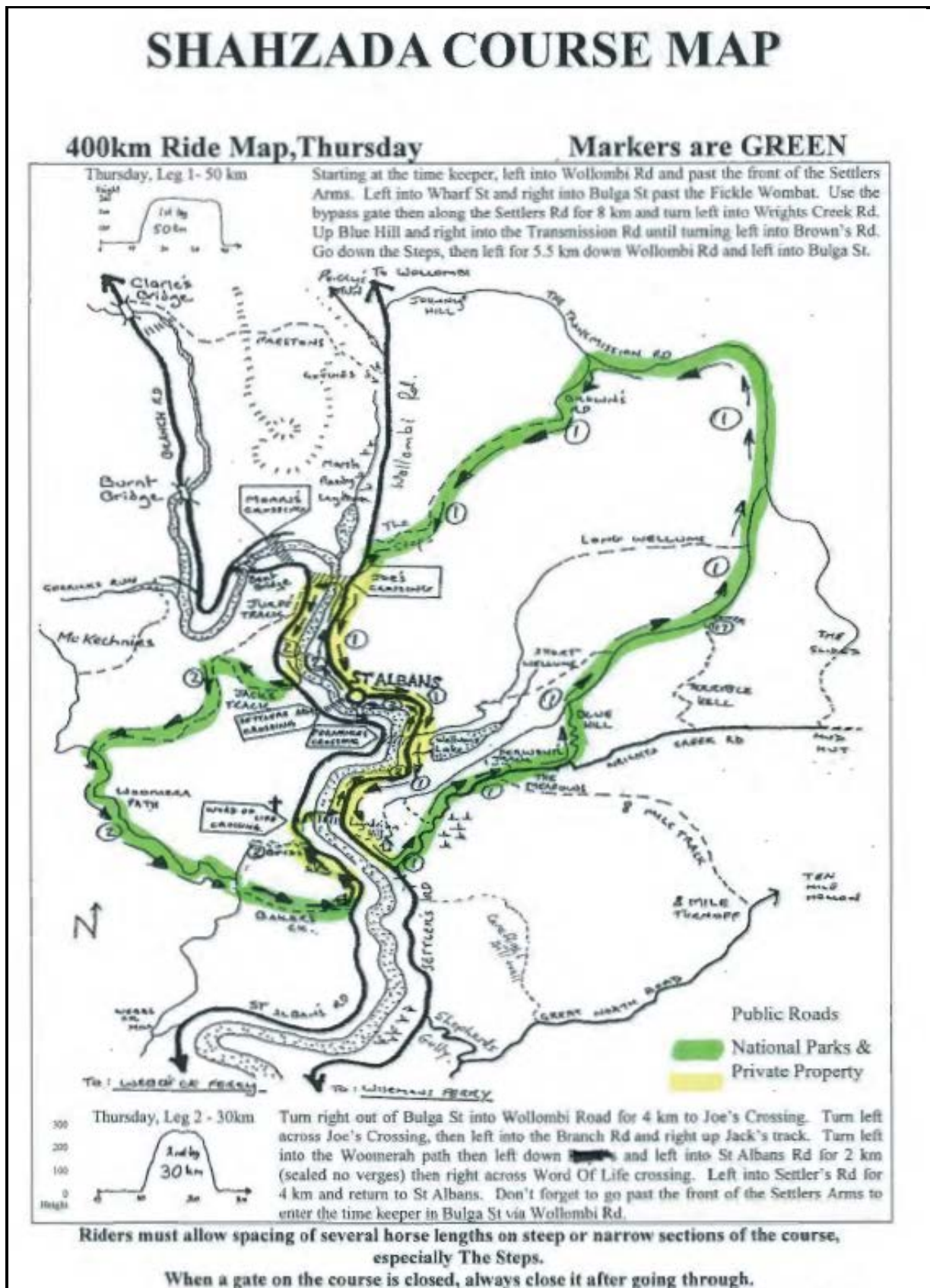
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AT - 3 Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres) and Leg 2 (28 kilometres)



