



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 27 June 2017

location: council chambers

time: 6:30 p.m.



mission statement

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

How Council Operates

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

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

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

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

Meeting Procedure

The Mayor is Chairperson of the meeting.

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

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

Public Participation

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

To register, please lodge an application form with Council prior to 3pm on the day of the meeting. The application form is available on Council's website, from the Customer Service Branch or by contacting the Corporate Services and Governance Manager on (02) 4560 4444 or by email at council@hawkesbury.nsw.gov.au

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

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

Voting

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

Planning Decision

Under Section 375A of the Local Government Act 1993, voting for all Planning Decisions must be recorded individually. Hence, the Chairperson will ask Councillors to vote with their electronic controls on planning items and the result will be displayed on a board located above the Minute Secretary.

This will enable the names of those Councillors voting 'for' or 'against' the motion to be recorded in the minutes of the meeting and subsequently included in the required register.

Business Papers

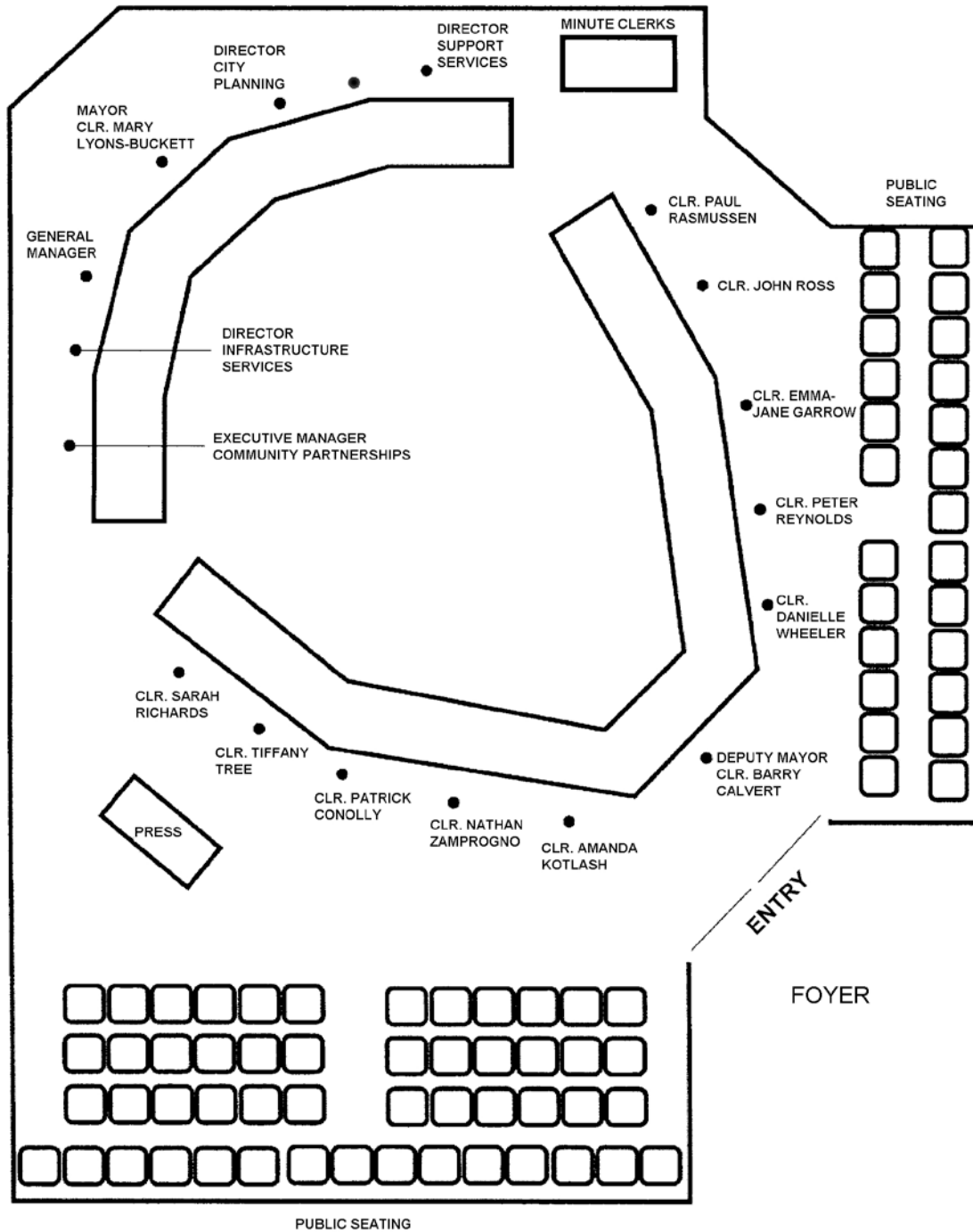
Business papers can be viewed online from 12pm on the Friday before the meeting on Council's website <http://www.hawkesbury.nsw.gov.au>

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12pm on the Friday before the meeting. The business paper can also be viewed on the public computers in the foyer of Council's Administration Building.

Further Information

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

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- **AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS**
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- **QUESTIONS FOR NEXT MEETING**
- **REPORTS TO BE DISCUSSED IN CONFIDENTIAL SESSION**

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confirmation of minutes

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SECTION 1 - Confirmation of Minutes

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SECTION 3 - Reports for Determination

GENERAL MANAGER

Item: 101 **GM - Request for Leave of Absence - Councillor Emma-Jane Garrow - (79351, 138883)**

REPORT:

Executive Summary

Councillor Emma-Jane Garrow has applied for leave of absence from Council.

This report recommends that leave of absence be granted to Councillor Garrow.

Consultation

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

Background

Councillor Emma-Jane Garrow has applied for leave of absence from the Ordinary meetings of Council on 27 June 2017 and 11 July 2017.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our 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.

RECOMMENDATION:

That leave of absence be granted to Councillor Emma-Jane Garrow from the Ordinary meetings of Council on 27 June 2017 and 11 July 2017.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 102 **GM - Request for Leave of Absence - Councillor Nathan Zamprogno - (79351, 138884)**

REPORT:

Executive Summary

Councillor Nathan Zamprogno has applied for leave of absence from Council.

This report recommends that leave of absence be granted to Councillor Zamprogno.

Consultation

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

Background

Councillor Nathan Zamprogno has applied for leave of absence from Council from Friday, 30 June 2017 to Sunday, 23 July 2017. This absence means that Councillor Zamprogno will be unable to attend the Ordinary meeting of Council on 11 July 2017.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our 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.

RECOMMENDATION:

That leave of absence be granted to Councillor Nathan Zamprogno from Friday, 30 June 2017 to Sunday, 23 July 2017 inclusive, including the Ordinary meeting of Council on 11 July 2017.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 103 **GM - Proposed Changes to the Civic and Citizenship Advisory Committee Constitution - (96972, 79356)**

Previous Item: 228, Ordinary (12 October 2010)
 215, Ordinary (30 October 2007)
 208, Ordinary (12 July 2005)

REPORT:

Executive Summary

Council at its meeting on 12 October 2010 adopted the Civic and Citizenship Advisory Committee Constitution. Since then various changes have occurred in regard to the awards determined by the Committee, and the structure and membership of the Committee.

The Constitution requires amendments to reflect these changes and this report outlines these amendments and recommends the updated Constitution be adopted by Council.

Consultation

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

Background

At its meeting on 12 October 2010, Council adopted the Civic and Citizenship Advisory Committee Constitution. Since the adoption of the Constitution in 2010 a number of amendments have occurred in regard to the various awards determined by the Committee, the sponsor organisations and the Councillor membership on the Committee.

Therefore, the Constitution requires amendment to reflect these changes. A summary of the amendments, the tracked changes to the Constitution and a comment on these changes are as follows:-

1. Name

Council delegate authority under the provisions of section 377 of the Local Government Act 1993, to the Civic and Citizenship Advisory Committee to enable the Committee to determine the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Hawkesbury Sports Awards. ~~Sports Medal and Sports Certificate Awards.~~

Comment: The Sports Awards are now known as the Hawkesbury Sports Awards.

2. Objectives

To facilitate the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Hawkesbury Sports Awards. ~~Sports Medal and Sports Certificate Awards.~~

Comment: The Sports Awards are now known as the Hawkesbury Sports Awards.

5 Structure and Membership

- (a) The structure and membership of the Advisory Committee shall be as follows, and all the undermentioned appointments will have voting rights:
 - (i) Three (3) ~~Four (4)~~ Councillors of the Hawkesbury City Council; and

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- (e) A representative from each of the sponsor organisations; ~~Richmond Club~~ and including Hawkesbury Sports Council, nominated by these organisation for the period that these organisations remain as sponsors to their respective award programs.

Comment: Council resolved on 12 October 2010 that a representative from each of the sponsor organisations be appointed while those organisations remain as sponsors. The Richmond Club is no longer involved in the Hawkesbury Sports Awards. Council also resolved on 27 September 2016 that these Councillors be appointed to the Committee.

6. Appointment and Election of three Members

Three (3) ~~Four (4)~~ Councillors will be appointed to the Advisory Committee in accordance with the practices and procedures of the Council;

Comment: Council resolved on 27 September 2016 that three Councillors be appointed to the Committee.

The Civic and Citizenship Advisory Committee Constitution has been updated to reflect the above amendments. The updated Constitution is attached as Attachment 1 to this report.

It is recommended that Council adopt the amended Civic and Citizenship Advisory Committee Constitution.

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.

Financial Implications

There are no financial implications to this report.

RECOMMENDATION:

That Council adopt the amended Civic and Citizenship Advisory Committee Constitution attached as Attachment 1 to the report.

ATTACHMENTS:

AT - 1 Amended Civic and Citizenship Advisory Committee Constitution.

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AT - 1 Amended Civic and Citizenship Advisory Committee Constitution

Hawkesbury City Council Hawkesbury Civic and Citizenship Advisory Committee Constitution

1. Name

Council delegate authority under the provisions of section 377 of the *Local Government Act 1993*, to the Civic and Citizenship Advisory Committee to enable the committee to determine the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Hawkesbury Sports Awards.

2. Objectives

- (a) To facilitate the selection of award recipients for several awards including but not limited to; Australia Day Awards and the Hawkesbury Sports Awards.
- (b) To review the criteria for each of the award systems and make recommendations on changes as to future systems.
- (c) Actively encourage nominations from the community for the awards programs to further enhance the quality and quantity of submissions Council receives.
- (d) To assist when requested, with recommendations for special civic or community celebrations.
- (e) To provide advice and guidance on the administration of any Federal or State funding received for events and special celebrations.

3. Role and Authorities

- (a) Whereas the Advisory Committee is appointed by the Hawkesbury City Council under the terms of the Local Government Act 1993, the Advisory Committee is to abide at all times with the terms of reference of this clause, and with the authorities delegated under this clause whilst remaining in force (unless otherwise cancelled or varied by resolution of Council).
- (b) The Advisory Committee shall have the following authorities delegated to it in accordance with the provisions of section 377 of the Local Government Act 1993:
 - (i) to recommend to Council policies drawn up by professional staff for:
 - the conduct of the civic and citizenship awards including eligibility criteria, nomination and assessment processes.
 - (ii) to bring to Council's attention, by way of recommendation, any item requiring a policy decision outside the authority granted to the Advisory Committee under section 377;
- (c) The Council retains the responsibility for all budgetary considerations;
- (d) The General Manager (or his/her delegate) retains, and shall be entirely responsible for the appointment and dismissal of staff (either permanent or temporary) within the Advisory Committee in accordance with the Local Government Act 1993;
- (e) The General Manager (or his/her delegate) retains all responsibility for the direction of any staff member, including any disciplinary action, be it for

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permanent, temporary or part time staff. The Advisory Committee will, however, have the right to bring to the attention of the Director of the Department within Council responsible for the Advisory Committee, any issues which, in its opinion, require disciplinary action; and

- (f) Any authorities conferred upon the Advisory Committee under this Constitution may be varied by Council.

4. Term

The Advisory Committee general members' term shall be for four years to coincide with Council's term of office. Councillors will be elected to the Advisory Committee on an annual basis at the election of committees each September.

Advisory Committee members shall cease to hold office at the expiration of three months after the Ordinary election of the Council, but be eligible for re-appointment, subject to the condition that the Advisory Committee may be dissolved by Council at any time.

5. Structure and Membership

- (a) The structure and membership of the Advisory Committee shall be as follows, and all the undermentioned appointments will have voting rights:
- (i) Three (3) Councillors of the Hawkesbury City Council; and
 - (ii) Three (3) community appointments, appointed by Council following the calling of applications as detailed in clause 6(b) of this Constitution;
- (b) Whereas the appointments detailed in clause 5(a) will form the Advisory Committee, a member of the Corporate Communication Unit will be required to attend meetings of the Advisory Committee;
- (c) The Manager Corporate Communication charged with the responsibility for the Advisory Committee within the Hawkesbury City Council shall attend meetings and may delegate the Public Relations Coordinator as his/her delegate when deemed necessary;
- (d) The Advisory Committee shall, at its first meeting following appointment, and each twelve (12) month period thereafter, elect one of its members from those appointed under clause 5 to be the Chairperson of the Advisory Committee, and one of its members appointed under the same clause to be Deputy Chairperson, who shall act in the absence of the Chairperson;
- (e) A representative from each of the sponsor organisations; including Hawkesbury Sports Council, nominated by the organization for the period that these organisations remain as sponsors to their respective award programs.
- (f) A representative of the Hawkesbury Historical Society, nominated by the Society to sit on the Committee, in respect to the Hawkesbury Cultural Award only.
- (g) The position of Chairperson shall not be held by the same person for any longer than three (3) consecutive years;
- (h) The position of Deputy-Chairperson shall not be held by the same person for any longer than three (3) consecutive years;
- (i) No staff member of Hawkesbury City Council shall be elected as Chairperson or Deputy Chairperson of the Advisory Committee;

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- (j) Each member of the Advisory Committee entitled to vote shall only have one vote except that of the casting vote of the Chairperson in the case of equality of votes;
- (k) The Advisory Committee may co-opt additional members from time to time, at its discretion, to provide specialist advice or assistance, but such co-opted members shall only serve on the Advisory Committee for the period of time required, and will not, whilst serving in the position of co-opted member, have any voting rights; and
- (l) The Advisory Committee may invite as observers, citizens or other representatives for the purpose of clarifying certain matters as decided by the Advisory Committee. Such observers will not be permitted to vote.

6. Appointment and Election of Members

- (a) Three (3) Councillors will be appointed to the Advisory Committee in accordance with practices and procedures of the Council;
- (b) The Council shall, in the month of October following the quadrennial election place advertisements in appropriate newspapers inviting nominations from members of the community for membership to the Advisory Committee;
- (c) Three community appointments, appointed by Council following the calling of applications as detailed in clause 6(b) of this Constitution. The Council shall select and appoint the community representatives to the Advisory Committee;
- (d) The Advisory Committee shall have the power to fill casual vacancies at its discretion;
- (e) Members of the Advisory Committee shall cease to hold office:
 - (i) if the Advisory Committee is dissolved by Council;
 - (ii) upon written resignation or death;
 - (iii) if absent without prior approval of the Advisory Committee for three consecutive meetings; or
 - (iv) 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).
- (f) 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.

7. Procedures and General

- (a) Ordinary meetings of the Advisory Committee shall be held 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;
- (b) The Manager Corporate Communication shall be the Executive Officer to the Advisory Committee, and will be responsible for preparation of specialist reports, and any and all correspondence associated with the Advisory Committee;
- (c) The Council will provide a Minute Clerk for the purpose of recording the Minutes of the Advisory Committee meetings and for the distribution of Minutes followings meetings of the Advisory Committee;

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- (d) No meeting of the Advisory Committee shall be held unless three (3) clear days notice thereof has been given to all members;
 - (e) The Minute Clerk shall forward a copy of the Minutes of each Advisory Committee meeting to all Advisory Committee members, as well as to Council, for submission to the appropriate Standing Committee, as soon as possible following such Advisory Committee meeting;
 - (f) At any meeting of the Advisory Committee, the Chairperson, or the person acting in the position of Chairperson, shall, in addition to his or her ordinary vote, have a casting vote where such a situation occurs where there is an equality of votes;
 - (g) The rules governing meetings and the procedures of the Advisory Committee 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;
 - (h) A quorum of the Advisory Committee shall be constituted by four (4) members being present at meetings;
 - (i) Any members having a pecuniary interest in any matters being discussed by the Advisory Committee shall declare such interest at the meeting of the Advisory Committee and refrain from voting or discussion thereon.
 - (j) The requirements applying to pecuniary interests for members as detailed in clause 7(i) above shall apply equally to any other appointed or invited observers or co-opted members, and also to the Executive Officer/Secretary;
 - (k) Any recommendations of the Advisory Committee shall, as far as adopted by the Council, be resolutions of the Council, provided that recommendations or reports of the Advisory Committee shall not have effect unless adopted by the Council;
 - (l) It shall be competent for the Advisory Committee to appoint a sub-committee or specific work groups comprised of members or non-members to exercise and carry out specific investigations for the Advisory Committee, and then to report back to the Advisory Committee. These appointed sub-committees or work groups may be dissolved by the Advisory Committee at any time;
 - (m) Any appointed sub-committees or work groups have no power to make any decisions whatsoever on behalf of the Advisory Committee, and any recommendations of any sub-committee or work group will only have effect once adopted by the Advisory Committee, or by the Council, as the case may be;
 - (n) The Corporate Communication Unit shall prepare an Annual Report of the Awards Ceremonies activities for submission to the Advisory Committee, who will, in turn, present such report to the Council.

LAST CLAUSE

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oooO END OF REPORT Oooo

Item: 104

GM - Request for Sponsorship - Kurrajong-A-Buzz 2017 - (79351, 90311)

REPORT:

Executive Summary

Kurrajong-A-Buzz is scheduled to be held in Kurrajong Village and McMahon's Park, Kurrajong in November 2017.

Kurrajong Community Forum approached Council in May 2017 with a proposal for Council to provide funding to assist with the costs of Kurrajong-A-Buzz 2017.

This report outlines details of the Kurrajong-A-Buzz 2017 and the actions Council can undertake to assist the event.

This report recommends support to the Kurrajong-A-Buzz by way of sponsorship and in-kind support.

Consultation

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

Background

In 2016, Kurrajong Community Forum held the inaugural Kurrajong-A-Buzz. The festival was the largest event held in Australia to promote Australian Pollinator Week. Pollinator Week acknowledges the importance of Australia's insect pollinators during spring. Council contributed \$1,000 towards the sponsorship of the event under the Community Sponsorship Program in 2016.

The Kurrajong Community Forum plan to hold Kurrajong-A-Buzz in November 2017. The event will be held in Kurrajong Village and McMahon's Park, Kurrajong. The event activities will not require the closure of any streets and parking will be in the designated parking spots in and around the Village.

As part of the event there will be stalls and activities to educate visitors on the importance of pollinators for food security and the health of the environment. Other groups will be involved in the event including Kurrajong Public School, the Secret Garden, Hawkesbury Community Nursery, Hawkesbury Environmental Network, Hawkesbury Earth Care Centre, the Mount Tomah Botanical Gardens, the Rural Fire Service and the North West Disability Services.

Last year it is estimated that more than 300 people attended the event. It is anticipated that there will be an increase in numbers, with more than 500 to 600 expected to attend.

The event organisers have identified benefits of the Kurrajong-A-Buzz for local community, including the following:

- building strong local connections across the community as people come together to plan the event
- the increased numbers of people in the Village which will contribute to the local economy
- the event will help to create a sense of place and ownership for the local community
- the event will be an opportunity for people from outside the area to visit Kurrajong.

The Kurrajong Community Forum has advised of the following anticipated income and expenses for Kurrajong-A-Buzz 2017.

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Income	\$	Expenses	\$
Earned Income (from entry fees or sales etc.)	\$500	Salaries (including volunteer costs)	\$200
Donations (value of gifts or other sponsorship)	\$1,500	Promotion, marketing and advertising	\$1,500
Grants (from other government agencies)	NA	Materials and program costs	\$2,500
Other Income (sundry income)	NA	Venue, equipment or transport hire	\$300
Contribution (from Council)	\$1,800	Other costs (insurance)	\$300
Amount requested from Council	\$1,000		
Total Income	\$4,800		\$4,800

The Kurrajong Community Forum has sought a total contribution from Council of \$2,800 as outlined in the above table.

An assessment has been made of the request by the event organisers and in an effort to support the event it is suggested that Council provide a range of in-kind services to the value of \$1,100 and financial assistance to the value of \$2,165 for the event as set out in the following table.

