



Hawkesbury City Council

ordinary
meeting
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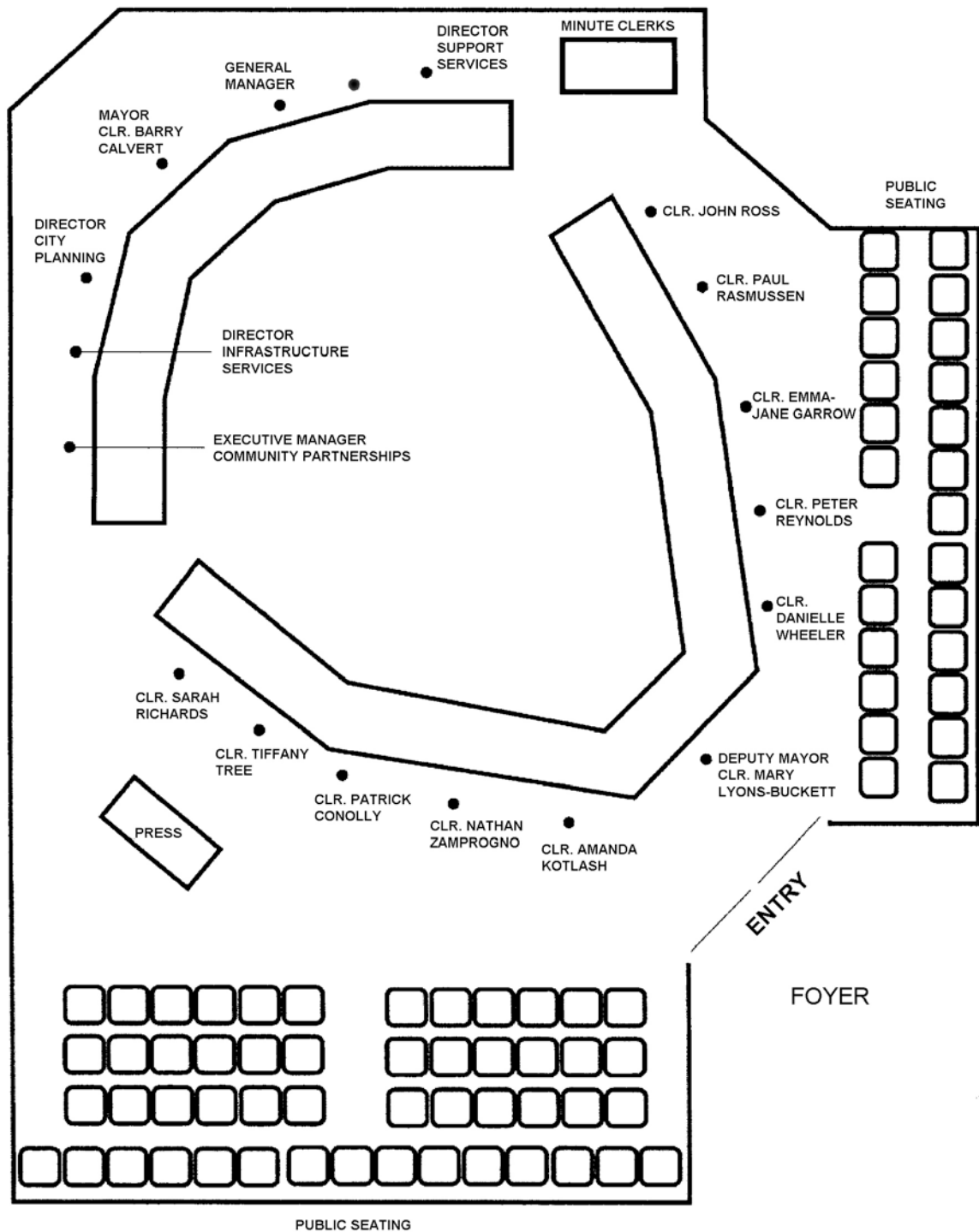
date of meeting: 24 September 2019
location: council chambers
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



ORDINARY MEETING
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Meeting Date: 24 September 2019

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ORDINARY MEETING
Procedural Matters
Meeting Date: 24 September 2019

PROCEDURAL MATTERS

Welcome

The Mayor, Councillor Barry Calvert will acknowledge the Indigenous Heritage.

The General Manager will address the Council meeting, mentioning:

- 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.

ORDINARY MEETING

Procedural Matters

Meeting Date: 24 September 2019

ordinary

section 1

confirmation of minutes

ORDINARY MEETING

SECTION 1 - Confirmation of Minutes

Meeting Date: 24 September 2019

SECTION 1 - Confirmation of Minutes



Hawkesbury City Council

ordinary meeting minutes

date of meeting: 10 September 2019

location: council chambers

time: 6:30 p.m.

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QUESTIONS WITH NOTICE **19**

Item: 174 Councillor Questions with Notice **19**

ORDINARY MEETING

Minutes: 10 September 2019

Minutes of the Ordinary Meeting held at the Council Chambers, Windsor, on 10 September 2019, commencing at 6:31pm.

Welcome

The Mayor, Councillor Barry Calvert acknowledged the Indigenous Heritage.

The General Manager addressed the Council meeting, mentioning:

- Emergency Procedures
- Recording of the Council Meeting
- Statement regarding people addressing the Meeting
- Mobile phones

ATTENDANCE

PRESENT: Councillor Barry Calvert, Mayor, Councillor Mary Lyons-Buckett, Deputy Mayor and Councillors Patrick Conolly, Amanda Kotlash, Peter Reynolds, Sarah Richards, John Ross, Tiffany Tree, Danielle Wheeler and Nathan Zamprogno.

ALSO PRESENT: General Manager - Peter Conroy, Director City Planning - Linda Perrine, Director Infrastructure Services - Jeff Organ, Acting Director Support Services - Emma Galea, Strategic Planning Manager - Andrew Kearns, Acting Manager Corporate Services and Governance - Linda Hewitt and Administrative Support Coordinator - Tracey Easterbrook.

APOLOGIES AND LEAVE OF ABSENCE

An apology for absence was received from Councillor Garrow.

The General Manager advised that a leave of absence from Council was received from Councillor Paul Rasmussen for the period from 5 September 2019 to 24 October 2019, inclusive.

202 RESOLUTION:

RESOLVED on the motion of Councillor Conolly and seconded by Councillor Reynolds

That:

1. The apology from Councillor Garrow be accepted and that leave of absence from the meeting be granted.
2. Leave of absence be granted to Councillor Rasmussen from Sunday, 5 September 2019 to Thursday, 24 October 2019, inclusive, including the Council Meetings on 10 September 2019 and 24 September 2019.

ORDINARY MEETING

Minutes: 10 September 2019

MOTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

Refer to RESOLUTION

203 RESOLUTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett that standing orders be suspended and that Items 172 and 173 be brought forward in the agenda to be dealt with.

Councillor Conolly arrived at the meeting at 6:32pm.

DECLARATIONS OF INTEREST

Councillor Lyons-Buckett declared an interest on Item 164.

Acknowledgement of Official Visitors to the Council

There were no official visitors to Council.

ORDINARY MEETING

Minutes: 10 September 2019

SECTION 1 - Confirmation of Minutes

204 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett and seconded by Councillor Zamprogno that the Minutes of the Ordinary held on the Tuesday, 27 August 2019, be confirmed.

ORDINARY MEETING

Minutes: 10 September 2019

SECTION 2 – Mayoral Minutes

Item: 163 **MM - Moving Towards a Zero Emissions Organisation and Local Government Area - (80093)**

MOTION:

RESOLVED on the motion of Councillor Calvert.

Refer to RESOLUTION

205 RESOLUTION:

RESOLVED on the motion of Councillor Calvert.

That Council:

1. Commits to working with local government and other levels of government to become a net zero emissions organisation by 2050, if not sooner.
2. Writes to WSROC to have this matter placed on the agenda for their November 2019 Board Meeting.
3. Recommends that WSROC invite all member Councils to commit to becoming net zero emissions organisations in the same timeline as Hawkesbury City Council (if they have not already done so).
4. Recommends that WSROC works with its member Councils collectively to aim for the Community of Western Sydney to also have net zero emissions by the year 2050.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Richards, Tree, Wheeler and Zamprogn.

Against the Motion: Councillors Reynolds and Ross.

Absent: Councillors Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 10 September 2019

SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 164 **CP - Structure Plan for Kurmond-Kurrajong - (95498, 124414)**

Previous Item: 40 Ordinary (March 2015)
 114 Ordinary (July 2015)
 134 Ordinary (August 2015)
 199 Ordinary (November 2015)
 188 Ordinary (August 2016)

Directorate: City Planning

Councillor Lyons-Buckett declared a pecuniary interest in this matter as the property in question falls within the investigation area of her principle residence. She did not leave the Chamber, as an exemption was requested under Clause 4.36 of the Code of Conduct.

Mr Bill Sneddon addressed Council speaking for the recommendation.

Mr Michael Want addressed Council speaking against the recommendation.

MOTION:

RESOLVED on the motion of Councillor Tree, seconded by Councillor Conolly.

Refer to RESOLUTION

206 RESOLUTION:

RESOLVED on the motion of Councillor Tree, seconded by Councillor Conolly.

That Council adopt the Draft Kurmond Kurrajong Structure Plan for the purposes of public exhibition.

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogn.

Against the Motion: NIL.

Absent: Councillors Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 10 September 2019

Item: 165 **CP - Planning Proposal to Amend Hawkesbury Local Environmental Plan 2012
- Lot 40 DP 7565, 42 Bells Lane, Kurmond - (95498, 124414)**

Previous Item: 5, Ordinary (31 January 2017)
RM2, Ordinary (14 February 2017)

Directorate: City Planning

Ms Alison Amor and Mr Andrew Edwards speaking for the recommendation.

Mr Michael Want addressed Council speaking against the recommendation.

MOTION:

A MOTION was moved by Councillor Kotlash, seconded by Councillor Conolly.

That:

1. Council support the preparation of a planning proposal for Lot 40 DP 7565, 42 Bells Lane, Kurmond to allow development of the subject site for rural residential development with a minimum lot size of not less than 4,000m² and a maximum lot yield from subdivision of five lots subject to the submission of further studies for consideration in relation to;
 - Environmental design/site capacity assessment
 - Bush fire assessment
 - Flora and Fauna assessment
 - Traffic impact assessment
 - Waste water feasibility assessment
 - Infrastructure requirements and funding assessmentfollowing a 'Gateway' determination.
2. The planning proposal be forwarded to the Department of Planning, Industry and Environment for a 'Gateway' determination.
3. The Department of Planning, Industry and Environment be advised that Council wishes to request a Written Authorisation to Exercise Delegation to make the Plan.
4. The Department of Planning, Industry and Environment and the Applicant be advised that in addition to all other relevant planning considerations being addressed, final Council support for the proposal will only be given if Council is satisfied that satisfactory progress, either completion of the Section 7.11 Developer Contributions Plan or a Voluntary Planning Agreement has been made towards resolving infrastructure provision for this planning proposal.

The motion was put and carried.

ORDINARY MEETING

Minutes: 10 September 2019

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

For the Motion: Councillors Calvert, Conolly, Kotlash, Richards, Tree and Zamprogno.

Against the Motion: Councillors Lyons-Buckett, Reynolds, Ross and Wheeler.

Absent: Councillors Garrow and Rasmussen.

MOTION:

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Conolly.

Refer to RESOLUTION

207 RESOLUTION:

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Conolly.

That:

1. Council support the preparation of a planning proposal for Lot 40 DP 7565, 42 Bells Lane, Kurmond to allow development of the subject site for rural residential development with a minimum lot size of not less than 4,000m² and a maximum lot yield from subdivision of five lots subject to the submission of further studies for consideration in relation to;
 - Environmental design/site capacity assessment
 - Bush fire assessment
 - Flora and Fauna assessment
 - Traffic impact assessment
 - Waste water feasibility assessment
 - Infrastructure requirements and funding assessmentfollowing a 'Gateway' determination.
2. The planning proposal be forwarded to the Department of Planning, Industry and Environment for a 'Gateway' determination.
3. The Department of Planning, Industry and Environment be advised that Council wishes to request a Written Authorisation to Exercise Delegation to make the Plan.
4. The Department of Planning, Industry and Environment and the Applicant be advised that in addition to all other relevant planning considerations being addressed, final Council support for the proposal will only be given if Council is satisfied that satisfactory progress, either completion of the Section 7.11 Developer Contributions Plan or a Voluntary Planning Agreement has been made towards resolving infrastructure provision for this planning proposal.

ORDINARY MEETING

Minutes: 10 September 2019

Item: 166 **CP - Planning Proposal to Amend Hawkesbury Local Environmental Plan 2012 - Lot 49 DP 7565, 98 Bells Lane Kurmond - (95498, 124414)**

Previous Item: 5, Ordinary, (31 January 2017)
RM3, Ordinary, (14 February 2017)

Directorate: City Planning

Mr Andrew Edwards addressed Council speaking for the recommendation.

MOTION:

A MOTION was moved by Councillor Kotlash, seconded by Councillor Conolly.

That:

1. Council support the preparation of a planning proposal for Lot 49 DP 7565, 98 Bells Lane, Kurmond to allow development of the subject site for rural residential development with a minimum lot size of not less than 4,000m² and a maximum lot yield from subdivision of four lots subject to the submission of further studies for consideration in relation to;
 - Environmental design/site capacity assessment
 - Bush fire assessment
 - Flora and Fauna assessment
 - Traffic impact assessment
 - Waste water feasibility assessment
 - Infrastructure requirements and funding assessmentfollowing a 'Gateway' determination.
2. The planning proposal be forwarded to the Department of Planning, Industry and Environment for a 'Gateway' determination.
3. The Department of Planning, Industry and Environment be advised that Council wishes to request a Written Authorisation to Exercise Delegation to make the Plan.
4. The Department of Planning, Industry and Environment and the Applicant be advised that in addition to all other relevant planning considerations being addressed, final Council support for the proposal will only be given if Council is satisfied that satisfactory progress, either completion of the Section 7.11 Developer Contributions Plan or a Voluntary Planning Agreement has been made towards resolving infrastructure provision for this planning proposal.

The motion was put and carried.

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

For the Motion: Councillors Calvert, Conolly, Kotlash, Richards, Tree and Zamprogno.

Against the Motion: Councillors Lyons-Buckett, Reynolds, Ross and Wheeler.

Absent: Councillors Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 10 September 2019

MOTION:

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Conolly.

Refer to RESOLUTION

208 RESOLUTION:

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Conolly.

That:

1. Council support the preparation of a planning proposal for Lot 49 DP 7565, 98 Bells Lane, Kurmond to allow development of the subject site for rural residential development with a minimum lot size of not less than 4,000m² and a maximum lot yield from subdivision of four lots subject to the submission of further studies for consideration in relation to;
 - Environmental design/site capacity assessment
 - Bush fire assessment
 - Flora and Fauna assessment
 - Traffic impact assessment
 - Waste water feasibility assessment
 - Infrastructure requirements and funding assessmentfollowing a 'Gateway' determination.
2. The planning proposal be forwarded to the Department of Planning, Industry and Environment for a 'Gateway' determination.
3. The Department of Planning, Industry and Environment be advised that Council wishes to request a Written Authorisation to Exercise Delegation to make the Plan.
4. The Department of Planning, Industry and Environment and the Applicant be advised that in addition to all other relevant planning considerations being addressed, final Council support for the proposal will only be given if Council is satisfied that satisfactory progress, either completion of the Section 7.11 Developer Contributions Plan or a Voluntary Planning Agreement has been made towards resolving infrastructure provision for this planning proposal.

ORDINARY MEETING

Minutes: 10 September 2019

Item: 167 **CP - Planning Proposal to Amend Hawkesbury Local Environmental Plan 2012 - Lot 3 DP 747089, 74 Longleat Lane, Kurmond - (95498, 124414)**

Previous Item: 169, Ordinary, (9 August 2016)

Directorate: City Planning

Ms Roslyn Goody and Mr Andrew Edwards addressed Council speaking for the recommendation.

MOTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

Refer to RESOLUTION

209 RESOLUTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

That Council:

1. Proceed with the making of a plan to amend the *Hawkesbury Local Environmental Plan 2012* in order to permit the subdivision of Lot 3 DP 747089, 74 Longleat Lane, Kurmond into not more than two large rural residential lots with a minimum lot size of not less than 4,000m² and 2 ha as detailed in this report.
2. Request that the Parliamentary Counsel's Office prepare a draft Local Environmental Plan to give effect to the planning proposal in accordance with Section 59(1) of the *Environmental Planning and Assessment Act, 1979*.
3. Adopt and make the draft local environmental plan, under the authorisation for Council to exercise delegation issued by the Gateway determination, upon receipt of an opinion from Parliamentary Counsel's Office that the plan can be legally made.
4. Following the making of the Plan, advise the Department of Planning and Environment that the Plan has been made and request to notify the Plan on the NSW Legislation website.

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Reynolds, Richards, Tree, Wheeler and Zamprogno.

Against the Motion: Councillor Ross.

Absent: Councillors Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 10 September 2019

Item: 168 **CP - Planning Proposal to Amend Hawkesbury Local Environmental Plan 2012 - Lot 2 DP 117711, 377 Bells Line of Road, Kurmond - (95498, 124414)**

Previous Item: 205, Ordinary (28 October 2014)
 041, Ordinary (27 February 2018)

Directorate: City Planning

Mr James Henry and Mr Andrew Edwards addressed Council speaking for the recommendation.

MOTION:

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Conolly.

Refer to RESOLUTION

210 RESOLUTION:

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Conolly.

That Council:

1. Proceed with the making of a plan to amend the *Hawkesbury Local Environmental Plan 2012* in order to permit the subdivision of Lot 2 DP 1177011, 377 Bells Line of Road, Kurmond into not more than six large rural residential lots with a minimum lot size of not less than 4,000m² and one community title lot with a minimum lot size of not less than 2ha as detailed in this report.
2. Request that the Parliamentary Counsel's Office prepare a draft Local Environmental Plan to give effect to the planning proposal in accordance with Section 59(1) of the *Environmental Planning and Assessment Act, 1979*.
3. Adopt and make the draft local environmental plan, under the authorisation for Council to exercise delegation issued by the Gateway determination, upon receipt of an opinion from Parliamentary Counsel's Office that the plan can be legally made.
4. Following the making of the Plan, advise the Department of Planning and Environment that the Plan has been made and request to notify the Plan on the NSW Legislation website.
5. Publically exhibit the Draft Voluntary Planning Agreement attached to this report for a minimum of 28 days and the Draft Voluntary Planning Agreement be reported back to Council following public exhibition prior to finalisation.
6. Any future development application over the subject site consider the potential for a pedestrian/cycle connection through the subject site linking Bells Line of Road with Bells Lane.

ORDINARY MEETING

Minutes: 10 September 2019

In accordance with Section 375A of the Local Government Act 1993 a division is required to be called whenever a planning decision is put at a council or committee meeting. Accordingly, the Chairperson called for a division in respect of the motion, the results of which were as follows:

For the Motion:	Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Reynolds, Richards, Tree and Zamprogno.
Against the Motion:	Councillors Ross and Wheeler.
Absent:	Councillors Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 10 September 2019

CITY PLANNING

Item: 169 **CP - Submission to Draft Regulatory Framework for Short Term Rental Accommodation - (95498,)**

Directorate: City Planning

MOTION:

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Zamprogno.

Refer to RESOLUTION

211 RESOLUTION:

RESOLVED on the motion of Councillor Conolly, seconded by Councillor Zamprogno.

That Council endorse the forwarding of a submission, addressing the matters discussed in this report, to the Department of Planning, Industry and Environment for consideration in respect to the proposed regulatory framework for short-term rental accommodation.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: NIL.

Absent: Councillors Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 10 September 2019

SUPPORT SERVICES

Item: 170 **SS - Administration of the September 2020 Hawkesbury City Council Local Government Elections - (79351)**

Previous Item: 214, Ordinary (29 October 2013)
 025, Ordinary (26 February 2013)

Division: Support Services

MOTION:

RESOLVED on the motion of Councillor Lyons-Buckett, seconded by Councillor Tree.

212 RESOLUTION:

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

That Council defer the matter pending further quotations regarding the 2020 Local Government Election until the next Ordinary Meeting of Council, Tuesday, 24 September 2019.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: NIL.

Absent: Councillors Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 10 September 2019

Item: 171 **SS - Amendment to Code of Meeting Practice - (95496, 96333, 79351)**

Previous Item: 92, Ordinary (28 May 2019)
 41, Ordinary (12 March 2019)
 55, Ordinary (27 February 2019)
 194, Ordinary (31 October 2019)

Directorate: Support Services

MOTION:

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Conolly.

Refer to RESOLUTION

213 RESOLUTION:

RESOLVED on the motion of Councillor Kotlash, seconded by Councillor Conolly.

That:

1. Clause 3.1 of The Code of Meeting Practice be amended to facilitate Council making adjustments to the placement and frequency of Council meetings over the course of the year.
2. Clause 11.5 of The Code of Meeting Practice be amended to allow all Councillors who are present in the Chamber to raise their arm in favour of the motion or amendment being voted on.
3. The amendments be placed on public exhibition for a period of 28 days, with submissions being accepted from interested parties for 42 days.
4. Staff initiate a process of working with relevant stakeholders to migrate the current committee structure over time, to a configuration that is more closely aligned to the Community Strategic Plan objectives.

For the Motion: Councillors Calvert, Conolly, Kotlash, Reynolds, Richards, Tree and Zamprogno.

Against the Motion: Councillor Lyons-Buckett, Ross and Wheeler.

Absent: Councillors Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 10 September 2019

SECTION 5 – Notices of Motion

Item: 172 NM1 - Global Climate Strike - (138882)

Mr Bill Sneddon and Ms Chloe Tyrrell addressed Council speaking for the recommendation.

MOTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

Refer to RESOLUTION

214 RESOLUTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

That Council:

1. Notes that on Friday 20 September 2019 there will be a Global Climate Strike called by student climate strikers who are calling on all concerned citizens to join massive climate strikes and a week of actions. Strikes will take place in the Sydney CBD and at the Springwood Hub. The students, including local students from Macquarie Electorate Student Climate Action (MESCA), have three key demands:
 - a) No new coal, oil and gas projects
 - b) 100% renewable energy by 2030
 - c) A just transition and job creation for all fossil-fuel workers and communities.
2. Endorses the Global Climate Strike, consistent with its Climate Emergency Declaration.
3. Encourages all Councillors to attend the Global Climate Strike.

For the Motion: Councillors Calvert, Lyons-Buckett, Kotlash, Reynolds, Ross, Tree and Wheeler.

Against the Motion: Councillors Conolly, Richards and Zamprogno.

Absent: Councillors Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 10 September 2019

Item: 173 **NM2 - Passing of Heritage Advisory Committee Member Professor Ian Jack - (79351)**

Mr Michael Edwards addressed Council speaking for the recommendation.

MOTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

Refer to RESOLUTION

215 RESOLUTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Councillor Lyons-Buckett.

That Council:

1. Places on record the extraordinary contribution Professor Ian Jack made to researching, recording and preservation of the heritage of the Hawkesbury and Australia, and extends its deepest sympathies to his wife, Jan Barkley-Jack, and his family.
2. Following adoption of this recommendation, observes a minutes silence in recognition of the passing of Professor Jack.

For the Motion: Councillors Calvert, Lyons-Buckett, Conolly, Kotlash, Reynolds, Richards, Ross, Tree, Wheeler and Zamprogno.

Against the Motion: NIL.

Absent: Councillors Garrow and Rasmussen.

ORDINARY MEETING

Minutes: 10 September 2019

QUESTIONS WITH NOTICE

Item: 174 Councillor Questions with Notice

Response to Councillor Questions with Notice listed in the Business Paper of 10 September 2019 were provided and discussed.

The meeting terminated at 10:50pm.

Submitted to and confirmed at the Ordinary meeting held on 24 September 2019.

.....
Mayor

ordinary

section 2

mayoral minutes

ORDINARY MEETING
SECTION 2 – Mayoral Minute
Meeting Date: 24 September 2019

SECTION 2 – Mayoral Minutes

No Mayoral Minutes.

ordinary

section

3

reports
for determination

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 24 September 2019

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

SECTION 3 – Reports for Determination

GENERAL MANAGER

Item: 175 **GM - Various Committees and Working Groups - Annual Reports - (79351, 95496)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to present to Council the annual reports of Council's various Committees and Working Groups.

EXECUTIVE SUMMARY:

Council has established various Committees under the provisions of Section 377 of the Local Government Act 1993. Incorporated in the constitution of each of Council's Committees is a requirement for each Committee to submit an annual report.

Each of Council's Committees has now submitted annual reports for the period, being from September 2018 to September 2019. In addition, Council's Working Groups have also submitted annual reports for the period. Each of the Committees' and Working Groups' annual reports are attached as Attachments 1 to 14 to this report. Also, comments are provided regarding youth involvement in the Committees and Working Groups.

RECOMMENDATION SUMMARY:

It is recommended that the various Council Committee and Working Group annual reports for the period, September 2018 to September 2019, be received.

REPORT:

Context and Background

Council has established various Committees under the provisions of Section 377 of the Local Government Act 1993. These Committees perform certain functions as identified in their constitutions and include provision for Councillor Representation.

Incorporated in the constitution of each of Council's Committees is a requirement for each Committee to submit an annual report to Council to enable Council to annually review compliance with the adopted constitution.

Also, Council at its meeting on 27 September 2016, resolved that Working Groups created by Council submit annual reports to Council.

The overall format and details contained in the various annual reports has been recently reviewed to provide a more consistent approach in reporting, and to ensure that the functions of the various Committees and Working Groups link back to the directions outlined in Council's Community Strategic Plan. The webpage has been enhanced to improve community access to information about the Committees. Further improvements to the webpage are planned for 2019.

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Each of Council's Committees and Working Groups have now submitted annual reports for the first year of the 2019 to 2020 Mayoral Term, and are attached as Attachment 1 to Attachment 15 to this report.

Council is also committed to youth participation in Council's activities and within the Committees, below is a summary:

Youth Participation

Council's Youth Participation Strategies in 2018 were informed by the Hawkesbury Youth Summit 2017 Outcomes: *Get involved, be heard, and make a difference Report*.

To give effect to this report the primary youth engagement and participation activities facilitated by Council's Youth Participation Officer are as below:

- assisting schools to connect young people to services through convening the Schools Partnership Group;
- resourcing training focused on e safety for schools, mental health and social workers and service providers working directly with young people;
- convening Hawkesbury Youth Interagency;
- coordinating the involvement of young people in initiatives of the Enhancing the Arts Working Group;
- supporting the participation of young people in Council initiatives (waste education, bushcare and employment skills workshops);
- developing and implementing a comprehensive program of youth week events driven by young people, which in 2019 included a range of live performances by young people and a focus on wellbeing initiatives,
- facilitating a youth focused Mental Health Month event 'Share the Journey', in consultation with young people which included live performances and activities in collaboration with local community service providers.
- initiating the process for the planning and design of youth consultation to inform development of a Youth Action Plan;
- roll-out of Hawkesbury-specific Mission Australia Youth Survey which will result in Hawkesbury specific information that is able to be measured against national data collected by Mission Australia and will be used on ongoing basis to measure the impact of local youth programs.

Human Services Advisory Committee - The Committee continues to support the recommendations of Youth Summits that require youth consultation to be specific to young people and that Council representatives support youth specific forums and consultations.

Hawkesbury Civic and Citizenship Committee – The 2019 Hawkesbury Australia Day Awards recognise young people with the inclusion of the Young Citizen of the Year Award. The committee also receives nominations under the Hawkesbury Environmental Award for young people in the Hawkesbury. In 2020 the inclusion of Junior Sportsperson of the Year and Sports Team of the Year have been included in the Australia Day Awards as an addition and to replace the Hawkesbury Sports Awards Recognition.

Hawkesbury Access and Inclusion Advisory Committee - The Committee's membership includes community representatives who care or work with for young people living with a disability.

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Hawkesbury Sustainability Advisory Committee - The Committee has recognised that young people are likely to have a key interest in sustainability issues and has continued to explore opportunities for facilitating the involvement of young people in the activities of the Committee in conjunction with Western Sydney University. The membership of the Committee has been increased to permit a student representative from Western Sydney University to join the Committee, and an appointment has already been made.

Enhancing the Arts Working Group - The Youth Participation Officer is one of three Councillor Officers in attendance at the Enhancing the Arts in the Hawkesbury Working Group's meetings to provide advice on how young people can be engaged in arts activities and a point of liaison between young people and youth groups, and the Working Group. The Gallery has engaged young musicians to perform at exhibition openings as a result of the a project of the Working Group, the Live & Local Music Hawkesbury project.

The operating briefs and terms of reference for Council's other committees - Floodplain Risk Management Advisory Committee; Waste Management Advisory Committee; Heritage Advisory Committee and Audit Committee – do not easily lend themselves to youth participation and involvement. However the Youth Participation Officer is available to facilitate communication with young people on relevant issues where the views of young people are required as part of the work of Council committees.

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 Leadership

1.1 Local Leadership and effective governance - Provide representative, responsive and accountable governance.

1.1.1 Council's elected leaders will actively connect and collaborate with the community.

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 has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

Conclusion

The annual reports of Council's various Committees and Working Groups are submitted for the consideration of Council.

RECOMMENDATION:

That the contents of the report and the annual reports of the various Council Committees and Working Groups for the period September 2018 to September 2019 as attached to the report, be received.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

ATTACHMENTS:

- AT - 1** Annual Report – Human Services Advisory Committee
- AT - 2** Annual Report – Hawkesbury Civic and Citizenship Committee
- AT - 3** Annual Report – Waste Management Advisory Committee
- AT - 4** Annual Report – Hawkesbury Environmental Sustainability Advisory Committee
- AT - 5** Annual Report – Heritage Advisory Committee
- AT - 6** Annual Report – Floodplain Risk Management Advisory Committee
- AT - 7** Annual Report – Audit Committee
- AT - 8** Annual Report – Hawkesbury Access and Inclusion Advisory Committee
- AT - 9** Annual Report – Hawkesbury Tourism Advisory Committee
- AT - 10** Annual Report – Infrastructure Committee
- AT - 11** Annual Report – Town Centres Master Plan Project Group
- AT - 12** Annual Report – Enhancing the Arts in the Hawkesbury Working Group
- AT - 13** Annual Report – Hawkesbury Companion Animal Shelter Working Group
- AT - 14** Annual Report – Reconciliation Action Plan (RAP) Working Group

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SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

AT - 1 - Annual Report – Human Services Advisory Committee

Name of Committee

Human Services Advisory Committee

Term

Term of Council – 4 years

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Community

- 2.1 Community safety is improved - Enable a shared responsibility for community safety and disaster management
 - 2.1.1 Meet the needs of our community through effective flood, fire and other natural disaster management plans that promote the protection of life, property and infrastructure.
 - 2.1.2 Make the Hawkesbury a friendly place where people feel safe.
- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future
 - 2.3.1 Encourage and facilitate community partnerships.
 - 2.3.2 Support and expand active volunteering.
 - 2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.
 - 2.3.4 Develop opportunities for active involvement of residents in the management of parks and public spaces in the Hawkesbury.
- 2.4 Community wellbeing and local services - Build on a sense of community and wellbeing
 - 2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.
 - 2.4.2 Provide flexible services that can adapt to changing community needs and service demands.
- 2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage
 - 2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are held no less than four times per year.	Three meetings held during the year on: 22 November 2018 7 February 2019 2 May 2019 (meeting cancelled) 25 July 2019

Meetings are held on a Thursday at 9:30am.

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Barry Calvert Chairperson (Three meetings attended)	Mr Peter Webb Deputy Chairperson (Three meetings attended)
Councillor Emma-Jane Garrow (Two meetings attended)	Mr Simon Griffin (Two meetings attended)
Councillor Sarah Richards (Nil meetings attended)	Ms Kerry Dolaghan Wentworth Community Housing (Three meetings attended)
Councillor John Ross (Two meetings attended)	Mr Ben Jackson (Three meetings attended)
	Ms Vickie Shackley (Three meetings attended)
	Ms Birgit Walter (One meeting attended)
	Ms Karen Kobier (resigned)
	Ms Stephanie Oatley (Nil meetings attended)
	Mr Strephon Billingham or representative Hawkesbury District Health (Two meetings attended)

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019**Committee Business**

Objectives in Constitution	Current Status
a) To provide advice and assist Council in the development and drafting of a Human Services Planning Strategy. The proposed Strategy is to be consistent with the directions, strategies, and goals within the Hawkesbury Community Strategic Plan.	Discussions within Committee focused on: Implementation of Affordable Housing Working Group Recommendations Community Wellbeing Action Framework Homelessness Updates Homeless Hub 'Get Ready – West of the River' Disaster Preparedness and Resilience Project - Streetconnect pilot project Office of Emergency Management Community Resilience Projects Platform Youth Services
Objectives in Constitution	Current Status
b) To provide advice to Council on consultative strategies for inviting submissions and comments in relation to the Human Services Planning Strategy.	The Committee provided further input into the Hawkesbury human service priorities for the Greater Sydney Commission's (GSC) Draft Western City District Plan in order to inform Council's advocacy with relevant state agencies.
c) To review the directions, strategies, and goals within the Hawkesbury Community Strategic Plan to undertake a gap analysis of human service needs of residents of the Hawkesbury.	The Committee continued to receive updates regarding the priority projects relating to Initiatives to End Homelessness through proposed affordable rental housing partnerships and a specific community housing proposal was presented for the Committee's consideration. Implementation of Affordable Housing Working Group Recommendations
d) To assist in the identification of community indicators to measure progress in the improvement of well-being of residents of the Hawkesbury which reflects the human service priorities identified within the Hawkesbury Community Strategic Plan.	The Hawkesbury Community Indicators that the Committee assisted in developing are being used to measure progress in achieving the outcomes of the Hawkesbury Community Strategic Plan.