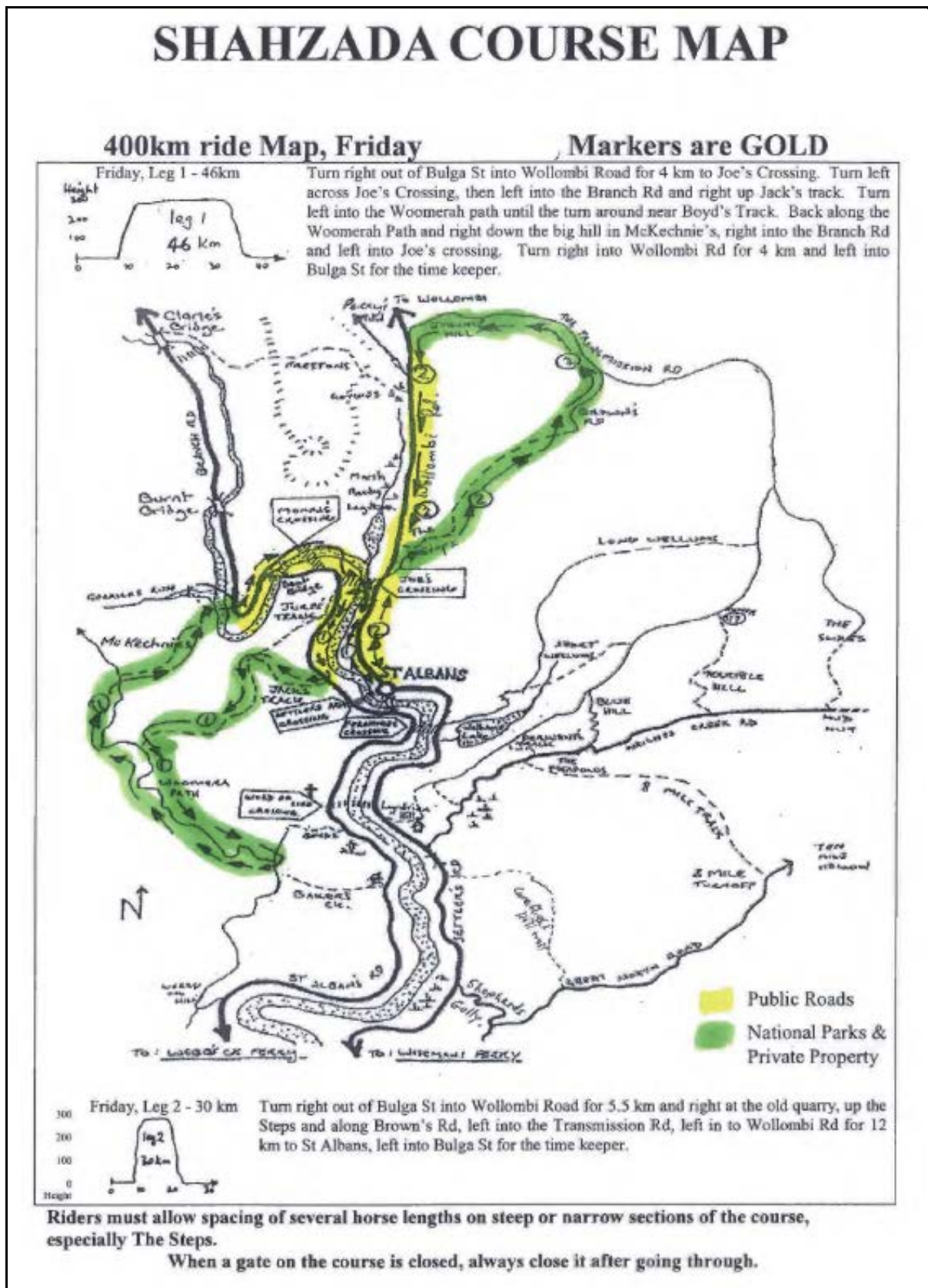
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AT - 4 Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres) and Leg 2 (30 kilometres)



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AT - 5 Event Course Map - 400 kilometre Endurance Ride - Friday - Leg 1 (46 kilometres) and Leg 2 (30 kilometres)



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AT - 6 Event Course Map - 120 kilometre Training Ride - Tuesday - 47 kilometres