Assistance	Value
Assistance with the promotion of the event through Council's promotion channels including: <ul style="list-style-type: none"> inclusion in Mayoral Column placement on Council's website media release promotional on Hawkesbury Events Facebook page promotion in Council Spring newsletter. 	\$1,100
Provision of 300 plants at a cost of \$1.65 per plant. Council nursery staff recommend that this is the maximum amount Council would be able to give away on the day if we were to provide specific advice about the plant.	\$495
Two council officers will also be attending on the event for approximately 8 hours to explain to people which plants are most suitable for their site.	\$1120
Monetary contribution for the costs of the event	\$1,000
Total	\$3,715

The event organisers have requested that Council provide financial support for the event including:

- creation of a butterfly enclosure that will be an educational, interactive display suitable for all ages and abilities
- the guest speaker, Dr Adrian Davis who will work with Hawkesbury Bush Care to present and run work shops on 'Hollows as Homes'.

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

- Council logo and recognition of support be included on all promotional material but not limited to flyers, posters, banner, bags, etc.
- Invitations issued to Council representatives for official activities, including opening the event.

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

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

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

It is considered that the above proposal meets the above definition in that Kurrajong-A-Buzz will provide economic benefits to local businesses and the tourism sector in the Hawkesbury.

It is also considered that the proposal achieves a number of the 'Sponsorship Principals' contained in the Council's Sponsorship Policy.

Council has allocated within its Operational Plan an amount of \$60 000 for the support of major flagship events. There is currently a commitment of \$30,000 to the Blues and Roots Sponsorship (year 3 of a three year agreement). The remaining \$30,000 is available to support other major flagship events during the year. Council is currently in discussion with other event organisers regarding sponsorship of other events, including Golf NSW.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

5.5 Reinforcing our dynamic places

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

Financial Implications

Funding of \$2,615 has been provided for in Component 168 – Corporate Communication of the 2017/2018 Adopted Operational Plan to support events such as Kurrajong-A-Buzz. In addition, an in-kind contribution, totalling \$1,100 will be provided.

RECOMMENDATION:

That:

1. Council approve sponsorship funding to the Kurrajong Community Forum in regard to the holding of Kurrajong-A-Buzz 2017, to the total value of \$3,715, comprising of financial assistance of \$2,615 and in-kind services to the value of \$1,100, as outlined in the report.
2. Council enter into the standard Sponsorship Agreement with Kurrajong Community Forum for the Kurrajong-A-Buzz 2017 event.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 June 2017

Item: 105 **GM - Request for Sponsorship - NSW Women's Country Golf Meeting 2018 - (79351, 141344)**

REPORT:

Executive Summary

A NSW Women's Country Golf Meeting is scheduled to be held in the Hawkesbury in September 2018. The event will be run by Golf NSW. It is proposed to run the event at local venues, being Lynwood Country Club and Windsor Golf Club. The average number of players expected to participate is 150 with the event capped at 200.

Golf NSW approached Council in May 2017 with a proposal for Council to provide funding to assist with the costs of a Women's Country Golf Meeting. A copy of the request is included as Attachment 1 to this report.

Consultation

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

Background

The Women's Country Golf Meeting, run by Golf NSW, commenced in 1957 to provide country women golfers with an opportunity to play a tournament styled competition on quality golf courses in metropolitan Sydney and coastal regions. Shelley Beach, Wyong and Magenta Shores were 2016 host venues, with Carnarvon, Liverpool and Macquarie Links to be host venues in 2017.

Golf NSW is the peak representative body for the sport in NSW. Their role is to encourage participation, fellowship, fair play, and the well-being of their member clubs and districts.

The Women's Country Golf Meeting is an opportunity for women from Country NSW to come together and play on some of the top golf courses in NSW. The event is open to all female amateurs who hold a current Australian or overseas equivalent handicap and are a member of a Golf NSW affiliated Country Golf Club.

The Women's Country Golf Meeting will be held over three days from Monday to Thursday in September 2018. The event would be held in locations across the Hawkesbury, being Lynwood Golf Club and Windsor Golf Club, with a format that at this stage includes:

- Day One Lynwood Country Club
- Day Two Windsor Golf Club
- Day Three Free Day
- Day Four Lynwood Country Club.

The event organisers have identified some of benefits of the NSW Women's Country Golf Meeting for local business, being Lynwood Country Club and Windsor Golf Club, including:

- both venues will be the beneficiaries of all player food and beverage expenditure
- both venues will be the beneficiaries of cart hire fees
- Lynwood Country Club will be invited to host a Major Pennant Semi Final in 2018
- Lynwood Country Club as the lead venue will be invited to host a Metropolitan Qualifying event for the NSW Open Golf Championship.

Day three of the meeting is a rest day. Many women spend the day in the local area shopping. This could be an additional spend for the region. All the women are from country areas so they will require accommodation in the Hawkesbury or surrounding regions from the Sunday night to the conclusion of the tournament, on the Thursday night.

ORDINARY MEETING

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Tourism Research Australia's current figure for the average spend of a 'sports tourist' is \$261 per person per day. Based on the 150 players the event will deliver in excess of \$150,000 to the local community.

Anticipated income and expenses for the NSW Women's Country Golf Meeting

The significance of this event in the Hawkesbury and its potential positive impact on the Hawkesbury's local business and tourism sector can be demonstrated. It is also recognised that there will be a significant number of out of area participants and it is a good opportunity to encourage repeat visits to the Hawkesbury after the event.

An assessment has been made of the request by the event organisers, which included an application for \$10,000 (Attachment 1). In an effort to support the event it is suggested that Council provide a range of in-kind services to the value of \$500 and a cash contribution of \$5,000 for the event as outlined in the table below:

Assistance	Value
Assistance with the promotion of the event through Council's promotion channels including: <ul style="list-style-type: none">inclusion in Mayoral Columnplacement on Council's website.	\$500
Monetary contribution to support the event	\$5,000
Total	\$5,500

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

- Council logo and recognition of support be included on all promotional material but not limited to flyers, posters, banner, bags, etc.
- Invitations issued to Council representatives for official activities.

Golf NSW have also identified that Council will be given the opportunity to deliver a speech at all presentation ceremonies and present winners with a trophy.

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

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

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

It is considered that the above proposal meets the above definition in that The Women's Country Golf Meeting will provide economic benefits to local businesses and the tourism sector in the Hawkesbury.

It is also considered that the proposal achieves a number of the 'Sponsorship Principals' contained in the Council's Sponsorship Policy.

Council has allocated within its Operational Plan \$60,000 for the support of major flagship events. There is currently a commitment of \$30,000 to the Blues and Roots Sponsorship (year 3 of a three year agreement). The remaining \$30,000 is available to support other major flagship events during the year. Council is currently in discussion with other event organisers, regarding sponsorship of events including the Kurrajong Community Forum.

ORDINARY MEETING

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Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

5.5 Reinforcing our dynamic places

- 5.5.2 Create active partnerships to develop a network of vibrant centres, creating opportunities for business growth and community connection.

Financial Implications

Funding of \$5,000 will be provided from the allocation of Events Sponsorship in Service 168 – Corporate Communication of the Operational Plan to support events such as the Women's Country Golf Meeting 2018. In addition, an in-kind contribution, totalling \$500 will be provided.

RECOMMENDATION:

That:

1. Council approve sponsorship funding to Golf NSW in regard to the NSW Women's Country Golf Meeting 2018, to the total value of \$5,500, as outlined in the report, comprising of financial assistance of \$5,000 and in-kind services to the value of \$500.
2. Council enter in to the standard Sponsorship Agreement with Golf NSW for the NSW Women's Country Golf Meeting 2018 event.

ATTACHMENTS:

AT - 1 2018 NSW Women's Country Golf Meeting Presentation

AT - 1 2018 NSW Women's Country Golf Meeting Presentation



WOMENS COUNTRY MEETING

PARTNERSHIP BETWEEN

HAWKESBURY CITY COUNCIL

LYNWOOD COUNTRY CLUB & WINDSOR GOLF CLUB

GOLF NSW



WOMEN'S COUNTRY MEETING
MONDAY – LYNWOOD COUNTRY CLUB
TUESDAY – WINDSOR GOLF CLUB
WEDNESDAY – FREE DAY
THURSDAY – LYNWOOD COUNTRY CLUB



NSW Women's Country Meeting

The Women's Country Meeting is an opportunity for women from Country NSW to come together and play on some of the top courses the state has to offer.

The event is open to all female amateurs who hold a current Australian or overseas equivalent handicap and are a member of a Golf NSW affiliated Country Golf Club.

The format is –

Stroke play over 36-holes (stroke play for divisions 1 & 2 and stableford for division 3),

Day One – Lynwood Country Club

Day Two – Windsor Golf Club

Day Three – 'Free Day'

Day Four - 18-holes foursomes at Lynwood Country Club.



NSW Women's Country Meeting

Benefits -

- Golf NSW will pay host venues green fees for all players
- Lynwood Country Club will be invited to host a Major Pennant Semi Final in 2018
- Lynwood Country Club as the lead venue will be invited to host a Metropolitan Qualifying event for the NSW Open Golf Championship
- Both venues will be the beneficiaries of all player food and beverage expenditure
- Both venues will be the beneficiaries of Cart hire fees



NSW Women's Country Meeting

A maximum of 200 players will be eligible to contest the NSW Women's Country Meeting. Based on previous experience approximately 150 entries are received with average spends listed below -

- Accommodation 150 @ \$125 per night
- Petrol 100 @ \$70 per vehicle
- Food & Beverage – Club 150 @ \$20 per day
- Food & Beverages – Local Hotels/Clubs 150 @ \$50 per day
- Food & Beverages – Cafes 150 @ \$20 per day

NB: Tourism Research Australia's current figure for the average spend of a 'sports tourist' is \$261 per person per day. Based on projected 150 players the event will deliver in excess of \$150k to the local community.



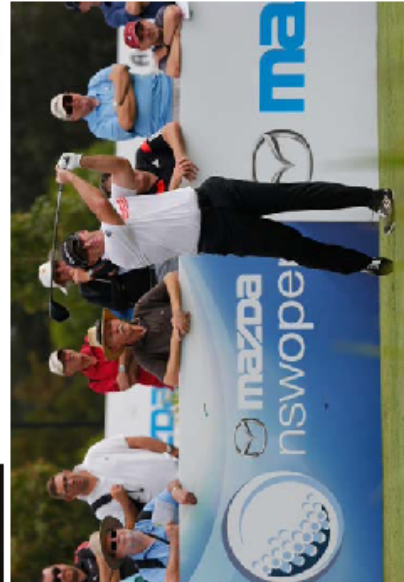
NSW Women's Country Meeting

The 2018 event will be advertised throughout Golf NSW regional and rural Golf Club network.

Additional support will be via Golf NSW website, social media and enewsletters.

Mainstream and local media will be invited to all pre, during and post activities.

Hawkesbury City Council will be invited to all media announcements, as will the respective State and Federal MP's.

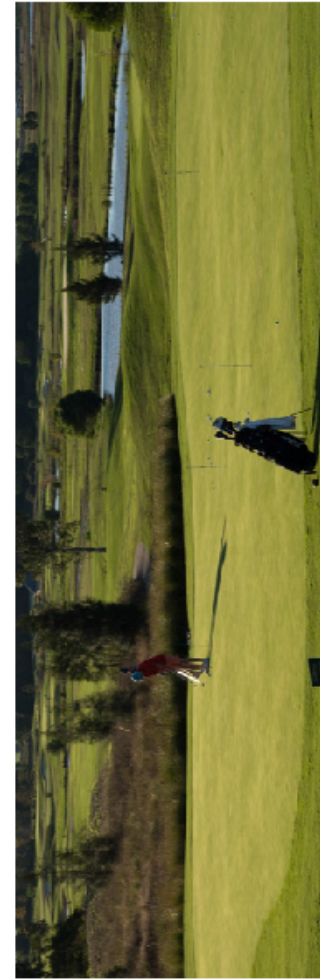


NSW Women's Country Meeting

Golf NSW is offering Hawkesbury City Council the opportunity to host the NSW Women's Country Meeting at Lynwood Country Club and Windsor Golf Club.

An investment of \$10,000 plus GST will deliver –

- Name and/or logo associated with event title on all references and collateral
- Right to deliver speech at all presentation ceremonies.
- Present winners with trophy
- Brand recognition in all event collateral
- VIP Invitations to the 2018 NSW Men's Open Championship





Hawkesbury City Council
Lynwood Country Club
Windsor Golf Club

Hosts of the
2018 NSW Women's Country Meeting



oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 June 2017

Item: 106 **GM - Smart Cities Series, Building the Cities of Tomorrow Conference - (79351)**

REPORT:

Executive Summary

The Smart Cities Series, Building the Cities of Tomorrow Conference will be held on 29 August 2017 in Sydney. Consistent with previous practice, this report recommends attendance by nominated Councillors and staff at the Conference

This report recommends attendance at the Conference.

Consultation

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

Background

The Smart Cities Series, Building the Cities of Tomorrow Conference will be held on 29 August 2017 in Sydney. The Smart Cities Series will bring together federal, state and local government as well as financial, educational and research institutions to network. The Series will head to six cities across Australia to benchmark the key challenges faced by organisations in each state.

Cost of attendance at the Smart Cities Series, Building the Cities of Tomorrow Conference will be approximately \$150 plus travel costs per delegate.

The 2017/2018 Adopted Operational Plan contains a provision of \$48,000 for Delegate Expenses.

Budget for Delegate Expenses - Payments made

Total Budget for Financial Year 2017/2018	\$48,000
Expenditure to date	Nil
Budget balance as at 20 June 2017 (approx. including outstanding commitments)	\$48,000

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Assets

4.1 Transport infrastructure and 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.

4.1.4 Provide mobility links throughout the City to connect our centres, parks and facilities.

ORDINARY MEETING

Meeting Date: 27 June 2017

4.3 Places and Spaces

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.

Financial Implications

Funding of the cost of attendance at this Conference will be provided from the Delegates Expenses within the 2017/2018 Adopted Operational Plan.

RECOMMENDATION:

That attendance of nominated Councillors, and staff as considered appropriate by the General Manager, at the Smart Cities Series, Building the Cities of Tomorrow Conference, at an approximate cost of \$150 plus travel costs per delegate, be approved.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 June 2017

Item: 107

GM - Questions Tabled at Ordinary Meeting of 9 May 2017 - (79351)

REPORT:

Executive Summary

During the course of the Ordinary meeting on 9 May 2017, questions for the next meeting were tabled in relation to the Navua Reserve Bridge and the process for disseminating information into the community.

This report notes Council's current position in relation to Social Media, Facebook and the development of Council's Digital Strategy and Social Media Implementation Plan. The report also refers to a further confidential report on the Council Business Paper.

Consultation

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

Background

During the course of the Council Meeting dated 9 May 2017, the following Questions For Next Meeting were tabled:

- "8. Cr Calvert - Requested that the personal statement the Mayor, Councillor Lyons-Buckett made in relation to the Navua Reserve Bridge be formalised as an official Council statement.
14. Cr Richards- Should the comments made by the Mayor, Councillor Lyons-Buckett be approved by all Councillors before being distributed as a fact sheet to the community."

Council Officers have reviewed the matters raised by Questions above and can now confirm the following details:

Comments from Council

Council's social media presence is currently restricted to its Facebook pages – Hawkesbury Events, the Hawkesbury Regional Gallery, Hawkesbury Library Service and Hawkesbury Regional Museum. As such, there is no opportunity for Hawkesbury City Council and/or the Mayor to respond to Facebook posts regarding matters that fall outside the Events, Gallery, Library and Museum subject areas.

Any formal communications regarding broader Hawkesbury City Council considerations are currently addressed by way of more traditional avenues such as media releases, media inquiries, the Mayoral Column in the local newspaper and the Council Website.

In the absence of a formal Hawkesbury City Council Facebook page, the Mayor currently relies on a personal Facebook page to participate on social media.

Social media is a dynamic environment that often requires responses within a time frame involving hours rather than days or weeks. As such it can be challenging for Council to respond to issues in a timely fashion, especially if Council has no formally adopted position on the issue at hand.

ORDINARY MEETING

Meeting Date: 27 June 2017

On 13 June 2017, Council adopted its 2017/2018 Operational Plan which included an allocation of funding to employ a Digital Media and Community Engagement Officer, who would be responsible for establishing an increased digital presence through the use of Facebook and other associated platforms. A need has also been identified to conduct regular community engagement. Once established Council will have a formal corporate presence on social media and will no longer have to rely on the Mayor's personal Facebook account. This will require adjustments to the manner in which Council responds to issues, both in relation to traditional forms of communication such as media releases and newspaper etc. and the more recently evolving areas of social and digital communications.

In recognition of this situation a draft Digital Strategy and Social Media Implementation Plan is currently being prepared. Once adopted, this document will also inform associated policies and procedures, such as a framework to guide Councillors regarding their use of and participation in social media. These matters will be the subject of an upcoming Councillor Briefing Session and additional training for Councillors and staff.

Navua Reserve Bridge

Towards the end of March 2017, an advertisement was placed in local newspapers making statements:

"In 2014, the developer of Redbank North Richmond, Hawkesbury City Council and Roads and Maritime Services (RMS) entered into a planning agreement that proposed solutions to help ease increasing traffic congestion west of the Hawkesbury River.

Redbank lodged plans for a new bridge over the Grose River with Council in 2015. The application has now stalled in Council due to issues that could take years to resolve.

As a key piece of local infrastructure – we want the bridge and we will provide \$24 million to Council and RMS to deliver it.

With full funding, Council and RMS could now use their unique planning powers to deliver the bridge.

Let them know you are tired of waiting."

On 27 March 2017, it would appear that parties associated with the Redbank Development placed the following post on Facebook:

"It's time to ease traffic congestion west of the Hawkesbury River. Unfortunately, our original plans for a new bridge over the Grose River at Yarramundi have stalled with Hawkesbury City Council. Instead, we're giving \$24 million to Council and Roads and Maritime Services to expedite this key piece of local infrastructure. We think it's time to build a bridge. Let them know you do too. Share this post and email "Please build the bridge" in your subject line to hawkesbury@parliament.nsw.gov.au and council@hawkesbury.nsw.gov.au".

These matters are addressed in a separate Confidential Report within this Business Paper.

Recommendation:

That the report be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 June 2017

INFRASTRUCTURE SERVICES

Item: 108 **IS - Extension of Approval for Markets at Governor Phillip Reserve and Richmond Park - (95495, 79354, 127235, 129069, 75504, 94012)**

Previous Item: 282, Ordinary (27 August 2013)
 68, Ordinary (11 March 2014)
 63, Ordinary (28 March 2017)

REPORT:

Executive Summary

Council has previously approved applications from Richmond Fresh Food Markets, AMA Event Management and Rotary Club of Richmond to hold markets in Richmond Park, Governor Phillip Reserve and McQuade Park respectively.

All three markets have expressed interest in extending their approvals for another year. There has been minimal impact to the parks. Recently Council has also endorsed a market at McLeod Park Windsor for a four month trial.

It is recommended that approvals for all markets be extended until June 2018.

Consultation

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

Background

Council has previously approved applications by Richmond Fresh Food to hold weekly growers markets at Richmond Park, Eclectic Markets and Events (AMA Event Management) to hold monthly markets at Governor Phillip Park and Rotary Club of Richmond to hold monthly markets at McQuade Park. All three approvals were for a period of one year from 1 July 2016 to 30 June 2017.

All three markets have expressed interest in extending their approvals for another year with some variations. Each market has been popular and has caused minimal impact to the parks.

Governor Phillip Park

The AMA Event Management currently has approval to hold a monthly market on the third Saturday of each month at Governor Phillip Park. They have however requested a reduced number of markets for the 2017/2018 financial year. They are seeking just three markets – 30 September 2017, 16 December 2017 and 17 March 2018.

Richmond Park

The Richmond Fresh Food markets would like to continue their weekly Saturday market on the same terms at Richmond Park.

McQuade Park

The Rotary Club of Richmond markets would like to continue monthly markets on the fourth Saturday of each month at McQuade Park.

ORDINARY MEETING

Meeting Date: 27 June 2017

Whilst that there is a public benefit with both the activation of the parks and the provision of a goods and services, this needs to be weighed against any private gains that may accrue to an operator/commercial entity and impact on the public sites. To address this it is recommended that the above three markets be capped at 50 stalls.

In regard to the allocation of times, the current arrangements allow for variations to avoid conflicts with other events and users. This can be managed at an administrative level. This would also include granting approvals for holding of twilight markets at specific times.