ORDINARY MEETING

SECTION 3 – Reports for Determination

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<p>e) To assist council staff to co-ordinate an integrated human service planning framework to facilitate the development of a plan of action for the provision of priority human services to residents of the Hawkesbury.</p>	<p>Elements of an integrated human services planning framework were undertaken through:</p> <ul style="list-style-type: none">- Investigating gaps in health services in the Hawkesbury LGA by inviting representatives from health services to assist the committee in developing partnership approaches to improving health and wellbeing outcomes for Hawkesbury residents. <p>The Committee also received regular updates on priority areas such as: affordable housing; homelessness; and the health and well-being of Hawkesbury residents. The Committee identified two priority areas during the reporting period, including: affordable housing, and health services to the Hawkesbury area.</p>
<p>f) To provide a mechanism through which Council can be informed of human service issues where Council may be in a position to seek a resolution or advice regarding these issues through representation, lobbying and/or advocating to government agencies and/or elected representatives.</p>	<p>The Committee has informed Council about human services issues and sought representation and/or lobbying with regard to:</p> <ul style="list-style-type: none">- affordable housing- homelessness- disability inclusion- health and wellbeing- hospital services <p>Implementation of Affordable Housing Working Group Recommendations</p> <p>The Community Wellbeing Working Group continued to meet to develop the framework.</p>

Other Compliance to Constitution Issues

Election of Chairperson and Deputy Chairperson were held at the 22 November 2018 meeting of the Human Services Advisory Committee.

Other Matters for Consideration During Reporting Period

No other matters to report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

AT - 2 - Annual Report – Hawkesbury Civic and Citizenship Committee

Name of Committee

Hawkesbury Civic and Citizenship Advisory Committee

Term

Term of Council – 4 years

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Community

2.2 Participate in recreational and lifestyle activities is increased

2.2.1 Healthy, active aging programs are promoted in partnership with government agencies and community organisations

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

Our Community

2.5 Cultural Development and Heritage

2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life

Our Future

5.4 Cultural Development and heritage

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

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
No less than once per year. Special meetings may be convened at the discretion of the Chairperson, or, in his/her absence, the Deputy Chairperson.	Two meetings held during the year on: 27 November 2018 9 April 2019

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Patrick Conolly (One meeting attended)	David Bertenshaw, Hawkesbury Sports Council Representative (Two meetings attended)
Councillor Sarah Richards (Two meetings attended)	Barry Adams, Community Representative (Two meetings attended)

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Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Nathan Zamprogo (Two meetings attended)	Elizabeth Hitches, Community Representative (One meeting attended)
	Melissa Barry, Community Representative (Two meetings attended)
	Ian Jack, Historical Society Representative, Australia Day Cultural Heritage Award only (One meeting attended)

Committee Business

Objectives in Constitution	Annual Status Report
a) To facilitate the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Hawkesbury Sports Awards.	A meeting was held on 27 November 2018 to select the recipients of the Australia Day Awards and a meeting was held on the 9 April 2019 where it was resolved that three categories from the Sports Awards be incorporated into the Australia Day Awards.
b) To review the criteria for each of the award systems and make recommendations on changes as to future systems.	At the meeting on 27 November 2018 it was recommended that a Committee Workshop be convened to discuss improving community participation in the Australia Day Awards. At the meeting 9 April 2019 the Hawkesbury Sports Awards criteria was discussed and it was recommended that two changes be made including the 'Level of Representation in other Sports' be removed and 'Not a member of Hawkesbury Sporting Club/ Association' scoring be amended.
c) Actively encourage nominations from the community for the awards programs to further enhance the quality and quantity of submissions Council receives.	Nominations for the Awards were encouraged through Hawkesbury Events Facebook posts Council Facebook posts, Mayor and Councillors Facebook posts, information available on Council website, regular advertisements in the local newspapers. At a Committee Workshop on 9 April 2019 ideas were proposed to further increase community participation in nominations and at the event. Some ideas included raising the profile of the awards by sending information to updated databases of volunteers and community groups, reminding the community in mayor speeches, locating pull up banners with key messaging in prominent locations, involving the Citizen of the Year in appropriate Council events. These ideas have been and will continue to be implemented prior to the 2020 Australia Day Awards.
d) To assist when requested, with recommendations for special civic or community celebrations.	The Australia Day Awards Ceremony and the Citizenship Ceremony was held on the eve of Australia Day, Friday 25 January 2019. As part of the celebration of Australia Day, Australia Day on the Hawkesbury was held at Governor Phillip Park, Windsor. Preparations are underway for the Citizenship Ceremony to be held for the first time on Australian Citizenship Day on 17 September 2019.
e) To provide advice and guidance on the administration of any Federal or State funding received for events and special celebrations.	Not applicable

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Other Compliance to Constitution Issues

Not applicable.

Other Matters for Consideration during Reporting Period

- For the second year the Australia Day on the Hawkesbury was held between 4-9pm at Governor Phillip Park, Windsor to celebrate Australia Day. More than 5,000 people attended the evening event which included live entertainment, RAAF flyover, attendance of emergency services including RAAF, RFS, SES, rides, craft, food trucks and fireworks on the banks of the Hawkesbury River. Sponsorship was provided for the event by Windsor RSL, Hawkesbury Raceclub, Richmond Club and in-kind sponsorship from Prismatic Productions and Kennards Hire.
- The Australia Day Awards and Citizenship Ceremony was held on the evening prior to Australia Day at the Hawkesbury Regional Gallery. Both events were the subject of a workshop attended by the Civic and Citizenship Committee and Councillors where ideas to increase nominations for the Awards and participation in the events were explored.
- The Civic and Citizenship Committee recommended that the 2019 Sports Awards be incorporated into the 2020 Australia Day Awards and that nominations be held over until 2020. It was also recommended that the Sports Awards categories be reduced to three categories, those being Sports Person of the Year, Junior Sports Person of the Year and All Ability Sportsperson of the Year.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

AT - 3 - Annual Report – Waste Management Advisory Committee

Name of Committee

Waste Management Advisory Committee

Term

Term of Council – 4 years

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Environment

- 3.2 To live sustainably and reduce our ecological footprint - Identify and make best use of our local resources and awareness of contribution to the environment
 - 3.2.1 Our community is informed and acts to reduce our ecological footprint.
 - 3.2.2 Alternative forms of energy are embraced throughout the Hawkesbury.
 - 3.2.3 Become a carbon neutral Local Government Area
- 3.3 We reduce, reuse and recycle - Identify ways for our community to reduce, reuse and recycle waste
 - 3.3.1 Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation.
 - 3.3.2 Undertake community education on best practice environmental sustainability and climate change issues.
- 3.4 The sustainability of our environment is improved - Encourage and enable our community to make sustainable choices
 - 3.4.1 Work with businesses and tourism operators to promote good practice and sustainability principles.
 - 3.4.2 Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are held at no less than two times per year.	Two Meetings held during the year on: 3 October 2018 27 February 2019

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Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Mary Lyons-Buckett Chairperson (Two meetings attended)	Mr Bill Sneddon (Two meetings attended)
Councillor Danielle Wheeler - Deputy Chairperson (Two meetings attended)	Mr Eric Brocken (Two meetings attended)
Councillor Paul Rasmussen (One meeting attended)	Prof Basant Maheshwari WSU (Nil meetings attended)
Councillor John Ross (One meeting attended)	Ms Sally-Anne Eather Western Sydney University (WSU) Student Representative (One meeting attended)

Committee Business

Objectives in Constitution	Current Status
a) To advise Council about information, research and analysis required to provide future options for waste management for our city.	Discussions within Committee focused on: Reports on NSW Environment Protection Authority Funding. Updates on Community Recycling Centre. EPA Better Waste Funding and allocation of funding to projects for 2018/2019. Bin Inspection Program and Waste Audits. Waste 2 Art Competition. Compost Revolution. Plastic Bag Free Hawkesbury. Container Deposit Scheme. Public Place Recycling – Hawkesbury Show. Domestic Waste Kerbside Audit War on Waste

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019

b) To recommend to Council preferred options for our future waste management strategies, systems and technologies.	Council's Waste Strategy is currently being drafted based on the Regional Waste Strategy. The aim for Council's Waste Strategy is to specify the most appropriate option for the Hawkesbury Local Government Area, and its regional partners where possible. The draft Waste Strategy when completed will be submitted to the Committee for discussion/feedback prior to being forwarded to Council for adoption.
c) To liaise with local communities on waste management issues, to ensure that the community's views are included in the decision making process of Council.	Through Community Members and nominated Councillors, the community are represented on the Committee, and their views are sought as part of the discussion and advice provided by the Committee to Council. Additionally, as reported to the Committee, Council's waste education programs provide the opportunity for direct feedback with identified issues/solutions included in the consideration associated with the preparation of Council's Waste Strategy.
d) To liaise with neighbouring councils and government agencies, to ensure the best outcomes of any considered strategies, systems and technologies.	<p>Discussion with neighbouring Councils and government authorities has been ongoing as part of a regional approach to waste management. The impacts of the NSW Container Deposit Legislation and the Chinese Green Sword (ban on accepting recyclables from Australian Materials Recovery Facilities MRFs) effects on Council recycling programs have been the main topics for discussion and liaison between WSROC Council members during the reporting period.</p> <p>"Save our Recycling" Local Government NSW.</p>
e) To advise Council about public awareness strategies and to act on Council's behalf to implement these strategies as required.	<p>Opportunities have been provided for direct feedback and input into the various programs undertaken by Council's Waste Education Officer who undertakes a range of awareness programs, marketing and education activities in line with State Government funding and Council's direction. The status of these programs is reported to the Committee on an ongoing basis for information and to seek input in terms of potential improvements. The Hawkesbury Community Strategic Plan has a particular emphasis on sustainability and increasing the opportunities to reduce, reuse and recycle. Whilst there is a degree of cross over with the focus of the Environmental Sustainability Advisory Committee, the Waste Management Advisory Committee has provided and continues to provide specific direction in terms of public awareness of waste management. The outcomes of the Waste Audit process will provide the opportunity for the Committee to consider more targeted education and awareness programs.</p> <p>Further Investigation into Reuse and Repair Facility.</p>

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Other Compliance to Constitution Issues

The Constitution for the Waste Management Advisory Committee was amended to provide for an additional appointment to the Committee from the Hawkesbury Environment Network.

Additionally, a student representative from the Western Sydney University was also invited to join the Committee.

Other Matters for Consideration During Reporting Period

No other matters to report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

AT - 4 - Annual Report – Hawkesbury Environmental Sustainability Advisory Committee

Name of Committee

Hawkesbury Environmental Sustainability Advisory Committee

Term

Term of Council – 4 years

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Environment

- 3.1 The natural environment is protected and enhanced - Value, protect and enhance our unique natural environment
 - 3.1.1 Encourage effective management and protection of our rivers, waterways, riparian land, surface and ground waters, and natural eco-systems through local action and regional partnerships.
 - 3.1.2 Act to protect and improve the natural environment including working with key agency partners.
 - 3.1.3 Minimise our community's impacts on habitat and biodiversity and protect areas of conservation value.
 - 3.1.4 Use a range of compliance measures to protect the natural environment.
- 3.2 To live sustainably and reduce our ecological footprint - Identify and make best use of our local resources and awareness of contribution to the environment
 - 3.2.1 Our community is informed and acts to reduce our ecological footprint.
 - 3.2.2 Alternative forms of energy are embraced throughout the Hawkesbury.
 - 3.2.3 Become a carbon neutral Local Government Area
- 3.3 We reduce, reuse and recycle - Identify ways for our community to reduce, reuse and recycle waste
 - 3.3.1 Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation.
 - 3.3.2 Undertake community education on best practice environmental sustainability and climate change issues.
- 3.4 The sustainability of our environment is improved - Encourage and enable our community to make sustainable choices
 - 3.4.1 Work with businesses and tourism operators to promote good practice and sustainability principles.
 - 3.4.2 Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources.

ORDINARY MEETING
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Meeting Date: 24 September 2019

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are held at no less than two times per year	<p>Four meetings, and one workshop held during the year on:</p> <p>10 December 2018 4 February 2019 13 May 2019 16 September 2019 (meeting yet to occur)</p> <p>Note: also met through the Office of Environment and Heritages Sustainability Advantage Diagnostic session.</p>

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Amanda Kotlash Deputy Chairperson (Three meetings attended)	Ms Olivia Leal-Walker Chairperson (Three meetings attended)
Councillor Danielle Wheeler (Three meetings attended)	Mr David Gregory (Two meetings attended)
Councillor John Ross (Three meetings attended)	Ms Jennifer Moses (Three meetings attended)
	Dr Jane De Gabriel (Two meetings attended)
	Mr Eric Brocken (Three meetings attended)
	Ms Danielle Wolf (One meeting attended)

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Committee Business

Objectives in Constitution	Current Status
<p>To support, advise and assist Council and the Hawkesbury community in the achievement of the key environmental goals contained in the Hawkesbury Community Strategic Plan 2017-2036.</p>	<p>Discussion within Committee focused on:</p> <ul style="list-style-type: none"> Sustainability Advantage Program Resilient Sydney Program Draft Sustainability Strategy Energy strategy Funding opportunities available for Council and targeting of resources in terms of those funding opportunities Education programs Protection and remediation of wetlands dam dewatering Citizen Science Project Whole of Hawkesbury River System Coastal Management Program Scoping Study Responsible Cafes – joint partnership between Council and Hawkesbury Environmental Network Investigating alternative energy options New land management and biodiversity conservation reforms Urban food production Urban Tree Strategy – increasing canopy cover War On Waste/Sustainability Workshops.

ORDINARY MEETING

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<p><i>The natural environment is protected and enhanced</i></p> <ul style="list-style-type: none"> • Encourage effective management and protection of our rivers, waterways, riparian land, surface and ground waters, and natural eco-systems through local action and regional partnerships. • Act to protect and improve the natural environment including working with key agency partners. • Minimise our community's impacts on habitat and biodiversity and protect areas of conservation value. • Use a range of compliance measures to protect the natural environment. 	<p>Sustainability Advantage Program</p> <p>Resilient Sydney Program</p> <p>Draft Sustainability Strategy</p> <p>Funding opportunities available for Council and targeting of resources in terms of those funding opportunities</p> <p>Education programs</p> <p>Protection and remediation of wetlands dam dewatering</p> <p>Whole of Hawkesbury River System Coastal Management Program Scoping Study</p> <p>New land management and biodiversity conservation reforms</p> <p>Urban food production</p> <p>Urban Tree Strategy – increasing canopy cover</p>
<p><i>To live sustainably and reduce our ecological footprint</i></p> <ul style="list-style-type: none"> • Help our community to be informed and act to reduce our ecological footprint. • Ensure that alternative forms of energy are embraced throughout the Hawkesbury. • Become a carbon neutral Local Government Area. 	<p>Increasing Resilience to Climate Change - LGNSW and OEH Grants</p> <p>Light Years Ahead Project - Western Sydney Regional Organisation of Councils</p> <p>Hawkesbury Show – Solar and Energy Efficiency Promotion</p> <p>Sustainability Advantage Program</p> <p>Resilient Sydney Program</p> <p>Draft Sustainability Strategy</p> <p>Energy strategy</p> <p>Funding opportunities available for Council and targeting of resources in terms of those funding opportunities</p> <p>Education programs</p> <p>Citizen Science Project</p> <p>Responsible Cafes – joint partnership between Council and Hawkesbury Environmental Network</p> <p>Investigating alternative energy options</p> <p>Urban food production</p> <p>Urban Tree Strategy – increasing canopy cover</p> <p>War On Waste/Sustainability Workshops.</p>

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019

<p><i>We reduce, reuse and recycle</i></p> <ul style="list-style-type: none"> • Develop and maintain active partnerships that will result in the innovative management of our community's waste, with an emphasis on resource recovery and waste minimisation in conjunction with the Waste Management Advisory Committee. • Undertake community education on best practice environmental sustainability and climate change issues 	<p>Light Years Ahead Project - Western Sydney Regional Organisation of Councils</p> <p>Hawkesbury Show – Solar and Energy Efficiency Promotion</p> <p>Sustainability Advantage Program</p> <p>Resilient Sydney Program</p> <p>Draft Sustainability Strategy</p> <p>War On Waste/Sustainability Workshops</p> <p>Responsible Cafes – joint partnership between Council and Hawkesbury Environmental Network</p> <p>Education programs</p>
<p><i>Community partnerships continue to evolve</i></p> <ul style="list-style-type: none"> • Encourage and facilitate community partnerships. • Support and expand active volunteering. • Advocate and facilitate construction and productive partnerships with residents, community groups and institutions. 	<p>Light Years Ahead Project - Western Sydney Regional Organisation of Councils</p> <p>Hawkesbury Show – Solar and Energy Efficiency Promotion</p>
<p><i>The sustainability of our environment is improved</i></p> <ul style="list-style-type: none"> • Work with businesses and tourism operators to promote good practice and sustainability principles. • Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources. 	<p>Urban Tree Strategy – increasing canopy cover</p> <p>Resilient Sydney Program</p> <p>Light Years Ahead Project - Western Sydney Regional Organisation of Councils</p> <p>Hawkesbury Show – Solar and Energy Efficiency Promotion</p>

Other Compliance to Constitution Issues

Based on a Committee recommendation, Council approved the addition of a new member to the Environmental Sustainability Advisory Committee, Ms Danielle Wolf – Student Representative from Western Sydney University.

Other Matters for Consideration During Reporting Period

No other matters to report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

AT - 5 - Annual Report – Heritage Advisory Committee

Name of Committee

Heritage Advisory Committee

Term

Term of Council – 4 years

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Community

- 2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage.
 - 2.5.3 Recognise, conserve and promote the area's history and heritage for current and future generations.

Our Future

- 5.2 Management of Aboriginal and Non Aboriginal and the Built Environment - Value, protect and enhance our built environment as well as our relationship to Aboriginal and Non Aboriginal history.
 - 5.2.1 Our planning and actions will ensure that Aboriginal and Non Aboriginal heritage are integral to our City.
 - 5.2.2 Encourage and implement progressive urban design, sensitive to environment and heritage issues.
 - 5.2.3 Sympathetic adaptive and creative uses for heritage sites and buildings across the City will be encouraged and promoted.
 - 5.2.4 As a community, we will identify ways to become better connected with our Aboriginal people, their history and culture.
- 5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community.
 - 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
 - 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.
 - 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.
 - 5.6.2 Masterplanning processes will be prepared in consultation with the community, key stakeholders and partners to establish the specific strategies for town and village centres.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are held at no less than two times per year.	Five meetings held during the year on: 1 November 2018 7 March 2019 23 May 2019 13 June 2019 1 August 2019

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Danielle Wheeler Chairperson (Five meetings attended)	Mr Graham Edds Deputy Chairperson (Five meetings attended)
Councillor Peter Reynolds (Four meetings attended)	Ms Abigail Ball (Five meetings attended)
Councillor Nathan Zamprogno (Three meetings attended)	Mr Michael Edwards (Five meetings attended)
	Professor Ian Jack (Four meetings attended)
	Ms Helen Mackay (Five meetings attended)
	Ms Judy Newland (Three meetings attended)
	Ms Michelle Nichols (Five meetings attended)
	Mr Steve Rawling AM (Five meetings attended)
	Ms Venecia Wilson (Four meetings attended)
	Ms Janice Hart (Four meetings attended)
	Ms Deborah Hallam (Three meetings attended)

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

Committee Business

Objectives in Constitution	Current Status
<p>a) To promote the recognition of the heritage of the Hawkesbury through advice to Council about heritage assistance, grant applications review and recommendations.</p>	<p>Discussions within Committee focused on:</p> <p>Thompson Square Conservation Management Plan</p> <p>Incorporation of Design Excellence Principles into Council LEPs</p> <p>Draft 3 Year Heritage Strategy for 2019-2021</p> <p>Local Heritage Assistance Fund</p> <p>Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects:</p> <ul style="list-style-type: none"> • Heritage Study • Works to individual properties • Cemeteries management <p>Windsor Bridge Replacement Project –</p> <p>Thompson Square Artefacts</p> <p>Heritage Brick Barrel Drains in Richmond</p> <p>Singletons Reserve, Kurrajong</p> <p>Case for Listing Macquarie Towns</p> <p>Heritage Signage Strategy (Heritage of Western Sydney Group)</p> <p>Town Centres Masterplan Projects</p> <p>Heritage Awards</p> <p>Daphne Kingston Collection</p> <p>Tourism Briefing from Destination NSW</p> <p>Additional Office of Environment and Heritage funding – Aboriginal Heritage Study</p> <p>Australiana Pioneer Village, Wilberforce</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 24 September 2019

<p>b) To advise and make recommendations to Council in relation to the nomination and deletion of Heritage Listed items from the Local Environmental Plan (LEP) and to identify items of State significance, which should be included in the NSW Heritage Office State Heritage Register or of National significance.</p>	<p>Thompson Square Conservation Management Plan</p> <p>Incorporation of Design Excellence Principles into Council LEPs</p> <p>Draft 3 Year Heritage Strategy for 2019-2021</p> <p>Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects</p> <ul style="list-style-type: none"> • Heritage Study (Working Group have met on 4 occasions) • Cemeteries management <p>Windsor Bridge Replacement Project –</p> <p>Thompson Square Artefacts</p> <p>Potential Macquarie Towns Layout listing</p> <p>Heritage Brick Barrel Drains in Richmond</p>
<p>c) To promote the history and heritage of the Hawkesbury and its links to the tourism economy, and to liaise with local communities and businesses in organising heritage events and to provide advice to Council on heritage programming, exhibitions, education and heritage related tourism events.</p>	<p>Heritage Awards</p> <p>Tourism Briefing from Destination NSW</p> <p>Draft 3 Year Heritage Strategy for 2019-2021</p> <p>Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects</p> <ul style="list-style-type: none"> • Heritage Study • Works to individual properties • Cemeteries management <p>The Hawkesbury – Birthplace of the “Fair Go”</p>
<p>d) To advise Council and work with the community to increase awareness of heritage matters through education such as publications, seminars, public displays and award recommendations.</p>	<p>Heritage Awards</p> <p>Draft 3 Year Heritage Strategy for 2019-2021</p> <p>Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects</p> <ul style="list-style-type: none"> • Heritage Study • Works to individual properties • Cemeteries management

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 24 September 2019

<p>e) To provide Council with advice on the management of heritage within the area. This includes reviewing Council or government policies that affect the Local Government Area heritage, recommending conservation objectives, policies and strategies and providing advice on these matters where appropriate.</p>	<p>Thompson Square Conservation Management Plan</p> <p>Draft 3 Year Heritage Strategy for 2019-2021</p> <p>Incorporation of Design Excellence Principles into Council LEPs</p> <p>Windsor Bridge Replacement Project</p> <p>Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects</p> <ul style="list-style-type: none"> • Heritage Study • Cemeteries management <p>Windsor Bridge Replacement Project – Thompson Square Artefacts</p> <p>Heritage Brick Barrel Drains in Richmond</p> <p>Singletons Reserve, Kurrajong</p>
<p>f) To provide Council with advice on the consistent management and balanced treatment of heritage places forming the cultural heritage of the area by identifying places of cultural significance within the city and to encourage their conservation for today's and future generations.</p>	<p>Thompson Square Conservation Management Plan</p> <p>Draft 3 Year Heritage Strategy for 2019-2021</p> <p>Windsor Bridge Replacement Project</p> <p>Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects</p> <ul style="list-style-type: none"> • Heritage Study • Works to individual properties • Cemeteries management <p>Windsor Bridge Replacement Project – Thompson Square Artefacts</p> <p>Heritage Brick Barrel Drains in Richmond</p>
<p>g) To act as a reference and peer review body as required for heritage surveys, conservation reports, planning studies and other heritage related bodies of work.</p>	<p>Thompson Square Conservation Management Plan</p> <p>Draft 3 Year Heritage Strategy for 2019-2021</p> <p>Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects</p> <ul style="list-style-type: none"> • Heritage Study including working group • Works to individual properties • Cemeteries management <p>Singletons Reserve, Kurrajong</p> <p>Aboriginal Heritage Study</p>

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019

h) To work with the community and heritage item owners in the promotion, education, advocacy, encouragement, understanding, use and enjoyment of the cultural heritage of the Hawkesbury and to provide advice thereon to Council.	Heritage Awards Draft 3 Year Heritage Strategy for 2019-2021 Local Heritage Assistance Fund Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects <ul style="list-style-type: none">• Heritage Study• Works to individual properties• Cemeteries management Recognition of Private Whirlpool VC
i) To advise and assist the Council in the implementation of strategies associated with heritage matters contained within the Hawkesbury Community Strategic Plan.	Draft 3 Year Heritage Strategy for 2019-2021 Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects <ul style="list-style-type: none">• Heritage Study• Works to individual properties• Cemeteries management
j) To showcase Hawkesbury's heritage by making heritage more accessible and attractive to everyone.	Daphne Kingston Collection Draft 3 Year Heritage Strategy for 2019-2021 Heritage Near Me – Strategic Projects Grant Funding – Update on Approved Projects <ul style="list-style-type: none">• Heritage Study• Works to individual properties• Cemeteries management

Other Compliance to Constitution Issues

No other matters to report.

Other Matters for Consideration During Reporting Period

No other matters to report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

AT - 6 - Annual Report – Floodplain Risk Management Advisory Committee

Name of Committee

Floodplain Risk Management Advisory Committee.

Term

Term of Council – 4 years.

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Community

- 2.1 Community safety is improved - Enable a shared responsibility for community safety and disaster management.
 - 2.1.1 Meet the needs of our community through effective flood, fire and other natural disaster management plans that promote the protection of life, property and infrastructure.

Our Environment

- 3.1 The natural environment is protected and enhanced - Value, protect and enhance our unique natural environment.
 - 3.1.1 Encourage effective management and protection of our rivers, waterways, riparian land, surface and ground waters, and natural eco-systems through local action and regional partnerships.
 - 3.1.2 Act to protect and improve the natural environment including working with key agency partners.
 - 3.1.3 Minimise our community's impacts on habitat and biodiversity and protect areas of conservation value.
 - 3.1.4 Use a range of compliance measures to protect the natural environment.

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.
 - 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.
- 5.4 Celebrating our Rivers - Protect, enhance and celebrate our rivers.
 - 5.4.3 Encourage agricultural production, vegetation conservation, tourism, recreation and leisure uses within our floodplains.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are held at no less than six times per year.	Five meetings held during the year on: 25 October 2018 6 December 2018 14 February 2019 18 April 2019 27 June 2019 26 September 2019 (meeting yet to occur)

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Mary Lyons-Buckett Chairperson (Five meetings attended)	Ms Carol Edds (Five meetings attended)
Councillor Paul Rasmussen Deputy Chairperson (Four meetings attended)	Mr Harry Terry (Five meetings attended)
Councillor Amanda Kotlash (Three meetings attended)	Ms Margaret Mackisack (Five meetings attended)
Councillor Danielle Wheeler (Five meetings attended)	Mr Kim Ford (Three meetings attended)
Councillor Peter Reynolds (Three meetings attended)	Mr Maurice Smith (One meeting attended)
	Snr Inspector Robert Bowman Dept. of Primary Industries (Nil meetings attended)
	Mr Kevin Jones SES Headquarters (Three meetings attended)
	Mr Peter Cinque OAM SES Western Sydney Division (Nil meetings attended)
	Mr Sadeq Zaman Office of Environment & Heritage (Four meetings attended)
	Ms Robyn Preston, Member for Hawkesbury or Representative (Two meetings attended)

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

Committee Business

Objectives in Constitution	Current Status
<p>a) To advise Council about information, research and analysis required to understand the nature and degree of flood risk in Hawkesbury LGA generally and in particular localities.</p>	<p>Discussions within Committee focused on: The NSW State Governments Hawkesbury Nepean Valley Flood Risk Management Strategy Funding opportunities available for Council and targeting of resources in terms of those funding opportunities Implementing the Hawkesbury Floodplain Risk Management Study and Plan Foundation for Rural & Regional Renewal (FRRR) and Office of Emergency Management (OEM) Get Ready North Richmond Disaster Resilient Future Ready Pilot Program Experiences from the flood events in Townsville and how this related to the Hawkesbury-Nepean flooding issues Insurance Council of Australia Disaster and Emergency Dashboards for "At Risk" Council Areas Insights from 2019 Floodplain Management Australia National Conference - A National Call for Action: Making Australia Flood Safe Richmond Bridge Duplication Project Evacuation Routes and Signage Bridge Flood Levels.</p>
<p>b) To advise Council about town planning measures and standards considered necessary to minimise risk to life and property in Hawkesbury LGA.</p>	<p>Implementation of Item 4 - Town Planning of the Hawkesbury Floodplain Risk Management Plan 2012 Insurance Council of Australia Floodplain Management Australia Meeting outcomes.</p>
<p>c) To advise Council about road and drainage infrastructure and other physical works required to minimise risk to life and property in Hawkesbury LGA.</p>	<p>Richmond Bridge Duplication Project Evacuation Routes and Signage Bridge Flood Levels</p>

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 24 September 2019

<p>d) To advise Council about education and public awareness strategies associated with floodplain management and to act on Council's behalf to implement these Council adopted strategies as required.</p>	<p>The NSW State Governments Hawkesbury Nepean Valley Flood Risk Management Strategy</p> <p>Implementation of Item 4 - Town Planning of the Hawkesbury Floodplain Risk Management Plan 2012</p> <p>Disaster and Emergency Dashboards for "At Risk" Council Areas</p> <p>Insights from 2019 Floodplain Management Australia National Conference - A National Call for Action: Making Australia Flood Safe</p>
<p>e) To recommend to Council measures to reduce flood risk to Council's infrastructure and buildings.</p>	<p>Insurance Council of Australia</p> <p>Implementation of Item 4 - Town Planning of the Hawkesbury Floodplain Risk Management Plan 2012</p>
<p>f) To assist the Council in advocating, consideration of, and implementing the strategies contained within the Hawkesbury Nepean Floodplain Review Taskforce report, 'Resilient Valley, Resilient Communities' in partnership with relevant state agencies and stakeholders.</p>	<p>Infrastructure NSW on the Draft Regional Flood Study</p> <p>Richmond Bridge Duplication Project</p> <p>Release of Infrastructure New South Wales Hawkesbury Nepean Valley Regional Flood Study Final Draft Report</p> <p>Floodplain Management Australia Meeting outcomes</p> <p>Evacuation Routes and Signage</p> <p>Bridge Flood Levels</p>
<p>g) To advise Council in relation to representations to other levels of government in support of initiatives to reduce flood risk to life and property in Hawkesbury LGA.</p>	<p>Update on the Implementation of Item 4 - Town Planning of the Hawkesbury Floodplain Risk Management Plan 2012</p> <p>Infrastructure NSW on the Draft Regional Flood Study</p> <p>Insurance Council of Australia</p> <p>Richmond Bridge Duplication Project</p> <p>Release of Infrastructure New South Wales Hawkesbury Nepean Valley Regional Flood Study Final Draft Report</p> <p>Floodplain Management Australia Meeting Minutes - May 2019</p> <p>Evacuation Routes and Signage</p> <p>Bridge Flood Levels</p>

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019

h) To assist the Council in the development and implementation of a Flood Risk Management Plan to increase the Hawkesbury community's resilience in responding to flood events.	Implementation of Item 4 - Town Planning of the Hawkesbury Floodplain Risk Management Plan 2012 Insights from 2019 Floodplain Management Australia National Conference - A National Call for Action: Making Australia Flood Safe Floodplain Management Australia Meeting outcomes
i) To advise the Council on the implementation of strategies associated with floodplain management contained within the Hawkesbury Community Strategic Plan.	Disaster and Emergency Dashboards for "At Risk" Council Areas Insights from 2019 Floodplain Management Australia National Conference - A National Call for Action: Making Australia Flood Safe
j) To advise the Council in respect of funding opportunities and potential partnerships in respect of Floodplain Risk Management.	Office of Environment and Heritage Floodplain Management Grants Program 2019-2020 Local Government Climate Change Response Grant

Other Compliance to Constitution Issues

No other matters to report.

Other Matters for Consideration During Reporting Period

No other matters to report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

AT - 7 - Annual Report – Audit Committee

Name of Committee

Audit Committee.

Term

The term of the Audit Committee is four years from September 2016 to September 2020. The Audit Committee Charter states the term will be four years to coincide with Council's term of office.

Community Strategic Plan

The Audit Committee objectives / activities are linked to the following Focus Area, Direction and Strategies within the Community Strategic Plan.

Our Leadership

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

1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.

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

1.6.2 Council's workforce, systems and processes will support high performance and optimal service delivery for our community.