SHAHZADA COURSE MAP

MINI MARATHON MAP FOR TUESDAY

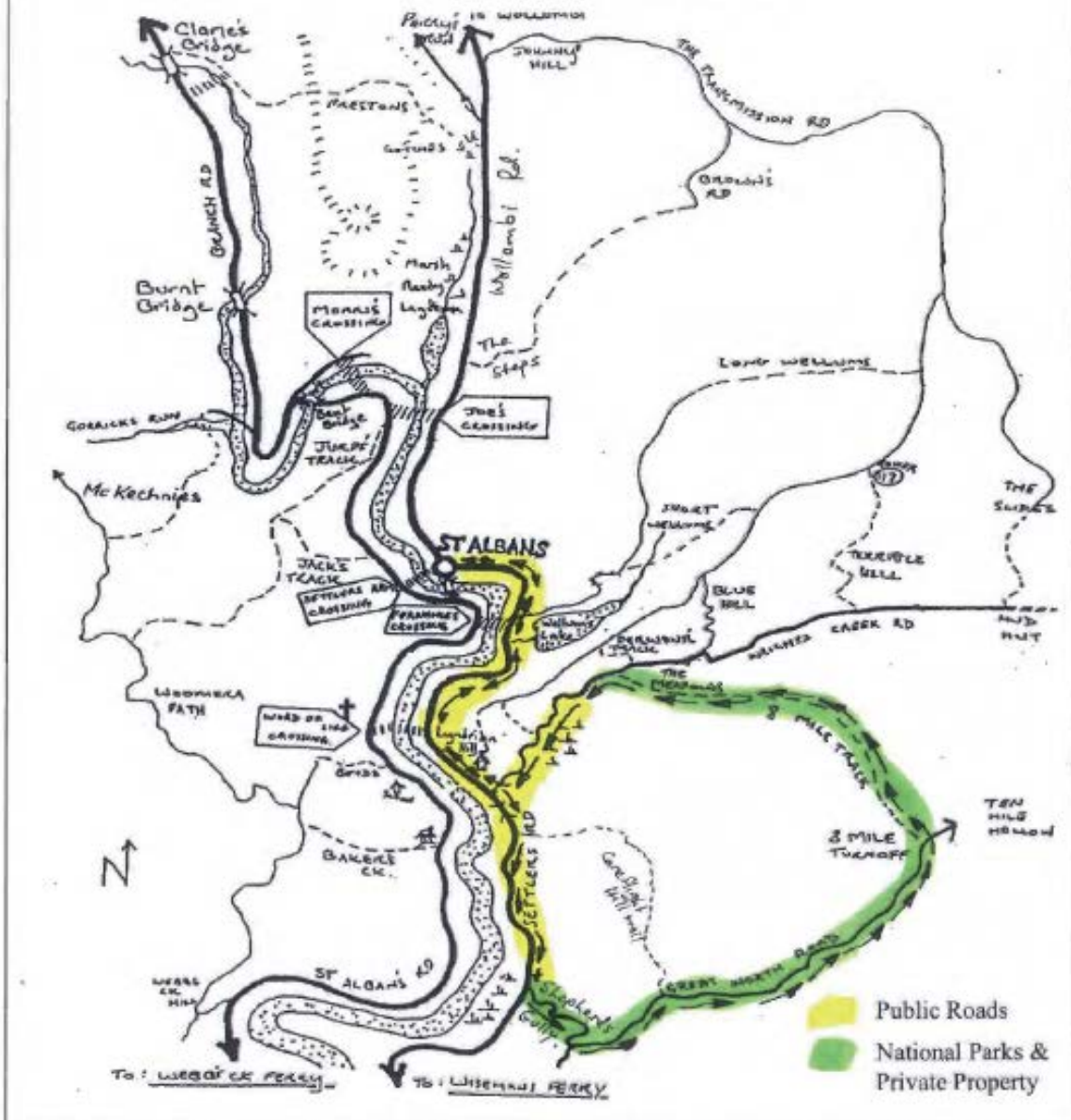
Markers are BLACK or WHITE.