McLeod Park

On 28 March 2017, Council further resolved to approve the Windsor Business Group Inc to hold a monthly market at McLeod Park for four months. Part of the resolution was for the Markets Policy to be reviewed within a three month period, as an action taken through the Town Centres Master Plan Project Group.

The Town Centres Master Plan Project Group is yet to be formed and (is subject to a report contained elsewhere in this Business Paper) thus this report is requesting an extension of all markets including the McLeod Park market until such time as the Group can review the Markets Policy. Given the time that has already elapsed Council staff will prepare a report and draft policy in consultation with all shareholders.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

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

Financial Implications

The markets provide an income for Council partly offset by additional maintenance due to wear. The reduced number of markets for Governor Phillip Park will impact on revenue of approximately \$5,400 and this will need to be reviewed as part of a Quarterly Budget Review process.

RECOMMENDATION:

That:

1. Council note the delay in receiving the Markets Policy and as a consequence extend the current market approvals as follows:
 - a) Richmond Fresh Food be given approval to hold a weekly Saturday growers market at Richmond Park for a period up to 30 June 2018
 - b) Eclectic Markets and Events Market be given approval to hold a market at Governor Phillip Park on 30 September and 16 December 2017 and 17 March 2018
 - c) Rotary Club of Richmond be given approval to hold a monthly market (fourth Saturday of the month) at McQuade Park for a period up to 30 June 2018
 - d) Windsor Business Group Inc be given approval to hold a monthly market (third Saturday of the month) at McLeod Park for a period up to 30 June 2018.

ORDINARY MEETING

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2. The General Manager be given authority to negotiate additional markets or variations, if required by each applicant.
3. The approvals be subject to the following:
 - a) Council's general park conditions
 - b) Council's fees and charges
 - c) The Richmond Park and Windsor Foreshore Plans of Management
 - d) Satisfactory management of conflict with other users
 - e) Council reserving the right to suspend the use where conflicts of use arise.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 109

IS - Pigeon Management and Control - (95495, 79354)

REPORT:

Executive Summary

At Council's Ordinary Meeting of 9 May 2017 it was requested that the pigeons in Windsor be removed and their markings cleaned up. Council staff undertook cleaning, however the removal or control of the pigeons is more problematic.

This report discusses the various options and concludes that the most effective way of discouraging feral pigeons from infesting buildings and public areas is to not feed them and remove any potential food source. The report further recommends the preparation of a fact sheet on feral pigeon management to be distributed to businesses and residents.

Consultation

The issues raised in this report concern matters which may constitute a trigger for Community Engagement under Council's Community Engagement Policy. It is proposed that should Council determine to undertake some form of pigeon control that the community be consulted regarding the process.

Background

At Council's Ordinary Meeting of 9 May 2017 a question with notice was raised requesting that "The pigeons in Windsor be removed and their markings cleaned up".

Council staff cleaned the public areas and initiated discussions with a number of property owners seeking longer term actions and works.

Council staff have also investigated options for removing and controlling pigeons and these are detailed later in this report.

Feral pigeons are descendants of domestic homing pigeons that were introduced to Australia from Europe. Increased urban development has resulted in an increase in the number of feral pigeons due to the large number of accessible nesting spaces and readily available supply of food and water.

Pigeons are capable of breeding throughout the year and do not migrate far from their birthplace making it difficult to relocate them from their location, and control their numbers.

Although many people are highly tolerant towards pigeons in public places, they are considered a pest species. Their droppings deface buildings, statues and motor vehicles and their nests can also obstruct drainpipes and gutters.

In preparing this report, a review of literature and other council practices were undertaken.

There are a number of techniques that can be used to reduce or remove the pigeon population. These include:

Non-chemical Methods

These include food source removal, proofing buildings, nest removal and scare devices.

The most effective way of discouraging feral pigeons from infesting houses and public areas is to not feed them and remove any potential food source. The number of pigeons in an area is determined by the availability of a sustainable food supply. A plentiful food supply encourages year round breeding; therefore, the removal of the food source will result in less breeding and will also encourage the pigeons to move to another location.

Pigeons commonly perch on sites such as eaves, roofs and window ledges. Pigeon proofing building will prevent pigeons from gaining access to potential nesting or roosting sites. A licensed pest control operator can install products such as mesh, wires, spikes and gel in these locations to prevent pigeons from landing. These have varying effectiveness, and require routine ongoing maintenance.

Regular removal of nests does, in the long term, help to discourage persistent pigeons from nesting in a particular area.

Scare devices such as audio (commonly used with visual deterrents) can also discourage pigeons from roosting or nesting but can be noisy and affect residents and are generally not used in urban areas.

Due to a majority of the roosting sites in Windsor Mall being on private property, these options are reliant on property owners and members of the community adopting pigeon control techniques.

A fact sheet could be developed to guide local residents in the management of feral pigeons within their properties.

Lethal Control Techniques

Lethal control techniques such as shooting or trapping can be used to reduce pigeon numbers; however, this is usually only a short term solution. This is because culling has the effect of rejuvenating the flock by removing older non-breeding birds and leaving the more prolifically breeding juvenile birds in place. Lost members of the flock will be replaced rapidly due to the fact that although some birds have been physically removed, the food source still remains in situ and it is the food source that dictates the extent of breeding and as a result, flock size. As there will be fewer birds exploiting the food supply following a cull, there will be increased availability of food for the remainder of the flock. This can lead to the flock becoming larger than the initial size.

Bird shooting should mainly be used for a single rogue bird or two and is thus not suitable for the mall. A licensed pest controller would need to assess each situation and determine if shooting is a suitable option. Retrieval of the pigeons may not always be possible, so it is important that shots are accurate to achieve a quick kill and prevent birds suffering unnecessarily. The handling of weapons in a public place is also very difficult to manage.

Trapping, as a means of control is widespread but generally ineffective in the long term. This method involves encouraging live birds into a trap that is placed in their roosting or feeding area and that is either baited with a live bird or, more commonly, with grain. Once a certain number of birds have been trapped, they are removed and killed. The traps will then be re-set. Of the methods of lethal control, cage trapping is the least effective and time intensive and subsequently the most expensive. Although varying numbers of pigeons will be caught in the trap for the first week or two of operation, after the initial two week period very few if any pigeons will enter the trap as the flock will have become aware that the trap is a danger zone.

There is a legal requirement for the contractor setting traps to inspect their traps every 24 hours to ensure that trapped birds do not starve or die of exposure. It should be noted that if both parents of a breeding pair of birds are lured into a trap, their young in the nest will starve to death. As pigeons breed all-year round there is no 'safe' time to carry out culling operations, and animal welfare issues need to be addressed.

ORDINARY MEETING

Meeting Date: 27 June 2017

Chemical Control

This process must be carried out by licensed pest control operators. Birds are fed untreated grain in a secluded area for approximately seven days and on the eighth day a painless narcotic is added to the food source and, once consumed, cause the birds to overdose and go to sleep. The birds should, in theory, consume the narcotic and sit and wait to be picked up; however, some birds may feed and fly off, and as a result can die an inhumane death. The poison is not specific to pigeons and consequently other non-target birds may be affected.

The reality of these operations is that few birds are actually caught by contractors and a majority of the birds that have taken the bait fly away to die. This can be distressing for members of the public, and also raises animal welfare issues.

The management of feral pigeons is a complicated one and there is no one solution to reduce numbers easily. It is recommended that local shops/businesses be contacted regarding the reduction of food sources and that a fact sheet is developed to guide local residents/businesses in the management of feral pigeons within their properties.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Assets

4.3 Places and Spaces

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

Financial Implications

Development of a fact sheet could be developed within existing resources, however direct contact with shop owners would require ongoing reallocation of staff time.

No funding is provided in the 2017/2018 Operational Plan for other control methods.

RECOMMENDATION:

That:

1. A fact sheet be developed to guide local residents/businesses in the management of feral pigeons within their properties.
2. Local businesses/shops be contacted regarding how best to reduce the food source, in order to discourage pigeons.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 110 IS - Road Naming Proposal Associated with DA0637/15 - 4 Dight Street, Richmond - (95495, 79346)

REPORT:**Executive Summary**

This report relates to a new public road that is to be created as part of a subdivision of land off Dight Street, Richmond. It has been requested that Council commences the process for naming of the new road to be known as Sandstone Place, Richmond.

The report recommends that the name Sandstone Place, Richmond be publically advertised for a period of 28 days, to seek comment on the proposal.

Consultation

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy.

It is proposed that Council undertake the following community engagement process in compliance with Council's Policy, the New South Wales Roads Act 1993, the New South Wales Roads Regulation 2008 and the New South Wales Road Naming Policy. The consultation required is for a period of 28 days and involves the following:

- advertisement in the local press
- advertisement on Council's web page
- notice created on the New South Wales Geographical Names Board road naming portal.

Background

A subdivision of 4 Dight Street, Richmond was approved on 8 September 2016. The subdivision involves the creation of one new public road. A locality plan is attached as Attachment 1 to this report. A condition of approval is that the new public road be named.

Consequently, an application has been received, requesting that Council commences the process for the naming of the new road. A name of Sandstone Place, Richmond has been provided.

The name is in connection with the sandstone in the area and the sandstone cliffs that can be seen clearly from the site, along the Hawkesbury River.

The name Sandstone Place meets the guidelines and principles as set out in the New South Wales (NSW) Road Naming Policy.

It is recommended that in accordance with the requirements of the Roads Act 1993, the name Sandstone Place, Richmond in connection with DA0637/15, be publically advertised for a period of 28 days, to seek comment on the proposal.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Assets**4.2 Utilities**

4.2.2 New development and infrastructure provision is aligned and meets community needs.

ORDINARY MEETING

Meeting Date: 27 June 2017

Financial Implications

The advertising and administrative expenses associated with this matter have been paid by the applicant in accordance with Council's adopted Fees and Charges.

RECOMMENDATION:

That:

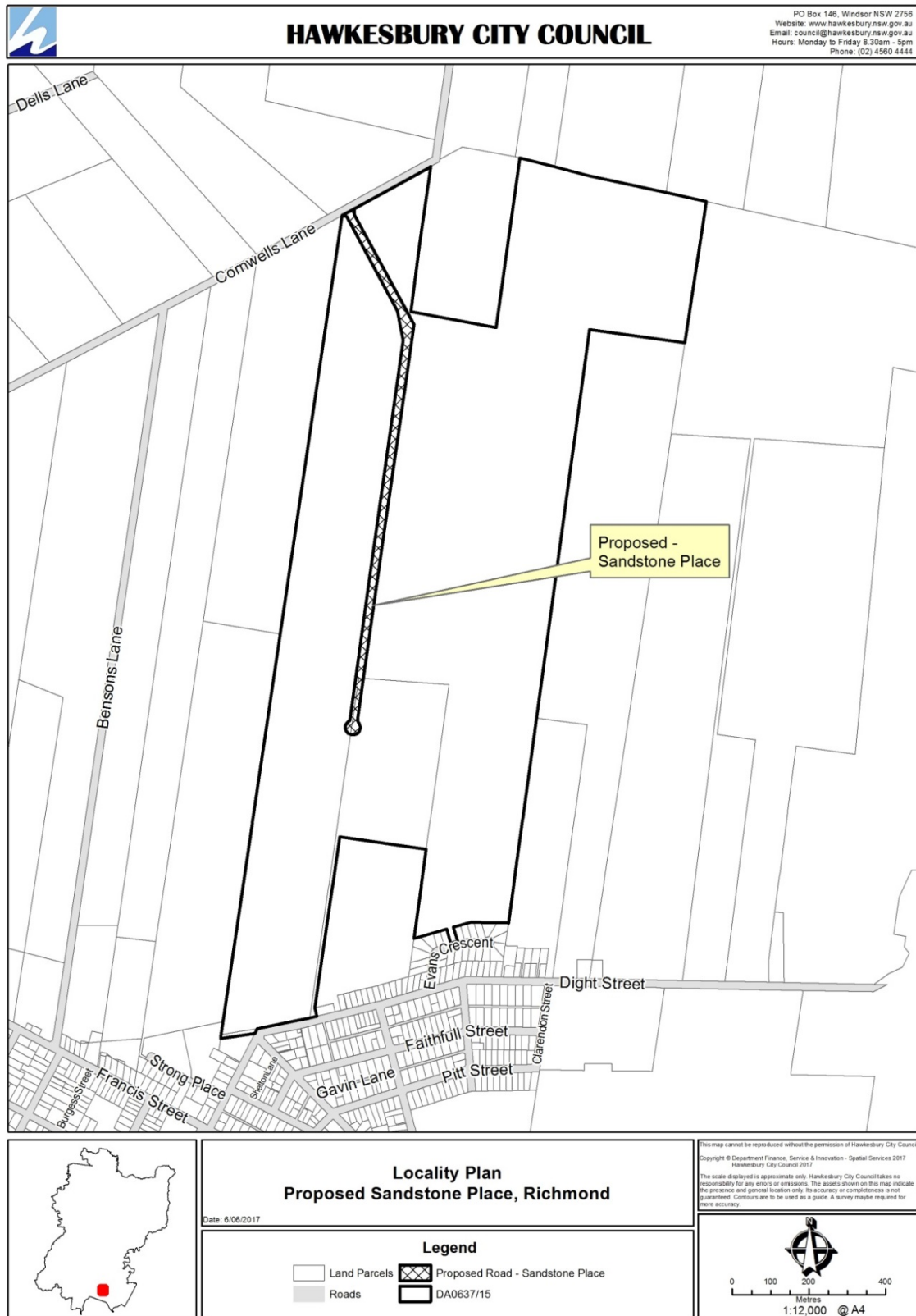
1. In accordance with the requirements of the Roads Act 1993, the name Sandstone Place, Richmond in connection with DA0637/15, be publically advertised for a period of 28 days, to seek comment on the proposal.
2. The matter be reported back to Council following the public exhibition process.

ATTACHMENTS:

AT - 1 Locality Plan

ORDINARY MEETING
Meeting Date: 27 June 2017

AT - 1 Locality Plan



oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 June 2017

SUPPORT SERVICES

Item: 111 **SS - Exemption from Rating - 87 Mileham Street, South Windsor - (95496, 96332, 76085)**

REPORT:

Executive Summary

A rating exemption may be sought by an individual or organisation based on certain criteria, as set out in the Local Government Act 1993 (the Act).

The Act stipulates the criteria required to be met for a rating exemption to apply. Section 556(1)(h) of the Act stipulates that land that belongs to a public benevolent institution or public charity, and is used or occupied by the institution or charity for the purposes of the institution or charity, is exempt from general rates.

An application has been received from McCall Gardens Community Limited requesting an exemption from rating for the property at 87 Mileham Street, South Windsor.

This report recommends that the subject property is granted an exemption from general rates applicable to the property, in accordance with the Act.

Consultation

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

Background

An application has been received from McCall Gardens Community Limited requesting an exemption from rating for the property known as 87 Mileham Street, South Windsor (Lot 16 Sec Q DP 759096).

McCall Gardens Community Limited is a registered charity and public benevolent institution catering to the needs of people with a disability. The McCall Gardens Community Limited's constitution states that one of the company objectives is to establish and maintain accommodation, facilities and amenities for people with disabilities in the Hills, Blacktown and Hawkesbury districts.

The subject property was used for the above objectives from 4 July 2016.

The application for rate exemption is made in accordance with Section 555(1)(h) of the Local Government Act, 1993, which provides as follows:

"S 556 What land is exempt from all rates, other than water supply special rates and sewerage special rates?

(1) The following land is exempt from all rates, other than water supply special rates and sewerage special rates:

(h) land that belongs to a public benevolent institution or public charity and is used or occupied by the institution or charity for the purposes of the institution or charity".

The property meets the criteria stipulated in the Act in regard to eligibility for a rating exemption. Accordingly, it is recommended that exemption from general rates is granted to McCall Gardens Community Limited for the property at 87 Mileham Street, South Windsor.

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As occupation commenced on 4 July 2016, it is recommended that the general rates applicable to the 2016/2017 rating year are abandoned. No general rates will be levied from the 2017/2018 rating year onwards.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

Financial Implications

This report recommends the abandonment of an amount of \$1,019.42 in regard to the 2016/2017 general rates. This amount will be funded from the relevant budget allocation within Service 120 – Rating and Revenue Services within the 2016/2017 Adopted Operational Plan, and will subsequently be recovered through the Notional Yield calculation for 2018/2019.

RECOMMENDATION:

That:

1. McCall Gardens Community Limited be granted an exemption from rating from 4 July 2016 for the property known as 87 Mileham Street, South Windsor (Lot 16 Sec Q DP 759096).
2. An amount of \$1,019.42 be abandoned in respect of rates for the period 4 July 2016 to 30 June 2017 for the property known as 87 Mileham Street, South Windsor (Lot 16 Sec Q DP 759096).

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING**Meeting Date: 27 June 2017****Item: 112****SS - Monthly Investments Report - May 2017 - (95496, 96332)****REPORT:****Executive Summary**

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

This report indicates that Council held \$39.5 million in investments at 31 May 2017.

It is recommended that this report be received and noted.

Consultation

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

Background

The following table indicates that Council held \$39.5 million in investments as at 31 May 2017. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
CBA	A1+	AA-			1.25%	300,000	0.76%	
Tcorp*					2.31%	5,564,671	14.10%	
Total On-call Investments								5,864,671
Term Investments								
ANZ	A1+	AA-	14-Sep-16	14-Jun-17	2.71%	1,000,000	2.53%	
ANZ	A1+	AA-	14-Sep-16	14-Jun-17	2.71%	1,000,000	2.53%	
ANZ	A1+	AA-	14-Sep-16	05-Jul-17	2.71%	1,500,000	3.80%	
ANZ	A1+	AA-	01-Feb-17	31-Jan-18	2.70%	1,000,000	2.53%	
Bankwest	A1+	AA-	08-Feb-17	05-Jul-17	2.70%	1,000,000	2.53%	
CBA	A1+	AA-	02-Mar-17	02-Mar-18	2.65%	1,000,000	2.53%	
CBA	A1+	AA-	17-Mar-17	14-Mar-18	2.71%	1,500,000	3.80%	
CBA	A1+	AA-	27-Apr-17	27-Apr-18	2.63%	1,500,000	3.80%	
NAB	A1+	AA-	31-Aug-16	28-Jun-17	2.60%	2,000,000	5.07%	
NAB	A1+	AA-	05-Aug-16	03-Aug-17	2.78%	1,000,000	2.53%	
NAB	A1+	AA-	17-Aug-16	16-Aug-17	2.75%	1,500,000	3.80%	
NAB	A1+	AA-	23-Nov-16	18-Oct-17	2.72%	1,000,000	2.53%	
NAB	A1+	AA-	23-Nov-16	22-Nov-17	2.75%	1,500,000	3.80%	
NAB	A1+	AA-	14-Dec-16	13-Dec-17	2.70%	1,500,000	3.80%	
NAB	A1+	AA-	08-Feb-17	07-Feb-18	2.60%	2,000,000	5.07%	
St George	A1+	AA-	24-Jan-17	24-Jan-18	2.70%	1,500,000	3.80%	

ORDINARY MEETING

Meeting Date: 27 June 2017

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
St George	A1+	AA-	22-Feb-17	22-Feb-18	2.61%	1,000,000	2.53%	
Westpac	A1+	AA-	17-Aug-16	12-Jul-17	3.00%	1,000,000	2.53%	
Westpac	A1+	AA-	03-Aug-16	03-Aug-17	2.90%	800,000	2.03%	
Westpac	A1+	AA-	05-Aug-16	03-Aug-17	3.00%	1,000,000	2.53%	
Westpac	A1+	AA-	24-Aug-16	24-Aug-17	3.00%	800,000	2.03%	
Westpac	A1+	AA-	31-Aug-16	07-Sep-17	3.00%	1,000,000	2.53%	
Westpac	A1+	AA-	07-Sep-16	07-Sep-17	3.00%	1,000,000	2.53%	
Westpac	A1+	AA-	19-Oct-16	18-Oct-17	3.00%	1,000,000	2.53%	
Westpac	A1+	AA-	04-May-17	31-Oct-17	2.60%	1,000,000	2.53%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	500,000	1.27%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	1,000,000	2.53%	
Westpac	A1+	AA-	14-Apr-17	18-Apr-18	2.70%	1,000,000	2.53%	
Westpac	A1+	AA-	31-May-17	31-May-18	2.65%	1,000,000	2.53%	
Total Term Investments								33,600,000
TOTAL INVESTMENT AS AT 31 May 2017								39,464,671

*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	5,864,671	2.26%	Reserve Bank Cash Reference Rate	1.50%	0.76%
Term Deposit	33,600,000	2.74%	UBS 90 Day Bank Bill Rate	1.74%	1.00%
Total	39,464,671	2.67%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	7,045,911
External Restrictions - Other	4,214,365
Internal Restrictions	19,221,113
Unrestricted	8,983,282
Total	39,464,671

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

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

ORDINARY MEETING

Meeting Date: 27 June 2017

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.