Meetings Held

Charter Requirement for Frequency	Dates and Compliance to Number Required
Meetings to be held no less than four times per year	Three meetings held during the year on: 5 December 2018 20 March 2019 19 June 2019 11 September 2019

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Paul Rasmussen (Two meetings attended)	Ms Nisha Maheshwari Chairperson (Four meetings attended)
Councillor John Ross (Four meetings attended)	Mrs Ellen Hegarty Deputy Chairperson (Two meeting attended)
Councillor Patrick Conolly (Alternate) (Nil meetings attended)	Mr Craig Bennett (Three meetings attended)

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

Committee Business

Objectives in Charter	Annual Status Report
a) Control Framework	Independent members appointed following Local Government elections in 2016. The 2019/2020 Internal Audit Program approved by the Audit Committee. The approved Program includes three audits to be carried out during 2019/2020.
b) External Accountability	Annual General Purpose Financial Statements and Special Purpose Financial Statements for year ended 30 June 2019 presented and endorsed by Committee.
c) Legislative Compliance	Legislative Compliance Register being developed.
d) Internal Audit	Audit / Reviews completed in 2018/2019 were: <ul style="list-style-type: none"> – Waste Management Facility and Environmental Management Plan Compliance – Developer Contributions – Provision of Information to the Public
e) External Audit	Council's External Auditor attends the Audit Committee meetings.
f) Risk Management	Review of Council's Risk Registers and the Risk Management Framework of the organisation currently underway.

Other Compliance to Charter Issues

- Audit Committee Self-Assessment Review.

Other Matters for Consideration During Reporting Period

During the reporting period the Audit Committee also considered various other reports including the following:

- Management Actions Status Reports
- Internal Audit Program Status Reports
- Council Financial Reports including monthly investment reports and quarterly review reports
- Fraud Control Action Plan
- Review of Council's Risk Registers.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

AT - 8 - Annual Report – Hawkesbury Access and Inclusion Advisory Committee

Name of Committee

Hawkesbury Access and Inclusion Advisory Committee.

Term

Term of Council – 4 years.

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Direction and Strategy:

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 disadvantage and vulnerable groups, and to build stronger and more cohesive communities.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings to be held no less than four times per year	Six meetings held during the year on: 25 October 2018 22 November 2018 28 February 2019 2 May 2019 27 June 2019 29 August 2019

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Barry Calvert Chairperson (Four meetings attended)	Ms Jessica Brunskill (One meeting attended - now on maternity leave)
Councillor John Ross (Four meetings attended)	Mr Desmond Crane (Three meetings attended)
	Mr David Gearin (Five meetings attended)
	Ms Jennifer Moses (Five meetings attended)
	Ms Terri Mottram (Five meetings attended)
	Ms Alison Carpenter (Two meetings attended)
	Mr Malcolm Wilbow (One meeting attended)

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019**Committee Business**

Objectives in Constitution	Current Status
To advise and assist Hawkesbury City Council staff in the drafting of the Hawkesbury Access and Inclusion Plan to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating fully in community and civic life.	The Disability Inclusion Action Plan was 2017 - 2021 was completed and adopted by Council on 11 July 2017.
To provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the draft Hawkesbury Disability Inclusion Action Plan and other Council Plans.	The Committee reviewed Council's Community Engagement Policy and extended engagement strategies to improve inclusion have been implemented by Council. These suggestions, including provision of Auslan interpretation and transport assistance to Town Meetings and production of Easy Read versions of Council's documents.
To provide advice to Hawkesbury City Council staff on the application of 'good practice' access and inclusion principles as they apply to the design of buildings and public spaces and the delivery of services	Nine Access and Inclusion Principles identified and incorporated into Access and Inclusion Policy (adopted by Council in March 2012). Policy also includes guidelines and actions for implementing these principles. The Committee has informed the design of buildings and public spaces including recommendation of engaging Occupational Therapists to inform accessible children's toilet design, accessible amenities at Macquarie Park and upgrades to Deerubbin building in accordance with Guide Dogs NSW audit.
Provide advice to Hawkesbury City Council staff on the design of footpaths, pedestrian crossings, kerb ramps, transition zones which may be required to ensure that as far as possible new developments and plans of management for Council's parks and open spaces include provision for disability access and social inclusion.	Advice on design solutions to access issues provided include works on footpath Kable St Windsor and Bligh Park Community Centre carpark works. The Committee reviewed the 2019/20 capital works program and identified proposed works to seek further information from Managers on provision for access and inclusion.
To provide advice and guidance to Hawkesbury City Council staff on strategies to raise community awareness about access and inclusion issues impacting on residents of the City of Hawkesbury, and where required to recommend actions for Council's consideration in relation to these matters.	The Committee made recommendations to inform Council works including upgrades to Council customer service reception space, construction of inclusive playground South Windsor and instigated access improvements to Windsor Library through an audit undertaken by Guide Dogs NSW. The Committee made presentations to services on access and inclusion issues including Richmond and Chisolm primary schools.
To prepare and submit, at least on an annual basis, a schedule of identified rectification works which would improve access for people with disabilities and/or address barriers preventing people from accessing services and facilities, which can be considered by Council in conjunction with the preparation of Council's Management Plan.	The Committee has developed an Access and Inclusion Checklist and a process for undertaking access audits. Where rectification works are identified, these are tasked to relevant Manager for response. Where the access audits identify that additional resources are required to undertake rectification works, the Committee have reported to Council requesting works be budgeted for in future works programs.

ORDINARY MEETING

SECTION 3 – Reports for Determination

Meeting Date: 24 September 2019

<p>To provide a mechanism through which Council can be informed of access and inclusion issues where Council may be in a position to seek a resolution or advice regarding these issues through representations, lobbying and/or advocating to government agencies and/or elected representatives.</p>	<p>The Committee designed and implemented a consultative strategy to inform the content of the Hawkesbury Disability Inclusion Action Plan 2017 - 2021, including disability-specific focus groups, Mental Health Forums and consultations with people living with dementia and their carers.. The Committee is working with both State and Federal agencies to implement the strategies from the Hawkesbury Disability Inclusion Action Plan 2017 – 2021 that aim to improve service access.</p>
<p>To consider and undertake such projects, subject to the availability of resources, which would generally assist residents and visitors to access services and facilities and promote their inclusion and participation in community and civic life.</p>	<p>The Committee worked with the Local Business Awards to implement the Community Access and Inclusion Award. The Committee continued to implement the Access and Inclusion Checklist during the reporting period. Council provided Auslan interpretation and transport assistance to Town Meetings in response, to improve inclusion in Council processes.</p> <p>The Committee endorsed the formation of a Dementia Friendly Hawkesbury Working Group to undertake consultation and develop an action plan to improve community awareness and apply an inclusive approach for people living with Dementia to access both Council services and remain active in community life.</p>

Other Matters for Consideration During Reporting Period

No other matters to report.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

AT - 9 - Annual Report – Hawkesbury Tourism Advisory Committee

Name of Committee

Hawkesbury Tourism Advisory Committee.

Term

Term of Council – 4 years.

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

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 revitalisation of our town centres and growth of our business community.
 - 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
 - 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.
 - 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 - Promote our community as the place to visit, work and invest.
 - 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 our tourism sector.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Ordinary meetings of the Advisory Committee shall be held no less than four times per year	Three meetings held during the year on: 13 November 2017 20 April 2018 30 May 2018

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019**Membership**

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Emma-Jane Garrow (Three meetings attended)	Martin Boetz (One meeting attended)
Councillor Paul Rasmussen (Three meetings attended)	Sophie Devine (Three meetings attended)
Councillor Sarah Richards (Three meetings attended)	Vanessa Hanna (Three meetings attended)
	Tony Jeffcott (Three meetings attended)
	Ian Knowd (Two meetings attended)
	Declan O'Connor (Three meetings attended)
	Venecia Wilson (Two meetings attended)

Committee Business

Objectives in Constitution	Current Status
a) To support the implementation of the Hawkesbury Tourism Strategy.	Primary purpose of Committee noted for the term.
b) To assist in the achievement of the actions and activities of the Hawkesbury Tourism Strategy to support the local economy.	Committee Business Action Plan in development, to guide activities over coming years. The Business Action Plan will be finalised as soon as Hawkesbury Visitor Economy Advisory Committee advises Council of the transition arrangements in relation to the future work of the Hawkesbury Visitor Economy Advisory Committee.
c) To advise and assist Council on how best to undertake its tourism program activities to support the local economy.	Committee provided advice at meetings. To be captured within scope of business action plan to focus implementation of tourism strategy.
d) To engage the tourism sector, other entities undertaking tourism activities and the community to help develop the tourism offerings and visitor experience in the area.	Committee provides feedback on industry ideas discussed with members. To be addressed within scope of Business Action Plan and the transition arrangements proposed in relation to the Hawkesbury Visitor Economy Advisory Committee.
e) To progress the tourism sectors use of Council's visitor services.	Hawkesbury Visitor Information Centre staff attend Hawkesbury Visitor Economy Advisory Committee meetings, Regional Strategic Alliance Tourism Meetings and Tourism Advisory Committee Meetings.
f) To support and progress participation in promotional and marketing opportunities, which showcase the Hawkesbury to tourism target markets and as a destination.	Committee working with Regional Strategic Alliance and Hawkesbury Visitor Economy Advisory Committee.
g) To advise on tourism trends, tourism markets dynamics and tourism infrastructure and development needs to understand the Hawkesbury tourism offering.	Committee considered tourism research and work of Regional Strategic Alliance, Hawkesbury Visitor Economy Advisory Committee and Destination NSW.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

h) To work collaboratively with the Regional Tourism Entity to optimise regional tourism opportunities.	Committee briefed by: <ul style="list-style-type: none">• Regional Strategic Alliance Tourism Committee• Hawkesbury Visitor Economy Advisory Committee• Destination NSW
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Other Compliance to Constitution Issues

No other matters to report.

Other Matters for Consideration During Reporting Period

The Committee held off on finalising specific plans and actions to allow for better alignment with the pending release of the Local Member's Hawkesbury Visitor Economy Advisory Committee transitional arrangements.

Council staff arranged meetings between the Regional Strategic Alliance Tourism Committee and the Hawkesbury Visitor Economy Advisory Committee.

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

AT - 10 - Annual Report – Infrastructure Committee

Name of Committee

Infrastructure Committee.

Term

Term of Council – 4 Years.

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Assets

4.1 Transport infrastructure and transport connections.

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.

4.2 Utilities

4.2.1 Our community's current and future utility infrastructure needs (water, sewer, waste, stormwater, gas, electricity and telecommunications) are identified and delivered.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meetings are to be held no less than three times per year, with additional meetings convened at the discretion of the Chairperson.	Three meetings held during the year on: 7 November 2018 17 April 2019 24 July 2019

Meetings are generally held on a Wednesday at 2:30pm.

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Barry Calvert (Three meetings attended)	N/A
Councillor Paul Rasmussen (Two meetings attended)	
Councillor Nathan Zamprogno (Two meetings attended)	
Councillor Peter Reynolds (Two meetings attended)	
Councillor John Ross (Two meetings attended)	

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

Committee Business

Objectives in Constitution	Current Status
a) To provide advice and recommendation to Council on strategic infrastructure projects and policies.	The Committee has established a list of prioritised agenda topics and discussed at future meetings.
b) To act as a vehicle to lobby and engage with stakeholders and agencies to secure infrastructure investment.	<p>The Committee has met with and been presented to by:</p> <ul style="list-style-type: none"> • NSW Rural Fire Service Hawkesbury • National Parks and Wildlife Service <p>Future Committee meetings anticipate representatives from:</p> <ul style="list-style-type: none"> • NSW Ambulance Service.
c) To act as a reference body to assist staff in managing strategic responses to policy relating to infrastructure provision.	<p>The Committee have identified a range of infrastructure issues which have been prioritised and incorporated into a program for review:</p> <ul style="list-style-type: none"> • A third crossing of the Hawkesbury River based on a long term integrated approach to transport planning • Supporting Hawkesbury City Council residents, especially those west of the River, in relation to their long term health and well-being.

Other Compliance to Constitution Issues

No other matters to report.

Other Matters for Consideration During Reporting Period

No other matters to report.

ORDINARY MEETING
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Meeting Date: 24 September 2019

AT - 11 - Annual Report – Town Centres Master Plan Project Group

Name of Working Group

Town Centres Master Plan Project Group.

Term

The term of the Project Group will run for the period of time required to achieve the objectives contained within the Terms of Reference of the Project Group.

Community Strategic Plan

The Committee's objectives/activities are linked to the following Community Strategic Plan Focus Area, Directions and Strategies:

Our Future

- 5.5 Reinforcing our dynamic places - Support the revitalisation of our town centres and growth of our business community.
 - 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
 - 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
 - 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.
 - 5.6.2 Masterplanning processes will be prepared in consultation with the community, key stakeholders and partners to establish the specific strategies for town and village centres.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
No less than four times per year.	Seven meetings held during the year on: 19 September 2017 8 November 2017 14 December 2017 17 April 2018 28 June 2018 27 July 2018 24 August 2018

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Danielle Wheeler Chairperson (Seven meetings attended)	Ms Joanne Wilbow (Four meetings attended)
Councillor Emma-Jane Garrow Deputy Chairperson (Six meetings attended)	Mrs Alicia Goldstien (Two meetings attended)
	Ms Venecia Wilson (Four meetings attended)
	Ms Abigail Ball (Four meetings attended)
	Ms Sue Wingate (Three meetings attended)
	Mr Darren Pead (Three meetings attended)

Committee Business

Objectives in Terms of Reference	Annual Status Report
<p>a) To provide advice to Hawkesbury City Council staff on the preparation of a brief to engage a suitable consultant to prepare Master Plans for the Windsor and Richmond Town Centres based on the following objectives:</p> <ul style="list-style-type: none"> • provide the communities of Windsor and Richmond and the Hawkesbury with a plan to maintain vibrant and commercially viable town centres • produce a workable accessibility, traffic and car-parking strategy including safe and accessible pedestrian and cycle routes linking key destination and public transport nodes supported by a way-finding and signage plan • guide future land use and development of public and private lands within the Windsor and Richmond Town Centres to maximise public benefit, realise optimal land use and support the economic vitality of these town centres • guide the design, maintenance and renewal of key public domain asset and physical infrastructure to support community events and visitation • guide the activation and showcasing of the foreshore, park and heritage assets within the town centres as foci for public activity. 	<p>Discussions held at meetings during the reporting period have considered the following matters:</p> <p>Western Sydney Liveability Grant process</p> <p>Expression of Interest process to select consultants to respond to Selective Tender</p> <p>Selective Tender for Vibrant Towns and Villages Project</p> <p>Windsor Mall Murals Project</p> <p>Refreshed Shopfronts Project</p>

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019

Objectives in Terms of Reference	Annual Status Report
b) To act as a reference group to assist Council staff to manage the works program, methodology and stakeholder engagement processes to be delivered by the consultant engaged to prepare draft Master Plans for the Windsor and Richmond Town Centres.	Expression of Interest and Selective Tender process for Vibrant Towns and Villages Project.
c) To provide advice to Hawkesbury City Council staff on consultative strategies for inviting submissions and comments in relation to the preparation and public exhibition of draft Master Plans for Windsor and Richmond.	The Working Group will address these issues once the preparation of the draft Master Plans for Windsor and Richmond have commenced.
d) To develop a framework for the testing of town centre revitalisation concepts in a methodical and sensible manner encouraging active participation and involvement by the community.	The Working Group will address these issues once the preparation of the draft Master Plans for Windsor and Richmond have commenced.

Other Compliance to Constitution Issues

The term of the Project Group will run for the period of time required to achieve the objectives contained within the Terms of Reference of the Project Group.

Other Matters for Consideration during Reporting Period

No other matters to report.

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AT - 12 - Annual Report – Enhancing the Arts in the Hawkesbury Working Group

Name of Working Group

Enhancing the Arts in the Hawkesbury Working Group

Term

The Working Group term shall be the time period required to fulfil the objectives (Refer to **Committee Business**).

Community Strategic Plan

The purpose of the Enhancing the Arts in the Hawkesbury Working Group is to provide constructive advice and practical support and assistance to Council in enhancing the arts in the Hawkesbury. It will work on a project basis: seeking external funding, facilitating local arts activities/events and encouraging audience participation.

The Working Group's objectives/ activities are linked to the following Community Strategic Plan - focus areas, directions and strategies:

Our Community

Direction

- 2.3. Community partnerships continue to evolve – Increase the range of local partnerships and plan for the future.

Strategy

- 2.3.1 Encourage and facilitate community partnerships. .

Direction

- 2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage

Strategy

- 2.5.1 Encourage and support all residents to participate in all aspects of community, cultural and civic life.

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Ordinary meetings of the Working Group shall be held no less than four times per year. Special meetings may be convened at the discretion of the Chairperson	Five meetings held during the year on: 13 September 2018 11 October 2018 8 November 2018 14 February 2019 11 April 2019

ORDINARY MEETING
SECTION 3 – Reports for Determination
Meeting Date: 24 September 2019

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Peter Reynolds Chairperson (Four meetings attended)	Phillip Routley Deputy Chair, Macquarie Towns Orchestra (Five meetings attended)
Councillor Emma-Jane Garrow (Nil meetings attended)	James Glendenning, Music Director of Sydney Blues and Roots Festival (Two meetings attended)
	Jenny Lloyd, Visual Artist (Four meetings attended)
	Alison Egan, Musician and Music Teacher (Two meetings attended plus 1 by Proxy – Dave Egan)
	Oonagh Sherrard, Musician (One meeting attended)
	Josephine Blue Harper, Hawkesbury Community Arts Workshop (Four meetings attended)
	Nicola Coady, Ferry Artists Gallery (Four meetings attended)
	Guests:
	Mayor, Councillor Mary Lyons-Buckett (One meeting attended)
	Sabine Stola, Hawkesbury Musicians' Network (One meetings attended)
	Officers in attendance:
	Keri Whiteley, Manager Cultural Services (Four meetings attended)
	Amy Bond, Youth Participation Officer (Three meetings attended)
	Kath von Witt, Gallery and Museum Director (Five meetings attended)
	Charles Liggett, Placemaking Coordinator (Two meetings attended)

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019**Committee Business**

Objectives in Constitution	Current Status
a) Identify a series of arts projects, develop a set of attainable goals for each, which include identifying adequate resources, such as funds, expertise and human resources, to achieve them.	<p>The Working Group has identified a series of arts projects, but faces challenges in developing a set of attainable goals for each, which include identifying adequate resources, such as funds, expertise and human resources, to achieve them. Matching resources to identified needs is a challenge.</p> <p>The Working Group has identified the following as important:</p> <ul style="list-style-type: none">• Identifying and providing affordable access to suitable performing arts venues for community-based groups• Enhancing parks, riverside landscapes and public spaces through the visual and performing arts (eg murals, busking, music performances and community events)• Incorporating the visual and performing arts into events and festivals and Council events.• Celebrating our history (colonial and indigenous) with events and public art projects• Streamlining processes and Council requirements of the arts sector in the presentations of arts activities and events in public and commercial spaces• Creating stronger links between business and the arts so there is greater business recognition and participation in events.• Developing opportunities for young people to participate in the arts
b) Apply for external grant funding or seek sponsorships and partnerships that are required to develop and present arts projects.	The Working Group supported an application by Hawkesbury Community Arts Workshop through Council's event sponsorship program.
c) Implement arts projects as approved by Council or where Council has received external grants or sponsorship.	The Working Group supported the presentation of the community arts project "Chalk Art on George Street". This was funded by Council's event sponsorship program and was supported by Cultural Services Branch staff.
d) Contribute to the review and evaluation of the arts projects.	Two members of the Working Group contributed to the review and evaluation of "Chalk Art on George Street".

Other Matters for Consideration During Reporting Period

No other matters to report.

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AT - 13 - Annual Report – Hawkesbury Companion Animal Shelter Working Group

Name of Working Group

Hawkesbury Companion Animal Shelter Working Group

Term

The Working Group term shall be the time period required to fulfil the objectives outlined the Group's Terms of Reference.

Community Strategic Plan

The Working Group's objectives/activities are linked to the following Community Strategic Plan Focus Areas, Directions and Strategies:

Our Leadership

- 1.2 Communication and engagement - Encourage an informed community and enable meaningful engagement.
 - 1.2.2 Council's communication will be enhanced to ensure community awareness and understanding of the role Council plays in everyday life in the Hawkesbury.
 - 1.2.3 Provide quality customer service to the community.
- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
 - 1.4.2 Achieve higher strategic capacity through strategic alliances and partnerships.

Our Community

- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future
 - 2.3.1 Encourage and facilitate community partnerships

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Meeting as required until objectives are completed. Frequency is quarterly.	Meetings were held on: 5 March 2018 29 May 2018 21 August 2018 27 November 2018 18 February 2019 6 May 2019

ORDINARY MEETING
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Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Danielle Wheeler (Three meetings attended)	Judy Wong – Community representative (Three meetings attended)
Councillor Peter Reynolds (One meeting attended)	Kellie Drury – Community representative (Three meetings attended)
	Alira Fontana – Community representative (Three meetings attended)
	Anne Robbie – Community representative (Three meetings attended)

Committee Business

Objectives in Constitution	Current Status
<p>Analyse statistics and trends including but not limited to the following:</p> <ul style="list-style-type: none"> • handling staff to animal ratio • vaccination rates and costs • de-sexing rates and costs • number of animals taken from each LGA • estimated cost for each LGA • funds sought and recovered from each LGA • number of animals returned to previous owners, number rehomed and number rehomed via rescue group • number animals euthanised and number dogs euthanised due to aggressive behaviour • volunteer numbers and hours worked. 	<p>All of these statistics and trends were assessed by the Hawkesbury Animal Shelter Working Group.</p>
<p>Make recommendations to Council to ensure that the Hawkesbury Companion Animal Shelter meets or exceeds best practice guidelines for monitoring, caring for and exercising animals as well as cleaning and security of facilities.</p>	<p>The Hawkesbury Animal Shelter Working Group compared all aspects of animal management and compared the practices with three other shelters and found the Hawkesbury Shelter service aligns with the practices of other shelters.</p>
<p>Review the operating hours of the Shelter to best reflect the needs of Hawkesbury families and improve access.</p>	<p>There is an ongoing assessment of the operating hours with data being captured of the numbers of people coming in on weekends.</p>

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019

Recommended website content to promote the retrieval and rehoming of animals at the Shelter (including a photo, type of dog/cat, gender, description, location and date of retrieval, date the dog is due for release), and works to improve public education about animal ownership to reduce the number of lost, stray and dumped animals and identify programs recommending high volume, low cost de-sexing programs to reduce the number of lost, stray and dumped animals.	As a result of the Shelter review a number of changes were implemented in relation to the use of social media, information on the website, quality of the photographs, and descriptions of the animals. These changes have assisted in re-homing rates. Council has and will continue to run community education programs on responsible pet care.
The identification of suitable animal care training packages for staff involved in animal handling, with the minimum being a Certificate II in Animal Studies.	Staff training and qualifications were assessed and any other training will be provided as required.
Recommended ongoing reporting arrangements to Council and the wider community.	Council will develop further education and promotion campaigns to share good news stories of animals being re-homed.
Analyse information from WSROC and other councils regarding a region wide rationalisation of companion animal shelters."	The WSROC report was reviewed and it is noted that the report recommends the retention of the Hawkesbury Animal Shelter.

Other Compliance to Constitution Issues**Structure and Membership**

- a) The structure and membership of the Working Group shall be as follows, and all the undermentioned appointments will have voting rights:
 - (i) two Councillors of the Hawkesbury City Council
 - (ii) four community appointments, with expertise and/or knowledge of the operation of a Companion Animal Shelter following the calling of applications as detailed in Clause 6(b) of these Terms of Reference.
- b) The Working Group shall, at its first meeting following appointment, elect a Councillor delegate appointed under clause 5(a)(i) to be the Chairperson of the Working Group, and one of its members appointed under Clause 5 to be Deputy Chairperson, who shall act in the absence of the Chairperson.
- c) No staff member of Hawkesbury City Council shall be elected as Chairperson or Deputy Chairperson of the Working Group.
- d) Each member of the Working Group entitled to vote shall only have one vote except that of the casting vote of the Chairperson in the case of equality of votes.

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Appointment and Election of Members

- a) Two Councillors will be appointed to the Working Group in accordance with practices and procedures of the Council.
- b) The Council shall select and appoint the community representatives to the Working Group.
- c) Members of the Working Group shall cease to hold office:
 - (iii) if the Working Group is dissolved by Council
 - (iv) upon written resignation or death
 - (v) if absent without prior approval of the Working Group for three consecutive meetings
 - (vi) if the Council by resolution determines that the member has breached Hawkesbury City Council's Code of Conduct (as it is in force from time to time).
- d) For the purposes of sub-clause 6(e)(iv), the Code of Conduct is to be taken to apply to community and representative members as referred to in clause 5(a) in the same way as the Code of Conduct applies to Councillors.

Procedures and General

- a) Ordinary meetings of the Working Group shall be held no less than four times per year. Special meetings may be convened at the discretion of the Chairperson.
- b) The Director City Planning shall be the Executive Officer to the Working Group, and will be responsible for preparation of specialist reports, and any and all correspondence associated with the Working Group.
- c) The Council will provide a Minute Clerk for the purpose of recording the Minutes of the Working Group and for the distribution of Minutes following meetings of the Working Group.
- d) No meeting of the Working Group shall be held unless three clear days' notice has been given to all members.
- e) The rules governing meetings and the procedures of the Working Group shall, so far as they apply, be those covered by the Hawkesbury City Council's Code of Meeting Practice, as may be altered from time to time by resolution of the Council.
- f) A quorum of the Working Group shall be constituted by four members being present at meetings.
- g) Any members having a pecuniary interest in any matters being discussed by the Working Group shall declare such interest at the meeting of the Working Group and refrain from voting or discussion thereon.
- h) The requirements applying to pecuniary interests for members as detailed in clause 7(g) above shall apply equally to any other appointed or invited observers or co-opted members, and also to the Executive Officer/Secretary.
- i) Any recommendations of the Working Group shall, as far as adopted by the Council, be resolutions of the Council, provided that recommendations or reports of the Working Group shall not have effect unless adopted by the Council.

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- j) It shall be competent for the Working Group to appoint a sub-committee or specific work groups comprised of members or non-members to exercise and carry out specific investigations for the Working Group, and then to report back to the Working Group. These appointed sub-committees or work groups may be dissolved by the Working Group at any time.

Any appointed sub-committees or work groups have no power to make any decisions whatsoever on behalf of the Working Group and any recommendations of any sub-committee or work group will only have effect once adopted by the Working Group, or by the Council, as the case may be.

Other Matters for Consideration During Reporting Period

No other matters to report.

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AT - 14 - Annual Report – Reconciliation Action Plan (RAP) Working Group

Name of Working Group

Reconciliation Action Plan (RAP) Working Group

Term

The term set out in the terms of reference is that the Working Group shall set the schedule of dates and times for meetings at the inaugural meeting. Meeting dates were set as fortnightly for an initial 3 month period with future meetings to be held according to working group member availability.

Community Strategic Plan

The Reconciliation Action Plan Working Group objectives and activities are linked to the following Community Strategic Plan Focus Area, Direction and Strategy:

Our Future

5.2 Management of Aboriginal and Non Aboriginal Heritage and the Built Environment

5.2.4 As a community, we will identify ways to become better connected with our Aboriginal people, their history and culture

Meetings Held

Constitution Requirement for Frequency	Dates and Compliance to Number Required
Terms of Reference states the Working Group to set frequency of dates following fortnightly meetings for a 3 month period.	Four meetings held during the year on: 27 February 2019 27 March 2019 22 May 2019 24 July 2019

Membership

Councillors (Number of meetings attended)	Community Members and Others (Number of meetings attended)
Councillor Emma-Jane Garrow (Four meetings attended)	Ms Vicki Thom (Four meetings attended)
	Ms Erin Wilkins (Three meetings attended)
	Ms Christine Miller (Three meetings attended)
	Ms Melissa Stubbings (Nil meetings attended)
	Mr Shaun Middlebrook (Nil meetings attended)

ORDINARY MEETING**SECTION 3 – Reports for Determination****Meeting Date:** 24 September 2019**Committee Business**

Objectives in Constitution	Current Status
Development of a RAP that includes all of Reconciliation Australia's minimum elements for endorsement, within the context of the Council's core business and Community Strategic Plan.	Draft RAP has been developed and targeted consultation undertaken with Aboriginal and Torres Strait Islander community. The Draft RAP has now been submitted to Reconciliation Australia in accordance with the organisation's RAP development process.
Objectives in Constitution	Current Status
The establishment of a collaborative/consultative process for engaging community members and staff across the organisation so that they can provide ideas for the RAP and feedback on RAP draft documents.	<p>The Terms of Reference has been developed to accommodate 2 'casual' Council officer positions for the purpose of enabling each section of Council to nominate a staff person to participate on a rotating basis to enable each section of Council to offer input on the RAP.</p> <p>A number of collaborative and consultative strategies have been put forward by the Working Group during RAP development discussions. The draft RAP will be developed to include these practical actions for collaborating and consulting with community members and staff.</p>
Development of a timeline to guide development, launch and implementation of the RAP, including consultation with Reconciliation Australia at such milestones.	It was considered key by the Working Group that it is critical to have majority of members be present to inform the content of the draft RAP. Accordingly, this has affected the RAP timeline.
Consideration of RAP implementation issues and consultation with relevant community groups and stakeholders.	A number of prospective issues have been put forward by the Working Group during RAP development discussions. Public exhibition and consultation for the draft RAP will be tailored with consideration to these prospective issues and a broad, accessible engagement process be undertaken as advised by the Working Group to consult and engage with relevant community groups and stakeholders.
Design and presentation of the final RAP Document.	The Working Group has selected artwork prepared by a local Aboriginal artist to be included in RAP. In addition, the Working Group have determined that a local monument erected by Council on the banks of the river be presented on the cover of the RAP. The draft RAP that will be placed on public exhibition post approval from Reconciliation Australia will include this artwork.

Other Compliance to Constitution Issues

No matters to report.

oooO END OF REPORT Oooo

ORDINARY MEETING
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Item: 176 **GM - Appointment of Committees, Delegates and Representatives - (79351, 95496)**

Division: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to outline the procedures for Council to appoint its delegates and representatives to various Committees for the period from September 2019 to September 2020.

EXECUTIVE SUMMARY:

Council, in 2004, reviewed its Committee structure with such review basing the various Committees on four broad Committee types, being: Committees of Council, Statutory Committees, Committees in which Council has a Financial Interest, and Other Committees.

Each of the current Committees that fall into one of the four types, the name of each Committee, together with a brief indication of their purpose and current Councillor representation, have been outlined in this report.

Consideration is required to the appointment of these Committees, delegates and representatives.

In 2016, Council also resolved to include a statement in this report regarding the creation of Working Groups.

RECOMMENDATION SUMMARY:

It is recommended that Council determined its delegates and representatives to the various Committees as outlined in the report for the period from September 2019 to September 2020.

REPORT:

Context and Background

At its Special Meeting held on 27 September 2004, Council reviewed its Committee structure with such review basing the various Committees on four broad committee types. These Committee types were generally described as follows:

- a) *Committees of Council* – Committees established under the provisions of Section 377 of the Local Government Act 1993. These Committees perform certain functions as identified in their constitutions (which are modelled on the draft pro-forma constitution adopted by Council) and include provision for Councillor Representation. These Committees operate in accordance with Council's adopted pro-forma constitution.
- b) *Statutory Committees* - Committees, which are required to be established by legislation, or to meet obligations set down by Government departments and/or funding agencies. These Committees have set functions and terms of reference. They differ from Section 377 Council Committees, in that they are issue-specific and may meet irregularly on a 'as needs' basis and in practical terms cannot operate under Council's pro-forma constitution.

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- c) *Committees in which Council has a Financial Interest* - these Committees may manage Council owned facilities or funded services auspiced by Council. They generally operate as autonomous entities (incorporated associations) in accordance with their own constitutions. These Committees have a financial relationship with Council in that Council either provides a direct (financial) or an in-kind contribution (land or facilities) to support their operations, or Council has delegated responsibility for the management of a Council funded or Council auspiced services to them.
- d) *Other Committees* – Committees, which operate as autonomous entities and generally perform non-Council related functions. Councillor representation on these Committees is on an invitation basis.

In addition, Council has created Working Groups, which are generally described as follows:

- e) *Working Groups* – As well as the committee structure outlined in this report, Council can also create working group/parties as needed to investigate and make recommendations on various matters as determined by Council. The working groups/parties will:
- be chaired by a councillor selected by Council
 - be open to all councillors to participate
 - include nominated experts and residents
 - have a defined brief and stated outcomes determined by Council
 - have a set time period in which to deliver the agreed outcomes
 - produce an annual report to be included in the report submitted to the relevant Council meeting in September each year.

Council has previously appointed Councillors to these Working Groups for the duration of the term of the Working Groups, and therefore, Council is not required to reappoint Councillors to these Working Groups. Accordingly, this report does not deal with Councillor representation on these Working Groups. It is noted that a separate report is in this business paper regarding annual reports of Committees and Working Groups outlines the current Councillor membership of these Working Groups.

Each of the current Committees that fall into the Committee types, outlined in (a)(b)(c) and (d) above, together with a brief indication of their purpose, the required Councillor representation and the current Councillor representatives, are detailed in the following table.