Tuesday - 47 km

Height
300m
200m
100m
0

10km 20 30 40

Starting at the time keeper, turn left into Wollombi Rd and past the front of the Settlers Arms. Left into Wharf St and right into Bulga St past the Fickle Wombat. Use the bypass gate then along the Settlers Rd for 12 km to Shepherd's Gully. Turn left up Shepherd's Gully to the Great North Rd, left to the 8 mile turn off. Turn left into the 8 mile track, through the Meadows and left into Wright's Creek Rd. Turn right into Settler's Rd for 8 km back to St Albans. Don't forget to go past the front of the Settlers Arms to enter the time keeper in Bulga St via Wollombi Rd.

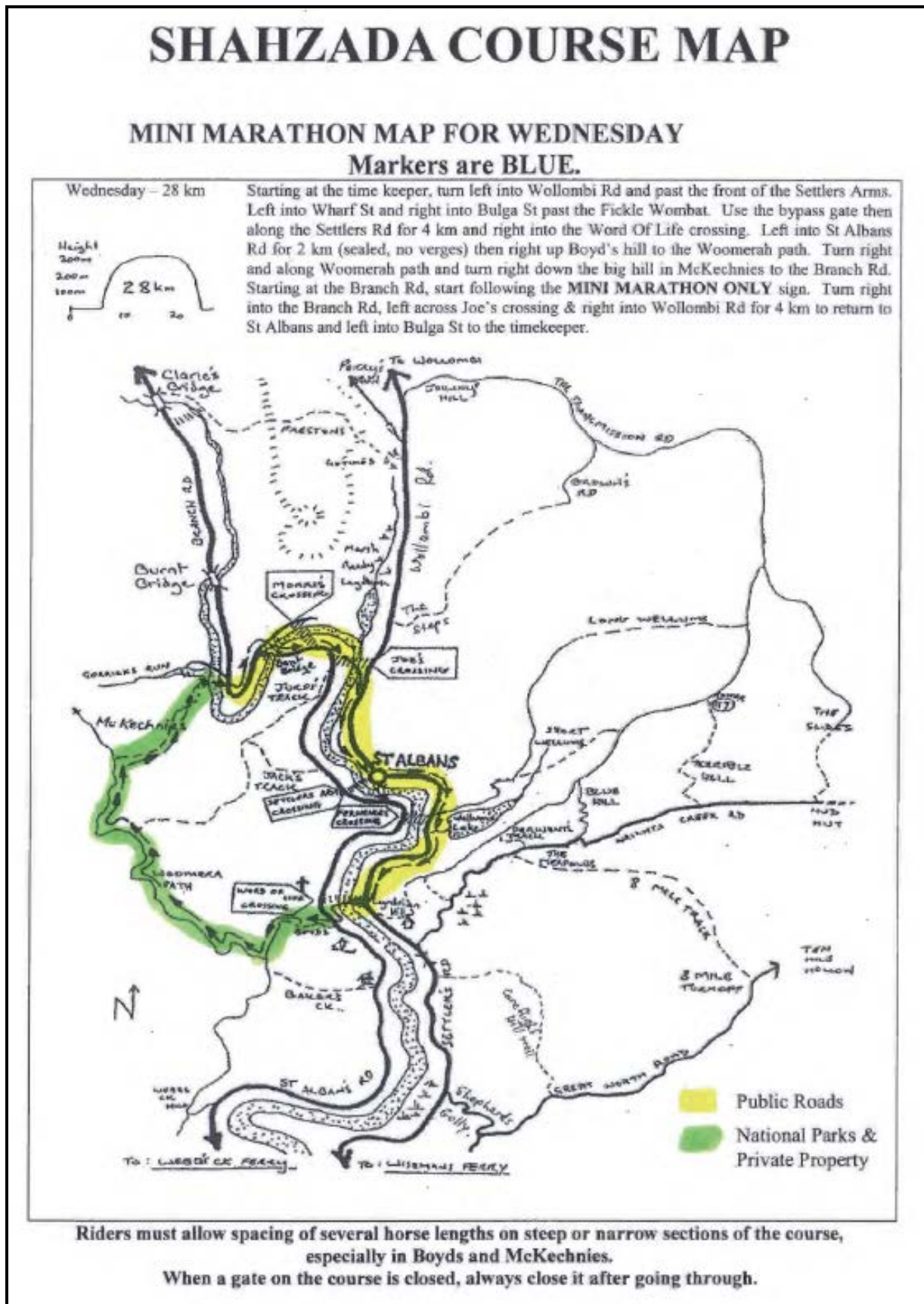


Riders must allow spacing of several horse lengths on steep or narrow sections of the course.