Investment Commentary

During the reporting period, the investment portfolio decreased by \$1.1 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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

Council has a loan agreement for an amount of \$5.3 million under the Local Government Infrastructure Renewal Scheme (LIRS). The full amount was drawn down upon signing the agreement in March 2013, with funds gradually being expended over the period during which the program of works is being delivered. The loan funds have been placed in term deposits, with interest earned on unexpended invested loan funds being restricted to be used for works relating to the LIRS Program projects.

As at 31 May 2017, Council's investment portfolio is all invested with major Australian trading banks or wholly owned subsidiaries of major Australian trading banks and in line with Council's Investment Policy.

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

Council's investment portfolio complies with Council's Investment Policy, adopted on 31 May 2016.

Investment Certification

I, Emma Galea (Responsible Accounting Officer), hereby certify that the investments listed in this report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2005 and Council's Investment Policy.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

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

ORDINARY MEETING

Meeting Date: 27 June 2017

Financial Implications

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

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 June 2017

Item: 113

SS - Outstanding Receivables - Bad Debts Write Off - (95496, 96332)

REPORT:

Executive Summary

Council has reviewed outstanding sundry debtors for 2016/2017 which have been unable to be recovered.

The debts owed to Council have been subject to recovery action and all avenues have been exhausted in recovering these debts with no success.

Council's Writing Off of Rates and Charges and Other Receivables Policy allows for any debts under the amount of \$500 to be written off by the General Manager or the Responsible Accounting Officer under delegated authority. Any debts over the amount of \$500 may only be written off by resolution of Council.

It is recommended that Council write off three bad debts for 2016/2017 that are over the amount of \$500.

Consultation

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

Background

Clause 213 of the Local Government (General) Regulation 2005 (the Regulation) provides restrictions on writing off bad debts owed to a council. Clause 213 does not relate to debts in relation to rates or other charges for which other specific provisions exist.

This report deals with three debts raised by Council which are unable or unlikely to be recovered.

Council provides credit to individuals and businesses in the enforcement of laws and regulations or for the provision of services. As with all suppliers of credit, some debtors fail to meet their obligations to pay, despite the best efforts of officers to recover outstanding payments.

Council has appropriate debt recovery and collection procedures to ensure adequate controls are in place to minimise bad debts.

Details on the debts proposed to be written off have been provided below in a form compliant with Clause 213(4) of the Regulation.

The bad debts over \$500, which cannot be dealt with under Clause 213(3) of the Regulation by order in writing of Council's General Manager under delegated authority, are as follows:

Debtor Account No.	Amount	Details
7307288	\$608.40	Food Premises Inspections
7309842	\$8,213.69	Commercial Rent
7310019	\$12,530.92	Commercial Rent, Outgoings, Penalty Interest & Legal Costs

In accordance with Clause 213(5)(c) of the Regulation, "A debt can be written off, if the council or general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective."

The above debts owed to Council have been subject to recovery action and all avenues have been exhausted in recovering these debts with no success. There comes a point where it is uneconomical to pursue further recovery action.

ORDINARY MEETING

Meeting Date: 27 June 2017

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Financial Implications

If the proposed debts are written off, the amount will be funded from the existing Council's provision for doubtful debts.

RECOMMENDATION:

That Council write off the three debts due for the total amount of \$21,353.01 from Debtor Account No.s 7307288, 7309842 and 7310019.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 June 2017

Item: 114 **SS - Audit Office of NSW - Local Government Performance Audits - (95496, 139184)**

REPORT:

Executive Summary

The Audit Office of NSW (Audit Office) has advised that in accordance with the recent amendments to the Local Government Act 1993, the Auditor General of NSW will be conducting performance audits. Performance audits assess whether a council is carrying out its activities effectively, economically, efficiently and in compliance with relevant laws.

In 2017/2018, three audits will be undertaken, being Council reporting on service delivery, fraud controls and shared services arrangements, with focus being on the industry as a whole rather than on any individual council.

This report recommends that Council receive and note the information provided.

Consultation

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

Background

Council has received correspondence from the Audit Office dated 27 April 2017 in regard to local government performance audits. A copy of the correspondence dated 27 April 2017 from the Audit Office is attached as Attachment 1 to this report. The Audit Office has requested that its correspondence be tabled at a Council Meeting.

The Audit Office advised that in accordance with the recent amendments to the Local Government Act 1993, the Auditor General of NSW will be conducting performance audits. Performance audits assess whether a council is carrying out its activities effectively, economically, efficiently and in compliance with relevant laws.

Conformance to the Hawkesbury Community Strategic Plan

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

Our Leadership

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

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

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

ORDINARY MEETING

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1.6 Corporate Services – support the operation of the organisation through the provision of effective and efficient corporate support services.

1.6.1 Council will seek to attract, develop and retain highly skilled staff and a highly capable workforce.

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

Financial Implications

There are no financial implications arising from this report.

RECOMMENDATION:

That Council receive and note the information within this report and the letter dated 27 April 2017 from the Audit Office of NSW.

ATTACHMENTS:

AT - 1 Audit Office of NSW – Initial local government performance audits, correspondence dated 27 April 2017

ORDINARY MEETING

Meeting Date: 27 June 2017

AT - 1 Audit Office of NSW – Initial local government performance audits, correspondence dated 27 April 2017

Hawkesbury City Council

03 MAY 2017

Records



Mr Laurie Mifsud
Acting General Manager
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756

Contact Audit Office
Phone No 9275 7100
Our Ref
Your Ref

27th April 2017

Dear Mr Mifsud

Initial local government performance audits

As you are aware, recent amendments to the *Local Government Act 1993* have made the Auditor-General of NSW the Auditor of Local Councils in NSW. In addition to auditing Councils' annual financial statements, the new mandate provides for the conduct of "Performance Audits".

I am aware Performance Audits are a new type of audit for Local Government so the purpose of this letter is to tell you a little bit about them and my approach.

Essentially, Performance Audits assess whether selected activities or services are carried out efficiently, effectively and economically. The State Government has provided my Office with funding to conduct two to three Local Government performance audits annually. I have consulted with organisations like Local Government NSW and the Office of Local Government regarding topic selection.

In this first year, I have chosen to focus on the sector as a whole, rather than on any individual council. In this way I hope to improve my Office's understanding of Local Government and to work alongside you to provide some general benchmarking or improvement opportunities. My aim is to support Councils to identify good practice and to make improvements over time.

The first Performance Audit will focus on Councils' own reporting to their communities on service delivery. My Office is conducting a desk top review of reporting in Council annual reports and will select a sample of Councils to profile in more detail.

The second audit will survey fraud controls in place across Councils. And the final performance for the 2017/18 financial year will examine current shared services arrangements.

We will contact you directly if your Council is selected for more detailed examination in any audit.

I am sure it will be helpful if I publish a forward program of possible performance audits for you to provide any feedback on. Matters identified in my annual financial audits will also inform the selection of future topics, which may be a mix of sector wide or more targeted audits. Again, my officers will contact you during the early stages of any audit involving your Council.

Information regarding Performance Audits and my Office's approach to Local Government can be found at <http://www.audit.nsw.gov.au/>. I also enclose our Performance Audit Guide for Local Government for your information.

You may like to view my current program of State Government Performance Audits to get a better insight into the nature of performance auditing. You can also discuss any aspect of the audit of your Council with the Business Team Leader responsible for your Council. Contact details will be provided to you in our Client Service Report.

SCANNED



ORDINARY MEETING

Meeting Date: 27 June 2017

I am looking forward to working constructively with you and your officers to carry out my obligations under the Act but to also support you in your work. If you have any questions, please feel free to email me (mail@audit.nsw.gov.au).

Please note I have also written to your mayor on this topic. It would be appreciated if you could table this correspondence at a forthcoming council meeting.

With my best regards

Margaret Crawford
Auditor-General of NSW

PERFORMANCE AUDIT GUIDE FOR LOCAL GOVERNMENT

INTRODUCTION

Performance audits assess whether an agency or council is carrying out its activities effectively, and doing so economically and efficiently and in compliance with relevant laws.

This Guide provides councils (the audited agency) with information about the NSW Audit Office's performance audit process. The Guide outlines the legislative framework and the NSW Auditor-General's authority, and what to expect of the Audit Office during a performance audit.

The Guide also informs councils of their obligations to assist the performance audit team to effectively and efficiently complete their work.

LEGISLATIVE FRAMEWORK

Auditor-General's authority to conduct performance audits

The *Public Finance and Audit Act 1983* (PF&A Act) sets out the Auditor-General's functions, mandate and powers.

The Auditor-General's independence is assured by key provisions in the PF&A Act. Specifically, the Auditor-General:

- reports directly to NSW Parliament on audits of agency financial reports and performance
- can only be dismissed by a resolution of both houses of the NSW Parliament
- decides on the program of work undertaken by the Audit Office
- is appointed for a non-renewable eight year period. In addition, performance audits are funded by NSW Parliament, not the agency being audited.

Under the *Local Government Amendment (Governance and Planning) Act 2016* (the Act), the Auditor-General is the auditor of all NSW councils and 'council entities' from 1 July 2016 and has the mandate to conduct performance audits.

The Act gives the Auditor-General authority to choose the topics and agencies for review, and to access required agency information.

The Auditor-General is required to report to the head of the audited agency, the responsible Minister and Treasurer on the result of a performance audit. In many cases, this will include the Office of Local Government and its Minister due to their respective roles.

Hawkesbury City Council

03 MAY 2017

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SUMMARY OF KEY POINTS

In conducting a performance audit, the Audit Office is responsible for:

- obtaining sufficient knowledge of the program or activity being audited
- maintaining a constructive relationship with the audited agency and undertaking adequate consultation (see Table 1)
- securing and keeping confidential all agency information obtained in the course of the audit.

The head of the audited agency is responsible for:

- nominating up to two suitable liaison officers to work with the audit team
- providing full and free access to people and information within requested timeframes. This includes providing all information that is relevant to the audit, even if not specifically requested
- a duty of care to the audit team under WHS and anti-discrimination laws, and harassment free workplace policies.

Performance audits and topic selection

Performance audits assess whether an agency is carrying out its activities effectively, and doing so economically and efficiently and in compliance with all relevant laws. Activities examined by a performance audit may include an individual program or service provided by an individual or group of council's, all or part of an individual council, or it may consider particular issues affecting the sector as a whole and may include state agencies as well as council's. Performance audits cannot question the merits of government or council's policy objectives. The Act gives the Auditor-General authority to select performance audit topics and activities to review. We use a strategic approach to selecting performance audits, which balances our performance audit program to reflect issues of interest to Parliament and the community. We include topics that align with the government's policy objectives and reform agenda to assess progress and impacts.

Each year, the Auditor-General seeks input from the heads of government agencies and certain statutory officers, on proposed topics before publishing the performance audit program. The Auditor-General will also take into account performance audit topic suggestions from the Public Accounts Committee, Members of Parliament, local councils and members of the public.

Authority to access Council information

The Act provides the Audit Office with full access to information irrespective of any agency obligations for confidentiality. This overrides any other legislation that might restrict disclosure, such as secrecy or privacy laws.

The Auditor-General is entitled at all reasonable times to full and free access to information requested of the audited agency.

The only exception to this access is information that is Cabinet information as defined in the *Government Information (Public Access) Act 2009* (GIPA Act). However, as a matter of convention the Secretary, Department of Premier and Cabinet, provides relevant Cabinet documents to the Auditor-General when requested.

Agencies must provide the Audit Office with information requested.

Confidentiality requirements

Under the PF&A Act, any information obtained in the course of undertaking a performance audit must not be disclosed by Audit Office staff to any person other than staff of the auditee, with the exception of information relating to improper conduct as detailed in the Act.

All information that the Audit Office receives, and working papers that the Audit Office creates during an audit, are exempt from the GIPA Act.

FOLLOW-UP PROCESS AFTER THE PERFORMANCE AUDIT IS COMPLETED

Approximately 12 months after each performance audit report is tabled in Parliament, the Public Accounts Committee (the Committee) may follow up action taken by audited agencies in response to recommendations made by the Auditor-General. As part of the follow up process, the Committee questions agencies about their response to the recommendations and, if required, conducts public hearings to examine witnesses. The Auditor-General also provides comments on submissions made by agencies to the Committee.

After the performance audit report is tabled, we write to the head of each audited agency to confirm this process and provide a template to assist the audited agency to report to the Committee when requested.

ROLES AND RESPONSIBILITIES**The Audit Office's obligations**

We aim to complete our work efficiently to minimise the impost on each council. The time to complete this work varies depending on the complexity of the audit topic and the number of councils and state agencies that may be involved. This may range from six to 12 months.

Knowledge of the program or activity being audited

The audit team will obtain sufficient knowledge to enable it to identify and understand issues relevant to the program or activity being audited.

Performance audits may be undertaken on topics that require specialised skills and knowledge beyond those possessed by the audit team. In these cases, we engage consultants to provide expert assistance to the audit team and will discuss this with the audited council. The audit team must ensure that any consultant engaged for the audit has the necessary competence, capabilities and impartiality to complete the work required.

No surprises approach

The audit team seeks to establish a constructive relationship with each council so that there are 'no surprises' in the final audit report. The audit team will explain the audit process at commencement and will maintain appropriate communication throughout the audit. Council's General Manager, and executive staff, are encouraged to provide input at appropriate stages of the audit, such as when the audit is being scoped, and when preliminary findings, the draft report and potential recommendations are discussed.

Our audit process outlined in Table 1 provides several formal consultation points for the council to discuss the audit planning, preliminary findings and draft report during the course of the audit. In practice, there is ongoing and frequent communication between the audit team and the liaison officers.

Additionally, the head of the audited council and council executive staff can contact the Auditor General, Deputy Auditor General or Assistant Auditor-General Performance Audit at any time to discuss the audit. Our contact details are provided to the General Manager and council liaison officers at the commencement of the audit.

Audit methodology

Our performance audit methodology is designed to satisfy Australian Audit Standards ASAE 3000 and 3500 on performance auditing. The Standards require the audit team to comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance and draw a conclusion on the audit objective. Our processes have also been designed to comply with the performance audit requirements specified in the Act.

Security of agency information

The Audit Office treats all audit-related information as 'in-confidence'. Our computer network has appropriate security measures in place to mitigate unlawful access. Secure arrangements are also in place to store physical documentation.

ORDINARY MEETING

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Sensitive information that, in the Auditor-General's opinion, is not in the public interest will not be included in public reports. This may include commercial in confidence information. Any issues that the council may have about the Auditor-General's powers and the content of the audit report should be discussed with the audit team at the earliest opportunity.

The audit team will discuss with council's liaison officers suitable options and timing to provide information and documentation for the audit. This may include use of a web based secure file transfer facility to enable audited agencies to securely and efficiently provide requested information.

The audited agency's obligations

We aim to use council staff time efficiently and effectively and request the council's cooperation to facilitate our work. In the planning stage of each audit we will consult with council's liaison officers and agree on timely access to people and information (see Table 1).

Nominate up to two liaison officers

Council's General Manager is asked to nominate up to two liaison officers to work with the audit team. The liaison officers' role is important to both the Audit Office and council.

The liaison officer should be a senior member of the council who will keep the General Manager informed of the progress of the audit, and who has authority to make decisions on behalf of the council, for example, when reviewing the draft audit report and discussing potential audit recommendations.

The liaison officer will be asked to assist with the day to day administration of the audit, such as assistance in arranging meetings, access to people and information. Council's General Manager, or the nominated liaison officer, may wish to appoint a second liaison officer to assist the audit team with these matters.

Regular and open communications between the audit team and management of the council help deliver an efficient audit. The audit team will contact the nominated liaison officers regularly during the audit and will direct most questions and documentation requests through them. Refer to Table 1 for more details.

It is essential the audit team receives prompt responses to its questions and requests for supporting documentation.

Prepare early for the audit

The letter sent to the General Manager when a performance audit commences includes an indication of the issues that the performance audit will examine. This is discussed and refined during the planning phase of the audit outlined in Table 1.

The General Manager can prepare early for the performance audit by:

- reviewing relevant plans, records and source data, and making sure these are up-to-date and available for the audit team
- gathering documentation on how council monitors and measures the effectiveness, economy and efficiency of the audited activity and have the most recent results ready.

Provide full and free access to people and information

The General Manager and council's nominated liaison officers are responsible for arranging unrestricted access for the audit team to relevant individuals and documents and for the completeness and accuracy of the information supplied for the audit.

This is particularly important for performance audits. Each performance audit is unique and, as a result, it is difficult for audit teams to know exactly the documentation relevant to the audit. It is therefore the council's responsibility to ensure it provides:

- all information it is aware of that is relevant to the audit, whether or not it is specifically requested
- all information the audit team requests that is relevant to the audit

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- unrestricted access to all people in the council from whom it is necessary to obtain audit evidence.

The General Manager is also requested to advise the audit team:

- if they or their council has any knowledge of any actual, suspected or alleged intentional misstatement (such as fraud) or non-compliance with laws and regulations in relation to the audit topic
- whether there has been any internal or external reviews or audits conducted in relation to the audit topic.

Comply with work health and safety (WHS) and anti-discrimination laws, and harassment-free workplace policies

The Audit Office is committed to maintaining a high standard of work health and safety, and our staff are expected to treat each other and council staff with courtesy and respect.

Councils have a duty of care to Audit Office staff under the *Work Health and Safety Act 2011*, Regulation, Codes of Practice and recognised industry standards, as appropriate.

If the audit team fails to adhere to anti-discrimination laws or the harassment free workplace policy, the council liaison officers should advise the Assistant Auditor-General Performance Audit immediately.

The Audit Office has policies and strategies to prevent and deal with discrimination and harassment.

If the audit team is treated contrary to anti-discrimination laws and the harassment free workplace policy by any council staff, the audit team will advise the Assistant Auditor-General Performance Audit immediately. The incident will be raised with the council liaison officers and, if necessary, with the General Manager and the Auditor-General.

Transmission of agency information

Councils may provide working papers in hard copy or electronic format. Our preferred format is electronic documents in Word, Excel, or PDF formats provided by e-mail or through the Audit Office's secure file upload service. Details of e-mail addresses to use, or the file upload service, are provided by the audit team when information is requested.

The audit team may need 'read only' access the council's electronic systems. If this is required, the liaison officer will be asked to arrange the necessary access including log in IDs or access terminals on-site.

PERFORMANCE AUDIT PROCESS

Once initiated, performance audits have three main stages: planning, conduct and reporting. A description of each of these stages, and the extent of our consultation with the audited council, is outlined in Table 1.