Committee	Function	Councillor Representation	Current Councillor Representatives
a) Committees of Council			
Human Services Advisory Committee	To provide advice and recommendations for the co-ordination of community and social planning for the City of Hawkesbury and to provide a mechanism for the discussion of social issues.	Four Councillors	Clr Calvert (Mayor) Clr Garrow Clr Richards Clr Ross
Hawkesbury Civic and Citizenship Committee	To consider and determine nominations for recipients of Citizenship Awards (Australia Day, Sports Medal).	Three Councillors	Clr Conolly Clr Richards Clr Zamprogno

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Committee	Function	Councillor Representation	Current Councillor Representatives
Waste Management Advisory Committee	Established to develop options for future waste management in the City of Hawkesbury	Four Councillors	Clr Lyons-Buckett (Deputy Mayor) Clr Rasmussen Clr Ross Clr Wheeler
Hawkesbury Sustainability Advisory Committee	Established to provide a forum for community representatives, Councillors and Council officers to focus on sustainability issues and to ensure a coordinated approach to the development, implementation and evaluation of Council's grant funded sustainability projects and other Council approved sustainability initiatives.	Three Councillors	Clr Kotlash Clr Ross Clr Wheeler
Heritage Advisory Committee	Provides advice to Council regarding heritage and related issues.	Three Councillors	Clr Reynolds Clr Wheeler Clr Zamprogno
Floodplain Risk Management Advisory Committee	Advisory Committee established to provide input in relation to floodplain management issues.	Five Councillors	Clr Lyons-Buckett (Deputy Mayor) Clr Kotlash Clr Rasmussen Clr Reynolds Clr Wheeler
General Manager's Performance Review Panel	To review the performance of the General Manager	Mayor, two Councillors and one Councillor nominated by the General Manager, if he or she so chooses	Clr Calvert (Mayor) Clr Lyons-Buckett (Deputy Mayor) Clr Conolly Clr Rasmussen
Audit Committee	Provide independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.	Two Councillors One alternate Councillor	Clr Rasmussen Clr Ross Clr Conolly (alternate)

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Committee	Function	Councillor Representation	Current Councillor Representatives
Hawkesbury Access and Inclusion Advisory Committee	Provide advice on strategies to eliminate barriers which may prevent residents and visitors from accessing services and facilities and participating in community and civic life.	Two Councillors	Clr Calvert (Mayor) Clr Ross
Hawkesbury Tourism Advisory Committee	Established to support the implementation of the Hawkesbury Tourism Strategy.	Three Councillors	Clr Garrow Clr Rasmussen Clr Richards
Infrastructure Committee	To both lobby and influence other tiers of government and their agencies, as well as consider strategic positioning relating to infrastructure provision	Mayor (Chairperson) Four Councillors	Clr Calvert (Mayor) Clr Rasmussen Clr Reynolds Clr Ross Clr Zamprogno
b) Statutory			
Local Traffic Committee	Committee responsible for considering and recommending requests for alterations to traffic facilities and other traffic related matters.	One Councillor	Clr Reynolds
clubGrants Local Committee	To consider and rank applications received under the clubGrants Scheme.	Mayor	Clr Calvert (Mayor)
Greater Sydney Local Land Services Local Government Advisory Group	Committee established by NSW Government to co-ordinate catchment management	One Councillor	Clr Kotlash
c) Where Council has a Financial Interest			
Regional Strategic Alliance <i>Council resolved at its meeting on 27 August 2019 to the dissolution of the Regional Strategic Alliance</i>	Regional Strategic Alliance between Hawkesbury, Penrith and Blue Mountains Councils established with the objective to enhance each Council's local government areas and its broader subregion.	Mayor Deputy Mayor One alternate Councillor	Clr Calvert (Mayor) Clr Lyons-Buckett (Deputy Mayor) Clr Conolly (alternate)
CivicRisk West/CivicRisk Mutual (See Notes 1 and 2 below)	Self-insurance agency established by consortium of participating Councils.	One Councillor	Clr Rasmussen

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Committee	Function	Councillor Representation	Current Councillor Representatives
McMahon's Park Management Committee	Incorporated body with delegated responsibility for management and operation of McMahons Park.	One Councillor One alternate Councillor	Clr Ross Vacant (alternate)
Hawkesbury Sports Council	Incorporated body with delegated responsibility for management and operation of Council facilities. In accordance with Council's adopted Operational Plan and excluding Recreation and Open Space Strategy, Capital Works Program and Sporting field lighting.	One Councillor One alternate Councillor	Clr Richards Clr Garrow (alternate)
Western Sydney City Deal	A regional body comprising representatives of Commonwealth, State and Local Government established to implement the GSC Western District Plan and associated elements of the Western Sydney Deal.	The Council Mayor The Council General Manager The Council Lead Officer	Clr Calvert (Mayor) (Deputy Mayor - alternate) General Manager Director City Planning (alternate)
Peppercorn Services Inc.	Incorporated body with delegated responsibility for management and operation of Council auspiced community services (externally funded).	One Councillor	Clr Garrow
Western Sydney Regional Organisation of Councils (See Note 1 below)	Regional Body established to co-ordinate lobbying for Western Sydney	Two Councillors One alternate Councillor	Clr Calvert (Mayor) Clr Zamprognio Clr Wheeler (alternate)
Hawkesbury River County Council (See Note 3 below)	Statutory Body responsible for management of noxious weeds.	Two Councillors	Clr Kotlash Clr Zamprognio
Hawkesbury Sister City Association	Incorporated Body responsible for coordinating Sister City activities.	Two Councillors	Clr Ross Clr Rasmussen (alternate) Clr Wheeler (alternate)

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Committee	Function	Councillor Representation	Current Councillor Representatives
d) Other Committees			
Forum on Western Sydney Airport (FOWSA)	To attend meetings and raise community concerns during the planning and construction of the Western Sydney Airport and inform Council of any issues relating to the airport development.	One Councillor	Clr Rasmussen
NSW Public Libraries	Established to represent and support the interests of NSW public libraries.	One Councillor	Clr Calvert (Mayor)
Western Sydney Academy of Sport	Regional Body established to co-ordinate lobbying for sports development in Western Sydney.	One Councillor (not compulsory)	Clr Ross Clr Calvert (Mayor) (alternate)
Council Budget Preparation Process (See Note 4 below)	To attend the annual Council budget preparation process meetings.	One Councillor (Council previously also appointed an additional Councillor)	Clr Conolly Clr Ross

Notes:

- As Council's representatives on these organisations are actually appointed as "Board Members" it would be desirable if the appointment was, effectively, made for the term of the Council.
- Council is a member of CivicRisk West (formerly Westpool) and CivicRisk Mutual (formerly United Independent Pools) which are insurance mutuals established via a joint partnership of councils. CivicRisk West was established in 1988 to provide public and professional liability insurance and it has served the member councils now for over 25 years.

CivicRisk Mutual is a joint partnership of 19 councils established in 2005 to manage first party losses like property, motor vehicle and crime cover. Both Pools are member-owned and member-driven organisations with substantial self-insured layers and prudential margins equivalent to APRA standards.

The Pools are recognised by the Office of Local Government as the best example of council joint ventures.

The insurance pools attempt to maintain stable insurance costs in an otherwise cyclical and sometimes volatile insurance market. They also support the member councils through providing risk management training and professional development.

Further details are available on the following website: www.civicriskmutual.com.au

CivicRisk West and CivicRisk Mutual membership Deeds require two representatives to fill director positions on the Board. The Deeds require that one must be the General Manager or alternate, whilst the other is an elected member.

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The Pools' guidelines require that each director must comply with the Fit & Proper Person Policy and attend a three-day directors training course run by the Australian Institute of Company Directors.

CivicRisk West meetings are held between 9:30am and 2pm once every two months, while there are two CivicRisk Mutual meetings per year in March and September. There are also numerous workshops and forums held during the year.

3. Council, at its meeting on 11 October 2016, held an election for Council's representation on the Hawkesbury River County Council. Councillor Kotlash and Councillor Zamprogno were elected as members on the Hawkesbury River County Council for the four year term of Council being 2016 to 2020.

4. Council, at its meeting on 28 April 2015 resolved, in part, as follows:

"5. At the Mayoral Election meeting, Council elect a representative to attend the budget preparation process."

For the 2020/2021 Budget, the Draft Budget Executive Management meetings will occur over two weeks during March 2020. Meetings may be in the morning or afternoon with a maximum duration of three hours each.

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 Leadership

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

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 has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

Conclusion

The appointment of Council's delegates and representatives to the various committees outlined in the report be undertaken.

RECOMMENDATION:

That the delegates and representatives to the Committees for the period from September 2019 to September 2020, as determined by Council, be approved.

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ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

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CITY PLANNING

Item: 177 **CP - Local Heritage Assistance Fund 2019/2020 - Minor Improvements/Conservation Works to Local Heritage Listed Properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce - (95498, 124414)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to consider and determine applications for funding under the Local Heritage Assistance Fund 2019/2020.

EXECUTIVE SUMMARY:

The Local Heritage Assistance Fund is funded each year by Council and the NSW Office of Environment & Heritage, and this year focuses on Minor Improvements/Conservation Works to Local Heritage Listed Properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce.

In July 2019, Council invited owners/managers of heritage listed properties to apply for funding to undertake Minor Improvements/Conservation works to their heritage listed properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce.

The Office of Environment & Heritage have advised Council of approval of \$5,500 funding for the program from the NSW Government.

Council received a total of 28 applications, which is the highest number of applications ever received under the program.

This report recommends that Council approve financial assistance of up to \$2,000 for a total of 15 successful applicants, as detailed in this report.

RECOMMENDATION SUMMARY:

That Council approve financial assistance of up to \$2,000 under Section 356 of the *Local Government Act 1993* for each of the 15 successful applicants in Table 1 under the terms of the Local Heritage Assistance Fund 2019/2020.

REPORT:

The Hawkesbury Community Strategic Plan 2017-2036 recognises the importance of conservation and promotion of the Hawkesbury's heritage and history for current and future generations, and the Hawkesbury Heritage Strategy 2019-2021 provides an effective framework for Council to achieve its commitment to conservation and management of unique and diverse heritage assets and character within the Hawkesbury.

In order to promote awareness and positive attitude of the community to heritage and encourage and assist the conservation and restoration of the Hawkesbury's significant heritage each year, Council assisted by the NSW Office of Environment & Heritage runs a Local Heritage Assistance Fund.

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The Local Heritage Assistance Fund 2019/2020 focuses on minor improvements and conservation works to heritage listed properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce in the Hawkesbury Local Government Area in accordance with the Heritage Strategy 2019-2021.

In July 2019, all owners and managers of locally listed properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce were advised in writing of the Local Heritage Assistance Fund 2019/2020, and encouraged to apply for funding. Application forms and guidelines on how to apply for funding assistance were made available on Council's website during the funding application period. A public notice on the Local Heritage Assistance Fund 2019/2020 was placed in the local newspaper.

A total of \$25,000 joint funding is available for the 2019/2020 program which consists of \$19,500 from Council, and \$5,500 from the Office of Environment and Heritage.

As with previous years funding programs, the funding available for any one applicant/property has been set at \$2,000.

Funding is offered on a dollar for dollar basis (\$1 of private funding for each \$1 of grant funding) to enable funded works to be undertaken.

Any expenditure in excess of the amount granted under the program will need to be met by applicants. It should be noted that the funding allocation amounts were aimed at encouraging minor works that do not require formal approval from Council due to time constraints imposed by the Office of Environment and Heritage for Council to complete the grant funding program, and also to enable as many properties as possible to be beneficiaries of the funding.

Applications for Funding

In total, 28 applications were received for funding under the Local Heritage Assistance Fund 2019/2020. Table 1 below summarises the eligible and completed applications received, and the amounts of financial assistance sought.

Table 1: Summary of Applications Under the Local Heritage Assistance Fund 2019/20

Heritage Listed Residential Property	Proposal	Total project cost (\$)	Financial Assistance Sought	Applicant's Contribution
147 Windsor Street, Richmond	Repaint the first floor cast iron balusters and balustrade	\$5,280.00	\$2,000.00	\$3,280.00
205 Windsor Street, Richmond	Remove old flashings and supply & fix internal flashings and box gutters	\$3,200.00	\$1,600.00	\$1,600.00
35 Bourke Street, Richmond	Repaint the exterior walls, windows, doors, beams, posts, fences, down pipes etc	\$5,148.00	\$2,000.00	\$3,148.00
31 Fitzgerald Street (Alt.) 53 Macquarie Street, Windsor	Replace old downpipes with new downpipes, repair joints and install new galvanised street outlets	\$2,403.50	\$1,201.75	\$1,201.75

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Heritage Listed Residential Property	Proposal	Total project cost (\$)	Financial Assistance Sought	Applicant's Contribution
2 Little Church Street, Windsor	Remove and replace damaged timber eaves with matching timber eaves and fix the existing fascia	\$4,125.00	\$2,000.00	\$2,125.00
'Australiana Pioneer Village', 496 Wilberforce Road, Wilberforce	Fix stumps on the Oxboro Inn, jack up the sunken floor, pack brick piers to correct level and fix timber floor if required	\$4,015.00	\$2,000.00	\$2,015.00
130 Francis Street, Richmond	Fix and paint windows, external doors, fascia, and eaves and remove rust and paint underside of front verandah	\$4,026.00	\$2,000.00	\$2,026.00
104 March Street, Richmond	Restore the existing front roof and reroof the rear roof with new colorbond roofing	\$3,960.00	\$1,980.00	\$1,980.00
18 Rose Street, Wilberforce	Fix, modify, supply, and install downpipes on both sides of the cottage, repair front left hand side post, install missing slat to window shutter and realign and fix front door and two shutter windows	\$5,890.00	\$2,000.00	\$3,890.00
26 Rose Street, Wilberforce	Remove failing and cementitious pointing on east and west facades of the house and repoint joints with approved lime mortar	\$4,000.00	\$2,000.00	\$2,000.00
25-29 Bosworth Street, Richmond	Replace damaged tongue and groove floor with matching tongue and groove floor boards	\$5,680.00	\$2,000.00	\$3,680.00
25-29 Bosworth Street, Richmond	Paint front verandah ceiling and all wood on the verandah	\$9,144.00	\$2,000.00	\$7,144.00
38 Eldon Street, Pitt Town	Reconstruct corbelled top course to match the original, rake out joints and repoint two chimneys	\$2,090.00	\$1,045.00	\$1,045.00

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Heritage Listed Residential Property	Proposal	Total project cost (\$)	Financial Assistance Sought	Applicant's Contribution
26 West Market Street, Richmond	Replace current bench tops with new rolled edge laminated bench tops and remove and refix kitchen sink and architraves	\$4,750.00	\$2,000.00	\$2,750.00
7 Chapel Street, Richmond	Replace the existing roofing with new corrugated steel zinc sheeting, replace roll-top ridge capping and rear gables	\$3,215.00	\$1,607.50	\$1,607.50
9 Paget Street, Richmond	Clean, prepare and repaint external walls, windows and fascia boards	\$5,104.00	\$2,000.00	\$3,104.00
52 Salters Road, Wilberforce	Remove and replace pointing on southern wall and chimney	\$6,468.00	\$2,000.00	\$4,468.00
189 George Street, Windsor	Repaint exterior walls, gutters, fascia boards, windows above awning, steel rods, main door front and tiles to the shop front remove rust and paint underside front awning	\$5,962.00	\$2,000.00	\$3,962.00
319 George Street, Windsor	Replace damaged guttering with new guttering to first floor and supply and install new downpipes	\$7,762.70	\$2,000.00	\$5,762.70
7 Francis Street, Richmond	Supply and fit side fence and gate and repair and paint the front fence	\$4,500.00	\$2,000.00	\$2,500.00
2 Catherine Street, Windsor	Clean, repair cracks and paint walls, windows, the beam, posts and front fascia of the house	\$5,236.00	\$1,309.00	\$3,927.00
4 Catherine Street, Windsor	Clean, repair cracks and paint walls, windows, the beam, posts and front fascia of the house	\$5,236.00	\$1,309.00	\$3,927.00
317 Windsor Street, Richmond	Exterior painting to prevent further deterioration on south east side of building. Repair front fencing that has eroded and broken off from age	\$7,000.00	\$2,000.00	\$5,000.00

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Heritage Listed Residential Property	Proposal	Total project cost (\$)	Financial Assistance Sought	Applicant's Contribution
104 Bathurst Street, Pitt Town	Replace damaged roof sheets, fix roof flashings to stop leaks and repair or replace flashing around the chimney	\$5,000.00	\$2,000.00	\$3,000.00
TOTAL		\$119,195.20	\$44,052.25	\$75,142.95

Assessment of Applications for Funding

Applications were evaluated by a panel comprised of Council's Heritage Advisor and relevant Council Officers. The following criteria were used in the evaluation:

- the eligibility of the subject site and the proposal
- the applicant's ability to demonstrate technical and financial responsibility in relation to the project and demonstrated ability to complete the project within **six months** from the date of funding confirmation
- the degree to which the applicant is financially contributing to the project given the limitations of the funding available
- projects of demonstrated heritage value to the community
- projects which are highly visible to the public

Due to the limited funds available and the large number of applications received, additional evaluation criteria needed to be included during the assessment process to ensure that the most essential works needed to preserve heritage items were funded under this year's program. This additional evaluation criteria included:

- the urgency of repairs required to preserve the heritage item from further deterioration
- whether the applicants had received Local Heritage Assistance Funding in the previous three years

Following this process, the assessment panel after careful consideration has determined that 15 projects are considered the most important works to preserve existing heritage items. These 15 projects are included within the recommendation.

Implementation

Subject to endorsement by Council, all applicants will be advised in writing of the determination of their application. Applicants will be required to enter into an Agreement with Council which includes provisions for acceptance of the offer of funding, permission to commence work, time limits, claims for payment, and any special conditions relating to the project.

On completion of the work an inspection will be carried out by Council Officers and Council's Heritage Advisor to ensure that the work has been carried out in accordance with the Agreement. Upon satisfactory completion of the works and approval of Council's Heritage Advisor and Council Officers, the approved grant amount will be forwarded to the applicant.

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Policy considerations

The 2019/2020 Local Heritage Assistance Fund focuses on minor improvements and conservation works to heritage listed properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce in accordance with the Heritage Strategy 2019-2021. Financial assistance of up to \$2,000 for selected applicants needs to be approved by Council under Section 356 of the *Local Government Act 1993*.

Conformance to the Hawkesbury Community Strategic Plan

The Local Heritage Assistance Fund 2019/2020 is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan 2017-2036.

Our Community

2.5 Cultural development and heritage

2.5.3 Recognise, conserve and promote the areas of history and heritage for current and future generations.

Conformance to Heritage Strategy

Funding for Minor Improvements/Conservation works to heritage listed properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce and the implementation of the Fund is consistent with Recommendation 5 *Introduce a local heritage fund to provide small grants to encourage local heritage projects* of the Hawkesbury Heritage Strategy 2019-2021.

Discussion

The special character of the Hawkesbury derives from its unique historical background and the expression of this background in its interrelationship of buildings and places of heritage significance, their settings and landscapes. These irreplaceable and precious heritage items not only provide a window to the past and to the very origins of the Hawkesbury Community but also add character, appeal and interest to the Hawkesbury area. Therefore, Council is continuing with its leadership role in protecting and conserving Hawkesbury's heritage, promoting and encouraging the Community's participation and interest in heritage conservation and protection of significant heritage items within the Hawkesbury LGA.

In order to continue with Council's leadership role in promoting, protecting and conserving the Hawkesbury's heritage, Council promotes and implements certain programs in relation to heritage conservation, and the Local Heritage Assistance Fund Program is one of those to support and encourage the Community in conservation and protection of Hawkesbury's unique heritage.

Continuing with the Local Heritage Assistance Fund program in future years is a key to promoting and supporting the Hawkesbury's heritage and making the Community aware of the importance of heritage conservation.

Financial Implications

The required funding for the Local Heritage Assistance Fund 2019/2020 is derived from Council's Heritage Reserve and the Office of Environment and Heritage approved \$5,500 financial assistance grant. Total funds currently allocated for the Hawkesbury Local Heritage Assistance Fund 2019/2020 Program is \$25,000. The recommendation to fund 15 projects under the program requires additional expenditure of \$2,434.25 over the budgeted amount. This figure can be accommodated through cost savings in the Heritage Program - Heritage Review (Consultancy Fees) cost centre, and as such will not impact on the overall budget position of Council's Heritage functions. The necessary adjustment will be included in the September 2019 Quarterly Budget Review.

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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.

RECOMMENDATION:

That:

1. Council approve financial assistance under Section 356 of the *Local Government Act 1993* for each of the selected successful applicants as outlined in Table 1 under the terms of the Hawkesbury Local Heritage Assistance Fund 2019/2020.

Heritage Listed Property	Financial Assistance Sought
205 Windsor Street, Richmond	\$1,600.00
31 Fitzgerald Street, Windsor	\$1,201.75
2 Little Church Street, Windsor	\$2,000.00
104 March Street, Richmond	\$1,980.00
18 Rose Street, Wilberforce	\$2,000.00
25-29 Bosworth Street, Richmond	\$2,000.00
38 Eldon Street, Pitt Town	\$1,045.00
7 Chapel Street, Richmond	\$1,607.50
52 Salters Road, Wilberforce	\$2,000.00
189 George Street, Windsor	\$2,000.00
319 George Street, Windsor	\$2,000.00
104 Bathurst Street, Pitt Town	\$2,000.00
317 Windsor Street, Richmond	\$2,000.00
130 Francis Street, Richmond	\$2,000.00
104 Bathurst Street, Pitt Town	\$2,000.00
TOTAL	\$27,434.25

2. The successful and unsuccessful applicants for the Local Heritage Assistance Fund 2019/2020 be advised accordingly.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 178 **CP - Draft Community Engagement Framework and Draft Community Participation Plan - (95498, 124414)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to seek Council's endorsement for the Community Engagement Framework and the Community Participation Plan to be placed on public exhibition.

EXECUTIVE SUMMARY:

A Community Engagement Framework has been prepared for Council's consideration to provide a consistent approach and best practice approach to on-going and meaningful engagement with our communities and stakeholders. The Engagement Framework aligns with the newly inserted Section 402A, *Local Government Act 1993*.

At the same time Council has developed a Community Participation Plan specifically for engagement on land use planning. This is due to the *Environmental Planning and Assessment Act 1979* being amended to require all planning authorities (councils) to prepare a Community Participation Plan (CPP) outlining how they will engage with their respective community in carrying out their planning functions.

The CPP will not relate to any other functions of Council and must be published by December 2019.

This report provides Council with information on the Draft Community Engagement Framework and the Draft Community Participation Plan and recommends that the draft Community Engagement Framework and draft Community Participation Plan be placed on public exhibition. Please see attachments 1 and 2.

RECOMMENDATION SUMMARY:

It is recommended that the draft Community Engagement Framework 2019 and the draft Community Participation Plan 2019 be placed on public exhibition. Following the public exhibition process a further report will be provided to Council.

Following the public exhibition a further report be prepared for Council's consideration with any public submissions or in the event that no public submissions are received, the draft Community Engagement Framework and Community Participation Plan will take effect at the expiry of the exhibition period.

REPORT:

Context and Background

Engaging with our communities, assists Council to understand what is most important to the community now and into the future. Council's aspiration is to be an organisation that places engagement at the centre of everything we do.

A Community Engagement Framework has been prepared for Council's consideration to provide a consistent approach and best practice approach to on-going and meaningful engagement with our communities and stakeholders, as well as a Community Participation Plan specifically for engagement on land use planning.

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Detailed History, including previous Council decisions

In Council's Community Strategic Plan, *The Hawkesbury 2036* is to encourage an informed community and enable meaningful engagement. We commit to being an Engaged Council who engages, involves and empowers its community to participate in decisions that affect them.

To achieve this, Council has developed a Community Engagement Framework that will embed a consistent and best practice approach to how we engage with our community.

As community engagement is increasingly becoming a standard component of any significant project, governments and industry are recognising the value of engagement as an essential part of project planning and decision-making. It is also part of our Council's commitment to consult with our residents.

Therefore, the uses of community engagement are expanding to consulting with communities about policies, land use planning, input into the design of community facilities and a range of other council activities.

Policy considerations

Section 402A has been inserted as part of the amendment to the *Local Government Act 1993*. To acknowledge this important shift all councils will be required to meet this part of the Act.

Section 402A requires the following:

"A council must establish and implement a strategy (called its community engagement strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters)."

The *Environmental Planning and Assessment Act 1979* was amended to require all planning authorities (councils) to prepare a Community Participation Plan (CPP) outlining how they will engage with their respective community in carrying out their planning functions.

The planning functions for Council include:

- Assessment and determination of Development Applications (DA);
- Planning proposals and contributions plans;
- Strategic planning statements; and
- Entering into voluntary planning agreements (VPA).

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

- 1.2 Communication and engagement - Encourage an informed community and enable meaningful engagement.

- 1.2.1 Provide open and clear lines of communication with the community that use the most current forms of digital technology.
- 1.2.2 Council's communication will be enhanced to ensure community awareness and understanding of the role Council plays in everyday life in the Hawkesbury.
- 1.2.3 Provide quality customer service to the community.

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Discussion

Draft Community Engagement Framework

Hawkesbury City Council aspires to be an engaged organisation and the Draft Framework formalises Council's commitment to timely, appropriate and effective engagement with the community.

Council has developed the Draft Community Engagement Framework based on Council's Corporate Values and the Code of Ethics and Core Values of the International Association for Public Participation Australasia (IAP2), who is an affiliate of the peak professional body for engagement practitioners, the International Association for Public Participation (IAP2).

Council acknowledges the significant geographic diversity of its community and has set an approach to engagement underpinned by a set of principles that define what our community and stakeholders should reasonably expect from Council when consulting on our plans, policies and projects.

The seven principles are:

1. Flexible
2. Respectful
3. Credible
4. Collaborative
5. Consistent
6. Educational
7. Embedded
8. Evaluated

The Draft Community Engagement Framework will guide the Council staff, and those undertaking engagement on behalf of Council, in how to plan and deliver quality and inclusive engagement. It also guides Council when and how community engagement should occur, who should be engaged, and how outcomes should be reported on issues or decisions for which Council is responsible for.

The IAP2 Public Participation Spectrum is an industry-recognised tool designed to assist in selecting the public's level of participation in a community engagement program. Levels of participation extend from informing to empowerment. More information on the IAP2 Public Participation is included in the Draft Community Engagement Framework.

The Draft Community Engagement Framework also acknowledges the IAP2 Australasia Community Engagement Model recognises that engagement does not only occur as one-way path from Council to the community but may also be motivated from within the community or businesses to Council.

Working with the principles and guidance outlined in the Draft Community Framework, Council has an opportunity to strengthen our relationships and increase engagement with our community, local businesses, community groups and other stakeholders.

Draft Community Participation Plan

Community input and participation is crucial for creating great places and thriving communities across the Hawkesbury. The Community Participation Plan is an invitation to the community to participate in land use planning and, provides guidance for how the community can have a say on different types of land use planning documents, on a general scale (for example, draft Local Environmental Plans) or on a site-specific scale (for example, DAs).

Financial Implications

There are no financial implications applicable to this report.

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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 has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

Conclusion

Upon adoption, a copy of the Community Engagement Framework and Community Participation Plan will be made available to the public on Council's website. It will also ensure that community engagement is integrated into the business of Council to support decision making, build relationships and strengthen Council's connection with the community.

RECOMMENDATION:

That:

1. The draft Community Engagement Framework 2019 be placed on public exhibition.
2. The draft Community Participation Plan 2019 be placed on public exhibition.
3. Following the public exhibition of the Draft Community Engagement Framework for a period of 28 days;
 - a) A further report be prepared for Council's consideration of any public submissions. In the event that
 - b) No public submissions are received, the draft Community Engagement Framework will take effect at the expiry of the exhibition period.
4. Following the public exhibition of the Draft Community Participation Plan for a period of 28 days;
 - a) A further report be prepared for Council's consideration of any public submissions. In the event that
 - b) No public submissions are received, the draft Community Participation Plan will take effect at the expiry of the exhibition period.

ATTACHMENTS:

AT - 1 Draft Community Engagement Framework - *(Distributed under separate cover)*.

AT - 2 Draft Community Participation Plan - *(Distributed under separate cover)*.

oooO END OF REPORT Oooo

ORDINARY MEETING
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Item: 179 **CP - Draft Local Strategic Planning Statement - (95498, 124414)**

Previous Item: 255, Ordinary (30 October 2018)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this Report is to present Council with the draft Hawkesbury Local Strategic Planning Statement, and to seek Council's endorsement to place the draft Statement on public exhibition.

EXECUTIVE SUMMARY:

In March 2018, the *Environmental Planning and Assessment Act, 1979* was amended to include a statutory requirement for councils to review and amend their local environmental plans. The Local Environmental Plan Review process is designed to ensure that local environmental plans are consistent with the planning priorities and actions of the Greater Sydney Region Plan, and Western City District Plan.

Under the *Environmental Planning and Assessment Act, 1979*, the Local Strategic Planning Statement must include or identify the planning priorities that are consistent with any strategic plan for the area and any applicable community strategic plan.

A review of the *Hawkesbury Local Environmental Plan 2012* was undertaken and reported to Council's Ordinary Meeting of 30 October, 2018. The purpose of the review was to identify any inconsistencies with the Greater Sydney Region Plan, and Western City District Plan to inform possible amendments to *Hawkesbury Local Environmental Plan 2012*, and to undertake any further technical or strategic studies required to inform the local strategic planning statement.

Under the *Environmental Planning and Assessment Act, 1979* and Regulation, the draft Local Strategic Planning Statement is required to be exhibited for a minimum of 28 days. Councils were initially required to commence public exhibition prior to 1 July 2019, however an extension has been granted and councils now have until 1 October 2019 to commence public exhibition.

This Report recommends that Council proceed to public exhibition of the draft Local Strategic Planning Statement for a minimum of 42 days.

RECOMMENDATION SUMMARY:

That Council endorse the draft Hawkesbury Local Strategic Planning Statement for public exhibition.

REPORT:

Context and Background

The Greater Sydney Region Plan has been prepared by the Greater Sydney Commission and sets out the vision for Sydney to 2056. The planning for Greater Sydney is built upon a vision of a metropolis of three cities where most residents live within 30 minutes of jobs, education, health facilities, services and great places. It seeks to rebalance opportunities and deliver economic and social benefits more equitably across the metropolitan area.

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The Western District Plan is a 20 year plan to manage growth in the context of economic, social and environmental matters; working to achieve the 40 year vision of Greater Sydney. It is a guide for implementing the Greater Sydney Region Plan at a district level and is a bridge between regional and local planning.

The Local Strategic Planning Statement links the Regional and District Plans to council's Community Strategic Plan to guide how we will use our land to achieve the community's broader goals.

The draft Hawkesbury Local Strategic Planning Statement (Attachment 1) sets out a 20 year vision for land use in the Hawkesbury Local Government Area. The draft Statement identifies the special characteristics of the Hawkesbury Area which contribute to its identity, the shared community values which are to be maintained and enhanced, and how growth and change will be managed into the future.

The draft Hawkesbury Local Strategic Planning Statement is based on the vision and values of the Hawkesbury Community Strategic Plan 2017-2036, and how this vision gives effect to the Regional and District Plans, based on local characteristics and opportunities.

The draft Hawkesbury Local Strategic Planning Statement is a pivotal tool for local strategic planning in the Hawkesbury Local Government Area. The draft Hawkesbury Local Strategic Planning Statement is an evolving document that will direct the future refinement of the *Hawkesbury Local Environmental Plan 2012* and Hawkesbury Development Control Plan.

The NSW Government have mandated that councils prepare a local strategic planning statement. Funding of \$2.5M was provided to each Metropolitan Council to undertake this work, with the exception of Hawkesbury and Blue Mountains Council's in the Western City District Plan area who received no funding.

Legislation has outlined that councils in Metropolitan Sydney are required to have their draft local strategic planning statements on public exhibition by 1 October 2019.

Detailed History, including previous Council decisions

At Council's Ordinary Meeting of 30 October 2018, Council considered a report on the Hawkesbury City Council Local Environmental Plan Review. At that Meeting, Council resolved:

1. *Receive the information contained within the LEP Review Report.*
2. *Endorse the LEP Review Report – Attachment 1 (Health Check) to be submitted to the Greater Sydney Commission and the Department of Planning and Environment for their consideration.*
3. *Endorse the preparation of the Local Strategic Planning Statement for the Hawkesbury LGA, with further briefings and reports to be submitted to Council as part of this process.*
4. *Write to the Department of Planning and Environment, the Minister of Planning, Anthony Roberts and the Member for Hawkesbury, The Honourable Dominic Perrottet advising of Council's requirements for funding the LEP Review.*

Policy considerations

Environmental Planning and Assessment Act, 1979

Section 3.8 of the *Environmental Planning and Assessment Act, 1979* gives effect to the objectives and priorities identified within the Region Plan and relevant District Plans. This requires Council to:

- review their strategic planning framework, including a review of the existing Local Environmental Plan against the relevant District Plan (Western City District Plan in our case);

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- undertake necessary studies and strategies and prepare a Local Strategic Planning Statement which will guide the update of local environmental plans.

Section 3.9 of the *Environmental Planning and Assessment Act, 1979* requires each Council to prepare and make a Local Strategic Planning Statement and review the statement at least every seven years. This Section requires a Local Strategic Planning Statement to include or identify the following:

- a) the basis for strategic planning in the area, having regard to economic, social and environmental matters,
- b) the planning priorities for the area that are consistent with any strategic plan applying to the area and (subject to any such strategic plan) any applicable community strategic plan under section 402 of the *Local Government Act, 1993*,
- c) the actions required for achieving those planning priorities,
- d) the basis on which the council is to monitor and report on the implementation of those action.