When a gate on the course is closed, always close it after going through.

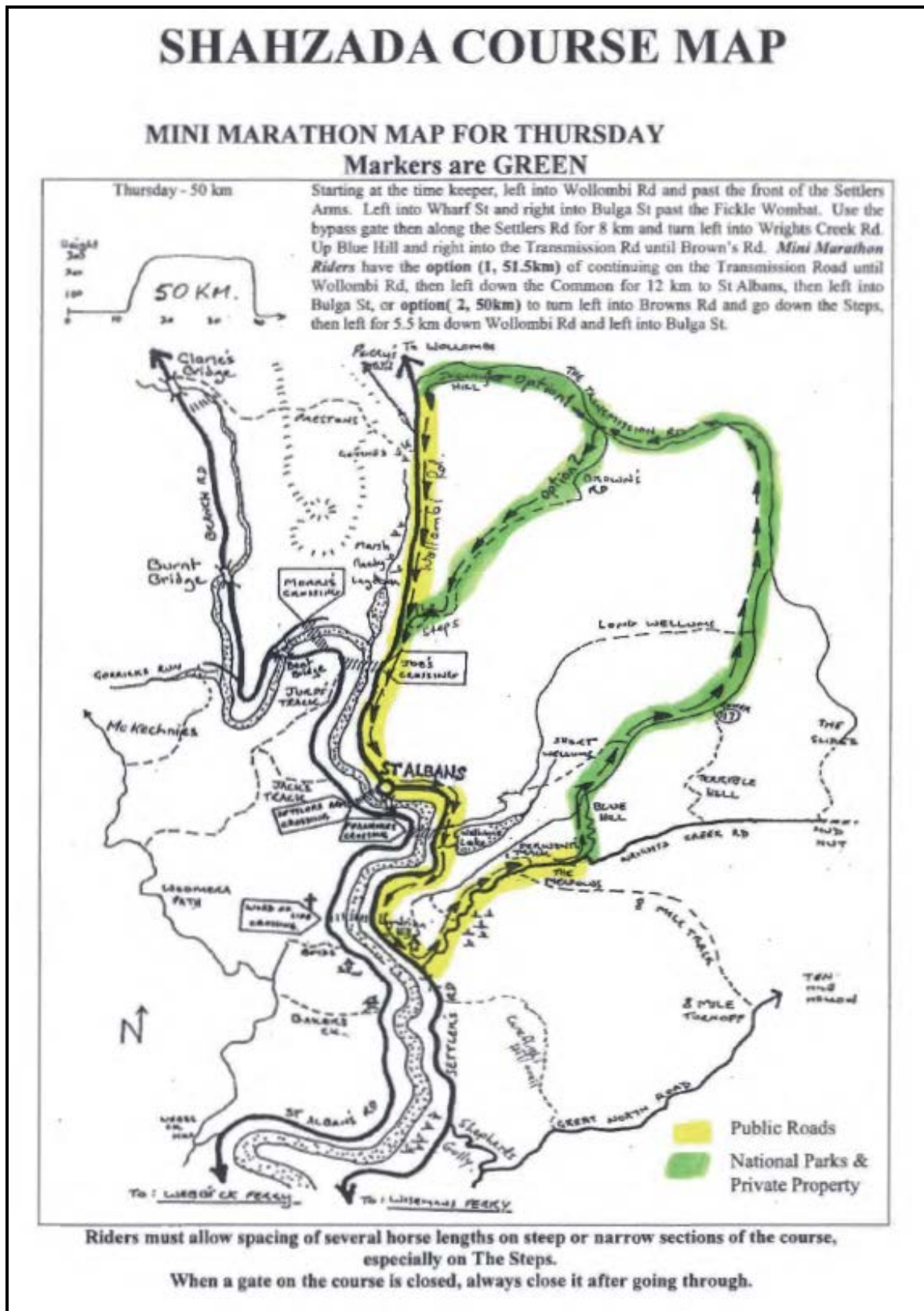
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AT - 7 Event Course Map - 120 kilometre Training Ride - Wednesday - 28 kilometres