Table 1—Performance audit stages and consultation with audited agencies

<i>Planning</i>	<i>Audit commences</i>	An audit team is assigned and the audit is initiated. Commencement letters are issued to the General Manager, Chief Executive, responsible Minister/s, and the Treasurer. The head of each audited council and state agency nominates their liaison officers who will work with the audit team.	<i>Commencement letters</i>
	<i>Scoping work</i>	The audit team meets with council's liaison officers, and other key stakeholders, to gain an understanding of the council and activities relevant to the audit topic. The audit team develops the audit's scope and focus, including the audit objective and potential criteria. The potential audit scope is discussed with council's liaison officers.	<i>Draft audit scope and focus</i>
	<i>Audit plan</i>	The audit team finalises the audit scope and develops the audit plan in consultation with council's liaison officers. In addition to the scope and focus, the audit plan may include: <ul style="list-style-type: none"> the audit procedures, including how and what information is to be collected to answer the audit criteria audit fieldwork and approach, including the people and locations the audit team will visit during the audit audit schedule, including consultation milestones and proposed tabling date. A draft audit plan is provided to the council's liaison officers for feedback before being finalised. Once finalised, the audit plan and audit engagement letter are issued to the General Manager. 	<i>Audit plan and engagement letter</i>
<i>Conduct</i>	<i>Evidence gathering and analysis</i>	Evidence is collected and analysed against the audit criteria. The audit team must ensure they have sufficient and appropriate evidence to answer the audit objective and criteria.	<i>Interviews with relevant council staff</i>
	<i>Preliminary findings</i>	Preliminary findings against the audit criteria are discussed with council's liaison officers. Additional relevant evidence may be requested if needed.	<i>Requests for access to documents and information</i> <i>Preliminary findings discussed</i>

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<i>Reporting</i>	<i>Draft report</i>	<p>A draft report is prepared and a meeting held with council's liaison officers to discuss their feedback. The purpose of the draft report is to give the council the opportunity to identify errors of fact or interpretation, and to provide additional relevant evidence that addresses the audit criteria. Responses received from the council are carefully considered and amendments made as necessary. During this process the audit team will also discuss with council's liaison officers potential recommendations to be included in the audit report. The General Manager may wish to meet with the Auditor-General to discuss the draft audit report and recommendations before it is finalised.</p>	<p><i>Draft report</i></p> <p><i>Potential recommendations</i></p>
	<i>Final report</i>	<p>The audit's final report is issued by the Auditor-General to the General Manager, Chief Executive, the responsible Minister/s, and the Treasurer, in accordance with the Local Government Act 1993. The audit report includes recommendations to improve accountability and performance. The General Manager is invited to provide a written response to the audit report and its recommendations that will be published with the audit report.</p>	<p><i>Final statutory report</i></p>
		<p>The audit report is tabled in NSW Parliament and published on the Audit web site</p>	<p><i>Tabled report</i></p>

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 27 June 2017

Item: 115 **SS - Draft Hawkesbury Family and Domestic Violence Action Plan - (95496, 96328)**

Previous Item: NM1, Ordinary (26 May 2015)
18, Ordinary (31 January 2017)

REPORT:

Executive Summary

This report has been prepared to seek Council approval to publicly exhibit the Draft Hawkesbury Family and Domestic Violence Action Plan (HFDVAP) which has been prepared pursuant to a resolution of Council. The report outlines the consultations undertaken in the preparation of the Draft HFDVAP and also provides a brief outline of the content of the Action Plan, which was based on the key findings of the Hawkesbury Family and Domestic Violence Forum held on 10 November 2016.

Consultation

The issues raised in this report concern matters which constitutes a trigger for Community Engagement under Council's Community Engagement Policy. As the report proposes the adoption of a district-wide action plan, in accordance with Council's Community Engagement Policy, it is proposed to place the Draft Hawkesbury Family and Domestic Violence Action Plan on public exhibition for a period of 28 days.

It should be noted that the content of the Draft Plan has been based on community consultation with people with a lived experience of domestic violence, as well as service providers and other relevant agencies.

Background

On 26 May 2015, Council considered a Notice of Motion in relation to the prevalence of family and domestic violence within the community and the need for Council to work with relevant agencies to facilitate and develop a 'community led response plan to family and domestic violence in the Hawkesbury'.

In considering this Notice of Motion, Council resolved (in part) to request a report outlining possible strategies for Council to support initiatives aimed at reducing family and domestic violence within the Hawkesbury.

In response to Council's resolution of 26 May 2015, a further report was considered by Council at its Meeting of 31 January 2017. This report summarised the actions taken to date to implement Council's resolution, and proposed that Council prepare a Draft Family and Domestic Violence Action Plan based on the outcomes of the Hawkesbury Family and Domestic Violence Forum held in November 2016.

The report also provided details of the participation at the Forum, as well as the content and findings arising from the Forum. The report recommended that the proposed Action Plan be prepared in consultation with the Hawkesbury Action and Domestic Violence Network (HANADV) and reported to Council for its consideration and public exhibition. Council subsequently resolved to undertake these actions.

Draft Hawkesbury Family and Domestic Violence Action Plan

Council staff have prepared a Draft HFDVAP based on the findings and outcomes of the Hawkesbury Family and Domestic Violence Forum held on 10 November 2016. The Draft HFDVAP is attached as Attachment 1 to this report. The Draft HFDVAP has been reviewed by HANADV and the Hawkesbury Local Area Command Community Safety Precinct Committee, who have indicated their support for the actions contained in the Draft HFDVAP.

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The format for the Draft HFDVAP was developed based on NSW Government's Domestic and Family Violence Framework for Reform, which incorporates the following guiding principles:

1. Domestic and family violence is prevented
2. Domestic and family violence is identified early
3. Victims are safe and supported to recover
4. Perpetrators stop using violence
5. A supported, professional and effective sector is developed

The Draft HFDVAP contains 22 actions covering the following themes:

1. Planning and Coordination
2. Policy and Advocacy
3. Public Information and Education
4. Partnership/Resource Sharing
5. Safe Housing
6. Family and Domestic Violence (FDV) Services and Facilities

Each action identifies the key agencies involved in implementing the action, the required time frame for implementation, an output measure and a broader outcome measure.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

- 2.1 Community safety is improved
 - 2.1.2 Make the Hawkesbury a friendly place where people feel safe.
- 2.4 Community wellbeing and local services
 - 2.4.1 Work in partnership with government and community organisations to improve services and facilities for disadvantaged and vulnerable groups, and to build stronger and more cohesive communities.

Financial Implications

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

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

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RECOMMENDATION:

That:

1. The Draft Hawkesbury Family and Domestic Violence Action Plan (HRDVAP) attached as Attachment 1 to the report, be placed on public exhibition for a period of not less than 28 days.
2. The outcome of the public exhibition be further reported to Council.

ATTACHMENTS:

AT - 1 Draft Hawkesbury Family and Domestic Violence Action Plan - (*Distributed under separate cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING

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ordinary

section 4

reports
of committees

ORDINARY MEETING
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SECTION 4 - Reports of Committees

ROC **Hawkesbury Civic and Citizenship Advisory Committee - 20 April 2017 - (96972, 79356)**

The meeting commenced at 3:05pm in Council Committee Rooms.

Present: Councillor Mary-Lyons Buckett
 Councillor Sarah Richards
 Councillor Nathan Zamprogno
 Elizabeth Hitches (Community Representative)
 David Bertenshaw (Hawkesbury Sports Council Representative)

Apologies: Rick Cumming (Lynwood Country Club Representative)
 Barry Adams (Community Representative)
 Melissa Barry (Community Representative)

In Attendance: Suzanne Stuart - Corporate Communications Manager
 Sophie Hill - Events and Community Engagement Coordinator

REPORT:

The following apologies for absence were received: Rick Cumming (Lynwood Country Club Representative), Barry Adams (Community Representative) and Melissa Barry (Community Representative).

Attendance Register of Hawkesbury Civic and Citizenship Committee

Member	20/04/2017		
Councillor Mary-Lyons Buckett (Chair)	✓		
Councillor Sarah Richards	✓		
Councillor Nathan Zamprogno	✓		
Mr David Bertenshaw	✓		
Ms Melissa Barry	x		
Mr Barry Adams	x		
Ms Elizabeth Hitches	✓		
Mr Ian Jack	NA		
Mr Ted Brill	NA		

Key: **A** = Formal Apology ✓ = Present X = Absent - No apology **NA** = Not Applicable

There were no declarations of interest declared in determining the recipients of the 2017 Hawkesbury Sports Awards.

ORDINARY MEETING
Reports of Committees

SECTION 1 - Confirmation of Minutes

Minutes of last meeting.

RESOLVED on the motion of David Bertenshaw, seconded by Elizabeth Hitches.

That the minutes of the Hawkesbury Civic and Citizenship Committee Meeting held on 12 December 2016 be accepted.

SECTION 2 - Reports for Determination

Item: 1 Selection of the 2017 Hawkesbury Sports Awards Recipients

MOTION: Sports Person of the Year

RESOLUTION:

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

That Jordan Maher be awarded Sports Person of the Year.

MOTION: Junior Sports Person of the Year

RESOLUTION:

RESOLVED on the motion of David Bertenshaw, seconded by Elizabeth Hitches.

That Nellie McMillan be awarded Junior Sports Person of the Year.

MOTION: All Abilities Sports Person of the Year

RESOLUTION:

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

That Taylor Doyle be awarded All Abilities Sports Person of the Year.

MOTION: Senior Sports Person of the Year

RESOLUTION:

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

That Kaye Hannan be awarded Senior Sports Person of the Year.

MOTION: Team of the Year

RESOLUTION:

RESOLVED on the motion of David Bertenshaw, seconded by Elizabeth Hitches.

That Swimwest National Team be awarded Team of the Year.

MOTION: Official of the Year

RESOLUTION:

RESOLVED on the motion of Councillor Nathan Zamprogno, seconded by Elizabeth Hitches.

That Nick Keith Official of the Year.

MOTION: Coach of the Year

RESOLUTION:

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

That Daniel Spice be awarded Coach of the Year.

MOTION: Sporting Excellence Medallion

RESOLUTION:

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

That Alice Tarnawski be awarded a Sporting Excellence Medallion.

MOTION: Service to Sport Medallion

RESOLUTION:

RESOLVED on the motion of Councillor Nathan Zamprogno, seconded by Councillor Sarah Richards.

That Garry Carter (5 years), Michael Hyslop (5 years), Marion Garnham (10 years), Donna Keith (10 years), Jarryd Keith (15 years) and Steve Francis (25 years) be awarded a Service to Sport Medallion (6 winners).

SECTION 3 - Reports for Information

Item: 2 2018 Australia Day Awards

MOTION:

RESOLVED on the motion of Councillor Nathan Zamprogno, seconded by Councillor Sarah Richards.

RESOLUTION:

RESOLVED on the motion of Councillor Nathan Zamprogno, seconded by Councillor Sarah Richards.

That the report on the 2018 Australia Day Awards be noted.

Item: 3 Proposed changes to the Hawkesbury Civics & Citizenship Advisory Committee Constitution

MOTION:

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

Refer to RESOLUTION

RESOLUTION:

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

That the Report on the Proposed Changes to the Hawkesbury Civics and Citizenship Advisory Committee Constitution be received and noted.

Section 4 - General Business

There was general discussion regarding the 2018 Australia Day Awards. The Committee provided in principle approval for the 2018 Australia Day Awards to be held at the Showground. The Committee would like Council to explore holding an Inaugural Australia Day event to be held in 2018.

Section 5 - Next Meeting

The next Civic and Citizenship Committee meeting is to be advised.

The meeting closed at 3:57pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC **Hawkesbury Access and Inclusion Advisory Committee - 4 May 2017 - (96328, 124569)**

The meeting commenced at 4:06pm, Meeting Room, Peppercorn Place, Windsor.

Present: Councillor Barry Calvert, (Chair) Hawkesbury City Council
Mr David Briggs, Community Representative
Ms Jessica Brunskill, Community Representative
Mr Desmond Crane, Community Representative
Mr David Gearin, (Deputy Chair) Community Representative - *Arrived 4:20pm*
Ms Melanie Lawson, Community Representative
Ms Jennifer Moses, Community Representative

Apologies: Ms Kirsty Carpenter, Community Representative
Ms Karen Kobier, Community Representative
Ms Terri Mottram, Community Representative
Councillor John Ross, Hawkesbury City Council

In Attendance: Mr Joseph Litwin, Hawkesbury City Council
Ms Meagan Ang, Hawkesbury City Council
Ms Jan Readford - Minute Secretary, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Mr Desmond Crane and seconded by Ms Jennifer Moses that the apologies be accepted.

Attendance Register of Hawkesbury Access and Inclusion Advisory Committee

Member	27/02/2017	4/5/2017	
Councillor Barry Calvert	✓	✓	
Councillor John Ross	x	A	
Mr David Briggs	✓	✓	
Ms Jessica Brunskill	✓	✓	
Ms Kirsty Carpenter	✓	A	
Mr Desmond Crane	✓	✓	
Mr David Gearin	✓	✓	
Ms Karen Kobier	A	A	
Ms Melanie Lawson	✓	✓	
Ms Jennifer Moses	A	✓	
Mr Terri Mottram	✓	A	

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

Ms Ang referred to the previous minutes and advised that she has invited the Manager Construction and Maintenance and the Manager Design and Mapping to the next HAIAC meeting to discuss the process for designing to improve access and the associated costing including the 2017/2018 Capital Works Program.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Jessica Brunskill and seconded by Ms Melanie Lawson that the Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on the 27 February 2017, be confirmed.

SECTION 3 - Reports for Determination

Item: 1 HAIAC - Distribution of Code of Conduct to Committee Members - (124569, 96328)

RECOMMENDATION TO COMMITTEE:

That Committee members receive, and acknowledge receipt, of the Code of Conduct, by signing and dating the distribution list to be tabled at the meeting.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Melanie Lawson, seconded by Ms Jessica Brunskill.

That Committee members receive, and acknowledge receipt, of the Code of Conduct Policy, at the next Committee meeting to be held Thursday, 22 June 2017.

Item: 2 HAIAC - Draft Capital Works Program 2016/2017 - (124569, 96328)

DISCUSSION:

- Mr Litwin referred to the Council's Operational Plan advised that the 2017/2018 Budget and Capital Works Program are currently on public exhibition. In the past, the Committee has requested to review the Capital Works Program. Any matters raised by the Committee in terms of the provision for access, can be investigated.
- Ms Lawson referred to Project No. 002074 - Pedestrian Access Management Plan Program.
 - Mr Litwin advised that Council applied for funds from Roads and Maritime Services (RMS) to improve pedestrian access.
 - Ms Ang advised that repairs have been prioritised and the relevant information has been provided to the RMS regarding access audits around the CBD.
- Ms Lawson referred to Project No. 004402 - Hawkesbury Park Pathway/Walking Trails and enquired if this is S.94 Works.
 - Mr Litwin indicated that this does not only refer to North Richmond and can show the Committee the relevant details, if required.
- Ms Lawson referred to Project No. 001935 and 001937 - Park Seats - Various Locations, and advised that she would also like to get away from just access areas, noting that she had seen a presentation by a representative from the Library which was good and believed they are on top of things.
 - Mr Litwin advised that a representative from the Library can be invited to speak to the Committee.

ORDINARY MEETING
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- Ms Brunskill referred to Parking and was pleased to see it included.
- Ms Lawson advised that it is encouraging to see so many access things included.
- Councillor Calvert referred to the Pedestrian Access Management Plan.
 - Mr Litwin advised that Council matches RMS grant funds for funding to upgrade footpaths annually.
 - Ms Ang advised there are other sites identified in Richmond that have been added to the wish list.
 - Mr Litwin advised that Council has asked for significant funding for footpaths.
 - There is a new park under construction with the Redbank Development which will have 1.5kms of pathway that will go from North Richmond to Kurmond.
- Ms Moses referred to access to park tables.
 - Mr Litwin referred to a past meeting where Mr Aldrich helped identify what would be good access for wheelchairs.
Mr Crane advised that you can usually access park benches at the end, if they cannot be accessed from the side. The tables are usually high enough; they just need the legs to be moved in to allow the wheelchair to come in close to the table. Mr Crane noted however, that the table in the meeting room needed to be raised at least 3 inches to enable a wheelchair to fit in underneath it, as the wheelchair is higher than a standard chair.
 - Mr Litwin advised that Council's Parks Project Officer, Mr Johnson will be able to provide advice to the Committee.
- Ms Brunskill enquired if pathways were required across the grass.
 - Mr Litwin advised that pathways are provided to shelters.
- Councillor Calvert enquired if there is anything else that should have been in the Capital Works Program.
 - Mr Crane advised that parking in Wilberforce Shopping Centre continues to be an issue and has been mentioned in the past. The Disabled Parking spot has been moved to another position at the other end of the carpark. The bollard was moved, however, another one is required at the other end. The garden needs to be moved back.
 - Ms Ang advised that she can raise this matter again. Ms Ang also suggested there needs to be a survey conducted of the entire area as there are a number of problems with car park.
- Mr Crane advised that the toilets at Wilberforce Shopping Centre are not used, because they cannot be used.
 - Ms Ang advised that she understands that an audit of all the toilets has been done across the LGA. I will request the Manager Building and Associated Services, Mr Lachlan McClure to speak to the Committee about future upgrades.
- Mr Crane referred to the farm land adjacent to the Wilberforce Shopping Centre and enquired who owns the land.
 - Mr Litwin advised that Council owns the land.
 - Mr Crane advised that this would be the ideal location for a descent toilet facility.

ORDINARY MEETING
Reports of Committees

- Councillor Calvert advised that at the last meeting, the committee discussed the pedestrian access at the corner of Drummond and Macquarie Streets. Councillor Calvert has since visited the location and found the access to be impossible. Councillor Calvert enquired if this is a State or Local road.
 - Mr Litwin advised that it is a State Road, however, the RMS will only fix the road from gutter to gutter.
 - Mr Litwin advised there is the opportunity for anyone to make a submission to the budget currently on exhibition, by stating there is an issue and requesting that funding be allocated, including if it needs to be prioritised. Council will then respond to any submissions lodged and the individual/ group lodging the submission will be advised of the cost and if it will be included in the Works Program.
 - Mr Gearin referred to the various gaps in the footpath adjacent to Macquarie Park.
 - Ms Ang will speak to relevant staff to find out what is happening.
 - Councillor Calvert suggested that a submission be put forward from this committee regarding Wilberforce Shopping Centre and Drummond Street corner..
 - Mr Litwin advised that the matter of the works required to the footpaths adjacent to Macquarie Park, will be discussed at the next meeting with the Manager Construction and Maintenance.

RECOMMENDATION TO COMMITTEE:

That the Committee review the attached Draft Capital Works Program 2017/2018.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Jessica Brunskill, seconded by Ms Melanie Lawson.

That a submission be prepared from the Committee in relation to Wilberforce Shopping Centre carpark and the footpath issues at the corner of Drummond and Macquarie Streets.

SECTION 4 - General Business

1. Discussion of meeting time - Hawkesbury Access and Inclusion Advisory Committee

Ms Ang advised that some Committee members find that the 4pm meeting commencement time is prohibitive due to work commitments. Other members have indicated they do not wish to depart late in the evening.

Mr Gearin suggested that a 5pm commencement for the Committee meeting would be a good compromise.

MOTION:

RESOLVED on the motion of Mr David Gearin, seconded by Mr Desmond Crane.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That future meetings of the Hawkesbury Access and Inclusion Committee commence at 5pm.

2. Council's Community Engagement Policy

- Ms Lawson referred to the Community Engagement Policy and advised it is very good and covers a lot of issues, stating "I like that there is a section for difficult engagement strategies. I do not think that Council uses them all".
- Councillor Calvert referred to the community consultation process undertaken by Council management and staff at various towns and villages within the Hawkesbury, including displays located at select kiosks - all providing opportunity for the community to ask questions. Other online services and digital capabilities have been added to enhance Council's services into the future.
- Ms Ang advised that she has been working with small groups of disabled persons which has been successful. To date, there have been 170 participants.
- Mr Litwin advised that Council is moving to being more digitally accessible and that consultants will be engaged to assist.

a. *Easy Read Version*

- David Briggs advised:
 - The Easy Read system is designed for people with intellectual disabilities, however, is also suitable for other groups.
 - The Disability Inclusion Act requires Councils to have an Access and Inclusion Plan and to make it available to all people. Shoalhaven Council has developed a Disability Inclusion Plan in Easy Read format available on its website. A copy has been sent to Meagan Ang.
 - Council's Community Engagement Policy, distributed to the Committee with the business paper, was prepared quickly in Easy Read as an example.
 - Information can be presented as pictorial or info-graphic. However, discussion on what works, indicates that photographs/pictures are the best.
 - We are trying to use more symbols, and currently use 'Photo Symbols' which has a vast range of symbols suitable for use with the Easy Read software.
 - It is important to take out the key information and present it in an easy way to understand. However, it's important not to use anything that would make people feel foolish.
 - You test the content with a disabled person to make sure that it makes sense and is understood. It's important that they comprehend what the words are trying to say.
 - The Tasmanian Rural Fire Service has produced a document using Easy Read regarding the dangers associated with fires and gas bottles. This would be useful for this group.
 - Easy Read is not designed for people with vision impairment.
 - Training in the use of the Easy Read software is available; however, there is no formal qualification.
- Mr Gearin advised he finds that the Easy Read format is easier as the text is shorter.
- Ms Brunskill suggested also producing the documents on blue paper to assist people with dyslexia.