The role of the Local Strategic Planning Statement is to provide an alignment between regional and district plan and local strategic planning and delivery.

Consultation

The draft Local Strategic Planning Statement is required to be publicly exhibited in accordance with the requirements of the *Environmental Planning and Assessment Act, 1979*.

It is proposed to use the Draft Community Participation Plan that is being considered by Council at this same meeting to guide the engagement with the Hawkesbury community with respect to the draft Hawkesbury Local Strategic Planning Statement.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

The preparation of the draft Hawkesbury Local Strategic Planning Statement is consistent with the following Focus Areas, Directions and Strategies within the Community Strategic Plan:

Our Leadership

- 1.4 Reinforcing and establishing effective partnerships – Build strong relationships and shared responsibilities
 - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury
 - 1.4.2 Achieve higher strategic capacity through strategic alliances and partnerships
- 1.5 Regulation and Compliance
 - 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning policies, procedures and service standards as required under all regulatory frameworks.
 - 1.5.2 Best practice sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Our Assets

- 4.2 Utilities - Facilitate the delivery of infrastructure through relevant agencies and Council's own works
 - 4.2.1 Our community's current and future utility infrastructure needs (water, sewer, waste, stormwater, gas, electricity and telecommunications) are identified and delivered.
 - 4.2.2 New development and infrastructure provision is aligned and meets community needs.
- 4.3 Places and Spaces - Provide the right places and spaces to serve our community

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- 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.
- 4.3.2 Provide a variety of quality active recreation spaces including playgrounds, sporting fields, pool, stadium and multipurpose centres to enhance our community's health and lifestyle.
- 4.3.3 Provide a variety of quality shared spaces including meeting spaces accommodating public art, cultural and environmental amenity to enhance our community's health and lifestyle.
- 4.3.4 Manage commercial spaces available for business and investment across the Hawkesbury's local centres.
- 4.3.5 Provision by Council of the administrative and civic spaces on behalf of the community including the Council's Administrative Buildings, Local Libraries, Gallery, Museum and heritage buildings.

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.

5.2 Management of Aboriginal and Non Aboriginal and the Built Environment

- 5.2.1 Our planning and actions will ensure that Aboriginal and Non Aboriginal heritage are integral to our City.
- 5.2.2 Encourage and implement progressive urban design, sensitive to environment and heritage issues.
- 5.2.3 Sympathetic adaptive and creative uses for heritage sites and buildings across the City will be encouraged and promoted.
- 5.2.4 As a community, we will identify ways to become better connected with our Aboriginal people, their history and culture.

5.3 Shaping our Growth

- 5.3.1 Growth and change in the Hawkesbury will be identified, planned for and valued by the community.
- 5.3.2 The diverse housing needs of our community will be met through research, active partnerships and planned development.
- 5.3.3 Plan for a balance of agriculture, natural environment and housing that delivers viable rural production and maintains rural character.

5.4 Celebrating our Rivers

- 5.4.1 Celebrate and use our rivers for a range of recreation, leisure, tourism and event activities.
- 5.4.2 Develop active partnerships and implement programs designed to improve the health of our rivers and river banks.
- 5.4.3 Encourage agricultural production, vegetation conservation, tourism, recreation and leisure uses within our floodplains

5.5 Reinforcing our dynamic places

- 5.5.1 Revitalise and enhance our two significant town centres of Windsor and Richmond, to create thriving centres each with its own character that attracts residents, visitors and businesses.
- 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

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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.
- 5.6.2 Masterplanning processes will be prepared in consultation with the community, key stakeholders and partners to establish the specific strategies for town and village centres.

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 our tourism sector.
- 5.7.3 Businesses are encouraged and upskilled to adopt more ethical and sustainable practices.

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.
- 5.8.2 Increase the focus on jobs and innovation to build on our strengths and achieve a diverse industry base.
- 5.8.3 Actively support the retention of the Richmond Royal Australian Airforce Base and enhanced aviation related industry, building on existing facilities.
- 5.8.4 Work towards ensuring that all people in our community have access to safe, nutritious, affordable and sustainably produced food.
- 5.8.5 Plan for the continuance and growth of agricultural industry uses within the Hawkesbury.

Discussion

The draft Hawkesbury Local Strategic Planning Statement has been developed following consideration of:

- Greater Sydney Region Plan and Western City District Plan
- Existing and Draft Studies
- Hawkesbury Community Strategic Plan
- Direct and indirect consultation with Councillors, the community, and relevant state agencies.

The report on the Hawkesbury Local Environmental Plan 2012 Health Check presented to Council's Ordinary Meeting on 30 October 2018 identified the existing and new strategic studies that need to be updated or carried out in order to inform the Local Strategic Planning Statement, and subsequent amendments to the Hawkesbury Local Environmental Plan 2012, and Development Control Plan. These included:

Existing

- Hawkesbury Residential Lands Strategy including diverse and affordable housing
- Hawkesbury Employment Lands Strategy including retail

New

- Hawkesbury Rural Lands Study
- Hawkesbury Rural Landscape Character Assessment
- Hawkesbury Heritage Study
- Town Centres Master plans for Windsor, South Windsor & Richmond initially, followed by other town and village centres
- Hawkesbury Waste Management Strategy
- Onsite Sewerage/Waste Water Management Strategy
- Hawkesbury Traffic Study

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- Hawkesbury Sustainability Strategy
- Hawkesbury Coastal Management Strategy
- Hawkesbury Environmental and Biodiversity Management Strategy
- Hawkesbury Development Control Plan

Work has progressed on a number of these studies to inform the preparation of the draft Hawkesbury Local Strategic Planning Statement.

It is noted that it is not mandatory to have all of the studies completed in order to complete the Local Strategic Planning Statement, however the Statement should make reference to studies that are required or being undertaken to inform the future Local Strategic Planning Statement and consequential amendments to *Hawkesbury Local Environmental Plan 2012*.

The resultant draft Hawkesbury Local Strategic Planning Statement has responded to inconsistencies or gaps identified as a consequence of the review of *Hawkesbury Local Environmental Plan 2012* (Health Check).

Attached to this report (Attachments 2-4) are synopsis documents detailing findings to date in terms of the Hawkesbury Employment Lands Study, Hawkesbury Rural Lands Study, and Hawkesbury Local Housing Strategy. These are not the final drafts of each document, and have been provided as background supporting material to assist engagement with the community on the draft Hawkesbury Local Strategic Planning Statement. Further reports will be provided to Council to consider the final draft of each study when completed.

Financial Implications

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2019/2020 Adopted Operational Plans, including funds carried forward from 2018/2019.

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 draft Hawkesbury Local Strategic Planning Statement has been prepared considering numerous existing and draft studies that Council has commissioned in order to inform its preparation. It is recommended that Council endorse the draft Hawkesbury Local Strategic Planning Statement for the purposes of public exhibition.

RECOMMENDATION:

That Council endorse the draft Hawkesbury Local Strategic Planning Statement for the purpose of public exhibition.

ATTACHMENTS:

- AT - 1** Draft Hawkesbury Local Strategic Planning Statement (*Distributed under separate cover*).
- AT - 2** Draft Hawkesbury Employment Lands Study - Synopsis (*Distributed under separate cover*).

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AT - 3 Draft Hawkesbury Rural Lands Study - Synopsis (*Distributed under separate cover*).

AT - 4 Draft Hawkesbury Local Housing Strategy - Synopsis (*Distributed under separate cover*).

oooO END OF REPORT Oooo

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Item: 180 **CP - Draft Notice of Approval - Protection of the Environment Operations (Clean Air) Regulation 2010 - (95498, 96330)**

Previous Item: 159, Ordinary (29 September 2015)
 NM1, Ordinary (9 October 2018)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to report to council on the results of the public exhibition of the draft Notice of Approval - General Approval for Pile Burning - Clean Air Regulation 2010 - Rural Areas and Villages.

EXECUTIVE SUMMARY:

At its meeting on 25 June 2019, Council considered a Notice of Motion in relation Notice of Approval - General Approval for Pile Burning and resolved:

"That Council:

- 1. Council receive and note the report.*
- 2. In accordance with Clause 13(3)(d) of the Protection of Environment Operations (Clean Air) Regulation 2010, Council place on public exhibition its draft Notice of Approval.*
- 3. Following the public exhibition of the draft Notice of Approval, a further report be prepared for Council's consideration of any public submissions. In the event that no public submissions are received, the draft Notice of Approval will take effect at the expiration of the exhibition period."*

In accordance with Council's resolution, the Draft Notice of Approval - General Approval for Pile Burning was placed on public exhibition from Monday 29 July 2019 to Friday 23 August 2019. The current Notice of Approval term is 9 November 2015 to 9 November 2020. Following consultation with the NSW RFS and EPA it is proposed that the new Notice of Approval be prepared to address the suggestion raised by the RFS that during the fire danger period, burning under the 'blanket' approval should be extended until midnight and that this Notice of Approval extend for five years from the adopted date.

It is proposed that the new Notice of Approval allow:

- Burning until midnight in the fire danger period – as requested by the NSW RFS.

Three submissions were received.

RECOMMENDATION SUMMARY:

It is recommended that Council adopt the proposed draft Notice of Approval - General Approval for Pile Burning - Clean Air Regulation 2010 - Rural Areas and Villages in accordance with Clause 13(3)(d) of the Protection of Environment Operations (Clean Air) Regulation 2010. No additional changes are proposed to the draft Notice of Approval that was considered by Council at the Ordinary Meeting on 25 June 2019.

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REPORT:

Context and Background

The current Notice of Approval General Approval for Pile Burning - Clean Air Regulation 2010 - Rural Areas and Villages is due to expire on 9 November 2020.

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

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

Hawkesbury City Council has granted in the past general approval under Clause 13(2) of the Regulation for the pile burning of dead and dry vegetation grown on that property, in the open, on land which is 4,000 square metres (one acre) or greater and/or is designated as an Extreme Risk under the Hawkesbury Bush Fire Risk Management Plan.

Excluding Fire Brigade requirements, residents only need to complete the online notification on Council's website to conduct pile burning on properties greater than one acre, and residents on properties less than one acre which are designated as an Extreme Bush Fire Risk.

In a Fire and Rescue NSW area (predominately main town centres), residents are required to obtain a fire safety permit for each pile burn (for all months during the year). Whereas in a Rural Fire Service area, a fire safety permit only needs to be obtained during the fire danger period.

Council consulted the Rural Fire Service as part of the review of this policy and the Rural Fire Service requested that Council consider amending the Notice of Approval to allow the hours for burning during the fire danger period be extended until midnight to assist in managing the risk of bush fires.

The current policy was then amended to include this one change.

At the Council Ordinary Meeting on 25 June 2019, Council resolved to place the draft Notice of Approval - General Approval for Pile Burning on public exhibition. Following the public exhibition period, three public submissions were received.

Detailed history, including previous Council decisions

Reports in relation to Draft Notices of Approval - General Approval for Pile Burning - Clean Air Regulation 2010 - Rural Areas and Villages, was previously brought to Council on 29 September 2015, where it was resolved as follows:

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

Policy considerations

The draft Notice of Approval General Approval for Pile Burning - Clean Air Regulation 2010 - Rural Areas and Villages complies with the Protection of the Environment Operations (Clean Air) Regulation 2010 and the *Protection of the Environment Operations Act 2000*.

NSW Planning Industry and Environment has recently written to Council regarding the proposed remake of the Protection of the Environment Operations (Clean Air) Regulation - Part 3 Control of Burning. The enquiry was specifically focused on whether the current framework that allows Hawkesbury City Council

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residents to undertake pile burning in the Hawkesbury LGA is appropriate. It is advised that the current status where residents can undertake pile burning in a certain framework is appropriate and no changes are required.

Consultation

The draft Notice of Approval General Approval for Pile Burning - Clean Air Regulation 2010 - Rural Areas and Villages was placed on public exhibition from Monday 29 July 2019 to Friday 23 August 2019.

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 Environment

- 3.1 The natural environment is protected and enhanced - Value, protect and enhance our unique natural environment
 - 3.1.2 Act to protect and improve the natural environment including working with key agency partners.
 - 3.1.4 Use a range of compliance measures to protect the natural environment.

Discussion

At the Council Ordinary Meeting on 25 June 2019, Council resolved to place the draft Notice of Approval - General Approval for Pile Burning on public exhibition. Following the public exhibition period, three public submissions were received.

Submission 1	Requested that pile burning be extended until midnight outside the fire danger period (cooler months), as well as extending the times until midnight for the fire danger period (the latter suggestion being the proposed changes).
Submission 2	Requested the same as above ie pile burning until midnight outside the fire danger period (cooler months).
Submission 3	Many residents do not understand the requirements for pile burning and more community awareness of the requirements for pile burning should occur.

Discussion of Submissions

The first two submissions are requesting to allow burning until midnight in the cooler months. The concern with allowing this in the cooler months is that temperature inversion in the colder months will result in smoke from pile burning and pollutants being trapped near the ground, with the smoke not able to rise easily. This will result in decreased air quality, greater levels of pollutants adversely impacting residents and a greater number of community concerns that Council is likely to receive regarding smoke nuisance.

The third submission recommended more community awareness. This is already occurring with the RFS regularly putting notice boards and signage up around the area with information regarding pile burning.

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Council regularly provides residents with information regarding pile burning requirements on its Facebook page and website. A further promotion will be undertaken as we move further into the fire danger period.

Financial Implications

There are no financial implications arising from this report.

Fit For The Future Strategy Considerations

The proposal is not specifically aligned with any Fit for the Future Strategy.

Conclusion

The Notice of Motion in regard to pile burning was considered by Council at its Ordinary Meeting on 25 June 2019. At the meeting, Council resolved to place the draft Notice of Approval - General Approval for Pile Burning on public exhibition. Subsequent to it being placed on public exhibition, three submissions were received. It is proposed not to amend or make any changes to the draft Notice of Approval - General Approval for Pile Burning which was reported to Council on 25 June 2019.

RECOMMENDATION:

That Council adopt the draft Notice of Approval - General Approval for Pile Burning - Clean Air Regulation 2010 - Rural Areas and Villages in the current form that was proposed at Council's Ordinary Meeting on 25 June 2019.

ATTACHMENTS:

AT - 1 Draft Notice of Approval

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AT - 1 Draft Notice of Approval

Hawkesbury City Council

366 George Street (PO Box 146) Windsor NSW 2756 DX 6601 WINDSOR
Phone: (02) 4560 4444 Facsimile: (02) 4587 7740 Email: gcouncil@hawkesbury.nsw.gov.au



DRAFT
General Approval for Pile Burning
Clean Air Regulation 2010 Notice of Approval
Rural Areas and Villages

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

- on land which is 4,000 square metres (one acre) or greater; or
- on land designated as Extreme Risk under the Hawkesbury Bushfire Management Plan.

Properties located in Bowen Mountain, Colo Heights, Lower Portland, Tabaraga Ridge - Kurrajong Heights, "The Islands Estate", Blaxlands Ridge and Yarramundi or other areas designated Extreme Risk (or as amended from time to time by the Bush Fire Management Plan).

This approval remains in force from [xx/xx/ 2019] to [xx/xx/ 2024]. It is limited by the following prohibitions and conditions.

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

1. Pile burning of dry and dead vegetation should NOT be seen as the best method for disposing of dry and dead vegetation. Alternative means of disposal such as re-use; recycling; composting; disposal through Council's waste service, kerbside collection service or waste management facility; should be thoroughly investigated and are the preferred disposal methods.
2. Only dry and dead vegetation originating on a property that is included in this approval shall be burnt on that property. Burning is to be conducted in accordance with the NSW Rural Fire Service "Standards for Pile Burning" February 2006;
http://www.hawkesbury.nsw.gov.au/data/assets/pdf_file/0003/1785/StandardsForPileBurning.pdf
3. Burning must at all times be carried out by such practical means as are necessary to prevent or minimise air pollution. The potential for smoke impacting on any person due to wind direction and weather conditions must be taken into account.
4. In the event of a Total Fire Ban being declared, this approval is suspended. Any existing fire is to be extinguished and cannot be re-commenced until the Total Fire Ban is lifted.
5. In the event of a "No Burn Day" being declared by the EPA, this approval is suspended for the duration of the declaration. When a "No Burn" notice is issued, it applies to the lighting of new fires in the declared areas. Existing fires should be allowed to continue as extinguishing the fire will result in more smoke. "No Burn Notices" are notified in the Public Notices section of the Sydney Morning Herald not later than on the day on which the order is to take effect. Recorded information about "No Burn Notices" is usually available from 4pm the day before the notice comes into effect and can be accessed by calling phone: 13 15 55 or is available on the Department of Environment, Climate Change and Water (DECCW) website
<http://www.epa.nsw.gov.au/air/aboutnb.htm>.
6. Adjoining neighbours and people likely to be affected by smoke are to be notified at least 48 hours before the fire is lit. This will allow for smoke-sensitive people such as asthmatics, to plan to be away from the area when the burn is conducted.
7. Complete the Open Burning online form as your notice to be given to the NSW Rural Fire Service and Hawkesbury City Council at least 24 hours prior to the burn (the Rural Fire Service will require additional time during the Bush Fire Season).
8. RFS Pile Burning Notification contact details:

Phone: (02) 4560 4444
Facsimile: (02) 4575 1475
Email: pileburnhawkesbury@rfs.nsw.gov.au

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9. If you are intending to burn and reside in a Fire and Rescue NSW area, a permit to burn from Fire and Rescue NSW will be required all year round. To apply for a permit to burn from Fire and Rescue NSW contact (02) 4577 3182 (Windsor) or (02) 4578 1222 (Richmond).
10. In Rural Fire Service (RFS) areas the bush fire season runs from 1 October to 31 March each year unless declared earlier or extended. If you live in a Rural Fire Service Area and are intending to burn during the fire season, a fire safety permit is required from your local Rural Fire Brigade Permit Issuing Officer, at least 48 hours before the time and date the proposed burn takes place. To apply for a permit from the Rural Fire Service contact the RFS permit issuing line on (02) 4560 6400.
11. A responsible supervising adult over the age of 18 shall be on site at all times with enough water to extinguish the fire, if required, for that time the fire is active.
12. Burning shall only be conducted between the hours of;
 - Within the Bushfire Season / Fire Danger Period to be conducted between 8am – 12am (midnight) on any day.
 - Outside the Bushfire Season / Fire Danger Period to be conducted between 8am – 5pm on any day.
13. Any residue waste from the burning must be disposed of in an environmentally satisfactory manner and in accordance with the *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (Waste) Regulation 1996*. On completion of the burn, the burnt area must be maintained in a condition that minimises or prevents the emission of dust from the area and prevents sediment or ash from fires being washed from the area into waters.

It is prohibited to burn:

- For the purposes of bush fire hazard reduction. Bush fire hazard reduction burns are not covered under this Notice. Such burns need to be assessed and approved under the *Rural Fires Act 1997* and residents should apply to the relevant local authority.
- Without the approval of the Fire and Rescue NSW throughout the year in the following areas: McGraths Hill, Windsor Downs, Bligh Park, South Windsor, Windsor, Vineyard, Clarendon, Richmond, and North Richmond.
- Without the approval of the Rural Fire Service between 1 October to 31 March or until the commencement of the Bush Fire Season, if declared earlier.
- Ecological/bush regeneration burns to be carried out in vegetation which is listed as an Endangered Ecological Community (EEC) or which is habitat for threatened species will require a licence from DECCW. See the DECCW website for further information about threatened species and EECs (<http://www.environment.nsw.gov.au/threatenedspecies/>) and for a licence application form (<http://www.environment.nsw.gov.au/wildlifelicences/ScientificResearchLicences.htm>).

This approval does NOT include:

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

Failure to comply with this approval may result in an on the spot fine of \$500 for an individual or \$1,000 for a corporation. In the event of prosecution, the maximum penalty is \$5,500 for an individual and \$11,000 for a corporation.

If you do not comply with the conditions specified above, you are not permitted to burn without separate approval being issued by Council and/or the local Rural Fire Service authority.

oooO END OF REPORT Oooo

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SUPPORT SERVICES

Item: 181 **SS - General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019 - (96332, 95496)**

Division: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to refer the General Purpose Financial Statements and Special Purpose Financial Statements (Financial Statements) for the financial year 2018/2019, to audit.

EXECUTIVE SUMMARY:

Section 413(1) of the Local Government Act, 1993 (the Act) requires that *“a council must prepare financial reports for each year, and must refer them for audit as soon as practicable.”* The unaudited Annual Financial Statements for 2018/2019 have been completed and are ready for audit.

RECOMMENDATION SUMMARY:

That Council refer the Financial Statements for the financial year 2018/2019 to audit; sign the “Statements by Councillors and Management”; and seek a presentation from the NSW Audit Office, or its representative, at a Council Meeting following the completion of the audit.

REPORT:

Context and Background

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

The unaudited Financial Statements for the year ended 30 June 2019 (Attachment 1) (distributed under separate cover) have been completed and are ready for audit.

The unaudited Financial Statements have been considered by the Audit Committee at the Audit Committee meeting on 11 September 2019. The Committee endorsed the recommendation to submit the Financial Statements to Council to refer to audit.

A copy of the audited Financial Statements for the year ended 30 June 2019 will be submitted for adoption at the Council Meeting on 12 November 2019. A detailed explanation on these key results will be included in the report presented at that meeting. At that meeting, a presentation relating to the Financial Statements will be given by Grant Thornton, who have been subcontracted to perform the audit, by the NSW Audit Office.

Statements by Councillors and Management on Council's Financial Statements in the prescribed format must be signed to refer the Financial Statements to audit. These Statements are attached in Attachment 2 to this report.

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

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

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

- a) Whether or not Council's annual financial reports have been drawn up in accordance with:
 - The Local Government Act, 1993 (NSW) (as amended) and the Regulations made thereunder,
 - The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and
 - The Local Government Code of Accounting Practice and Financial Reporting
- b) Whether or not those reports present fairly the Council's financial position and operating result for the year;
- c) Whether or not those reports are in accordance with the Council's accounting and other records; and
- d) Whether or not the signatories know of anything that would make those statements false or misleading in any way.

Policy considerations

Council's Financial Statements have been prepared in accordance with the requirements detailed in Clause 215(2) (a) to (c) of the Regulation, as outlined above.

The Financial Statements are prepared by Council staff and comply with Australian Accounting Standards and the Local Government Code of Accounting Practice and Financial Reporting. The Statements are required to be audited by an independent auditor, and lodged with the Office of Local Government (OLG) before 31 October 2019.

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.

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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

Overview of Key Financial Information

Income Statement

Provided below is a summary of Council's financial results for the period ended 30 June 2019.

Statement of Financial Performance	2018/2019 \$'000	2017/2018 \$'000	Movement Increase /(Decrease)
Income from continuing operations	107,622	94,503	13,119
Expenses from continuing operations	79,340	76,217	3,123
Net Operating Result for the year	28,282	18,286	9,996
Capital Grants and Contributions	22,963	19,052	3,911
Net Operating Result before Capital Grants and Contributions	5,319	(766)	6,085

Income from continuing operations	2018/2019 \$'000	2017/2018 \$'000	Movement Increase /(Decrease)
Rates and Annual Charges	57,453	52,906	4,547
User Charges and Fees	6,912	7,021	(109)
Interest	1,768	1,520	248
Other Operating Revenue	7,171	6,483	688
Grants and Contributions – Operating	11,093	7,217	3,876
Grants and Contributions – Capital	22,963	19,052	3,911
Profit from Joint Venture Equity	262	304	(42)
Total Income from Continuing Operations	107,622	94,503	13,119

Expenses from continuing operations	2018/2019 \$'000	2017/2018 \$'000	Movement Increase/ (Decrease)
Employee costs	29,221	27,013	2,208
Borrowing costs	305	364	(59)
Materials and Contracts	19,312	17,690	1,622

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Expenses from continuing operations	2018/2019 \$'000	2017/2018 \$'000	Movement Increase/ (Decrease)
Depreciation and Amortisation	18,640	19,485	(845)
Other Expenses	11,562	11,390	172
Revaluation Decrement	0	178	(178)
Loss on Sale of Assets	300	97	203
Total Expenses from Continuing Operations	79,340	76,217	3,123

Statement of Financial Position

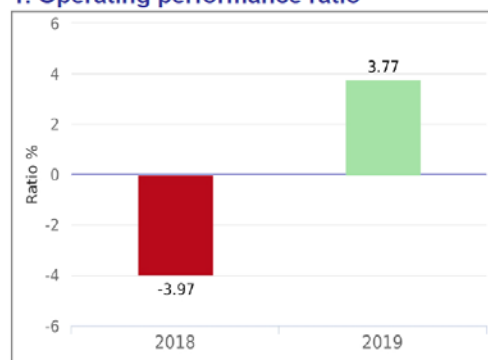
Provided below is a summary of Council's financial position as at 30 June 2019.

Statement of Financial Position	2018/2019 \$'000	2017/2018 \$'000	Movement Increase/ (Decrease)
Current Assets	72,998	66,001	6,997
Non-Current Assets	1,043,142	1,017,970	25,172
Total Assets	1,116,140	1,083,971	32,169
Current Liabilities	21,077	21,310	233
Non-Current Liabilities	13,205	9,459	3,746
Total Liabilities	34,282	30,769	3,513
Net Assets	1,081,858	1,053,202	28,656
Equity	1,081,858	1,053,202	28,656

Performance Indicators

Council's financial statements disclose a number of financial indicators, which are detailed below:

1. Operating performance ratio



Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

Purpose of operating performance ratio

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

Commentary on 2018/19 result

2018/19 ratio 3.77%

The ratio improved as a result in increase rates income achieved through the Special Rates Variation, increased Annual Charges, and a \$3.9M unbudgeted operating grant from the Western Sydney City Deals.

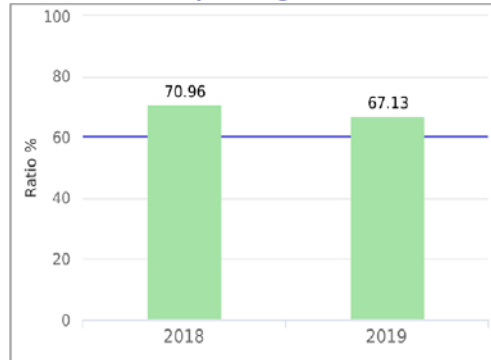
Ratio is better than the benchmark.

Ratio achieves benchmark

Ratio is outside benchmark

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2. Own source operating revenue ratio



Purpose of own source operating revenue ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

Commentary on 2018/19 result

2018/19 ratio **67.13%**

The ratio declined as a result of a \$3.9M increase in capital grants and contributions over the previous reporting period.

Ratio is better than the benchmark.

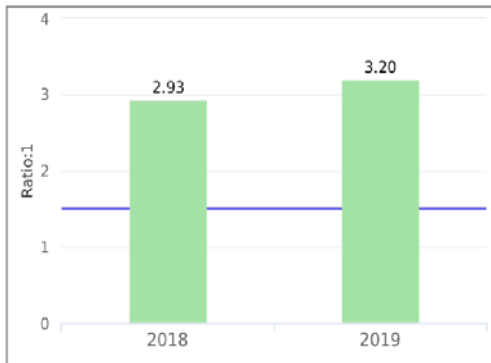
Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

Ratio achieves benchmark

Ratio is outside benchmark

3. Unrestricted current ratio



Purpose of unrestricted current ratio

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Commentary on 2018/19 result

2018/19 ratio **3.2x**

The ratio improved as a result of the level of current liabilities less specific purpose liabilities reducing from the previous reporting period.

The ratio is better than the benchmark.

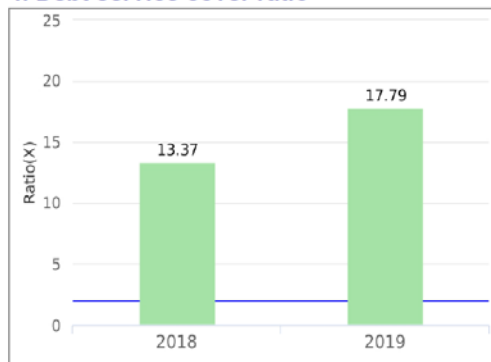
Benchmark: — > 1.5x

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

Ratio achieves benchmark

Ratio is outside benchmark

4. Debt service cover ratio



Purpose of debt service cover ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

Commentary on 2018/19 result

2018/19 ratio **17.79x**

The ratio increased due to an increase in available cash to service debt costs, in conjunction with a reduction in debt costs from the previous reporting period.

The ratio is better than the benchmark.