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AT - 8 Event Course Map - 120 kilometre Training Ride - Thursday - 50 kilometres



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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 27 August 2018 to Friday, 31 August 2018 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 and Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

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- 4d. the event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as the event may traverse across the St Albans Bridge; a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council;
- 4e. 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 and concurrence respectively. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4g. the event organiser is to 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;
- 4h. the event organiser is to obtain the relevant approval to conduct the event from the Roads and Maritime Services - RMS (formerly NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Parr State Conservation Area, Yengo National Park and the Great Northern Road. a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. 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;
- 4n. 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);
- 4o. the event organiser is to notify the details of the event to Fire and Rescue NSW at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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- 4q. 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;
- 4r. 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:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. 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,
- 4z. 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.

SECTION 3 - Reports for Information

There are no Reports for Information.

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SECTION 4 - General Business

Item: 4.1 LTC - Proposed No Stopping Zone in Beaumont Avenue, North Richmond in the Vicinity of No. 34 and 36 - (80245, 73621, 140479)

REPORT:

Mr C Amit advised the Committee that representation has been received on behalf of the Riverside Gardens Residents Committee relating to access safety issues for the residents of the Estate located at No. 34 Beaumont Avenue, North Richmond.

At a site meeting, the Committee representative indicated that visibility for vehicles leaving the premises is obscured due to the overgrown vegetation along the nature strip as well as parked vehicles near the subject driveway. The Committee representative requested that the vegetation within the nature strip be trimmed back as well as the provision of a No Stopping zone either side of the driveway to the Estate to improve safety

Beaumont Avenue is a local road which extends from Terrace Road for an approximate distance of 624 metres and provides access to Hanna Park, Norfolk Place and Rosetta Place. The current regulatory speed limit is 50 km/h. The land use is a mix of recreation, residential and commercial.

Mr Amit indicated that due to the positioning of the driveway into No. 34 being on the inside of the bend in the road, sight distance is somewhat restricted. Whilst the trimming back of vegetation will provide some improvement to sight distance, the removal of parking for some vehicles will enhance the available sight distance. It has been observed previously that only a minimal number of vehicles are parking in this vicinity with kerb side parking available for vehicles to park further along the roadway.

Instruction for the trimming of vegetation has been forwarded to Councils' Parks and Recreation Section.

Mr Amit proposed to the Committee that in addition to the trimming of vegetation, a No Stopping zone for an approximate distance of 55 metres be provided on the south western side of Beaumont Avenue, North Richmond in the vicinity of No 34 Beaumont Avenue, commencing from the north west boundary of No 36 and extending across No 36 in a south easterly direction to a point 30 metres south east of the south eastern point of the driveway for No.34 Beaumont Avenue. Details are provided in the images below.

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Image 1: Location of proposed No Stopping zone:



Image 2: Overview of parking in Beaumont Avenue:



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The Committee agreed to the implementation of the proposed 55 metre No Stopping zone to improve safety for the residents of Riverside Gardens located at 34 Beaumont Avenue, North Richmond due to the location of the driveway being on the inside of the bend within minimal available sight distance.

The Committee agreed that the loss of parking spaces along Beaumont Avenue spaces was not considered to have an adverse effect on the existing street parking given that the existing street parking in this vicinity is generally underutilised.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That a No Stopping zone for an approximate distance of 55 metres be provided on the south western side of Beaumont Avenue, North Richmond in the vicinity of No 34 Beaumont Avenue, commencing from the north west boundary of No 36 and extending across No 36 in a south easterly direction to a point 30 metres south east of the south eastern point of the driveway for No.34 Beaumont Avenue.

APPENDICES:

There are no supporting documents for this report

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 18 June 2018 at 3pm in the Small Committee Room.

The meeting terminated at 3:49pm

oooO END OF REPORT Oooo

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ordinary

section 5

notices of motion

ORDINARY MEETING
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SECTION 5 – Notices of Motion

No Notices of Motion.