ORDINARY MEETING
Reports of Committees

- Councillor Calvert asked what Council Policies should be converted using the Easy Read system. David Briggs advised that the Committee should select the appropriate policies.
- Council to be requested to consider producing community documents using the Easy Read system in future, where relevant. This excludes Council business papers.
- Ms Brunskill referred to the vision impaired and enquired if the documents could be printed in braille. Ms Ang advised that there is a general statement on Council's website, and is Council Policy, that documents be provided in braille, on request. Mr Litwin noted that audio is more often used in preference to braille. Mr Briggs advised there is a low percentage of people who can read braille. It is also expensive to produce.
- Mr Crane enquired if Council had an interpreter on request. Ms Ang advised that Council's Library has assistive equipment available. Ms Ang advised that Council has achieved WCAG 2.0. Mr Briggs advised that screen readers struggle with tables and graphs.
- Ms Ang will enquire if Council already has the Easy Read software, or something similar, and photos/symbols.

MOTION:

RESOLVED on the motion of Mr David Briggs, seconded by Ms Melanie Lawson.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That Council uses the Easy Read system to produce documents suitable for access use, where required.

b. Infographic Response

- Ms Ang advised that unfortunately Ms Carpenter is not here for these discussions.
- Ms Brunskill indicated that she felt that the example Website Map is too busy and there is nowhere to provide information.
- Ms Ang advised that Ms Carpenter was going to convert the Customer Services Feedback Guide.
- Ms Brunskill indicated that it would help people to access Council's feedback policy. Ms Carpenter will be asked to discuss this at the June meeting.

ORDINARY MEETING
Reports of Committees

3. Draft Access and Inclusion Plan

- Mr Litwin advised that a report will go to Council on 30 May 2017 regarding the Draft Access and Inclusion Plan, and will then go on public exhibition.
- Ms Ang will provide the Committee with a link to the Draft Plan, so they can view and provide comments if they wish to do so.

The meeting terminated at 5:15pm.

Submitted to and confirmed at the meeting of the Hawkesbury Access and Inclusion Advisory Committee held on Thursday, 22 June 2017.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Human Services Advisory Committee - 4 May 2017 - (124414, 123486)

The meeting commenced at 9:32am in Council Committee Rooms.

Present: Councillor Barry Calvert, Chairperson
 Councillor Mary Lyons-Buckett, Hawkesbury City Council
 Councillor Emma-Jane Garrow, Hawkesbury City Council
 Councillor Sarah Richards, Hawkesbury City Council
 Mr Simon Griffin, Community Representative
 Mr Ben Jackson, Community Representative
 Mr Peter Webb, Community Representative

Apologies: Ms Vickie Shackley, Deputy Chairperson
 Ms Birgit Walter, North Richmond Community Centre
 Ms Stephanie Oatley, Platform Youth Services
 Mr Matthew Owens, Hawkesbury City Council
 Mr Joseph Litwin, Hawkesbury City Council

In Attendance: Mr Andrew Kearns, Hawkesbury City Council
 Mr Michael Laing, Hawkesbury City Council
 Ms Megan Ang, Hawkesbury City Council
 Mr Scott Dazcko, Hawkesbury District Health Services (via telecon)
 Ms Robyn Kozjak - Minute Taker, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Councillor Lyons-Buckett and seconded by Councillor Garrow that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Garrow and seconded by Councillor Lyons-Buckett that the Minutes of the Human Services Advisory Committee held on the 9 February 2017, be confirmed.

ORDINARY MEETING
Reports of Committees

Attendance Register of Human Services Advisory Committee

Member	09.02.17	04.05.17		
Councillor Barry Calvert	✓	✓		
Councillor Mary Lyons Buckett	✓	✓		
Councillor Emma-Jane Garrow	✓	✓		
Councillor Sarah Richards	✓	✓		
Ms Vickie Shackley	✓	A		
Mr Peter Webb	✓	✓		
Mr Simon Griffin	✓	✓		
Mr Strephon Billingham	✓ (Scott Dazcko in lieu)	✓ (Scott Dazcko in lieu, via teleconference)		
Ms Karen Kobier (unable to attend during business hours - resigned 30.05.17)	A	A		
Mr Ben Jackson	✓	✓		
Ms Birgit Walter	✓	A		
Ms Stephanie Oatley	A	A		
Leonie Carroll (joined as at 29.05.17)	n/a	n/a		

Key: A = Formal Apology

✓ = Present

X = Absent - no apology

SECTION 3 - Reports for Determination

Item: 1 **HSAC - Review of Council's Human Services Advisory Committee Objectives for 2017-2021 - (123486)**

Previous Item: 3, HSAC (9 February 2017)

DISCUSSION:

- Mr Kearns reported on the proposed amendments to the objectives of the Committee's Constitution based on feedback received from the Committee.
- The Chair referred to objective (a) which refers to the development of a Human Services Planning Strategy and to objective (e) which refers to the development of a plan of action for the provision of priority human services. The Chair asked if the development of a Strategy and the development of a plan of action were the same thing.

Mr Kearns advised the wording in objective (e) would be amended for consistency.

The Committee also discussed the inclusion of discussion on objective (d) *community indicators* at a future meeting.

- Councillor Richards asked if the Human Services Planning Strategy had been drafted and if not, asked of the timeframe for it to be drafted.

Mr Laing advised details and elements of the Strategy could be pulled together and presented back to the Committee for members' input.

RECOMMENDATION TO COMMITTEE:

That the

1. Information be received.
2. HSAC consider the possible amendments to the Objectives of the HSAC prior to seeking Councils endorsement.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the

1. Information be received.
2. HSAC consider the possible amendments to the Objectives of the HSAC prior to seeking Councils endorsement.

Item: 2 **HSAC - Adoption of Community Strategic Plan and Draft Delivery Program, Operational Plan and Resourcing Strategy on Exhibition - (123486)**

Previous Item: 2, HSAC (9 February 2017)

DISCUSSION:

- Mr Kearns reported on the outcomes of the community consultation for the draft CSP and its subsequent adoption.
- Mr Kearns invited the Committee to consider providing comments on the Draft Delivery Program, Operational Plan and Resourcing Strategy, which was on exhibition until 19 May 2017 and available on Council's *Your Hawkesbury, Your Say* online portal.

9:55am - Scott Dazcko joined the meeting (on behalf of Strephon Billingham), via an audio conference call.

- Ms Ang advised 'Community Conversations' had recently been held at North Richmond and Richmond by the HUBS (Hawkesbury Unites for Better Services) group. HUBS is a collective of local organisations working together in partnership to determine the needs of the Hawkesbury community and to identify how they might work together to address those needs. HUBS is comprised of representatives from:
 - North Richmond Community Centre
 - Richmond Community Services
 - Peppercorn Services
 - Glossodia Community Centre
 - Hawkesbury Community Services
 - The Women's Cottage
 - Bligh Park Community Services
 - Tedd Noffs Foundation
 - Merana Aboriginal Community Association for the Hawkesbury
 - Hawkesbury Community Outreach Services

ORDINARY MEETING
Reports of Committees

Ms Ang advised the 'Community Conversation' sessions targeted areas surrounding specific services and sought feedback in relation to the type of community people wanted to live in, why that was important to them, how that differs from the way they see things now, and what needed to happen to create that kind of community.

Ms Ang advised she would report the outcomes of the sessions back to the HSAC for its information.

RECOMMENDATION TO COMMITTEE:

That:

1. This information is received;
2. HSAC members review the draft DP, OP, and RS and consider making comments on Council's *Your Hawkesbury Your Say* online portal via Council's website: <http://www.yourhawkesbury-yoursay.com.au/integrated-planning-reporting>.

MOTION:

RESOLVED on the motion of Councillor Garrow, seconded by Mr Jackson.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. This information is received;
2. HSAC members review the draft DP, OP, and RS and consider making comments on Council's *Your Hawkesbury Your Say* online portal via Council's website: <http://www.yourhawkesbury-yoursay.com.au/integrated-planning-reporting>.

Item: 3 HSAC - Initiatives to End Homelessness - May 2017 Update - (123486)

DISCUSSION:

- Mr Laing distributed 'Hawkesbury Helping Resource' leaflets to members and advised the information leaflet came out of the Hawkesbury Housing Forum. The leaflet is being distributed to Hawkesbury households to ensure people will know that help is available. In partnership with the Working Group for the Hawkesbury Homelessness Action Plan, key services include Wentworth Community Housing, Hawkesbury Community Services, Platform Youth Services, Hawkesbury District Health Services - St John of God and Mission Australia.
- The Chair referred to 2.4 of the Hawkesbury Homelessness Action Plan (HHAP) "Advocate for caravan parks to keep rent affordable" and asked if discussions had been had with the caravan park.

Mr Laing responded representatives from the Tenancy Advice and Advocacy Services attend the Park one day per week.

- Councillor Lyons-Buckett made reference to the recent flood in Lismore and Murwillumbah in Northern NSW and the resultant homelessness as rental accommodation and van Parks were completely flooded out making residents homes uninhabitable. Should a similar event occur in the Hawkesbury there would be similar or greater issues that will need to be addressed.

ORDINARY MEETING
Reports of Committees

- Councillor Lyons-Buckett enquired as to what happened with Platform Youth Services as previously they were coming to the Hawkesbury once per week.

Ms Ang advised there was a decision made to close the Glue Factory as they had only received eight referrals. Platform Youth Services is looking for office space (administrative) for three workers - two to operate 9am - 5pm and the third to attend schools doing at-risk work.

Mr Griffin advised services were now coming to the Hawkesbury as Outreach services instead of the full service.

- Councillor Richards asked if the provision of tiny homes was a transitional stage until services were able to provide the residents with permanent housing. Further discussion was held about the group being a 'do something' group.

Mr Laing confirmed the provision of permanent homes was the ultimate aim, with tiny homes, if proposed, being more of a transitional option.

- Councillor Reynolds made reference to older persons in the Hawkesbury or 'empty nesters' who are living alone in their homes and suggested there may be an opportunity for homeowners to offer shared accommodation arrangements.
- Councillor Garrow and other members agreed there was an abundance of potential living space available in existing homes/structures and suggested an education program to make people aware there are Apps (such as Airbnb) where people can register their interest to enter into home share arrangements. It was also suggested to consider utilising Council's Rate Notices to relay that information to the community and to educate the community about the locations and availability of vacant rooms around the Hawkesbury.
- Councillor Lyons-Buckett suggested as well as the Tiny Homes option, that inexpensive, simple forms of housing design styles also be investigated.
- The Chair referred to some additional units currently being built by the Baptist Church and suggested the Churches be asked if they would like to be involved in the process.

10:51am - Mr Griffin left the meeting.

- The Chair asked if a representative had been sourced from Wentworth Community Housing and it was advised staff would follow up.

Subsequent to the meeting, further contact was made with Wentworth Community Housing. Ms Kerry Dolaghan (Penrith Office) and Ms Leonnie Carroll (Windsor Office) both expressed their interest to attend HSAC meetings. Both representatives have been added to the HSAC mailing list and will alternate their attendance at meetings (subject to content of agenda).

RECOMMENDATION TO COMMITTEE:

That:

1. The information be received.
2. A detailed report be provided to a future meeting of the Human Services Advisory Committee which includes the investigations into the Gosford Tiny Homes trial, the potential suitability of Council owned land for a trial project, and a final report on the outcomes of the *Heading Home, Ending Homelessness Here Project*.

MOTION:

RESOLVED on the motion of Councillor Richards, seconded by Councillor Garrow.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The information be received.
2. A detailed report be provided to a future meeting of the Human Services Advisory Committee which includes the investigations into the Gosford Tiny Homes trial, the potential suitability of Council owned land for a trial project, and a final report on the outcomes of the *Heading Home, Ending Homelessness Here Project*.

SECTION 4 - Reports for Information

Item: 4 **HSAC - Hawkesbury City Council's Liveability Submission to GCS's Draft West District Plan - (123486)**

Previous Item: 4, HSAC (9 February 2017)

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Mr Jackson, seconded by Mr Webb.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

SECTION 5 - General Business

• **Invitation to Ms Lizz Reay (NBM Primary Health Network)**

Mr Laing reported Lizz Reay from Primary Health Network was not available to attend this meeting, however, Ms Reay had indicated she would attend the next meeting on 27 July. Should members have specific questions to ask Ms Reay, it was requested they be forwarded to Mr Kearns or Mr Laing prior to the meeting.

Mr Dazcko advised he would take that information back to Mr Billingham.

- **Suicide Prevention and Mental Health Forum**

Mr Webb addressed the Committee on issues surrounding suicide and reported statistics for rates of suicide in the Hawkesbury were two to three times the national average. Mr Webb emphasised that a cultural change was required to remove the stigma of mental illness and suicide and asked the Committee to consider ways to get the message out to the 65,000 people residing in the LGA. Mr Webb also raised concern that the health system doesn't provide for friends having a role in suicide prevention and those barriers must be removed.

Mr Webb gave an overview of the LifeSpan Integrated Suicide Prevention Project.

Ms Ang confirmed that feedback from the Mental Health Forum aligned with the nine evidence based Lifespan strategies set out on page 57 and 58 of the business paper. A full summary of feedback from the Forum would be included in the Draft Disability Inclusion Action Plan (2017-2021) which will be reported to Council on 30 May 2017. Recommended actions for Council to undertake in response to issues arising from the Forum which fall outside the scope of a Disability Inclusion Action Plan will also be included in that report.

Mr Webb asked what Council was doing to support the R U OK? Day in September. The R U OK? Day is dedicated to encouraging everyone to connect with each other and to give them the skills to have a conversation with someone they're worried about (any day of the year).

Mr Webb made reference to the HOPE Walk on 17 February 2018 and asked for Council's support.

Mr Webb also outlined a plan to capture in video format, 'Hawkesbury Stories', relevant to this matter.

MOTION:

RESOLVED on the motion of Mr Webb, seconded by Councillor Richards.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. A summary of outcomes of the Mental Health Forum be brought back to the Committee.
2. Council support HOPE WALK 17 February 2018.
3. Council support R U OK? Day on 14 September 2017.

- Councillor Garrow suggested the Hawkesbury Helping Resources leaflet be made available at Council's front counter to assist those customers who wish to volunteer in the LGA, but may not be familiar with the various organisations and services in the area.

Ms Ang advised Council does have a Community Directory listing various services in the area, however it is out of date and she has approached Peppercorn Place to potentially source volunteers to update the list.

ORDINARY MEETING
Reports of Committees

- Discussion arose in relation to possibly forming a working party as it was agreed the number of meetings the HSAC held per year was not adequate to achieve outcomes. It was subsequently determined that members would correspond via email in-between meetings.

The meeting closed at 11:29am.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Sustainability Advisory Committee - 15 May 2017 - (124414, 126363)

The meeting commenced at 5:06pm in Council Committee Rooms.

Present: Ms Olivia Leal-Walker, Chairperson
Councillor Amanda Kotlash, Deputy Chairperson
Councillor Danielle Wheeler, Hawkesbury City Council
Mr David Gregory, Community Representative
Mr Justin Hechinger, Community Representative
Ms Jennifer Moses, Community Representative
Dr Jane DeGabriel, Office of Environment & Heritage

Apologies: Nil

In Attendance: Mr Matthew Owens, Hawkesbury City Council
Mr Andrew Kearns, Hawkesbury City Council
Ms Robyn Kozjak - Minute Secretary, Hawkesbury City Council

REPORT:

The Chair opened the meeting and welcomed (Dr) Jane DeGabriel from the Office of Environment and Heritage.

5:07pm - Mr Peter Conroy, General Manager, joined the meeting.

Mr Gregory advised he would have expected the Minutes would be reviewed by the Committee prior to being reported to Council.

Mr Owens advised the Minutes were reviewed internally, then reported to Council for noting and ratified at the next meeting of the Committee.

It was agreed that in future, the Minutes would be emailed to the Committee, prior to being reported to Council.

Councillor Wheeler and Councillor Kotlash elaborated on their corrections to the previous Minutes as raised in the Ordinary Meeting on 11 April 2017.

5:16pm Mr Owens formally introduced Mr Peter Conroy, Council's General Manager.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Gregory and seconded by Mr Hechinger that the Minutes of the Sustainability Advisory Committee held on the 6 March 2017, be confirmed.

Attendance Register of Sustainability Advisory Committee

Member	06.03.17	15.05.17		
Councillor Amanda Kotlash	✓	✓		
Councillor Danielle Wheeler	✓	✓		
Ms Olivia Leal-Walker	✓	✓		
Mr David Gregory	✓	✓		
Mr Justin Hechinger	✓	✓		
Ms Jennifer Moses	✓	✓		
Janice Bagot (Dr Jane DeGabriel in lieu - joined 10.05.17)	Janice Bagot A	✓		

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

SECTION 3 - Reports for Determination

Item: 1 SAC - Review of Council's Sustainability Advisory Committee Objectives for 2017 - 2021 - (126363)

DISCUSSION:

- Mr Kearns presented the report and highlighted how feedback from Committee members had been incorporated into recommended changes to the objectives of the Committee.
- Ms DeGabriel made comment that the list of objectives was not comprehensive. It was reported State legislation in relation to biodiversity was currently under review.
- Councillor Kotlash asked if land clearing issues and compliance could be included in the objectives.

Mr Owens advised the Community Strategic Plan was an overarching requirement and that document deals with legislative requirements.

- Discussion arose regarding the suggested amendment to objective (a) as follows:

"To support improved environmental sustainability in the Hawkesbury Local Government Area with reference to the key environmental goals in Council's Community Strategic Plan and associated Community indicators."

It was generally agreed to go with the amended (overarching) objective above, with the remaining objectives as sub clauses of that objective.

Mr Kearns advised he would prepare new wording and circulate to members.

- Councillor Kotlash referred to Section b) i) in relation to Council policies and asked if policies could be developed by working groups.

Mr Owens responded the Constitution does provide for Committees to assist staff.

Mr Kearns advised he would prepare the new Constitution and distribute to members for final endorsement.

RECOMMENDATION TO COMMITTEE:

That the:

1. Information be received.
2. SAC consider the possible amendment to the Objectives of the SAC prior to seeking Council's endorsement.
3. SAC consider the possible amendments to the Role and Authorities section of the Constitution prior to seeking Council's endorsement.

MOTION:

RESOLVED on the motion of Ms DeGabriel, seconded by Councillor Kotlash.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the:

1. Information be received.
2. SAC consider the possible amendment to the Objectives of the SAC prior to seeking Council's endorsement.
3. SAC consider the possible amendments to the Role and Authorities section of the Constitution prior to seeking Council's endorsement.

Item: 2 **SAC - Adoption of Community Strategic Plan and Exhibition of Draft Delivery Program, Draft Operational Plan and Resourcing Strategy - (126363)**

Previous Item: 3, SAC (6 March 2017)

DISCUSSION:

- Mr Kearns gave an overview of the Community Strategic Plan and referred to its adoption on 28 March 2017. The Draft Delivery Program, Draft Operational Plan and Resourcing Strategy were currently on exhibition and members were invited to make a submission.
- The Chair asked if the Committee wished to make individual submissions or as a Committee.

The Committee generally agreed individual submissions would be a better approach.

RECOMMENDATION TO COMMITTEE:

That:

1. This information is received.
2. SAC members review the Draft Delivery Program, Draft Operational Plan and Resourcing Strategy and consider making comments on Council's *Your Hawkesbury Your Say* online portal via Council's website: <http://www.yourhawkesbury-yoursay.com.au/integrated-planning-reporting>.

MOTION:

RESOLVED on the motion of Ms Moses, seconded by Ms Leal-Walker.

Refer to COMMITTEE RECOMMENDATION

That:

1. This information is received.
2. SAC members review the Draft Delivery Program, Draft Operational Plan and Resourcing Strategy and consider making comments on Council's *Your Hawkesbury Your Say* online portal via Council's website: <http://www.yourhawkesbury-yoursay.com.au/integrated-planning-reporting>.

ORDINARY MEETING
Reports of Committees

Item: 3 **SAC - General Matters for Discussion From Previous Questions - (126363)**

Previous Item: GB, SAC (6 March 2017)

DISCUSSION:

1. Education Programs

Councillor Wheeler advised that she would like to adopt a number of education programs used by other councils. It was reported Permaculture Sydney West Inc. (PSW) meets once per month in Wentworthville and operates in partnership with Parramatta, Penrith and Blacktown Councils. The sessions cover principles of sustainability such as water, soil, power consumption etc. Recently through Blacktown Council, PSW ran a suite of "GOOF" (Grow Our Own Food") workshops which ran over five weeks. PSW runs the workshops, and Councils provide the funding and space.

Mr Owens advised the logistics of facilitating similar programs would need to be investigated.

Councillor Wheeler advised she believed the workshops could be run at a cost below \$5,000, and less if run at the Library as there would be no cost incurred for using that space. The content of the program and associated costing would be forwarded to staff.