Benchmark: — > 2x

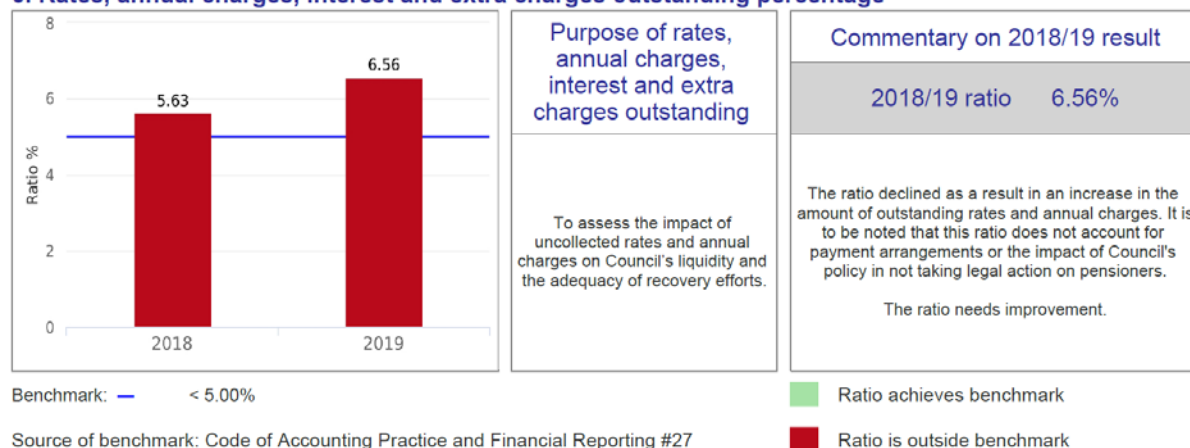
Source of benchmark: Code of Accounting Practice and Financial Reporting #27

Ratio achieves benchmark

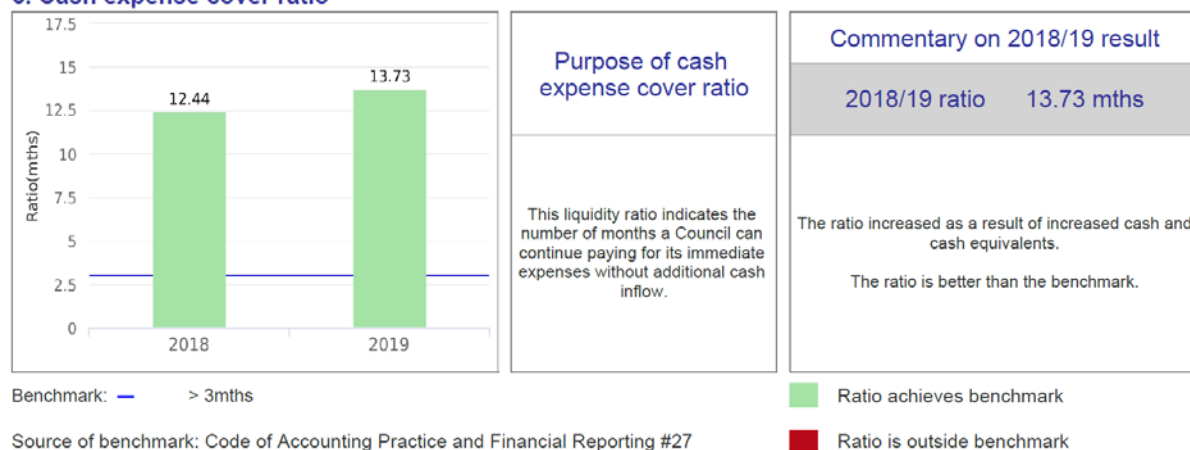
Ratio is outside benchmark

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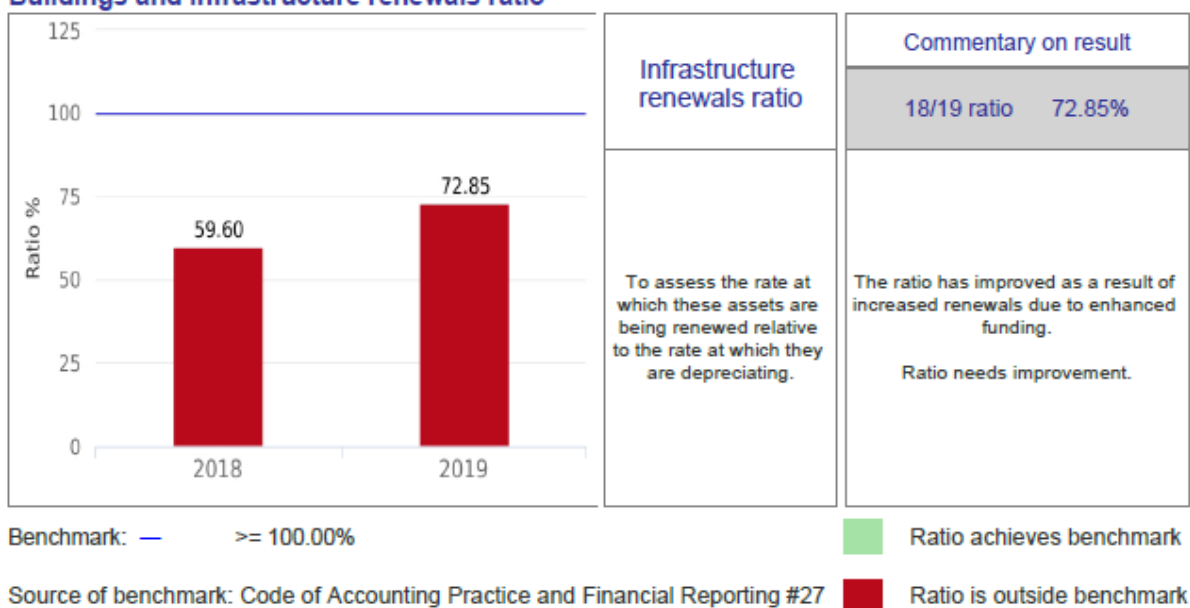
5. Rates, annual charges, interest and extra charges outstanding percentage



6. Cash expense cover ratio

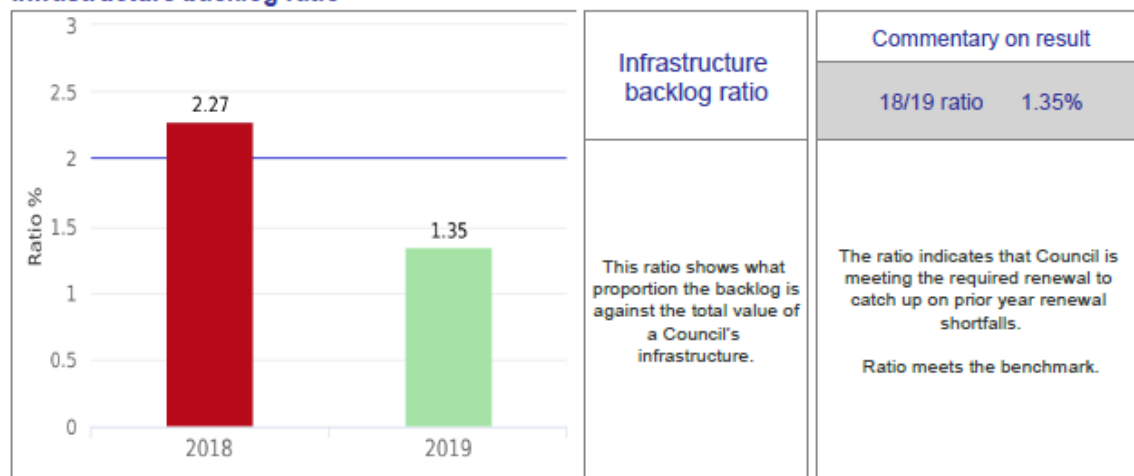


Buildings and infrastructure renewals ratio ¹



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Infrastructure backlog ratio ¹



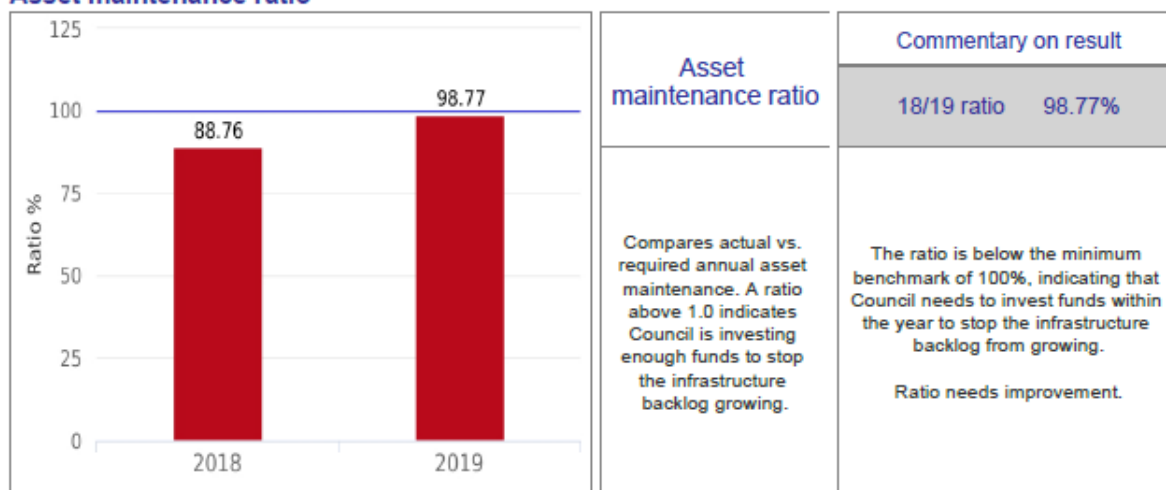
Benchmark: — < 2.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

Ratio is outside benchmark

Asset maintenance ratio



Benchmark: — > 100.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

Ratio is outside benchmark

Interpretation of Financial Results

Council's operating result improved from a surplus of \$18.3 million in 2017/2018 to \$28.3 million in 2018/2019. The net operating result before capital grants and contributions was a surplus of \$5.3 million in 2018/2019, compared to a \$0.8 million deficit in 2017/2018. The improvement in the operating result is contributed to increased rates due to the Special Rates Variation, increased Annual Charges and the receipt of a \$3.9M grant from the Western Sydney City Deals.

Council's cash and current investments increased from \$55.8 million to \$65.1 million during the reporting period, and included restricted and unrestricted funds. The increase in cash and current investments is a result of the increased income above and the prepayment of 50% of the 2019/2020 allocation of the Financial Assistance Grant.

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Council's Unrestricted Current Ratio at 30 June 2019 is 3.2 and remained significantly above the accepted industry benchmark of 1.5. The Debt Service Ratio was 17.79 and remains better than the accepted industry benchmark of 2. This is due to Council's borrowings decreasing by \$0.9M after repayments during the year.

The Own Source Operating Revenue Ratio declined, down to 67.13% as against 70.96% for 2017/2018. This reflects increases in revenues from grants and contributions.

The Rates Outstanding Ratio increased to 6.56% of collectables. Council's Debt Recovery Policy allows for ratepayers to enter into a payment arrangement with Council, and also has special provisions limiting debt recovery action taken in regard to amounts outstanding by Pensioners. These Policy provisions restrict debt recovery action to some extent and result in a higher ratio than would otherwise be the case. Whilst the ratio is higher than the accepted industry benchmark of 5%, the exclusion of amounts on payment arrangements and amounts owed by Pensioners, results in this ratio being 3.2%, which is better than the benchmark.

The Buildings and Infrastructure Renewals Ratio indicates that infrastructure assets were renewed at 73% of the rate at which they were depreciating during 2018/2019. This is a timing difference only due to works still being in progress as at June 2019.

Whilst it is estimated that Council needs to spend over \$10 million to bring its assets back to the standard, as indicated by the backlog ratio, Council has, through a focus on asset renewal, now met the benchmark for backlog.

Council has also continued to focus on maintaining Council's assets, which is reflected in the improvement in the asset maintenance ratio, as outlined earlier in the report. For 2018/2019, the ratio was only slightly below the benchmark, at 98.77% compared to 100%.

Matters of Note

1. Accounting for Rural Fire Service (RFS) Assets

In line with directions provided by the NSW Audit Office, Council has recognised RFS "Red Fleet" assets for the first time in the Statements. These assets are the specialised fire-fighting vehicles, which are predominantly painted red. As Council does not insure the assets and has no control over when and how these assets are replaced, these assets were previously not recognised, in line with the Local Government Accounting Code of Accounting Practice and Financial Reporting.

In order to implement this change, a prior year correction was required, resulting in a restatement of the Financial Position and Equity relating to the 2017/2018 and 2018/2019 financial years. The impact is outlined below.

Changes to the opening Statement of Financial Position at 1 July 2017			
	Original Balance 1 July, 2017	Impact Increase/ (decrease)	Restated Balance 1 July, 2017
Statement of Financial Position			
Property, Plant and Equipment	14,914	8,612	23,526
Total Assets	1,008,026	8,612	1,016,638
Total Liabilities	25,049	–	25,049
Retained earnings	414,587	8,612	423,199
Total equity	982,977	8,612	991,589

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Statement of Financial Position	Balance 30 June, 2018	Increase/ (decrease)	Balance 30 June, 2018
Property, Plant and Equipment	9,051	8,612	17,663
Total Assets	1,075,359	8,612	1,083,971
Total Liabilities	30,769	–	30,769
Retained earnings	432,873	8,612	441,485
Total equity	1,044,590	8,612	1,053,202

2. Adoption of New Accounting Standard – AASB 9 Financial Instruments

In line with the transition methodology mandated in the Local Government Accounting Code of Accounting Practice and Financial Reporting #27, Council has adopted AASB 9 for the first time within the period ending 30 June 2019.

An overview of the impacts of the adoption of AASB 9 is included in *Note 14 Accumulated Surplus, Revaluation Reserves, Changes in Accounting Policies, Changes in Accounting Estimates and Errors* on pages 50 and 51 of The Statements. An extract from the Statement is shown below.

(c) Changes to accounting policies due to adoption of new accounting standards (non-retrospective)

During the year, Council adopted a number of new accounting standards. The impact of the adoption and associated transition disclosures are shown below.

The Council has adopted AASB 9 Financial Instruments for the first time in the current year with the date of initial adoption of 1 July 2017. As part of the adoption of AASB 9, the Council adopted consequential amendments to other accounting standards arising from the issue of AASB 9, as follows:

- AASB 101 Presentation of Financial Statements requires the impairment of financial assets to be presented in a separate line item in the income statement. In prior years, this information was presented as part of other expenses.
- AASB 7 Financial Instruments: Disclosures require amended due to changes arising from AASB 9. These disclosures have been provided in the current year.

The key changes to Council's accounting policy and the impact on these financial statements from applying AASB 9 are described below.

Changes in accounting policies arising from AASB 9 have been applied retrospectively except Council has not restated any amounts relating to classification and measurement requirements, including impairment, which have been applied from 1 July

Classification of financial assets

The financial assets of Council have been reclassified into one of the following categories on adoption of AASB 9, based primarily on the business model in which a financial asset is managed and its contractual cash flow characteristics are:

- measured at amortised cost
- fair value through profit or loss
- fair value through other comprehensive income - equity instruments

Impairment of financial assets

The incurred loss model from AASB 139 has been replaced with an expected credit loss model in AASB 9 for assets measured at amortised cost. This has resulted in the earlier recognition of credit losses (bad debt provisions).

Transition adjustments

Application of the new Expected Credit Loss model to impairment of trade receivables under AASB 9 did not result in a materially different amount of bad debt provision for trade receivables on transition date 1 July 2018. Council, therefore, decided not to recognise extra amounts of bad debt provision on transition.

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Financial Assets

Financial assets	Classification under AASB 139	Classification under AASB 9	Carrying amount under AASB 139 \$'000	Re-measurement \$'000	Carrying amount under AASB 9 \$'000
Cash and cash equivalents	Cost	Cost	5,341	-	5,341
Term deposits (i)	Held to maturity	Amortised cost	53,500	-	53,500
Trade and other receivables	Loans and receivables	Amortised cost	6,586	-	6,586
Total financial assets under AASB 9 at 1 July 2018			65,427	-	65,427

Financial Liabilities

Financial liability	Classification under AASB 139	Classification under AASB 9	Carrying amount under AASB 139 \$'000	Re-measurement \$'000	Carrying amount under AASB 9 \$'000
Payables	Amortised cost	Amortised cost	10,192	-	10,192
Borrowings	Amortised cost	Amortised cost	3,733	-	3,733
Total financial liabilities under AASB 9 at 1 July 2018			13,925	-	13,925

Notes to the table:

(i) *Reclassification from 'held to maturity' to 'amortised cost'*

Term deposits that would previously have been classified as 'held to maturity' are now classified at 'amortised cost'. Council intends to hold the assets to maturity to collect contractual cash flows and these cash flows consist solely of payments of principal and interest on that principal amount outstanding. There was no difference between the previous carrying amount and the revised carrying amount of these assets.

3. Full Revaluation of Sewer Assets

In line with a recommendation by the NSW Audit Office as part of the 2017/2018 Management Letter, Council has introduced the requirement to annually assess the value of assets to determine if any material difference exists between the current asset value and the "written down values" within the Council's Asset Register.

As part of this assessment, it was identified by the Manager Waste Management that sewer assets appeared to be potentially materially understated within the Asset Register. This assessment was based on the increased costs encountered when procuring contracts for the rehabilitation of sewer assets over the past 12 months; and a review of the remaining useful lives of assets. Therefore, it was determined that a full revaluation was required, one year earlier than scheduled.

At the time of writing this report, the results of the full revaluation conducted by APV Valuers Pty Ltd were being reviewed by Management. It is anticipated that any required adjustments will be made and reflected in the Financial Statements prior to submission to the Council Meeting on 12 November 2019.

Financial Implications

There are no financial implications applicable to this report. The Statements are the mechanism by which the financial performance and financial position, over the 12 months ending 30 June 2019 are reported. Any observed concerning trends are noted and addressed by management.

Fit For The Future Strategy Considerations

The subject of this report does not directly align with a specific Fit for the Future Strategy, but does provide an overview on the financial performance of 2018/2019. This performance provides a basis to assess

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Council's progress in achieving the overall Fit for the Future objectives, being to attain financial sustainability and meet all the Fit for the Future benchmarks by 2020/2021.

The table below summarises the Fit for Future key performance indicators for the reporting period. These indicators are based on the General Fund only, in line with the Office of Local Government methodology.

Financial Sustainability Ratio	Benchmark	Result at 30 June 2019	Benchmark Met in 18/19
Operating Performance	>= 0%	2.44%	Yes
Own Source Revenue	> 60%	65.44%	Yes
Asset Renewal	> 100%	80.4%	No
Infrastructure Backlog	< 2%	1.35%	Yes
Asset Maintenance	> 100%	96.99%	No
Debt Service	0%-20%	0.96%	Yes
Real Operating Expenditure per Capita	Decrease	Decrease	Yes

Conclusion

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

RECOMMENDATION:

That:

1. Council note the following Statement in respect of Section 413(2) (c) of the Local Government Act 1993 as to its Annual Financial Statements:
 - a) Council's Annual Financial Statements for 2018/2019 have been drawn up in accordance with:
 - The Local Government Act 1993 (NSW) (as amended) and the Regulations made thereunder;
 - The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and
 - The Local Government Code of Accounting Practice and Financial Reporting.
 - b) The Statements present fairly the Council's financial position and operating result for the year.
 - c) The Statements are in accordance with the Council's accounting and other records.
 - d) The signatories do not know of anything that would make these Statements false or misleading in any way.
2. Council sign the "Statements by Councillors and Management". The Statements are to be signed by the Mayor, Deputy Mayor, General Manager and the Responsible Accounting Officer.
3. Council seek a presentation from the NSW Audit Office, or its representative, at a Council Meeting following the completion of the audit.

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ATTACHMENTS:

- AT - 1** General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019 - *(Distributed under separate cover)*.
- AT - 2** Statements by Councillors and Management on the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019.

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AT - 2 Statements by Councillors and Management on the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019

General Purpose Financial Statements

for the financial year ended 30 June 2019

Statement by Councillors and Management

made pursuant to Section 413(2)(c) of the Local Government Act 1993 (NSW) (as amended)

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

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

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

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

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

Signed in accordance with a resolution of Council made on 24 September 2019.

Councillor Mary Lyons-Buckett
DEPUTY MAYOR
24 September 2019

Councillor Barry Calvert
MAYOR
24 September 2019

Ms Linda Perrine
ACTING GENERAL MANAGER
24 September 2019

Ms Emma Galea
RESPONSIBLE ACCOUNTING OFFICER
24 September 2019

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Special Purpose Financial Statements
for the year ended 30 June 2019

Statement by Councillors and Management
made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

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

- the NSW Government Policy Statement *'Application of National Competition Policy to Local Government'*
- the Division of Local Government Guidelines *'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality'*,
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these financial statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.

present overhead reallocation charges to the sewerage business as fair and reasonable.

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

Signed in accordance with a resolution of Council made on 24 September 2018.

Councillor Barry Calvert
MAYOR
24 September 2019

Councillor Mary Lyons-Buckett
DEPUTY MAYOR
24 September 2019

Ms Linda Perrine
ACTING GENERAL MANAGER
24 September 2019

Ms Emma Galea
RESPONSIBLE ACCOUNTING OFFICER
24 September 2019

oooO END OF REPORT Ooo

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Item: 182 **SS - Monthly Investments Report - August 2019 - (95496, 96332)**

Previous Item: 150, Ordinary (26 June 2018)

Division: 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 \$63.1 million in investments at 31 August 2019 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 August 2019 be received and noted.

REPORT:

Context and Background

The following table indicates that Council held \$63.1 million in investments as at 31 August 2019. Details of the financial institutions with which the investments were made, 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-			0.95%	10,000,000	15.85%	
TCorp*					0.87%	2,108,333	3.34%	
Total On-call Investments								12,108,333
Term Investments								
ANZ	A1+	AA-	22-May-19	15-Jan-20	2.20%	2,000,000	3.17%	
ANZ	A1+	AA-	17-Apr-19	17-Apr-20	2.35%	1,500,000	2.38%	
ANZ	A1+	AA-	24-Apr-19	06-May-20	2.35%	1,000,000	1.58%	
ANZ	A1+	AA-	03-May-19	06-May-20	2.25%	2,000,000	3.17%	
ANZ	A1+	AA-	15-May-19	25-May-20	2.25%	1,000,000	1.58%	
ANZ	A1+	AA-	19-Jun-19	18-Jun-20	1.90%	1,000,000	1.58%	
Bankwest	A1+	AA-	23-Aug-19	09-Oct-19	1.60%	2,000,000	3.17%	
Bankwest	A1+	AA-	26-Jun-19	18-Dec-19	1.90%	1,000,000	1.58%	
Bankwest	A1+	AA-	09-Aug-19	07-Feb-20	1.70%	1,000,000	1.58%	
CBA	A1+	AA-	15-May-19	18-Sep-19	2.30%	1,000,000	1.58%	
CBA	A1+	AA-	23-Aug-19	30-Oct-19	1.65%	1,000,000	1.58%	

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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-	23-Aug-19	18-Dec-19	1.67%	1,000,000	1.58%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.58%	
CBA	A1+	AA-	04-Apr-18	03-Apr-20	2.85%	1,000,000	1.58%	
CBA	A1+	AA-	23-Aug-19	08-Jul-20	1.63%	1,000,000	1.58%	
NAB	A1+	AA-	13-Dec-18	10-Sep-19	2.73%	3,000,000	4.75%	
NAB	A1+	AA-	09-Oct-18	09-Oct-19	2.74%	1,500,000	2.38%	
NAB	A1+	AA-	19-Oct-18	16-Oct-19	2.75%	1,000,000	1.58%	
NAB	A1+	AA-	24-Oct-18	30-Oct-19	2.75%	1,000,000	1.58%	
NAB	A1+	AA-	08-Nov-18	06-Nov-19	2.73%	1,500,000	2.38%	
NAB	A1+	AA-	21-Nov-18	20-Nov-19	2.75%	1,500,000	2.38%	
NAB	A1+	AA-	19-Jun-19	21-Nov-19	2.07%	2,500,000	3.96%	
NAB	A1+	AA-	21-Dec-18	18-Dec-19	2.80%	2,000,000	3.17%	
NAB	A1+	AA-	16-Jan-19	15-Jan-20	2.75%	2,500,000	3.96%	
NAB	A1+	AA-	07-Feb-19	07-Feb-20	2.75%	1,000,000	1.58%	
NAB	A1+	AA-	19-Jun-19	19-Feb-20	2.04%	2,000,000	3.17%	
NAB	A1+	AA-	06-Mar-19	05-Mar-20	2.65%	1,000,000	1.58%	
NAB	A1+	AA-	26-Jun-19	25-Mar-20	1.97%	1,000,000	1.58%	
NAB	A1+	AA-	31-May-19	29-Apr-20	2.20%	1,000,000	1.58%	
NAB	A1+	AA-	09-Aug-19	12-Aug-20	1.70%	1,000,000	1.58%	
Westpac	A1+	AA-	07-Feb-19	07-Feb-20	2.68%	1,000,000	1.58%	
Westpac	A1+	AA-	22-Feb-19	20-Feb-20	2.62%	1,000,000	1.58%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.79%	
Westpac	A1+	AA-	04-Apr-19	03-Apr-20	2.41%	2,500,000	3.96%	
Westpac	A1+	AA-	18-Apr-18	17-Apr-20	2.93%	500,000	0.79%	
Westpac	A1+	AA-	31-May-19	03-Jun-20	2.07%	1,000,000	1.58%	
Westpac	A1+	AA-	19-Jun-19	18-Jun-20	1.90%	1,500,000	2.38%	
Westpac	A1+	AA-	26-Jun-19	24-Jun-20	1.83%	1,000,000	1.58%	
Total Term Investments								51,000,000
TOTAL INVESTMENT AS AT 31 August 2019								63,108,333

*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	12,108,333	0.94%	Reserve Bank Cash Reference Rate	1.00%	-0.06%
Term Deposit	51,000,000	2.33%	UBS 90 Day Bank Bill Rate	0.99%	1.34%
Total	63,108,333	2.27%			

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Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions –S7.11 and S7.12	13,281,366
External Restrictions - Other	8,015,634
Internal Restrictions	16,061,433
Unrestricted	25,749,900
Total	63,108,333

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 7.11 and Section 7.12 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 26 June 2018.

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.

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.

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- 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 increased by \$7.3 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 31 August 2019, 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 on a regular basis by Council's investment advisor.

Financial Implications

The matters raised in this report have direct financial implications. The income applicable is provided for in the 2019/2020 Adopted 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.

Conclusion

Council has investments totalling \$63.1 million as at 31 August 2019, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

That the Monthly Investments Report for August 2019 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Ooo

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section 4

reports
of committees

ORDINARY MEETING

SECTION 4 – Reports of Committees

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SECTION 4 – Reports of Committees

Item: 183 ROC - Hawkesbury Access and Inclusion Advisory Committee - 29 August 2019 - (124569, 96328)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Hawkesbury Access and Inclusion Advisory Committee, held on 29 August 2019

RECOMMENDATION SUMMARY:

A matter contained within the attached minutes of the Hawkesbury Access and Inclusion Advisory Committee has policy or financial implications to Council, and as such require special consideration by Council. In relation to Item 1 and General Business, as they have potential policy and/or financial implications, they require specific consideration by Council, the details of which are discussed below.

In relation to Presentations to the Committee, as they have no policy or financial implications for Council, they 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 items are of particular note to Council.

Presentation – Compassionate Communities Project

The Committee receives a presentation from staff from Nepean Blue Mountains Primary Health Network with regards to Compassionate Communities Project.

The Committee were advised of the project focussed on persons aged over 75 in the Hawkesbury LGA who are socially isolated. Project activities have included community workshops, production of a service directory and up skilling GP practice nurses to work as 'health-connector's to refer isolated people to non-medical community activities. Council staff are participating in the project reference groups to inform development and implementation initiatives that this project identifies are needed to reduce social isolation in the Hawkesbury.

Item: 1 Fusion – Assistive Technology Software (124569, 96328)

The Committee received information on Fusion ZoomText, an assistive technology software available to enable vision impaired persons to use the public computers available at Council library facilities.

Fusion ZoomText has been identified by the software of choice to meet the broadest needs of vision impaired community members by Vision Australia, Guide Dogs NSW, the Hawkesbury Vision Support Group and members of the Committee.

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The Committee asked that rather than make recommendation immediately to Council for a budgetary allocation to purchase the software that Council staff investigate grant opportunities to assist with the funding of the software and that if no grant was identified by 30 September 2019 that the Committee make representation to Council for consideration of a special budget allocation to assist in the purchase of the software.

The cost of purchase of ZoomText Fusion is \$13 565 and includes software upgrades until 2022.

Should the project proceed Council will engage in the procurement process to select an appropriate provider for the software.

Following consideration, the Committee resolved:

"That:

- 1. The information be received.*
- 2. The Committee endorse purchase of Fusion ZoomText software*
- 3. Committee members and Council staff explore any grant opportunities to assist with the funding of the Fusion ZoomText software.*
- 4. If no grant opportunities are identified by 30 September 2019 that the Committee make representation to Council for consideration of a special budget allocation to assist in the purchase of this software.*

General Business

A number of matters were discussed in general business and include:

Dementia Friendly Plan:

Activity undertaken to develop the Draft Dementia Friendly Hawkesbury Plan was presented and included:

- facilitating consultative forums for people living with dementia, family and friends of people living with dementia, people concerned with memory loss and service providers;
- hosting 'Dementia Friend' training for community members;
- developing and distributing surveys to small businesses to determine the level of understanding of service providers in the Hawkesbury of the expectations and limitation of those living with dementia and their carers;
- developing and distributing a further survey for people living with dementia and their carers
- engaging with local businesses through Business Week events
- direct engagement with service providers including consultations held in Aged Care Facilities

The response rate to surveys and participation in forums was discussed and it was noted that the local participation rate was higher than that which informed development of Dementia Friendly Plans that are frequently referenced as best-practice examples, such as Kiama Council's Plan.

The Dementia Friendly Working Group was to disband following completion of the Dementia Friendly Hawkesbury Plan according to the Terms of Reference, however it was recommended that the Committee

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adopt the Dementia Friendly Working Group as a sub-committee of the Committee for the term of the Plan due to the benefit of the specialist expertise held on the Working Group.

The Committee were asked to review the Draft Plan and provide written feedback to Council staff by 6 September 2019 following which the Draft Plan would be placed on public exhibition in accordance with Council's Community Engagement Policy.

Subsequent to this meeting two Committee members provided feedback to the effect that they endorsed the Draft Plan with no amendment. As such the Draft Plan considered by the Committee is considered final and will be reported to Council.

Tactile provision in and around town centres.

Committee members made enquiry as to the provision of tactile markers in and around town centres. Council staff will investigate provision of tactile markers and will report back to the Committee in due course.

Pound Paddock

A number of maintenance issues were raised relating to Pound Paddock that Council staff noted they would raise with North West Disability Services as site managers. Committee member requested installation of a double gate system (being two separate entry gates) be investigated for both this site and all Council-owned dog park facilities in the Hawkesbury.

The Committee resolved:

1. *That Council Officers seek estimate costs for installation of double gate system for Council-owned dog park facilities in the Hawkesbury*
2. *That Council Officers investigate grant opportunities to assist with the funding of installation of double gates*
3. *If no grant opportunities are identified that the Committee make representation to Council for consideration of a special budget allocation to install double gate systems at Council-owned dog park facilities in the Hawkesbury*

ATTACHMENTS:

AT - 1 Minutes - Hawkesbury Access and Inclusion Advisory Committee – 29 August 2019.

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AT - 1 Minutes - Hawkesbury Access and Inclusion Advisory Committee – 29 August 2019

Minutes of the Meeting of the Hawkesbury Access and Inclusion Advisory Committee held in the Meeting Room, Peppercorn Place, 320 George Street, Windsor, on 29 August 2019, commencing at 4:05 pm.

Present: Councillor John Ross, Hawkesbury City Council
Mr Desmond Crane, Community Representative
Mr David Gearin, (Deputy Chairperson) Community Representative
Ms Jennifer Moses, Community Representative
Ms Terri Mottram, Community Representative
Mr Malcolm Wilbow, Community Representative

Apologies: Councillor Barry Calvert (Chairperson), Hawkesbury City Council
Ms Alison Carpenter, Community Representative
Ms Jessica Brunskill, Community Representative

In Attendance: Ms Meagan Ang, Hawkesbury City Council
Ms Jessica Innes, Hawkesbury City Council
Ms Liz Murphy, Nepean Blue Mountains Primary Health Network
Ms Amanda Carroll, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Ms Terri Mottram and seconded by Councillor John Ross that the apologies be accepted.

Member	28/02/2019	02/05/2019	27/06/2019	29/08/2019
Councillor Barry Calvert	✓	✓	✓	A
Councillor John Ross	X	✓	✓	✓
Ms Jessica Brunskill	A	A	A	A
Mr Desmond Crane	A	✓	X	✓
Mr David Gearin	✓	✓	✓	✓
Ms Jennifer Moses	✓	✓	✓	✓
Mr Terri Mottram	✓	✓	✓	✓
Ms Alison Carpenter	N/A	✓	✓	A
Mr Malcolm Wilbow	N/A	✓	A	✓

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

CONFIRMATION OF MINUTES

It was noted that Mr Wilbow was an apology for the previous meeting held on 27 June 2019.

RESOLVED on the motion of Ms Jennifer Moses and seconded by Ms Terri Mottram that the Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on the 27 June 2019, be confirmed with an amendment that Mr Wilbow was a formal apology for the meeting.

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SECTION 2 - Presentations to the Committee

Liz Murphy, Project Officer – Nepean Blue Mountains Primary Health Network on the Compassionate Communities Project. The Connector Program:

Ms Murphy updated the Committee on the progress of the Wentworth Health Care Project known as "The Connector Program".

The Program looks at social isolation and has identified the following key issues affecting the older population, primarily people over 75 years old.

Loneliness

- Social Isolation, especially for older people, due to lack of transport, the death of spouse or partner and other family and friends, and extended family moving away from the area are key issues for many people suffering from loneliness.
- Social Isolation also affects Carers for family and friends caring for those who are ageing, have a mental illness or physical disability.
- Residents who are relatively new to the area can find it difficult to establish and maintain new relationships leading to social isolation.

Funding

- The current funding for the program is for two years.
- There is a pilot program in place with three General Practitioners involved at this stage.
- The funding includes a training program for the practice nurse to become "social connectors". The patients would be firstly identified by the general practitioner and work with the nurse and the patient to establish how best to support their needs and assist in building valuable relationships within their community.
- Support Groups identified through the Program of assisting in building relationships include, but not limited to:
 - University of the Third Age
 - Local Clubs
 - Carer Support Groups

On-Line Directory

An on-line directory for services will be launched in October 2019.

Work being done with the on-line directory aligns with work being done with other Government Departments.

Community Workshops

There have been three community workshops and feedback is being collated and will be disseminated through to Council for further circulation when this becomes available.

Over the next few months there is motivation to work with Council on increasing positive aging experiences for local residents. This will entail working with hairdressers, taxi drivers, banks, post offices and other service providers to provide education and training on how to understand and work better with aging residents and those living with dementia.

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Those working on the Program are very aware of ensuring that people do not fall through the cracks and remain isolated.

Ms Ang thanked Ms Murphy for providing the update to the Committee and Ms Murphy left the meeting at 4:50 pm.

SECTION 3 - Reports for Determination

Item: 1 HAIAC - Fusion - Assistive Technology Software (124569, 96328)

Division: Support Services

Discussion:

The Committee was updated on the proposal for purchase of Fusion -ZoomText Assistive Technology software. The main points of interest are:

- An audit of library services by Guide Dogs NSW and other stakeholders identified that the above software would be a valuable tool to assist sight impaired residents.
- The purchase of the software includes a perpetual licence which will cover the two sites being Windsor Library and Richmond Branch Library and will be installed on up to 15 public library computers.
- The program can be used by up to five computers concurrently.
- The quote is for a total of \$13,565 and includes software upgrades until December 2022.
- It was suggested that Committee investigate the possibility of grants to support this purchase.

OFFICER'S RECOMMENDATION:

That:

1. The information be received.
2. The Committee endorse purchase of Fusion ZoomText software.
3. The Committee make representations to Council to request the allocation of funds to purchase Fusion ZoomText software.

COMMITTEE RECOMMENDATION:

Resolved on the motion of Ms Moses and seconded by Mr Crane.

That:

1. The information be received.
2. The Committee endorse purchase of Fusion ZoomText software.
3. Committee members and Council staff explore any grant opportunities to assist with the funding of the Fusion ZoomText software.

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4. If no grant opportunities are identified by 30 September 2019 that the Committee make representation to Council for consideration of a special budget allocation to assist in the purchase of this software.

SECTION 4 - General Business

Dementia Friendly Plan

Ms Innes, Acting Community Programs Coordinator updated the Committee on the Hawkesbury Dementia-Friendly Plan (HDF - Plan) 2019 - 2021.

The Plan includes Nine Objectives:

- Empowering people living with dementia and their carers to have a voice
- Improve availability and access to information
- Increase community awareness and understanding about dementia
- Increase opportunities to engage and participate in the community
- Increase support to maintain economic participation
- Improve access to affordable and convenient transportation options
- Improve access to appropriate health and care services to continue to live at home for as long as possible.
- Improve the access, safety and inclusivity of environments
- Identify and promote dementia friendly business and services.

The process taken to develop the HDF - Plan has included extensive consultation through community workshops, surveys, social media, and advertising in local newspapers, and attending the Business Week Trade Show.

There were over 70 different service providers contacted to provide further input into the HDF - Plan. These included local hotels, Cafes, Banks and the like, in addition to responses from 23 people living with dementia or carers of someone with dementia.

Key highlights identified the following:

- The variance of services required for rural and metro residents
- 39% of respondents were from Rural communities
- 74% of respondents were Carers
- 30% were under the age of 60
- 20% were identified as non-Australian background
- 55% of patients lived with family or carers
- 45% lived on their own or in aged care facility
- 60% would like to socialise more regularly but felt uncomfortable or unable to defend themselves
- There was a positive response from businesses with 75% of businesses saying they would consider further training on supporting those living with dementia and 25% of businesses reporting that they have already received training.