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QUESTIONS FOR NEXT MEETING

Item: 139 **Councillor Questions from Previous Minutes and Responses - 8 May 2018 - (79351)**

REPORT:

Questions - 8 May 2018

#	Councillor	Question	Response
1	Ross	Enquired as to whether a development application was submitted for the lighting of the sporting fields at Bensons Lane and if a development application has not been submitted, is it a requirement.	The Acting Director City Planning advised that there was no development application submitted as development for the purposes of lighting in parks and other public reserves for or on behalf of Council can be carried out as development without consent under Clause 65 of the State Environmental Planning Policy (Infrastructure) 2007.

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#	Councillor	Question	Response
2	Ross	Enquired as to whether lights such as the lights at Bensons Lane are required to not cause interference with the public by way of their positioning/organisation.	The Director Infrastructure Services advised that this matter has been discussed with Hawkesbury Sports Council who advise that the lights at the Benson Lane Sporting Facility have been installed in accordance with the relevant Standards and are designed to ensure there is minimal light spill. Furthermore, a previous complaint from a resident in the Richmond Lowlands resulted in a minor directional adjustment to some lights with a follow up "lux" report being undertaken at the residents property in the Lowlands area which indicated that no light was reaching that property. The lights are operated on a timer, which can be controlled remotely if required. The majority of usage of the sporting facility requires the lights to be on until 9:30pm with some usage until 10:30pm. Further discussions with the Hawkesbury Sports Council have been arranged in relation to the final point.

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#	Councillor	Question	Response
3	Ross	Enquired as to the when Conservation Management Plan for Thompson Square will be completed.	The Acting Director City Planning advised the Draft Conservation Management Plan for Thompson Square has been received from the consultants Lucas Stapleton & Johnson, and is being reviewed by relevant Council Officers and Council's Heritage Advisor. The Draft Conservation Management Plan will be presented to the Heritage Advisory Committee on 24 May 2018 and Committee members will be provided a period in which to review and provide feedback on the draft document. Following the receipt of feedback from Committee members, necessary amendments will be made with an expectation that the document will be presented to a Councillor Briefing Session and Council in late June/early July 2018.
4	Garrow	Requested clarification on the event conditions in respect to the Double Dash event on Sunday, 6 May 2018 at Governor Phillip Park, specifically in relation to the PA system being used from 6am.	The Director Infrastructure Services advised that contact had been made with the event organiser who advised a loud speaker was used on two occasions prior to 7am to direct boats to start heading out for their races. The conditions for the use of the Park outlined noise restrictions but did not specify set start or finish times that the event could be run. The standard conditions will be amended to have start and finish times added.
5	Zamprogno	Requested an update on the status of the new gates at Hanna Park, North Richmond.	The Director Infrastructure Services advised that investigations have been occurring regarding improvements to the entrance to Hanna Park. As part of this process quotations for the gate have been sought. It envisaged that the gate will be installed by early June 2018.

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#	Councillor	Question	Response
6	Conolly	Enquired as to whether Council has any involvement in the proposal to move the church bell and change the boundaries around the church at St Matthews Catholic Primary School, Windsor or is the State Government responsible.	<p>The Acting Director City Planning advised that Council officers and Council's Heritage Advisor have had discussions with an architect acting on behalf of the School regarding the erection of a demountable classroom and relocation of the Church bell to facilitate the new classroom. These discussions occurred following receipt of a letter in April 2018 advising Council that this work was soon to be carried out. The portable classroom does not need consent under State Environmental Planning Policy (Educational Establishments and Childcare Facilities) 2017 and Council has not been involved in decisions about to the exact location of the portable classroom in relation to the Church's curtilage.</p> <p>As the school bell is not covered by the SEPP and the site is a heritage item a development application is required to be submitted for the relocation of the bell.</p>

oooO END OF REPORT Oooo

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CONFIDENTIAL REPORTS

Item: 140 **SS - Lease to Fishfood Trading Pty Ltd - 246 Windsor Road, Vineyard - (95496, 105560, 112106)**

Directorate: Support Services

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.

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Item: 141 **SS - Lease to Y Ghet Cang - Shop 2, McGraths Hill Shopping Centre - (111656, 95496, 112106)**

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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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.



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