2. Wetlands

Councillor Wheeler stated some property owners may not understand the environmental significance of wetlands and owners need to be educated regarding their responsibilities (for example to keep livestock out of lagoons). Not all wetlands have been mapped and this is something that should be looked at as well.

Councillor Wheeler advised HEN would be making a presentation in relation to wetlands at a Briefing Session scheduled for Councillors in June and once that Briefing had taken place the Committee may have more direction on what HEN would like from Council. Outcomes of that Briefing will be brought back to the Committee.

3. Weeds

Mr Gregory referred to his previous comments in relation to measuring water quality and 'swimmability of river' (a measure in Council's previous CSP).

Mr Owens advised Council would be working towards advancing actions to undertake water quality monitoring.

Councillor Kotlash suggested rather than launching into a water testing monitoring program, we should tack into data already collected by other organisations. Sydney Water spends millions of dollars each year collecting data. Undertaking water quality programs is very expensive and the results may not be as useful as one would think, so may not be cost effective.

Mr Owens advised that he had briefly spoken with Jeff Organ, Council's Director of Infrastructure in relation to Hawkesbury River County Council's Draft Operational Plan. The Plan was on public exhibition and invited targeted submissions in relation to weed management. It was uncertain if Council was making a submission or when the deadline for submissions was, however, Mr Owens advised he would follow up with Mr Organ.

ORDINARY MEETING
Reports of Committees

In response to Mr Gregory's comments in relation to water quality testing, Councillor Kotlash made reference to a program (Hawkesbury-Nepean River Recovery Program) funded by the Federal Government back in 2012 which focussed on improving the health of the Hawkesbury-Nepean river system. More information is provided at the following link:

<http://www.water.nsw.gov.au/water-management/water-recovery/hawkesbury-nepean-river>

6:16pm - Mr Conroy left the meeting.

4. Overview of KPI's as identified throughout the State of the Environment Report (SoE)

Mr Gregory asked how members could work with staff with the development of KPI's.

Mr Kearns advised that Council would be undertaking a process to review the community indicators, and that he was open to receiving comments between meetings. Mr Owens advised further information would be reported to the Committee once the Delivery Program has been finalised and the review of community indicators commenced.

5. Clarification regarding the Integration of Sustainability Principles and Planning Mechanisms

Mr Owens gave an overview of Council's Development Control Plan (DCP) stating the DCP contained planning and design guidelines which supplement the statutory controls in Council's Local Environmental Plan (LEP).

Mr Kearns made comment that pressure through relevant planning authorities to include additional sustainability principles into the legislative framework was needed.

Mr Owens invited the Committee to put forward suggestions for the type of things they would like to be included in the DCP which staff could take note of and draw on when the DCP is rewritten.

It was agreed to 'park' sustainability principles on the agenda and discuss further at a future meeting.

6. Enforcement of Council's Policies Regarding Land Clearing

Mr Hechinger perceived issues in terms of timeliness of responses, the actual response and prioritising of complaints relating to illegal land clearing.

Mr Hechinger proposed a way to eliminate illegal land clearing was to educate landholders as to what they can and cannot do with their land when they purchase their property. A brochure, signed off by the land owner to acknowledge that they understand their responsibilities, was suggested.

Mr Hechinger referred to large scale clearing in a Riparian E4 zone which was cleared under a verbal consent to clear privet. It took three months for action to be taken against the owner. Concern was raised that sometimes fines were not incurred.

Mr Owens acknowledged the lack of staff resources in the Compliance Branch was an issue. Individual evidence was needed to catch the offenders and it was a costly exercise to pursue the matter through Court without hard evidence.

Councillor Wheeler suggested ways to reach and educate property owners including Facebook, Council's Rates Notices and sending letters to R2 and E4 zoned property owners.

The Committee agreed once new State legislation commenced, that would be an appropriate time to educate the community.

ORDINARY MEETING
Reports of Committees

Committee members raised a number of sustainability principles initiatives including:

- Penrith Council - 'raised the bar' in the DCP
- Green Star Rating
- Carbon Neutral Program
- Inner West Council - Sustainability Awards

RECOMMENDATION TO COMMITTEE:

That:

1. This information is received.
2. The SAC consider advice to Council in respect of these matters.

MOTION:

RESOLVED on the motion of Councillor Wheeler, seconded by Mr Gregory.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. This information is received.
2. The SAC consider advice to Council in respect of these matters.
3. The SAC recommend that Council increase its resourcing for the Compliance Branch and allocate some of those resources to an education campaign in relation to land clearing.

SECTION 4 - Reports for Information

Item: 4 **SAC - Hawkesbury City Council's Submission to Greater Sydney Commission's Draft West District Plan - (126363)**

Previous Item: 4, SAC (6 March 2017)

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Ms Leal-Walker, seconded by Ms DeGabriel.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

SECTION 5 - General Business

- Councillor Kotlash proposed to form a working group to investigate alternative energy options. The working group would analyse the reports from Ironbark Consulting regarding Council being involved in solar energy as well as looking at Council's energy efficiency and education programs around energy use. The working group would then report back to this Committee and to Council. Councillor Kotlash offered to run the working group.

Mr Owens advised the data from Ironbark would not be available until their report was finalised.

Councillor Kotlash proposed the working group would look at reviewing and gathering information relating to Council's energy use.

Mr Owens advised staff do not service working groups and Councillor Kotlash acknowledged staff would not be involved in the running of the group.

Ms DeGabriel, Ms Moses, Mr Gregory and Ms Leal-Walker confirmed they would like to join the working group.

Councillor Kotlash advised she would send an email to interested members.

- Mr Hechinger referred to the battery recycling bins which were relocated to the Council Administration building and asked if there was any data collected in relation to its use. Mr Hechinger asked if it could be moved back to the tip (Waste Management Facility) as it is not convenient to attend the Council offices.
- Ms DeGabriel advised the draft Biodiversity Conservation Regulation, Local Land Services Amendment Regulation and other key products to support the Government's new *Biodiversity Conservation Act 2016* and *Local Land Services Amendment Act 2016* were on exhibition until 21 June 2017. The Committee was encouraged to review those documents and make comments. Ms DeGabriel will email the details of the Land Management website.

After the meeting Ms DeGabriel subsequently emailed the following links:

<https://www.landmanagement.nsw.gov.au/> - to view material on public exhibition.

www.landmanagement.nsw.gov.au/have-your-say - to learn more about proposals on exhibition and register for upcoming webinars.

- The Chair referred to Council Rate Notices being sent by mail and asked if there was opportunity to send by email.

Mr Owens advised that proposal was currently being investigated.

- Councillor Wheeler referred to the 'ban the plastic bag' campaign taken on by the Blackheath community and advised the Blackheath business area has now also banned plastic straws. Councillor Wheeler proposed to approach the Kurrajong Community Forum to see if they would like to get on board with a 'ban the plastic bag' campaign (it was trialled in Kurrajong a few years ago). A reference to 'boomerang bags' in the Hawkesbury was also made.

ORDINARY MEETING
Reports of Committees

- The Chair referred to hard copies of the business papers made available at the SAC meetings and asked for those members who wish to be provided with a hard copy to make contact with Robyn Kozjak a few days prior to the meeting.

The meeting closed at 7:11pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Heritage Advisory Committee - 25 May 2017 - (80242, 124414)

The meeting commenced at 5:38pm in Howe House, Thompson Square - Windsor.

Present:	Councillor Danielle Wheeler, Chairperson Mr Graham Edds, Deputy Chairperson Councillor Peter Reynolds, Hawkesbury City Council Councillor Nathan Zamprogno, Hawkesbury City Council Ms Abigail Ball, Community Representative Ms Deborah Hallam, Community Representative Mr Michael Edwards, Community Representative Ms Janice Hart, Community Representative Professor Ian Jack, Community Representative Ms Helen Mackay, Community Representative Ms Michelle Nichols, Community Representative Ms Venecia Wilson, Community Representative
Apologies:	Mr Steve Rawling AM, Community Representative Ms Judy Newland, Community Representative Mr Matthew Owens, Hawkesbury City Council
In Attendance:	Mr Andrew Kearns, Hawkesbury City Council Mr Craig Johnson, Hawkesbury City Council Ms Keri Whiteley, Hawkesbury City Council Mr Otto Cserhalmi, OCP Architects, Heritage Advisor for HCC Ms Robyn Kozjak - Minute Secretary, Hawkesbury City Council

REPORT:

The Chair welcomed the Committee to Howe House, advising the meeting was being held at the venue as a trial and if it proved too difficult to conduct the meeting business then the venue would be revised.

The Chair acknowledged and welcomed Mr Otto Cserhalmi to the meeting and Mr Cserhalmi gave the Committee a brief overview of his experience of 40 years as a heritage architect. Mr Cserhalmi advised he had provided heritage advisory services to Penrith City Council for 23 years and 5 years for Hawkesbury City Council.

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Reynolds and seconded by Ms Mackay that the Minutes of the Heritage Advisory Committee held on the 23 February 2017, be confirmed.

ORDINARY MEETING

Reports of Committees

Attendance Register of Heritage Advisory Committee

Member	23/02/17	25/05/17		
Councillor Danielle Wheeler, Chairperson	✓	✓		
Mr Graham Edds, Deputy Chairperson	✓	✓		
Councillor Peter Reynolds	✓	✓		
Councillor Nathan Zamprogno	A	✓		
Ms Abigail Ball	✓	✓		
Mr Michael Edwards	✓	✓		
Professor Ian Jack	✓	✓		
Ms Helen Mackay	✓	✓		
Ms Judy Newland	✓	A		
Ms Michelle Nichols	✓	✓		
Mr Steve Rawling AM	✓	A		
Ms Venecia Wilson	✓	✓		
Ms Janice Hart	A	✓		
Ms Deborah Hallam	A	✓		

Key: A = Formal Apology

✓ = Present

X = Absent - no apology

SECTION 3 - Reports for Determination

ITEM: 1 **HAC - Review of Council's Heritage Advisory Committee Objectives for 2017 - 2021 - (80242)**

Previous Item: 2, HAC (23 February 2017)

DISCUSSION:

- Mr Kearns gave an overview of the report, and commented that the common aims of the Committee included education, awareness, promotion of heritage and links to tourism.
- Mr Kearns made reference to recent heritage events and upcoming events relating to the 1867 Commemorative Flood Event over the weekend Friday 23 June to Sunday 25 June in the Thompson Square Precinct.
- Reference was made to the section of the report which related to a resolution from the Ordinary Meeting of Council on 11 April 2017:

"That Council informs the Heritage Advisory Committee that their input and expertise is valued and welcome and that they are encouraged to provide information on Thompson Square and any other relevant heritage matter to Council."

The Chair advised the (above) resolution arose from a previous resolution of the HAC which had sought to present information to the (previous) Council in relation to Thompson Square. HAC's request was not successful and HAC was no longer able to advise Council on matters regarding Thompson Square. The Chair commented that was no longer the case and the (above) resolution means the HAC can advise Council on matters relating to Thompson Square and indeed any other relevant heritage matter.

5:45pm - Councillor Zamprogno arrived at the meeting.

- Mr Edds asked if the legislative powers (of a Committee of Council) could be changed to allow the Committee to have more involvement in Development Applications (DA's).

Mr Kearns advised there was no general process of involving Advisory Committees with DA's which is the reason it was not put forward as an amendment to the objectives in that regard.

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- Concern was raised some DA's for properties within significant heritage areas had slipped through the development process without any consideration of heritage matters being made. Reference to 24 Bridge Street Windsor was made.

The Committee asked to have greater involvement in planning decisions specific to heritage and made comment that historic items were not always flagged and therefore there was no opportunity for Council's Heritage Advisor to have a role in the assessment. The Committee stressed the importance of items being flagged.

- Mr Cserhalmi advised from his experience with other councils that Committees were not able to meet the very strict and tight legislative timelines in relation to assessing DA's. At Penrith Council, individual members talk to staff and then progress the matter to himself for review.
- Mr Edwards reported at Ryde Council, the Heritage Committee did not have involvement in DA's and commented that most people do not have the expertise with design outcomes etc. and cannot critique and analyse archaeological plans.

Ms Mackay advised her intention was (only) to have the items flagged.

- The Chair reported that currently the onus was on individual members of the Committee to flag heritage matters (to staff) and it was agreed it was not efficient to be monitoring the DA tracker system for heritage items. The Chair made reference to a planning alerts service (PlanningAlert) and advised the free service alerted the user to DA's lodged within a certain radius of a location set by the user.

Ms Wilson asked if an email could be sent to the Committee when a heritage item was flagged.

Mr Edds commented that the difficulty in a flagging process was that it could not identify items which were not listed.

RECOMMENDATION TO COMMITTEE:

That the:

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

MOTION:

RESOLVED on the motion of Councillor Reynolds, seconded by Mr Edds.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the:

1. Information be received.
2. HAC consider possible amendments to the Objectives of the HAC prior to seeking Council's endorsement.
3. Committee consider further its role with respect to Development Applications comprising a heritage element.

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ITEM: 2 **HAC - Adoption of Community Strategic Plan and Exhibition of Draft Delivery Program, Operational Plan and Resourcing Strategy - (80242)**

Previous Item: 3, HAC (23 February 2017)

RECOMMENDATION TO COMMITTEE:

That:

1. This information is received;
2. HAC members review the adopted Hawkesbury Community Strategic Plan 2017-2036 (Attachment 1), and draft Delivery Program, Operational Plan, and Resourcing Strategy via Council's Your Hawkesbury Your Say online portal on Council's website:
<http://www.yourhawkesbury-yoursay.com.au/integrated-planning-reporting>

MOTION:

RESOLVED on the motion of Ms Wilson, seconded by Mr Edwards.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. This information is received;
2. HAC members review the adopted Hawkesbury Community Strategic Plan 2017-2036 (Attachment 1), and draft Delivery Program, Operational Plan, and Resourcing Strategy via Council's Your Hawkesbury Your Say online portal on Council's website:
<http://www.yourhawkesbury-yoursay.com.au/integrated-planning-reporting>

ITEM: 3 **HAC - Heritage Grants Funding and Heritage Study - (80242)**

Previous Item: 7, HAC (23 February 2017)

DISCUSSION:

- Mr Kearns made reference to the unsuccessful grant applications that had been applied for through the OEH and commented he would like to further explore the offer of assistance by Committee members put forward at the last meeting in regards to applying for grant applications.
- The Committee agreed the completion of a Heritage Study and Inventory Sheets was of paramount importance.
- Ms Nichols made reference to discussions with the previous Committee where it was suggested a working party be formed to do some basic groundwork for the Inventory Sheets and that training would be provided.

Mr Cserhalmi reported Penrith Council did the same thing, and agreed the Committee's knowledge was vital and having a basic list of items was very helpful for the heritage consultant and indeed staff to assist in flagging potential items of heritage significance. The interim list put together by the Committee was also flagged to the planners.

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- The Committee agreed to form a working group to work on collating information and studies, heritage listings and produce an interim list.

Mr Cserhalmi suggested precincts as well as individual listings should be included in the list. Mr Johnson suggested cultural landscapes should also be added.

- Ms Wilson commented a Heritage Summit (one day workshop) was needed and she had asked for it previously to be on the agenda. Some members acknowledged resources to facilitate a Summit may be an issue.
- Professor Jack commented that a map giving priority to parts of the Hawkesbury that are not yet covered was needed.
- Ms Nichols advised there were approximately 600 built items, and only 500 were listed on the heritage website.
- Mr Cserhalmi referred to (Ted) Higginbotham's Archaeological Study for Richmond and recommended it be reactivated as it is an endorsed document and includes many items not on Council's LEP.
- The Committee agreed to ask Council to adopt the Higginbotham Study.
- The Chair called for members interested in forming a working group.

Michael Edwards, Deborah Hallam, Graham Edds, Michelle Nichols, Janice Hart, Venecia Wilson and Ian Jack expressed their interest. Ms Wilson volunteered to input data onto a database and to be the convenor of the working group.

It was agreed that the working group would email Mr Kearns (and cc the Chair) and provide him with a list of requirements to help facilitate the project (eg the provision of meeting rooms, maps etc).

RECOMMENDATION TO COMMITTEE:

That:

1. The information be received.
2. Members of the Heritage Advisory Committee consider and provide feedback on the suggested approach and processes contained within this report in an effort to secure additional external funding that facilitates the completion of a Heritage Study and increases the capacity for Council and individual property owners of heritage items in the Hawkesbury to secure external funding to provide tangible benefits and improvements to heritage items.

MOTION:

RESOLVED on the motion of Mr Edds, seconded by Professor Jack.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The information be received.
2. Members of the Heritage Advisory Committee consider and provide feedback on the suggested approach and processes contained within this report in an effort to secure additional external funding that facilitates the completion of a Heritage Study and increases the capacity for Council and individual property owners of heritage items in the Hawkesbury to secure external funding to provide tangible benefits and improvements to heritage items.
3. Council consider adopting the Archaeological Zoning Plan for Richmond by Edward (Ted) Higginbotham.

ITEM: 4 HAC - Hawkesbury Heritage Walking Trails and Interpretive Signage - (80242)

Previous Item: 5, HAC (23 February 2017)

DISCUSSION:

- Ms Whiteley asked for final comments on the content of proposed new interpretive signage which forms part of the Heritage Walking Trail, Windsor.

Amendments were discussed and included the following:

Places of Interest

No. 8 - Former Moses Bakery and Hawkesbury Stores 1880's be amended to read 1830's - 1880's.
No. 17 - Peninsula Inn* 19th century - be amended to read 'circa 1850's'
No. 20 & 21 - combine and remove star from 'slab barn'

The Peninsula Information Sign, side 1

At second paragraph, second sentence should read - *The roofing style on numbers 23 to 25 are known as a jerkin-head. The former Peninsula Inn.....*

- It was agreed the interpretative sign in the vicinity of Windsor Mall be narrowed down to be located near Loder House.

RECOMMENDATION TO COMMITTEE:

That the:

1. Content of signs for the Thompson Square and Peninsula heritage walks be approved.
2. Location of an interpretive sign in the vicinity of the Windsor Railway Station be approved.
3. Location of an interpretive sign in the vicinity of the Windsor Mall be approved.

MOTION:

RESOLVED on the motion of Councillor Reynolds, seconded by Mr Edds.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the:

1. Content of signs for the Thompson Square and Peninsula heritage walks be approved.
2. Location of an interpretive sign in the vicinity of the Windsor Railway Station be approved.
3. Location of an interpretive sign in the vicinity of Loder House, Windsor Mall be approved.

SECTION 4 - Reports for Information

ITEM: 5 HAC - Local Heritage Assistance Fund 2016/2017 - (80242)

DISCUSSION:

- Mr Kearns advised out of the seven successful applications, only four were in a position to undertake the works.
- Ms Mackay asked how the funding was advertised.

Mr Kearns advised advertisements were placed in local newspapers and correspondence was also forwarded directly to property owners of commercial buildings inviting them to the information evening and to submit an application.

- Mr Cserhalmi advised Penrith Council had advertised in the Mayoral column to highlight that the funding opportunity was coming up.

Mr Cserhalmi also suggested application forms be kept simple, with minimum text as it had been his experience that too much text puts people off.

- Mr Cserhalmi noted HCC stipulates specific heritage themes each year and advised the downside to that is it can have a negative impact as property owners who previously could not meet the criteria of a specific theme may at a future time be in a position to apply. Any applications can be submitted and looked at on its own merits.
- Mr Kearns advised information sessions for the next round of funding will be held in August. Advertising will be arranged shortly.

Mr Cserhalmi reported Penrith Council was presently advertising for next year's funding (earlier advertising would allow people more time to make application).

- Mr Edds asked what Council planned to do with the remaining funds not used from the last round. Council's own slab barn (at Tebbutt's Observatory) is used for commercial purposes and is deteriorating on a daily basis. It was asked if consideration could be given to utilise that left over money for timber repair works on Council's own barn.

The Chair advised that accounting of the funds did not allow for a straightforward allocation to another project. A motion was suggested by Mr Edds to consider utilising that money to repair the Council owned barn.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Mr Edds, seconded by Ms Hart.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The information be received.
2. The Heritage Advisory Committee request that Council utilise part of the funding remaining from the Heritage Assistance Fund for preventative maintenance on the slab barn at Tebbutt's Observatory which is owned by Council.
3. Council be reminded of the minimum standards of maintenance and repair required under the *Heritage Act 1977*.