It was noted that the Hawkesbury response rate was higher than some of the most published council regions such as Kiama Council.

It is anticipated that the Final Draft will be placed on public exhibition for 28 days and will be forwarded to Dementia Australia for further feedback and endorsement.

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Discussion:

The Committee were advised that the role of Council was to encourage, facilitate and raise awareness of Living with Dementia in the Community. Whilst Council will play a role in the stewardship of the HDF - Plan Council's role varies depending on the action within the Plan.

It was noted that the Dementia Friendly Working Group is to disband on completion of the Hawkesbury Dementia Friendly-Plan according to the Terms of Reference, however, it is recommended that the Hawkesbury Access and Inclusion Advisory Committee adopt the Dementia Friendly Working Group as a sub-committee of the Hawkesbury Access and Inclusion Advisory Committee for the term of the Hawkesbury Dementia Friendly Plan.

A final draft of the Plan was provided to the Committee members and feedback on the Hawkesbury Dementia Friendly Plan was requested to be provided by Committee members to Ms Ang by Friday 6 September 2019.

Tactiles

Ms Mottram advised that group that she has been in discussion with Vision Australia regarding the provision of Tactiles to be placed around Commercial areas within the Town Centres to assist sight impaired residents. Further information regarding these will be forwarded to Ms Ang in due course.

Pound Paddock

- It was noted that there is an urgent need for the bindi weeds to be sprayed in Pound Paddock.
- The fence is still to be repaired even though a number of requests have been made.
- There is still no tap for in the park for water to be supplied for those dogs using the park.
- A recommendation that Council look at installing a double gate system across the locality in the dog parks.

Committee Recommendation:

Moved on the motion of Ms Mottram and Seconded by Councillor Ross

The Committee resolved:

1. That Council Officers seek estimate costs for installation of double gate system for Council-owned dog park facilities in the Hawkesbury.
2. That Council Officers investigate grant opportunities to assist with the funding of installation of double gates.
3. If no grant opportunities are identified that the Committee make representation to Council for consideration of a special budget allocation to install double gate systems at Council-owned dog park facilities in the Hawkesbury.

The meeting terminated at 6:10 pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 24 September 2019

Item: 184 **ROC - Local Traffic Committee - 9 September 2019 - (80245, 95495)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 9 September 2019. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

RECOMMENDATION SUMMARY:

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

REPORT:

Discussion

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1).

- Special Event Traffic - Ironman 70.3 Western Sydney 2019
- Special Event Traffic - Hanna Park Carols 2019
- Special Event Traffic - Show Down in the Showground 2019
- Special Event Traffic - Mountain Lagoon Endurance Ride Weekend - March 2020

RECOMMENDATION:

That the Minutes of the Local Traffic Committee meeting held on 9 September 2019 be received and noted.

ATTACHMENTS:

AT - 1 Minutes of the Local Traffic Committee held on 9 September 2019.

ORDINARY MEETING
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AT - 1 Minutes of the Local Traffic Committee held on 9 September 2019

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Monday, 9 September 2019, commencing at 3pm.

ATTENDANCE

Present: Councillor Peter Reynolds, Hawkesbury City Council
Mr David Osborne, Roads and Maritime Services
Mr Steve Grady, Busways
Mr Mark Rusev, representing Ms Robyn Preston, MP (Hawkesbury)

Apologies: Senior Constable Damien Mitchell, NSW Police Force

In Attendance: Mr Christopher Amit, Hawkesbury City Council, (Chair)
Ms Judy Wong, Hawkesbury City Council
Ms Cathy Mills, 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 David Osborne that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the Motion of David Osborne, seconded by Councillor Peter Reynolds, that the Minutes from the previous meeting held on Monday, 12 August 2019 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 - Ironman 70.3 Western Sydney 2019 - Richmond/Agnes Banks (Hawkesbury) - (80245, 73621, 123265, 128733, 140545)

REPORT:

An application has been received seeking approval (in traffic management terms) to conduct the Ironman 70.3 Western Sydney 2019 event, on Sunday, 24 November 2019.

The event organiser has advised;

- The Ironman 70.3 Western Sydney event is based at the Sydney International Regatta Centre, Penrith.

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- The event is being held predominantly within the Penrith Council LGA, with a small section of the Cycling route contained within the Hawkesbury Council LGA.
- This is the sixth year the event is being run. The 2019 course follows the course from the 2018 event which has been in place since 2015.
- The event will be conducted between 6am and 3:30pm. The set up and pack down times are between 4am and 3:30pm.
- Approximately 1,600 participants are expected for the event.
- Approximately 5,000 spectators are expected.
- The Ironman event is a race and involves participants swimming, cycling and running:
 - Swimming: 1.9 kilometres clockwise lap of the Sydney International Regatta Centre competition lake.
 - Cycling: 90 kilometres (2 laps of 45 kilometres) incorporating the major arterial roads of both Penrith City Council and Hawkesbury City Council from the Sydney International Regatta Centre to McCarthys Lane to Castlereagh Road, Brooks Lane, Wilshire Road, Jockbett Road, The Driftway (Hawkesbury) and returning via Hinxman Avenue, Post Office Road, Castlereagh Road and McCarthys Lane. The course consists of two laps in a clockwise direction with a number of road closures.
 - Running: 21.2 kilometres incorporating paths within and out of the Sydney International Regatta Centre. The run course heads out of the Sydney International Regatta Centre along Old Castlereagh Road, turning off Leland Street, Lugard Street, Borec Road and heading to the Great River Walk via Cassola Place before heading back to the Sydney International Regatta Centre and completing 1.5 laps around the competition lake.
- To facilitate the event build and competition a comprehensive schedule of Road Closures has been designed. The majority of road closures are within the Penrith LGA. The only road closure required within the Hawkesbury LGA is The Driftway between Londonderry Road and Castlereagh Road.
- The safety of the event will be improved with the removal of through traffic along the course.
- Authorised Traffic Controllers will be used at all road closure points along the course, with motorists directed around the site.
- Full road closures are implemented restricting access to and from homes which is managed by NSW Police and Who Dares Traffic Management. Emergency Services have priority over the Race and NSW ambulance will be within the Event Operations Command, liaising with Emergency Services.
- Road Closures will be valid during the cycling and running components of the event. In exceptional circumstances, should a resident or emergency service require access to a closed section of road, arrangements will be made to ensure access of the authorised vehicle under escort.
- Residents directly impacted by the road closures will be advised of the traffic conditions. Special arrangements will be in place should a resident require to exit their property under exceptional circumstances.
- The detours will be advertised in advance by Variable Message Boards (VMS). The VMS will be in place in advance to advertise the road closures and applicable detours.

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- Parking will be facilitated by the existing parking facilities of the Regatta Centre (southern side) with allowance for overflow parking at the grass field of the Centre (east from the main parking areas – sealed). There is capacity for approximately 1,600 vehicles and parking will be free on a first come-first served basis.
- Special Event Clearways are not required for this event. Existing kerbside parking conditions will be adequate.
- The residents along Hawkesbury roads: The Driftway, Bonner Road and Markwell Place are currently being consulted and as with previous events, the residents have responded in a positive manner and are supportive of the event in a similar manner to the previous events undertaken between 2015 and 2018.

Details of the Event Route and Road Closure Plan and Road Closure Schedule are contained in Attachments 1 and 2.

Discussion:

The event is a cross regional event as it will traverse across two Local Government Areas and cross/traverse classified roads. The majority of the event is being undertaken within the Penrith Local Government Area.

The 2019 course follows the same route as the previous events undertaken from 2015 to 2018. The 2015 event was originally approved by Penrith Council which inadvertently included The Driftway (Hawkesbury), as this is a bordering road. Penrith Council classified the event as a Class 2 and this classification was carried through into the 2018 event.

Advice received from Penrith Council is that the 2019 event will be classified as a Class 2 event. To be consistent, the event within the Hawkesbury LGA should also be classified as a Class 2 event, even though there is the proposal to undertake Road Closures and Speed Zone reductions along a State Road within the Penrith Council LGA.

On this basis it would be appropriate to classify the event as a “Class 2” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may disrupt traffic and transport systems along the specified route, which includes the proposed road closures, and there may be disruptions to the non-event community.

The following details in relation to the proposed road closure, within the Hawkesbury LGA, are listed below;

- Road Closure along The Driftway is proposed for Sunday, 24 November 2019, between 4:30am and 1pm. The overall road closures for the event within the Penrith Council area is until 3pm.
- Road Closure along The Driftway, Richmond/Agnes Banks, is between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
- The length of the road closure along The Driftway is approximately 2,750 metres.
- The speed limit along The Driftway is 80kph, with a road seal width ranging from 10.3 to 11.0 metres.
- Traffic volume recorded in 2001 indicates an ADT=1,635.
- There are approximately 65 properties along the proposed route within the Hawkesbury LGA affected by the Road Closure of The Driftway. These properties are in the vicinity of The Driftway, Bonner Road and Markwell Place. The properties are a mix of residential and rural properties.
- The consultation process is in progress. Based on previous years, the majority of adjoining property owners are supportive of the event and the traffic management measures proposed, in a similar manner to the previous 2015 to 2018 events. Further to this, the residents have been advised that this is a reoccurring event during the same weekend in November each year.

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Castlereagh Road (State Road) within the Penrith LGA is to be closed at its northern point in the vicinity of Springwood Road and Brooks Lane. Traffic within the Hawkesbury LGA will be detoured via Southee Road and Londonderry Road. The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

The event organiser has submitted the following items in relation to the event: Attachment 3 (ECM Document Set ID No: 6600408):

- Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
- Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
- Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
- Transport Management Plan – referred to as Traffic Management Plan which needs to be consistent with the information in the application form,
- Copy of Insurance Policy which is valid to 30 June 2020
- Event Route and Road Closure Plan,
- Copy of Resident Consultation extent for the proposed road closures.

The Transport Management Plan (TMP) and the associated Traffic Control Plans (TCP) are to be submitted to the Transport Management Centre (TMC) for authorisation due to the proposed road closures.

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 Ironman 70.3 Western Sydney 2019 event, which is a cross regional event and will traverse across two Local Government Areas, with the Hawkesbury LGA component being within the Richmond/Agnes Banks area, planned for Sunday, 24 November 2019 between 4am and 3:30pm be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;

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- Road Closure; The Driftway, Richmond/Agnes Banks, between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
- Road Closure only permitted for Sunday, 24 November 2019, between 4:30am and 1pm.
- No other road closures are permitted.
- Due to the Road Closure of Castlereagh Road (State Road) within the Penrith LGA, Detour Routes and relevant Signage are to be provided within the Hawkesbury LGA and surrounding area to ensure alternate traffic routes are available and signposted.
- The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

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;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as road closures are proposed; a copy of the Transport Management Centre – TMC approval to be submitted to Council;

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- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) for concurrence. 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 involves the closure and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4g. the event organiser is to obtain approval from Penrith Council for the use of their roads and obtain any other necessary approvals from Penrith Council; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. the participants are to be made aware of and are to follow all the general road user rules whilst participating on public roads;

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

APPENDICES:

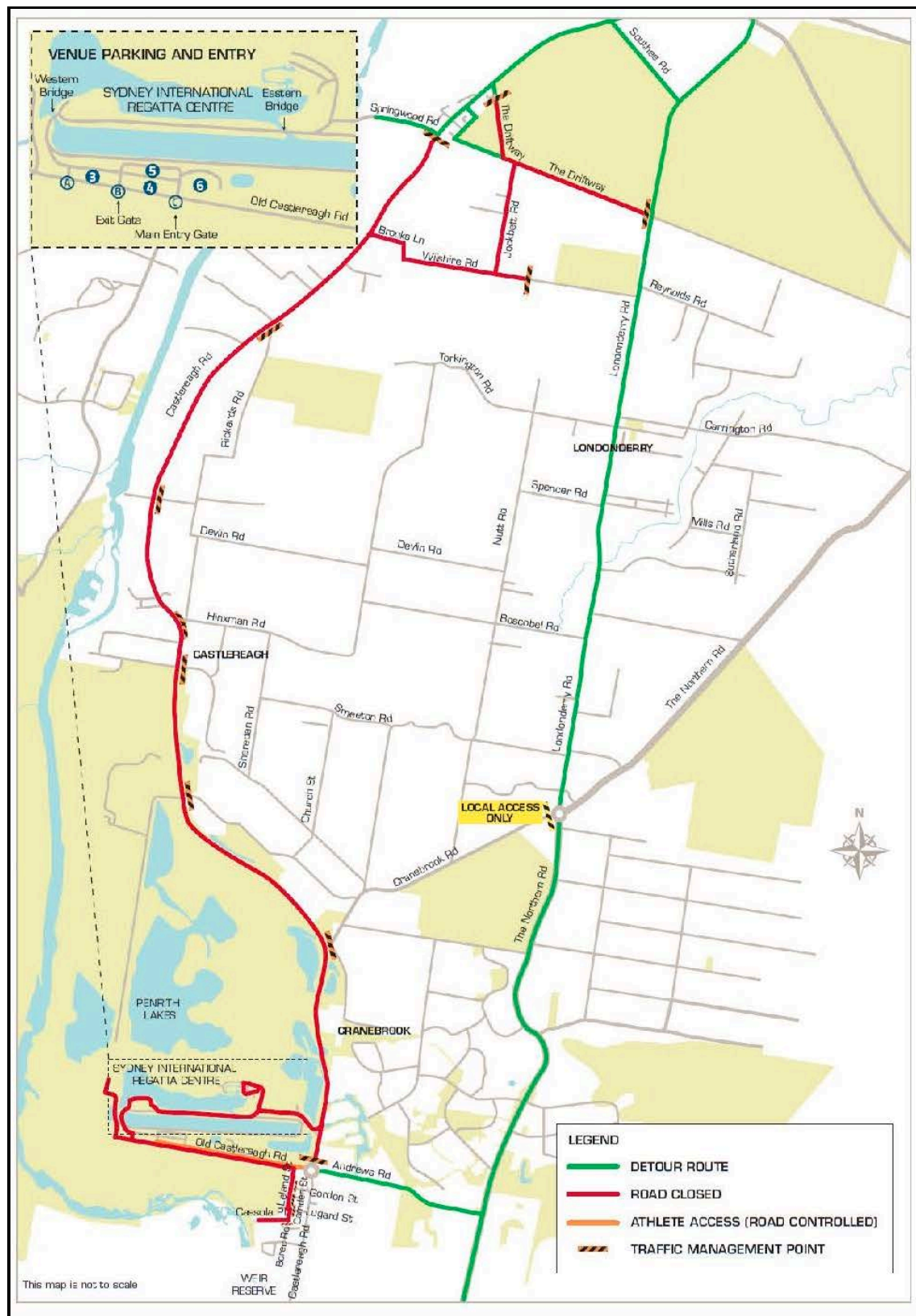
AT – 1 Ironman 70.3 Western Sydney 2019 - Event Route and Road Closure Plan

AT – 2 Ironman 70.3 Western Sydney 2019 - Road Closure Schedule.

AT – 3 Special Event Application - (ECM Document Set ID No: 6600408) - *see attached*

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AT – 1 Ironman 70.3 Western Sydney 2019 - Event Route and Road Closure Plan



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AT – 2 Ironman 70.3 Western Sydney 2019 – Road Closure Schedule

APPENDIX D – ROAD CLOSURE SCHEDULE

Effective: Sunday, 24 November 2019

ROAD CLOSURE	Section	Direction	Start Time	Finish Time	Length of Road (m)
McCarthy's Lane	Pipe Gate to Castlereagh Road	Inbound & Outbound	4:30am	1:00pm	1,315
Castlereagh Road	Between Andrews Road and Springwood Road	Inbound & Outbound	4:30am	1:00pm	3,278
Brooks Lane	Between Castlereagh Road and Wilshire Road	Inbound & Outbound	4:30am	1:00pm	14,919
Wilshire Road	Between Brookers Lane and Jockbett Road	Inbound & Outbound	4:30am	1:00pm	450
Jockbett Road	Between Wilshire Road and The Driftway	Inbound & Outbound	4:30am	1:00pm	1,376
The Driftway	Between Castlereagh Road and Londonderry Road	Inbound & Outbound	4:30am	1:00pm	1,193
Old Castlereagh Road	Between SIRC and Castlereagh Road	Inbound & Outbound	6:00am	3:00pm	2,749
Leland Street	Between Lugard Street and Old Castlereagh Road	Inbound & Outbound	6:00am	3:00pm	525
Lugard Street	Between Camden Street and Leland Street	Inbound & Outbound	6:00am	3:00pm	230
Borec Road	Between Cassola Place and Lugard Street	Inbound & Outbound	6:00am	3:00pm	190
Cassola Place	From Borec Road	Inbound & Outbound	6:00am	3:00pm	365

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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by David Osborne.

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 Ironman 70.3 Western Sydney 2019 event, which is a cross regional event and will traverse across two Local Government Areas, with the Hawkesbury LGA component being within the Richmond/Agnes Banks area, planned for Sunday, 24 November 2019 between 4am and 3:30pm be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following road closures and traffic control measures;
 - Road Closure; The Driftway, Richmond/Agnes Banks, between Castlereagh Road and Londonderry Road; which includes its intersections with Bonner Road, Jockbett Road and Markwell Place, with access provided for residents in Markwell Place from the Castlereagh Road end of The Driftway.
 - Road Closure only permitted for Sunday, 24 November 2019, between 4:30am and 1pm.
 - No other road closures are permitted.
 - Due to the Road Closure of Castlereagh Road (State Road) within the Penrith LGA, Detour Routes and relevant Signage are to be provided within the Hawkesbury LGA and surrounding area to ensure alternate traffic routes are available and signposted.
 - The event organiser is to ensure that all major traffic routes leading to the road closures are adequately signposted to warn motorists of the road closures and advise them of the available traffic detour routes.

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 Transport Management Centre – TMC as road closures are proposed; a copy of the Transport Management Centre – TMC 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) which needs to include details such as the specific position of barriers, signs etc, required for the proposed road closures and traffic diversions to Council for acknowledgement and the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) for concurrence. 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 involves the closure and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 4g. the event organiser is to obtain approval from Penrith Council for the use of their roads and obtain any other necessary approvals from Penrith Council; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road closures, detour routes and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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

During the event:

- 4m. access is to be maintained for businesses, residents and their visitors;
- 4n. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4o. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4p. the participants are to be made aware of and are to follow all the general road user rules whilst participating on public roads;
- 4q. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the event and detour route (including the road closure points and detour routes), during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4r. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4s. 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.

Item: 2.2 LTC - Hanna Park Carols 2019 - (Hawkesbury) - (80245, 76799)

REPORT:

Introduction

An application has been received on behalf of Hawkesbury Valley Baptist Church seeking approval (in traffic management terms) to conduct the Hanna Park Carols 2019 within Hanna Park, North Richmond, on Sunday, 22 December 2019.

The event organiser has advised:

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- This event has been held previously, and this is the sixth year the application has been submitted to Council relating to traffic management.
- This is a Carols by Candlelight Event celebrating Christmas for the general public. The event will provide free food, drinks, prizes, kid's activities and entertainment.
- The event will be conducted between 4pm and 9:30pm. The set up and pack down times are between 6am and 1am the following morning.
- The event will be held within Hanna Park at the end of Beaumont Avenue, North Richmond.
- The event is expected to attract approximately 250 participants
- The event is expected to attract approximately 5,000 to 6,000 spectators.
- Pedestrians can access Hanna Park either from Beaumont Avenue or from the south western side of Bells Line of Road by the concrete path which is situated under the bridge.
- Parking for vehicles will be provided within Hanna Park.
- Access to Hanna Park will be improved by providing a “No Stopping” zone on both sides of Beaumont Avenue extending back from the car park in Hanna Park, for an approximate distance of 80 metres.
- With the previous events there has been traffic congestion through the intersection of Bells Line of Road and Terrace/Grose Vale Road. The traffic congestion has been evident prior to and mainly after the event. With parking for the event being onsite, at the conclusion of the event there is a rush of cars leaving the event which are queued all the way along Beaumont Road to the intersection of Bells Line of Road. It can take up to an hour for the traffic to clear from the site. To improve traffic flow from the site, TMC/RMS is to be approached to take control of the signalised intersection with Police also approached to undertake this measure.

Discussion

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

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

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

To ensure the free flow of traffic to and from the event, the event organiser is to liaise with the Transport Management Centre (TMC) to review and implement changes to the signal function at the intersection of Bells Line of Road, Terrace Road and Grose Vale Road during the event period. Alternatively NSW Police will be approached to take control of the intersection. Improvements to traffic flow through the intersection will ensure that those attending the event will utilise the car park within the site. Parking of vehicles within the site will ensure a safer passage for pedestrians.

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The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 6667917):

- Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
- Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
- Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
- Event and Parking Layout Plan adapted from the 2017 event,
- Risk Assessment,
- Copy of the application to the NSW Police Force,

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hanna Park Carols 2019 event within Hanna Park and accessed from Beaumont Avenue, North Richmond, on Sunday, 22 December 2019 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures;
 - No road closures are permitted.
 - Temporary replacement of the untimed parking on both sides of Beaumont Avenue with "No Stopping" zones, extending back from the car park in Hanna Park for an approximate distance of 80 metres, during the event period of 22 December 2019. The event organiser will be responsible for the provision of the appropriate zones and restoring back the untimed parking areas after the event.

and the following conditions;

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & 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

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road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);

- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC to alter the operation of the traffic signals at the intersection of Bells Line of Road, Terrace Road and Grose Vale Road, North Richmond; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details relating to the proposed No Stopping zones to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. 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. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Hanna Park;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify all the residences and businesses which may be

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affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;

- 4n. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

APPENDICES:

AT - 1 Hanna Park Carols 2019 – Event and Parking Layout Plan (2017 Event)

AT - 2 Special Event Application – (ECM Document Set ID No: 6667917) - *see attached*

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AT - 1 Hanna Park Carols 2019 - Event and Parking Layout Plan (2017 Event)



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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by David Osborne.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hanna Park Carols 2019 event within Hanna Park and accessed from Beaumont Avenue, North Richmond, on Sunday, 22 December 2019 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted, the following traffic control measures;
 - No road closures are permitted.
 - Temporary replacement of the untimed parking on both sides of Beaumont Avenue with "No Stopping" zones, extending back from the car park in Hanna Park for an approximate distance of 80 metres, during the event period of 22 December 2019. The event organiser will be responsible for the provision of the appropriate zones and restoring back the untimed parking areas after the event.

and the following conditions;

Prior to the event:

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

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- 4b. the event organiser is to assess the risk and address the suitability of the entire site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC to alter the operation of the traffic signals at the intersection of Bells Line of Road, Terrace Road and Grose Vale Road, North Richmond; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details relating to the proposed No Stopping zones to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. 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. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. As the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Hanna Park;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;

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- 4n. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

Item: 2.3 LTC - Show Down in the Showground 2019 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 147390)

REPORT:

Introduction

An application has been received seeking approval (in traffic management terms) to conduct the Show Down in the Showground 2019 event within the Hawkesbury Showground, Clarendon, on Saturday, 9 and Sunday, 10 November 2019.

The event organiser has advised:

- This is the first year that the event is being held.
- The event is a BBQ competition family fun day with food, rides and entertainment.
- The event will be conducted between 11am to 10pm on Saturday, 9 November 2019 and 11am to 6pm on Sunday, 10 November 2019.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is located within the Hawkesbury Showground only.
- The event is expected to attract approximately 200 participants.

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- The event is expected to attract 10,000 spectators over the two days.
- There may be an increase to traffic on Hawkesbury Valley Way and Racecourse Road, with the majority of vehicles expected to arrive between 10am and 12noon on both days.
- Parking will be within the Hawkesbury Showground car parking area. Access to and from the Showground will be from Gate 4, with accredited traffic controllers directing drivers and located at the parking entry point off Racecourse Road to reduce impact on traffic flows and minimise queuing outside the Showground.

Discussion

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

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the showground along Racecourse Road from the Blacktown Road intersection. Traffic controllers will need to monitor queue lengths along Racecourse Road to ensure vehicles do not queue across the Railway tracks.

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

The event organiser has submitted the following items in relation to the event: Attachment 3 (ECM Document Set ID No: 6668307):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Traffic Control Plan (TCP),
5. Event and Parking Layout for the Showground,
6. VMS Location plan for Hawkesbury Valley Way.

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.

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2. The Show Down in the Showground 2019 event within the Hawkesbury Showground, Clarendon, on Saturday 9, and Sunday, 10 November 2019, be classified as a “Class 2” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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

During the event:

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

APPENDICES:

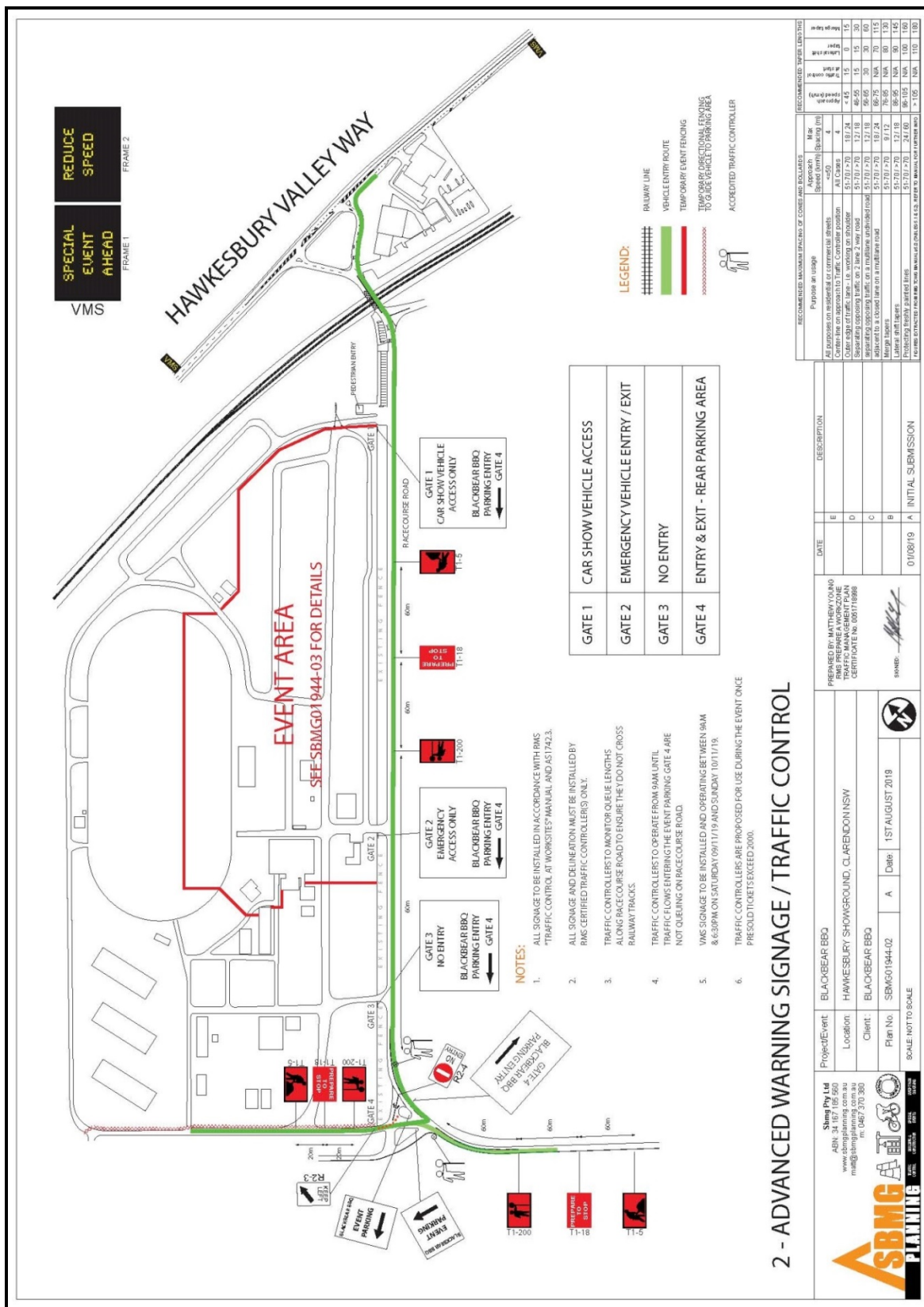
AT - 1 Show Down in the Showground 2019 - Event Layout Overview.

AT - 2 Show Down in the Showground 2019 – Traffic Control/Signage Plan

AT - 3 Special Event Application – (ECM Document Set ID No: 6668307) - *see attached*

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AT - 2 Show Down in the Showground 2019 – Traffic Control/Signage Plan



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COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by David Osborne.

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 Show Down in the Showground 2019 event within the Hawkesbury Showground, Clarendon, on Saturday 9, and Sunday, 10 November 2019, be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4k. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

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Item: 2.4 LTC - Mountain Lagoon Endurance Ride Weekend - March 2020 - Mountain Lagoon and Upper Colo - (Hawkesbury) - (80245, 85005, 82375)

REPORT:

Introduction

An application has been received from Zone One of The NSW Endurance Riders' Association seeking approval (in traffic management terms) to conduct the Mountain Lagoon Endurance Ride Weekend on Saturday, 28 and Sunday, 29 March 2020, in and around the Mountain Lagoon and Upper Colo area.

The event organiser has advised:

- This is the third year for this event.
- Based at Mountain Lagoon, the event comprises of an offering of several different length ridden horse endurance events.
- The event is using the same ride base and similar tracks as the 2018 and 2019 events.
- The Ride Base will be at 70 Sams Way, Mountain Lagoon (previously known as 1315 Mountain Lagoon Road, Mountain Lagoon) which is bounded by both Mountain Lagoon Road and Sams Way. Access to the course will be from Sams Way.
- Parking will be available at the Ride Base.
- The course is similar to other events held in this area
- Both competitive and non-competitive events will be held over the weekend. On Saturday non-competitive introductory and training rides of shorter distances of 10 km, 20 km and 40 km will be held. On Sunday a competitive 80 km event will be held along with the non-competitive rides of shorter distances of 10 km, 20 km and 40 km.
- The event is timed and not a race.
- The event will commence at 7am on Saturday, 28 March 2020 and conclude at 5pm on Sunday, 29 March 2020.
- Approximately 200 participants are expected for the event.
- Route for the Rides are:

80 Kilometre Ride:

First Leg = 40 Kilometres:

- Commence from the Ride Base located at 70 Sams Way and enter the course by turning left onto Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left at Comleroy Road,
- Travel along Comleroy Road and turn right into Gees Arm Fire Trail,
- Travel along Gees Arm Fire Trail North to the turn-around point and return along Gees Arm Fire Trail North and turn right into Comleroy Road,
- Travel along Comleroy Road to the Upper Colo Road junction and turn left into Upper Colo Road,

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- Travel along Upper Colo Road to the Fire Shed and turn left to enter the Wards Track,
- Travel along Wards Track through the National Park and turn left into Males Ridge Track and then into Gaspers Track,
- Travel along Gaspers Track and follow the T3 Track into Sams Way,
- Travel along Sams Way back to the Ride Base.

Second Leg = 40 Kilometres:

- Commence from the Ride Base located at 70 Sams Way and enter the course by turning left onto Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn right into No.1350 Mountain Lagoon Road,
- Go through to the rear of the property and turn right into the National Park and travel along the boundary fence heading west,
- Follow the boundary to No. 1228 Mountain Lagoon Road and cut through the adjacent property back to Mountain Lagoon Road and turn left,
- Travel along Mountain Lagoon Road and turn left into North Wheeny Creek Fire Trail,
- Travel along North Wheeny Creek Fire Trail to the end and turn-around and return along North Wheeny Creek Fire Trail and turn right into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left into Tootie Creek Fire Trail,
- Travel along Tootie Creek Fire Trail to the end and turn-around and return along Tootie Creek Fire Trail and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left into Long Ridge Fire Trail,
- Travel along Long Ridge Fire Trail to the turn-around point and follow Long Ridge Fire Trail to the rear of No. 31 Bean Lane and go through the property to Bean Lane,
- Travel along Bean Lane to No 32 Bean Lane and go through to the rear of the property and follow the trail through private property to Sams Way.
- Turn left into Sams Way and travel along Sams Way back to the Ride Base.

40 Kilometre Ride:

- Same route as the second leg of the 80 Kilometre ride

20 Kilometre Ride:

- Commence from the Ride Base located at 70 Sams Way and enter the course by turning left onto Sams Way,
- Travel along Sams Way and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn right into No.1350 Mountain Lagoon Road,
- Go through to the rear of the property and turn right into the National Park and travel along the boundary fence heading west,
- Follow the boundary to No. 1228 Mountain Lagoon Road and cut through the adjacent property back to Mountain Lagoon Road and turn left,
- Travel along Mountain Lagoon Road and turn right into Tootie Creek Fire Trail,
- Travel along Tootie Creek Fire Trail to the end and turn-around and return along Tootie Creek Fire Trail and turn left into Mountain Lagoon Road,
- Travel along Mountain Lagoon Road and turn left into Long Ridge Fire Trail,
- Travel along Long Ridge Fire Trail to the turn-around point and follow Long Ridge Fire Trail to the rear of No. 31 Bean Lane and go through the property to Bean Lane,
- Travel along Bean Lane to No 32 Bean Lane and go through to the rear of the property and follow the trail through private property to Sams Way.
- Turn left into Sams Way and travel along Sams Way back to the Ride Base.

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10 Kilometre Ride:

- Commence from the Ride Base located at 70 Sams Way and enter the course by turning left onto Sams Way,
 - Travel along Sams Way and turn left into Mountain Lagoon Road,
 - Travel along Mountain Lagoon Road and turn right into No.1350 Mountain Lagoon Road,
 - Go through to the rear of the property and turn right into the National Park and travel along the boundary fence heading west,
 - Follow the boundary to No. 1228 Mountain Lagoon Road and cut through the adjacent property back to Mountain Lagoon Road and turn left,
 - Travel along Mountain Lagoon Road and turn right into Long Ridge Fire Trail,
 - Travel along Long Ridge Fire Trail to the turn-around point and follow Long Ridge Fire Trail to the rear of No. 31 Bean Lane and go through the property to Bean Lane,
 - Travel along Bean Lane to No 32 Bean Lane and go through to the rear of the property and follow the trail through private property to Sams Way.
 - Turn left into Sams Way and travel along Sams Way back to the Ride Base
- Where the course covers trafficable roads, as with the previous event, the following will be in place:
 - A Marshall is to be in place to stop horses crossing whilst vehicles pass,
 - At any junction where horses cross or access roads that are main access gates, the Marshall is to notify Traffic of the conditions ahead,
 - Signage shall be in place stating the following: Horses on Road, Horses crossing. In areas where the road narrows or is windy; Drive Slowly Horses on Road is to be provided.
 - Road Inventory
 - Comleroy Road – Unsealed,
 - Mountain Lagoon Road – Sealed/Unsealed,
 - Sams Way – Unsealed,
 - Upper Colo Road – Sealed/Unsealed,
 - Roads on private property and within the National Park,
 - The Colo River will not be crossed as part of the route.

Refer to Attachments 1 "Event Course Map – Mountain Lagoon Endurance Ride Weekend 2020".

Discussion

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

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 6665546):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Event Course Map,
5. Copy of Insurance Policy which is valid to 01 January 2020,
6. Copy of the application to the NSW Police Force
7. Copy of Consultation letter to Residents,
8. Copies of correspondence forwarded to the NSW Ambulance Service, NSW Rural Fire Service, Fire and Rescue NSW and SES.

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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 Mountain Lagoon Endurance Ride Weekend event in and around the Mountain Lagoon and Upper Colo area, planned for Saturday, 28 and Sunday, 29 March 2020 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. 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 for the event and by the event competitors and 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 approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4j. 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;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; a copy of this approval to be submitted to Council;
- 4l. 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);
- 4m. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to the resident has been submitted to Council;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4p. access is to be maintained for businesses, residents and their visitors;

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- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4r. 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);
- 4s. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4w. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and 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.

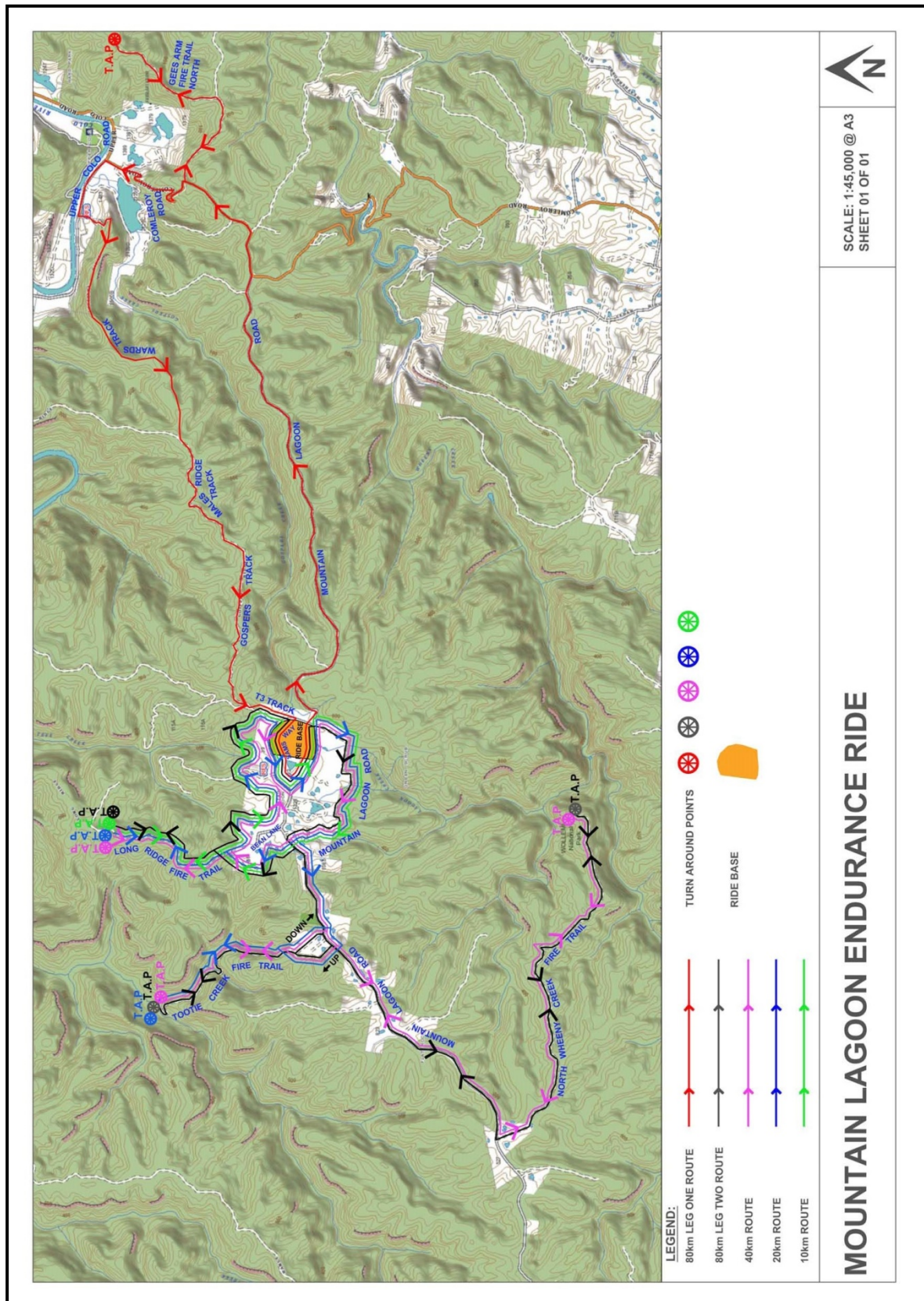
APPENDICES:

AT - 1 Event Course Map – Mountain Lagoon Endurance Ride Weekend 2020

AT - 2 Special Event Application - (ECM Document Set ID No. 6665546) - *see attached.*

ORDINARY MEETING
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AT - 1 Event Course Map – Mountain Lagoon Endurance Ride Weekend 2020



ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 24 September 2019

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Peter Reynolds, seconded by David Osborne.

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 Mountain Lagoon Endurance Ride Weekend event in and around the Mountain Lagoon and Upper Colo area, planned for Saturday, 28 and Sunday, 29 March 2020 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

ORDINARY MEETING
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- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council for acknowledgement and the Roads and Maritime Services - RMS (formerly RTA) for concurrence. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. 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 for the event and by the event competitors and 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 approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4j. 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;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; a copy of this approval to be submitted to Council;
- 4l. 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);
- 4m. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to the resident has been submitted to Council;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

ORDINARY MEETING
SECTION 4 – Reports of Committees
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During the event:

- 4p. access is to be maintained for businesses, residents and their visitors;
- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4r. 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);
- 4s. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4v. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4w. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and 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 were no Reports for Information.

SECTION 4 - General Business

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 14 October 2019 at 3pm in the Large Committee Room.

The meeting terminated at 4:05pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 24 September 2019

Item: 185 **ROC - Audit Committee - 11 September 2019 - (95496, 91369, 79351)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Audit Committee, held on 11 September 2019.

RECOMMENDATION SUMMARY:

Items 1, 2, 3 and General Business contained within the minutes of the Audit Committee have no policy or financial implications to Council and therefore, are presented to Council to receive and note.

REPORT:

Discussion

The Audit Committee met on 11 September 2019 and considered reports on the following matters, as shown in the attached minutes (Attachment 1):

Report

- | | |
|---------|--|
| Item: 1 | Election of Chairperson |
| Item: 2 | Election of Deputy Chairperson |
| Item: 3 | Unaudited General Purpose and Special Purpose Financial Statements for the year ended 30 June 2019 |

General Business

- Distribution of Audit Committee Minutes to Audit Committee Members
- Internal Audit Coordinator Services

Items 3 may be of interest to Council and is discussed below:

Item 3 - Unaudited General Purpose and Special Purpose Financial Statements for the year ended 30 June 2019

Item 3 is directly related to Item 181 in the Business Paper.

The Audit Committee was presented with the Unaudited General Purpose and Special Purpose Financial Statements for the year ended 30 June 2019. The members of the Committee commended Management and Council Officers on the detailed General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019.

The Committee discussed the grant of \$3.9M received as part of the Western Sydney City Deals for project planning and public domain planning. It was noted that changes to Accounting Standards result in income received in regard to Grants being required to be offset by a corresponding liability being shown in the Balance Sheet from 1 July 2019.

The Committee were updated on the new Accounting Standards that impacted the 2018/2019 Financial Statements.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 24 September 2019

The Committee were advised that as part of the annual assessment of fair value of assets process, it was identified that sewer assets appeared to be materially understated within the Asset Register. Therefore it was determined a full revaluation was required one year earlier than scheduled. APV Valuers have undertaken this revaluation. The Audit Committee was advised adjustments will be reflected in the Financial Statements considered by Council at the meeting on 24 September 2019. However, at time of writing this report valuation adjustments had not been finalised. The Financial Statements included as an Attachment to Item 181 in the business paper are the same as those presented to the Audit Committee. The adjustments relating to the sewer assets revaluation will be finalised as part of the audit and reflected in the audited Financial Statements that will be reported to Council at its meeting on 12 November 2019.

It was noted that the NSW RFS Red Fleet assets appeared for the first time in Council's Financial Statements. As Council does not insure the assets and has no control over when and how these assets are replaced they were not previously recognised in line with Local Government Accounting Code of Accounting Practice and Financial Reporting. Due to this requirement a prior year correction was required resulting in a restatement of the Financial Position and Equity for the two previous years.

There was discussion regarding Council's interest in the Hawkesbury Sports Council (HSC). A Committee Member disputed that Council has any "control over HSC. It was further stated that HSC has an independent source of income and it was questioned as to the financial support given to HSC by Council. Council Officers and Centium's representative advised that 'control' is not limited to voting rights for the purpose of reporting in the Annual Financial Statements. In the case of HSC Council has control due to the level of financial contribution provided and the asset ownership. Officers also advised that Council had a voting member on the Board.

A Committee Member raised the issue of McMahons Park Committee holding \$136,000 in the bank and that they raise their own revenue. Council Officer's advised that McMahons Park Committee receive funds from Council to manage the Park and the hall and also generate their own funds. This management model is similar to other Hall Committee arrangements. Council receives the McMahons Park Management Committee's Financial Statements. Council does not get involved in the financial affairs of the lessees of any Halls.

RECOMMENDATION:

That the minutes of the Audit Committee Meeting held on 11 September 2019 be received and noted.

ATTACHMENTS:

AT - 1 Minutes - Audit Committee – 11 September 2019.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 24 September 2019

AT - 1 Minutes - Audit Committee – 11 September 2019

Minutes of the Meeting of the Audit Committee held in Committee Rooms, Windsor on 11 September 2019, commencing at 5:00pm.

ATTENDANCE

Present: Councillor John Ross, Hawkesbury City Council
Mr Craig Bennett, Deputy Chairperson Community Representative
Ms Ellen Hegarty, Community Representative
Ms Nisha Maheshwari, Chairperson Community Representative

Apologies: Councillor Paul Rasmussen, Hawkesbury City Council
Mr Peter Conroy, Hawkesbury City Council
Mr Laurie Mifsud, Hawkesbury City Council

In Attendance: Ms Emma Galea, Hawkesbury City Council
Ms Linda Perrine, Hawkesbury City Council
Ms Vanessa Browning, Hawkesbury City Council
Mr James Winter, Grant Thornton
Mr Mario Robles, The Centium Group
Ms Amanda Carroll, Hawkesbury City Council

Mr Robles, Mr Winter and Ms Browning left the meeting at 6:00 pm

REPORT:

RESOLVED on the motion of Mr Craig Bennett and seconded by Ms Ellen Hegarty that the apologies be accepted.

Member	20/03/2019	19/06/2019	11/09/2019
Councillor Paul Rasmussen	✓	A	A
Councillor John Ross	✓	✓	✓
Councillor Patrick Conolly (Alternate)	N/A	N/A	N/A
Mr Craig Bennett	✓	✓	✓
Ms Ellen Hegarty	A	✓	✓
Ms Nisha Maheshwari (Chairperson)	✓	✓	✓

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

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 24 September 2019

CONFIRMATION OF MINUTES

A late email received by Committee members from Councillor Ross was distributed to those present at the meeting.

The email raised issues concerning the previous minutes regarding:

- The circulation of Audit Committee Meeting Minutes
- Resourcing considerations

It was agreed that the issues raised would be discussed in General Business

Mr Bennett suggested that it is noted that the Minutes of the meeting held on 19 June 2019 reflected the discussions held at the meeting. The Audit Committee had the opportunity to raise questions and/or request additional information at that meeting.

RESOLVED on the motion of Ms Ellen Hegarty and seconded by Mr Craig Bennett that the Minutes of the Audit Committee held on the 19 June 2019 be confirmed with discussion pending regarding General Business from the previous meeting.

SECTION 3 - Reports for Determination

Item: 1 AC - Election of Chairperson (91369, 95496, 79351)

Division: Support Services

OFFICER'S RECOMMENDATION:

That a Chairperson of the Audit Committee for the next twelve months, from September 2019 to September 2020, be determined.

The Acting General Manager, Mr Linda Perrine, called for nominations for the position of Chairperson. One nomination was received, being:

Ms Nisha Maheshwari

Nominated by Mr Craig Bennett
Seconded by Ms Ellen Hegarty
ACCEPTED

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Craig Bennett, seconded by Ms Ellen Hegarty

That Ms Nisha Maheshwari be elected as Chairperson of the Audit Committee for the twelve months from September 2019 to September 2020.

The motion was carried and Ms Nisha Maheshwari was declared Chairperson of the Audit Committee for the twelve months from September 2019 to September 2020.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 24 September 2019

Item: 2 AC - Election of Deputy Chairperson - (91369, 95496, 79351)

Division: Support Services

OFFICER'S RECOMMENDATION:

That a Deputy Chairperson of the Audit Committee for the next twelve months, from September 2019 to September 2020, be determined.

The Acting General Manager, Ms Linda Perrine, called for nominations for the position of Deputy Chairperson. One nomination was received, being:

Mr Craig Bennett	Nominated by Ms Ellen Hegarty
	Seconded by Ms Nisha Maheshwari
	ACCEPTED

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Ellen Hegarty and Seconded by Ms Nisha Maheshwari.

That Mr Craig Bennett be elected as Deputy Chairperson of the Audit Committee for the twelve months from September 2019 to September 2020.

The motion was carried and Mr Craig Bennett was declared Deputy Chairperson of the Audit Committee for the twelve months from September 2019 to September 2020.

Item: 3 AC - Unaudited Financial Statements for the Year Ended 30 June 2019 - (91369, 121470, 79351)

Division: Support Services

OFFICER'S RECOMMENDATION:

That:

1. The information concerning the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019 be received.
 2. The Audit Committee endorse the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019, as attached to this report, subject to any changes arising from the Sewer Asset Revaluation to be submitted to Council to be referred to Audit at its meeting on 24 September 2019.
-

Discussion:

The members of the Committee commended Management and Council Officers on the detailed General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019. It was specifically mentioned that the summary in the covering report were very helpful.

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 24 September 2019

Grants

Ms Perrine provided details on the Western Sydney City Deals. The Committee were advised that at this stage an amount of \$3.9M has been provided to Council for Stage 1 of the Program. Stage 1 funding has been made available for project planning and public domain planning.

Subsequent funding will be met when commitments from the plan are delivered and reported by Council.

It was noted that changes to Accounting Standards result in income received in regard to Grants being required to be offset by a corresponding liability being shown in the Balance Sheet from 1 July 2019.

New Accounting Standards

The Committee were updated on the new Accounting Standards that impacted the 2018/2019 Financial Statements.

Council has adopted AASB 9 Financial Instruments for the first time in 2018/2019. The impact was not material in 2018/2019.

It was noted that Council continues to manage financial risk management solutions through external provider Civic Risk Mutual.

Term Deposits

Council officers reiterated that Council takes a conservative approach to investments and manages these investments, in the main, through term deposits. Council does not engage the services of any Fund Managers.

Council is in the process of seeking quotations from Investment Advisors following the withdrawal of TCorp from the provision of this service to Council.

Full Revaluation of Sewer Assets

As part of the annual assessment of fair value of assets process, it was identified that sewer assets appeared to be materially understated within the Asset Register. Therefore it was determined a full revaluation was required one year earlier than scheduled. APV Valuers have undertaken this revaluation and any adjustments will be made and reflected in the Financial Statements prior to submission to the Council meeting on 24 September 2019.

NSW RFS Fire Assets

It was noted that the NSW RFS Red Fleet assets appeared for the first time in Council's Financial Statements. As Council does not insure the assets and has no control over when and how these assets are replaced they were not previously recognised in line with Local Government Accounting Code of Accounting Practice and Financial Reporting. Due to this requirement a prior year correction was required resulting in a restatement of the Financial Position and Equity for the two previous years.

Hawkesbury Sports Council (HSC)

A Committee Member referred the Committee to Note 16 in the Financial Statements - *Interest in other entities*. In particular the Member disputed that Council has any "control" over HSC, and referred to the fact that HSC have other income sources independent of Council.

Council Officers advised the Committee that Council has delegated the function of management of sporting facilities and that "control" was determined based on the level of funding provided by Council to HSC and that Council owns the associated assets.

ORDINARY MEETING
SECTION 4 – Reports of Committees
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Centium's representative gave an example where an organisation was required to report an interest in another entity based on 'control' that was not solely based on voting rights. The Committee was advised that 'control' was not limited to voting rights for the purpose of reporting in the Annual Financial Statements. In the case of HSC Council Officers have determined that, based on their interpretation of Accounting Standards, Council has 'control' due to the level of financial contribution provided and the asset ownership. Officers also advised that Council had a voting member on the Board.

Staff will investigate HCC voting rights, if any, at the HSC meetings and report their findings to the Committee.

McMahons Park

A Committee Member raised that McMahon's Park Management Committee held \$136,000 in the bank and that these funds were generated from rental income provided by Hawkesbury Community Outreach Services.

Council Officer's advised that McMahon's Park Committee receive funds from Council to manage the Park and the hall and also generate their own funds. This management model is similar to other Hall Committee arrangements. Council receives the McMahon's Park Management Committee's Financial Statements. Council does not get involved in the financial affairs of the lessees of any Halls.

COMMITTEE RECOMMENDATION:

Resolved on the motion of Mr Bennett and seconded by Ms Hegarty

That:

1. The information concerning the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019 be received.
2. The Audit Committee endorse the General Purpose Financial Statements and Special Purpose Financial Statements for the year ended 30 June 2019, as attached to this report, subject to any changes arising from the Sewer Asset Revaluation to be submitted to Council to be referred to Audit at its meeting on 24 September 2019.

SECTION 4 - General Business

Mr Robles, Mr Winter and Ms Browning left the meeting at 6:00 pm.

The Chairperson suggested a 10 minute break before proceeding with a brief review of the email tabled to the Committee.

It was noted that a Committee member had forwarded an email to Committee members and the Chief Financial Officer at or around 3:30pm on 11 September 2019.

It was agreed that the matters raised in the Tabled correspondence will not be addressed fully as the Committee resolved to defer discussion on the matter to the next Meeting. Accordingly the email will be placed as an Item on the Agenda for that meeting.

The meeting reconvened at 6:10 pm.

The Chairperson reopened the discussion on the email received from a Committee member by identifying two separate issues. . They being:

- The logistics and timing of the distribution of the Minutes of the Audit Committee; and

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 24 September 2019

- The Internal Audit Coordinator role.
The logistics and timing of the distribution of the Minutes of the Audit Committee

The Acting General Manager advised the Committee that she was not comfortable with committing Council to the proposal by the Committee member that draft minutes are published on the Hub within 48 hours of the closure of each Audit Committee Meeting.

A response to this proposal will be forthcoming in due course following careful consideration of the matters raised.

Resourcing of the Audit Coordinator Role

The Acting General Manager and the Chief Financial Officer provided a comprehensive overview of the role of the Internal Audit Coordinator. The position's purpose is to manage and coordinate Council's internal audit function and all associated tasks and service providers. The position will also coordinate, oversee and support the timely resolution of Management Actions arising from internal audit reports. The position will champion the audit process, raise awareness of the Internal Audit function and responsibility within Council.

The Chief Financial Officer has undertaken a cost-benefit analysis comparison for Council between the provision of this service by an external provider versus an internal resource.

Committee members debated the issue.

It was agreed by the Committee that the recruitment process for the role of Internal Audit Coordinator be progressed and that if a suitable applicant is identified that the position be filled.

The matters raised will be placed as an Item on the Agenda for the next meeting.

COMMITTEE RECOMMENDATION:

Resolved on the motion of Ms Hegarty and seconded by Mr Bennett.

That:

1. Debate relating to specific issues raised in the email tabled by the Committee member be delayed until the next meeting.
2. Committee members submit any specific questions relating to the issues raised in the email tabled by the Committee member be submitted by email to amanda.carroll@hawkesbury.nsw.gov.au Council Committee Officer by 25 September 2019.
3. Following receipt of specific questions that Council Officers will formulate a response to these questions and will be provided to the Committee by 21st October 2019, prior to the next Audit Committee meeting scheduled for 30 October 2019.

The meeting terminated at 6:25 pm.

oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

ORDINARY MEETING
SECTION 5 – Notices of Motion
Meeting Date: 24 September 2019

SECTION 5 – Notices of Motion

No Notices of Motion.

ORDINARY MEETING**Questions with Notice****Meeting Date:** 24 September 2019**QUESTIONS FOR NEXT MEETING****Item: 186****Councillor Questions with Notice****Questions – 24 September 2019**

#	Councillor	Question	Requested	Response
1	Lyons-Buckett	Enquired as to whether Council could provide information on the speaker addressing Council on 10 September, 2019 on Item 165 as referred to a circular sent in 2011 to residents of the Kurrajong -Kurmond area inviting them to go into Council to discuss subdividing their land. Could a list and copy of correspondence sent from Council to residents, regarding Kurrajong-Kurmond please be provided including the survey which was sent.	17/09/2019	The Director of City Planning advised that a letter and survey was sent to the property owners within the Kurrajong-Kurmond investigation area in 2015, please see in attachment 1 and 2 the information sent to residents.

AT - 1 Survey Invitation Letter to residents - 14 December 2015.**AT - 2** Kurmond-Kurrajong Investigation Area Survey.

ORDINARY MEETING

Questions with Notice

Meeting Date: 24 September 2019

AT - 1 Survey Invitation Letter to residents - 14 December 2015

14 December 2015



Dear [REDACTED]

Kurmond and Kurrajong Large Lot Residential/Rural-Residential Investigation Area Survey

I am writing to invite you to participate in a survey investigating the potential for further large lot residential/rural-residential development within the vicinity of the village centres of Kurmond and Kurrajong.

You have been asked to participate as you are either an existing owner or resident within the Investigation Area (see attached) or within the villages of Kurmond or Kurrajong.

The survey will ask you a range of questions about potential development within the Investigation Area. Your survey preferences will assist Council in planning for possible future development in the Kurrajong/Kurmond Investigation Area. The information collected will be aggregated so that your individual responses will not be identifiable. Your personal information will only be used for consultation with Council and will not be made publically available.

The survey will commence in January 2016. To participate you will need to forward your email details by 31 December 2015 to Council's Senior Strategic Planner - Community, Michael Laing at mlaing@hawkesbury.nsw.gov.au. If you do not have email please phone (02) 4560 4437 and leave your contact details including your mailing address, and a hard copy of the survey will be forwarded to you when the survey period begins.

For further information please contact Michael Laing on (02) 4560 4437 or Philip Pleffer, Strategic Planning Co-ordinator on (02) 4560 4544.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'P. Pleffer'.

Philip Pleffer
Strategic Planning Co-ordinator

ORDINARY MEETING

Questions with Notice

Meeting Date: 24 September 2019

AT - 2 Kurmond-Kurrajong Investigation Area Survey

Kurmond and Kurrajong Investigation Area Survey

Overview

This survey seeks to find out your preference for future development (if any) in the Kurmond and Kurrajong investigation area as described in the Investigation Area map – see map at end of survey.

The first two questions of this survey ask you to consider where residential and/or large lot residential / rural-residential lots should be located, and what sizes of lots should be allowed in these areas.

Question 3 seeks your feedback on a suite of draft Development Principles and question 4 seeks your feedback in relation to when development might occur.

Survey questions

Q1.1

Provided that environmental, infrastructure, and servicing matters are resolved, where should additional residential development occur? (Tick option/s)

- ☐ In the existing residential village of Kurmond
- ☐ In the existing residential village of Kurrajong
- ☐ Immediately surrounding the village of Kurmond (say within 300m of edge of village)
- ☐ Immediately surrounding the village of Kurrajong (say within 300m of edge of village)
- ☐ Throughout the whole of investigation area
- ☐ Nowhere within the investigation area

Other (please explain) _____

Q1.2

Provided that environmental, infrastructure, and servicing matters are resolved, where should additional large lot residential / rural-residential development occur? (Tick option/s)

- ☐ Immediately surrounding the village of Kurmond (say within 500m of edge of village)
- ☐ Immediately surrounding the village of Kurrajong (say within 500m of edge of village)
- ☐ Throughout the whole of investigation area
- ☐ Nowhere within the investigation area

Other (please explain) _____

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Q2.1

What size do you think additional residential lots should be? (Tick one)

- ☐ 450m² – 699m² lots
- ☐ 700m² – 999m² lots
- ☐ 1000m² – 1499m² lots
- ☐ 1500m² – 1999m² lots
- ☐ No new lots

Q2.2

What size do you think additional large lot residential / rural-residential lots should be? (Tick one)

- ☐ 2000m² – 3999m² lots
- ☐ 4000m² – 9999m² lots
- ☐ 1ha to 1.99ha lots
- ☐ 2ha – 3.99ha lots
- ☐ 4ha + lots
- ☐ No new lots

Q3

Introduction

Council has sought to define and identify a number of "fundamental" and "major" constraints to additional development within the investigation area.

A 'fundamental constraint' is defined as:

A legislative requirement to be met or a matter that requires concurrence from a NSW State Government agency. Council or State Government consent cannot occur until a solution is provided or delivery mechanism are in place.

A 'major constraint' is described as:

In terms of physical characteristics of the land the matter is so significant that development should be avoided. In terms of required infrastructure and servicing the matter is so significant that development should not occur until a solution has been identified and delivery mechanisms achieved.

Fundamental and major constraints to future development in the investigation area identified so far are:

- Capacity and safety of existing road network
- Location and funding of new roads to serve future development
- Capacity of land to cater for on-site effluent disposal
- Provision of bus service to cater for the needs of incoming population
- Quantity and quality of stormwater run-off entering watercourses
- Provision of reticulated water supply to new lots
- Provision of electricity service to new lots

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- Impact of development on threatened or endangered flora and fauna
- Impact of development on watercourses and riparian areas
- Impact of development on aquatic habitat
- Impact of the location and management of bushfire asset protection zone and perimeter roads
- Suitability of land for development given the slope of the land
- Impact of development on European heritage items
- Impact of development on Aboriginal heritage items
- Suitability of land to be developed given potential for land to be contaminated
- Suitability of land to be developed given potential for flooding
- Impact of disturbance of acid sulfate soils on the environment and development

In response to these fundamental and major constraints a suite of Preliminary Development Principles have been adopted by Council. Your views regarding these principles is sort.

Accordingly do you agree that additional residential or large lot residential/rural-residential development should ONLY be supported where:

Q3.1 Essential services under LEP 2012 and fundamental development constraints are resolved.
(Tick one)

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
Q3.1. Essential services under the Hawkesbury Local Environmental Plan 2012 and fundamental development constraints are resolved.					

Note: Essential Services are defined as the supply of water, electricity, the disposal and management of sewage, stormwater drainage, and suitable road access.

Q3.2 Building envelopes, asset protection zones (APZs), driveways and roads are located on land with a slope less than 15%. (Tick one)

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
Q3.2 Building envelopes, asset protection zones (APZs), driveways and roads are located on land with a slope less than 15%					

Note: Council's Residential Land Strategy recognises land in excess of 15% as unsuitable for urban development as beyond this slope, soil erosion becomes an increasingly difficult problem to manage and may even expose development to landslip and mass movement hazards. The NSW State government's Soil and Land Assessment Constraint for Urban and Regional Planning, 2010 defines land in excess of 15% as being highly constrained due to potential for failure of ground and structures and the increase in complexity of construction and long-term access.

ORDINARY MEETING**Questions with Notice****Meeting Date:** 24 September 2019**Q 3.3** Removal of significant vegetation is avoided. (Tick one)

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
Q 3.3 Removal of significant vegetation is avoided					

Note: Significant vegetation typically consists of endangered ecological communities or endangered ecological communities listed under the *Threatened Species Conservation Act 1995* (TSC Act) and/or the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act)

Q 3.4 Fragmentation of significant vegetation is minimised (Tick one)

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
Q 3.4 Fragmentation of significant vegetation is minimised					

Q 3.5 Building envelopes, APZs, driveways and roads (not including roads for the purposes of crossing watercourse) are located outside of riparian corridors (Tick one)

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
Q 3.5 Building envelopes, APZs, driveways and roads (not including roads for the purposes of crossing watercourse) are located outside of riparian corridors					

Note: Riparian corridors are transitional zones between land and rivers, watercourses or aquatic environments. The Office of Water's Guidelines for Riparian Corridors on Waterfront Land contains recommended minimum riparian corridor widths of between 10m and 40m either side of rivers, watercourses or aquatic environments

Q 3.6 Road and other crossings of watercourses is minimised

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
Q 3.6 Road and other crossings of watercourses is minimised					

ORDINARY MEETING**Questions with Notice****Meeting Date:** 24 September 2019**Q 3.7** Fragmentation of riparian areas is minimised

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
Q 3.7 Fragmentation of riparian areas is minimised					

Q 3.8 Removal of dams containing significant aquatic habitat is avoided

	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
Q 3.8 Removal of dams containing significant aquatic habitat is avoided					

Further comments: _____

Q 4.1 If Council was to make additional residential or large lot residential / rural-residential development possible in the investigation area, when would you like actual development to occur

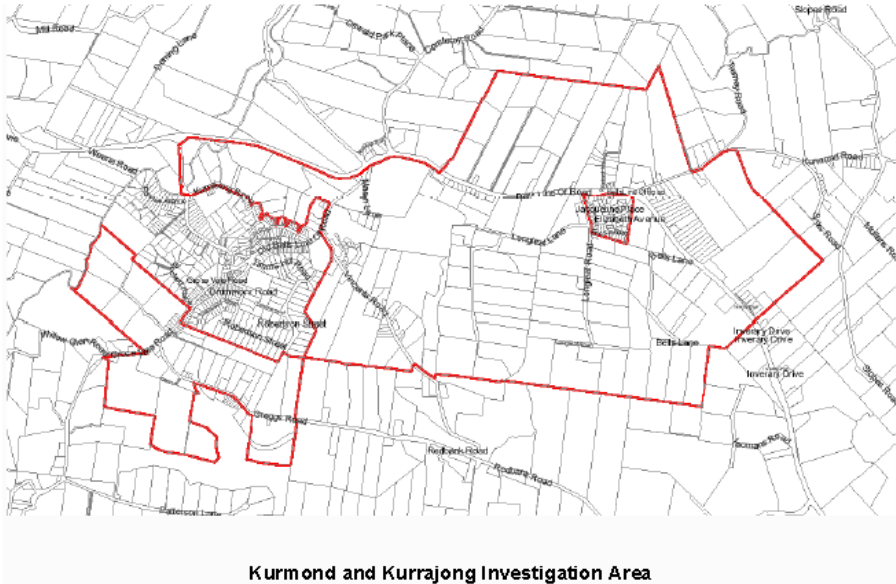
- ☐ Short term (say 1 to 5 years)
- ☐ Medium term (say 6 – 10 years)
- ☐ Long term (say more than 10 years)
- ☐ Never

Q 4.2 If you are a land owner and additional residential or large lot residential / rural-residential development was possible on your land would you be interested in subdividing your land?

- ☐ Yes
- ☐ Somewhat
- ☐ Unsure
- ☐ No

Thank-you for completing this survey

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ORDINARY MEETING
Confidential Reports
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CONFIDENTIAL REPORTS

Item: 187 **SS - Administration of the September 2020 Hawkesbury City Council Local Government Elections - (79351)**

Previous Item: 170, Ordinary (10 September 2019)
 214, Ordinary (29 October 2013)
 025, Ordinary (26 February 2013)

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 quotations for the supply of services to Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the Council is conducting (or proposes to conduct) business and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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



ordinary
meeting

end of
business
paper

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