ITEM: 6 **HAC - Submission to Greater Sydney Commission's Draft West District Plan - (80242)**

Previous Item: 4, HAC (23 February 2017)

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Councillor Reynolds, seconded by Ms Nichols.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

SECTION 5 - General Business

1867 Flood Commemoration

- Mr Kearns gave an overview of the upcoming commemorative events marking the anniversary of the Great Flood of 1867. Activities will be held around Thompson Square, Howe House and the Museum on Friday 23 June - Sunday 25 June.

Events include flood tours/walks, flood boat displays, storytelling etc. Ms Ball is currently working on a narrative for the storytelling script and welcomed ideas in terms of that narrative.

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Update on Krupp Gun Restoration

- Mr Johnson gave an update on the Krupp gun and advised the wheels should be delivered next week and the gun would be put together in the next couple weeks. All going well the gun should be back on site next month.

Recent Heritage Functions

- Mr Kearns reported on recent heritage functions including the launch of the Thematic History and the Heritage App. Feedback from members about the garden party was very positive. Mr Kearns invited ideas for more functions in the future.

Local Heritage Awards

- Discussion was raised regarding Councillor Reynolds proposal for Council to hold Local Heritage Awards: It was agreed having various classes of Awards would raise the profile of heritage properties in a positive light. Ideas such as the 'best presented heritage property' or 'best presented heritage garden' were put forward.

Concern was raised there may not be resources available to facilitate Heritage Awards and the Committee agreed to form a working group in the first instance. Staff were asked to report back to the Committee with advice in relation to the potential of accessing funds.

Michael Edwards, Helen Mackay, Professor Jack, Janice Hart and Abigail Ball (Convenor) volunteered for the working group.

24 Bridge Street

- Councillor Reynolds referred to 24 Bridge Street where building works under a DA were scheduled to commence and further investigation found there was potential for the property to contain historical relics and a direction to stop work was placed on the owner. Investigations found the property was part of the original government domain. Councillor Reynolds asked if there was provision in the DCP to identify heritage precincts.
- Mr Edds referred to the HAC's attempt in 2010/11 to pursue an official listing of the Macquarie Towns and suggested approaching the new Council in a further effort to have the Macquarie Towns listed.
- It was determined that staff would come back to the next meeting with a report in relation to interim protection orders.
- Councillor Reynolds reported 118 Francis Street Richmond was currently for sale and asked if some sort of interim protection could be placed on it now before it is sold.

Mr Cserhalmi reported that local councils have been given the right to place Interim Heritage Orders. A six month period is provided to allow the item to be included in Council's LEP. The onus is then on council to undertake the necessary studies to ascertain whether or not a listing is appropriate. This has resourcing issues in terms of time and funding.

Mr Cserhalmi also advised Section 130 of the (Heritage) Act allows the Minister, on recommendation of the Heritage Council, to place an Interim Heritage Order on an item virtually overnight which gives temporary protection from demolition immediately. However, Mr Cserhalmi indicated that the property needs to be under threat in order to be considered.

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Wilberforce Cemetery

- Councillor Zamprogno tabled a letter from Mrs Jill Vincent in relation to columbarium walls and discs at Wilberforce Cemetery.
Mr Johnson advised he was aware of the issues raised in Mrs Vincent's letter and the appropriate action had been taken.
- Mr Edds tabled a paper "Thompson Square, Windsor - Statement of National Heritage Significance" which had been forwarded to Mrs Susan Templeman, Member for Macquarie. The paper was submitted as part of the Member's request for emergency listing of Thompson Square and for assessment as an item of National Significance.
- Ms Nichols gave a special thanks to Mr Cserhalmi and the Committee agreed it was very beneficial to have Mr Cserhalmi at the meeting.
- The Chair asked for members' feedback on the use of Howe House as a venue for future HAC meetings. Feedback was positive.

TABLED CORRESPONDENCE:

Thompson Square, Windsor - Statement of National Heritage Significance -**Tabled by Graham Edds**

Thompson Square, Windsor – Statement of National Heritage Significance

Criteria (a) The place has outstanding heritage value to the nation because of the place's importance in the course or pattern of Australia's natural or cultural history.

Thompson Square is of outstanding heritage value to Australia's cultural history because it is a surviving physical setting from the beginning of European settlement in 1795. Grants were allocated on the Hawkesbury in 1794 but an area of high ridge sloping down to the Hawkesbury River was left vacant until January 1795 when Acting Governor William Paterson authorised use of the area as the government precinct. A wharf and storehouse were built, followed by a granary and soldier's barracks. Visual evidence from c.1807 shows the form of what is recognisably Thompson Square – a landing place ringed by government buildings. Its position representing government authority was made clear to the settlers in 1804 when Irish rebel convict Philip Cunningham was hanged from the stairway of the government granary for his role in the Castle Hill convict uprising. As the settlement developed other buildings edged the precinct including accommodation for officials (including the governor), a school, church, thereby maintaining its position as an official focus for the district.

Criteria (b) The place has outstanding heritage value to the nation because of the place's possession of uncommon, rare or endangered aspects of Australia's natural or cultural history.

Thompson Square is of outstanding heritage value because of its rarity in Australia's cultural history. It is the only surviving foundation site for 18th century settlement on the continent that retains its original form and its sight lines from the top of the square to and from the Hawkesbury River and to the farming grants across the river. Neither the settlement at Sydney Cove nor at Parramatta developed around a central focal space, despite the importance of their waterfront locations. At the Hawkesbury government surveillance of the river and the settled lands is articulated in the history of Thompson Square.

Criteria (d) The place has outstanding heritage value to the nation because of the place's importance in demonstrating the principal characteristics of a class of Australia's natural or cultural places.

Thompson square is of outstanding heritage value because of its importance in demonstrating the characteristics of a civic square or formal public place as proclaimed by Governor Macquarie in 1810. An 18th century civic space predated the formal town plan introduced by Macquarie and it was incorporated into Macquarie's layout. Though at a remote settlement, the square (utilising the existing civic precinct) was the first formal designed urban place.

Criteria (h) The place has outstanding heritage value to the nation because of the place's special association with the life or works of a person or group of persons, of importance in Australia's natural or cultural history

Thompson Square is of outstanding heritage value because of its special association with the life of Andrew Thompson and with the group of settlers known as emancipists. Australia was established as a penal colony by the British in 1788. Yet how was this prison settlement to become a colony? The opportunities for former convicts were an essential component of building a colony. The significance of Thompson Square is physical evidence of the public recognition of the role of emancipated convicts in building this new society. Green Hills, later Windsor, was established as an 'inferior settlement' of emancipated convicts, isolated from the rest of the colony. Andrew Thompson was a convict who

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became a wealthy and influential colonist. He established a brewery, inn and store complex adjoining the square later to be named after him. He was appointed Chief Constable for the district and was a courageous man, helping rescue people in the floods of 1806 and 1809.

Macquarie's appointment of Thompson as a magistrate in 1810 was a highly controversial. It was the first appointment of a former convict to the highest civic rank possible in the colony. Naming the square after Thompson, who died in 1810, was a mark of personal honour and esteem and announced Macquarie's policy of recognising the achievements of emancipated convicts. It was the first public place formally named by the governor to honour the contributions to the nation of an ex-convict - physical evidence of a society in transition from a penal settlement to a free colony, one that valued the fair go, and judged individuals on what they did rather than who they were. It demonstrates Macquarie's controversial policy in action.

The rights of ex-convicts had already been tested at this place, when ex-convict John Harris in 1798 defended his right to free speech and treatment as a free man once his sentence had expired. Harris had been illegally detained in the Windsor watch house, located at what was later called Thompson Square

This document was prepared by Associate Professor Carol Liston, Western Sydney University at the request of Graham & Carol Edds to provide an independent assessment and review of the cultural significance of Thompson Square.

This document was then provided to Susan Templeman, Member for Macquarie and submitted as part of her request for emergency listing of Thompson Square and for assessment as an item of National Significance.

oooO END OF REPORT Oooo

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ROC Local Traffic Committee - 19 June 2017 - (80245)

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on Monday, 19 June 2017, commencing at 3pm.

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

Apologies: Inspector Peter Jenkins, NSW Police Force

In Attendance: Ms Cathy Mills, Hawkesbury City Council
 Ms Judy Wong, Hawkesbury City Council
 Ms Sophie Hill, 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.

The Acting Chairman Mr Amit tendered an apology on behalf of Inspector Peter Jenkins, NSW Police Force), advising that Inspector Peter Jenkins, NSW Police Force concurred with recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on his/their behalf.

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

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Councillor Peter Reynolds, seconded by Ms Tina Kaur that the minutes from the previous meeting held on Monday, 08 May 2017 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - The Hawkesbury 120 Ski Race Classic 2017 - (Hawkesbury) - (80245, 92138)

REPORT:

Introduction:

An application has been received from Ski Racing NSW Inc, seeking approval (in traffic management terms) to conduct the Hawkesbury 120 Ski Race Classic on Saturday, 9 and Sunday, 10 September 2017.

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The event organiser has advised;

- The Hawkesbury 120 Ski Race Classic is an annual event initially undertaken in 2006.
- The Hawkesbury 120 Ski Race Classic is an annual water ski race on the Ski Racing Australia Calendar and is undertaken along the Hawkesbury River.
- The race is 120 kilometres in length.
- Event Schedule:
 - Saturday, 9 September 2017:
 - Ski Race from Governor Philip Park, Windsor to Sackville Ski Gardens, Tizzana Road, Sackville and return.
 - Start and Finish times: 9am to 4pm.
 - Set Up and Pack Down Times: 9am to 5pm.
 - Sunday, 10 September 2017:
 - Ski Race from Governor Philip Park, Windsor to NSW Ski Grounds Caravan Park (Known as NSW Ski Gardens) at River Road, Wisemans Ferry and return.
 - Start and Finish times: 6am to 6pm.
 - Set Up and Pack Down Times 6am to 8pm.
- The suspension of ferry services, controlled by Council and the Roads and Maritime Services - RMS (formerly RTA), is required on Sunday, 10 September 2017:
 - Lower Portland Ferry (HCC): 8am to 5pm
 - Sackville Ferry (RMS): 8am to 5pm
- Webbs Creek Ferry and Wisemans Ferry are located downstream to the NSW Ski Gardens, and subsequently these ferry operations are not affected.
- The suspension of the ferry services is required for safety reasons. Emergency vehicles will be allowed access at all times. The ferries will operate in the event of an emergency and competitors will be stopped to ensure the safety of all.
- Alternate routes for traffic are available which include travelling via Putty Road to Windsor on the western side and via Pitt Town, Cattai and Wisemans Ferry Roads to Windsor on the eastern side.
- The event organiser acknowledges that either Council or the RMS on the day may have the need to alter the suspension of the ferries at their discretion.
- A river open boat will pass the entire course at the conclusion of the event.
- Windsor boat ramp will be closed to the public on both days.
- The number of participants expected is approximately 400.
- Approximately 2,000 spectators are expected at the start/finish venue at Governor Phillip Park, Windsor.
- Parking will be at Governor Phillip Park with additional parking available off street utilising vacant land adjacent to Governor Phillip Park.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park; however the effect on traffic is not expected to be significant.

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- It is expected that the event will impact only marginally on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road, but historically there have been no issues with traffic in these areas.
- Road closures are not required other than the closure of the approach roads to the two ferries along the Hawkesbury River.
- The River will be closed for the duration of the event on each of the two days along the length of the event course.
- Advance warning with VMS will be located on Wilberforce Road and Richmond Road, Marsden Park.

Discussion:

The event organiser is seeking Council and RMS approval for the suspension of the following Ferry Services on Sunday, 10 September 2017:

- Lower Portland Ferry (HCC): 8am to 5pm,
- Sackville Ferry (RMS): 8am to 5pm,

Webbs Creek Ferry and Wisemans Ferry are located downstream of the NSW Ski Gardens, and subsequently these ferry operations are not affected on Sunday, 10 September 2017.

Ferry operations are not affected on Saturday, 9 September 2017, as Wisemans Ferry, Webbs Creek Ferry, Sackville Ferry and Lower Portland Ferry are all located downstream of the Sackville Ski Gardens.

Total suspension of the Lower Portland Ferry and Sackville Ferry is required due to poor sight distance leading to the ferry and the bends in the river. The total suspension of the ferry services will enable a free flow of competitors across the ferry crossings.

As in previous years, emergency vehicles will be allowed access onto the ferries. Safety vessels with crew will be placed on the relevant side of the ferries with suitable equipment to indicate to competitors that a ferry may be operating and with communication between the boat and the ferry vessel.

The Lower Portland Ferry Service is under the care and control of Hawkesbury City Council. The Sackville Ferry Service is the under the care and control of the Roads and Maritime Services - RMS (formerly RTA).

The event will be held principally along the Hawkesbury River with the event organiser requesting exclusive use of the River from the Roads and Maritime Services - RMS (formerly NSW Maritime). The spectators travelling to the event, and in particular to Governor Phillip Park, may impact heavily on the state road network along Windsor Road, Macquarie Street, Wilberforce Road and Bridge Street as well as the local roads such as George Street and Court Street. Furthermore the suspension of the Ferry services and subsequent road closures leading to the ferries (1 RMS Ferry and 1 HCC Ferry) will have an impact on the adjacent road network in the vicinity of the ferries. The suspension of the RMS ferry is affectively closing a State road. It would be appropriate to classify the event as a "Class 1" special event under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).

As the event is classified as a "Class 1" event, approval is to be sought directly by the event organiser for the suspension of the Sackville Ferry service from the Transport Management Centre (TMC).

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The event organiser has submitted the following items in relation to the event: Attachment 1 (ECM Document Set ID No: 5873147):

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 Traffic Management Plan which requires updating in line with the information in the main application,
5. Signs to be placed at each Ferry,
6. Copy of the correspondence to be forwarded to the Residents,
7. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, Windsor Fire Brigade, Richmond Fire Brigade (Fire & Rescue NSW), The Hills RFS, Busways, Windsor Taxi services and SES.

Council resolved to grant the exclusive use of Governor Phillip Park for the event at its meeting on 28 February 2017.

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 Hawkesbury 120 Ski Race Classic 2017 event planned for Saturday, 9 and Sunday, 10 September 2017 be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to 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 as this is a "Class 1" event and the road closures resulting from the suspension of the HCC and RMS ferries; 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 ferry/road closures and traffic diversions, to Council and the Transport Management Centre (TMC) for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements 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 \$20,000,000 noting Council, the Transport Management Centre (TMC) and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from the Roads and Maritime Services - RMS (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advise all adjoining Councils such as Gosford, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;

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- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (advertising medium to be advised);
- 4l. the event organiser is to notify the details of the event to the NSW Rural Fire Service (Hawkesbury) at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4p. access is to be maintained for businesses, residents and their visitors;
- 4q. a clear passageway of at least 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. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route (including the road closure points for the ferry closures), during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4t. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4u. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity,

Ferry Services

- 5. The applicant is to seek approval relating to the RMS ferry from the Transport Management Centre (TMC), for the suspension of the Sackville Ferry Service, due to the event being classified as a Class 1 event. There is no objection to the suspension of the Lower Portland Ferry Service.

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Suspension of the ferry services on Sunday 10 September 2017 as listed below:

- Lower Portland Ferry (HCC): 8am to 5pm
- Sackville Ferry (RMS): 8am to 5pm

is subject to the applicant complying with the following conditions, as well as any conditions imposed by the Transport Management Centre (TMC):

- 5a. the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council
- 5b. advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to:
 - traffic impact and delays,
 - exclusive use of Governor Phillip Park,
 - timings of suspension of ferry services,

such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;

- 5c. signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;
- 5d. safety precautions are to be outlined in the TMP and are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of the Transport Management Centre (TMC), Roads and Maritime Services - RMS (formerly RTA and NSW Maritime) and Hawkesbury City Council; and,
- 5e. the Transport Management Centre (TMC), Roads and Maritime Services - RMS (formerly RTA) and Council be authorised to alter ferry suspension times if necessary.

APPENDICES:

AT - 1 Special Event Application - (ECM Document Set ID No. 5873147) – *see attached*.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury 120 Ski Race Classic 2017 event planned for Saturday, 9 and Sunday, 10 September 2017 be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally Council has an events template which can be provided to assist in identifying and controlling risks);
- 4b. the event organiser is to assess the risk and address the suitability of the entire route/site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the route/site by the event organiser prior to 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 obtain approval from the Transport Management Centre – TMC as this is a "Class 1" event and the road closures resulting from the suspension of the HCC and RMS ferries; 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 ferry/road closures and traffic diversions, to Council and the Transport Management Centre (TMC) for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements 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 \$20,000,000 noting Council, the Transport Management Centre (TMC) and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from the Roads and Maritime Services - RMS (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to advise all adjoining Councils such as Gosford, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (advertising medium to be advised);
- 4l. the event organiser is to notify the details of the event to the NSW Rural Fire Service (Hawkesbury) at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

- 4p. access is to be maintained for businesses, residents and their visitors;
- 4q. a clear passageway of at least 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. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route (including the road closure points for the ferry closures), during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4t. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4u. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity,

Ferry Services

- 5. The applicant is to seek approval relating to the RMS ferry from the Transport Management Centre (TMC), for the suspension of the Sackville Ferry Service, due to the event being classified as a Class 1 event. There is no objection to the suspension of the Lower Portland Ferry Service.

Suspension of the ferry services on Sunday 10 September 2017 as listed below:

- Lower Portland Ferry (HCC): 8am to 5pm
- Sackville Ferry (RMS): 8am to 5pm

is subject to the applicant complying with the following conditions, as well as any conditions imposed by the Transport Management Centre (TMC):

- 5a. the applicant is to contact Hawkesbury City Council's Construction and Maintenance Section and the Ferry operator, three weeks prior to the event with regard to the suspension of the Lower Portland Ferry service maintained by Hawkesbury City Council
- 5b. advertising of the proposed event is to be undertaken at the expense of the event organiser in both Sydney and Local newspapers, two weeks prior to the event, in relation to:
 - traffic impact and delays,
 - exclusive use of Governor Phillip Park,
 - timings of suspension of ferry services,

such notice is to be incorporated in the news sections of those newspapers and to be approximately 1/8 (one-eighth) page size;

- 5c. signs are to be erected at the expense of the event organiser in locations indicated in the approved Transport Management Plan and Traffic Control Plan and at a size indicated in the same, on all roads leading to the ferries, as well as on each ferry, for at least two weeks prior to the event;

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- 5d. safety precautions are to be outlined in the TMP and are to be in place at all ferry locations, such to include a boat and crew upstream and/or downstream from each ferry as applicable with suitable equipment to indicate to competitors that a ferry may be operating and with communication between that boat and the ferry vessel, such procedures are to be implemented to the satisfaction of the Transport Management Centre (TMC), Roads and Maritime Services - RMS (formerly RTA and NSW Maritime) and Hawkesbury City Council; and,
- 5e. the Transport Management Centre (TMC), Roads and Maritime Services - RMS (formerly RTA) and Council be authorised to alter ferry suspension times if necessary.

Item: 2.2 LTC - Sids Stampede 2017 - Windsor - (Hawkesbury) - (80245, 125210, 79749, 106039)

REPORT:

An application has been received seeking approval (in traffic management terms) to conduct the Sids Stampede 2017 - Windsor, on Sunday, 27 August 2017.

The event organiser has advised;

- This is a running (fun run) event and community fair to raise funds for the Westmead Children's Hospital Sids and Sleep Apnoea Department;
- This is the sixth year the event is being run – the original event was undertaken in 2012;
- Approximately 700 participants are expected for the event;
- Approximately 200 spectators are expected;
- The event will be conducted between 5:30am and 12noon, which includes setup and packdown;
- Participants will arrive at McQuade Park, Windsor, between 6am and 7am;
- Participants vehicles will be parked either on adjacent streets or in McQuade Park and enter the Park via the driveway in Moses Street;
- The start of the event will be in Greenway Crescent approximately 100 metres down from Moses Street. The finish point for the event will be within Howe Park. The finish point in Howe Park will be accessed via Deerubbin Park, with the access point to Deerubbin Park located along Cornwallis Road, approximately 350 metres from Greenway Crescent;
- Details of the roads to be utilised as part of the course:
 - McQuade Park to Greenway Crescent (across Moses Street) = 100 metres,
 - Greenway Crescent from Moses Street to Cornwallis Road = 400 metres,
 - Cornwallis Road from Greenway Crescent to Cornwells Lane = 6,600 metres,
 - Cornwells Lane from Cornwallis Road to Onus/Powells Lane = 2,200 metres,
 - Powells Lane from Cornwells/Onus Lane for a distance of 1,450 metres (turn around point).
- There will be four stages to the event consisting of a 21.1 kilometres run, 10 kilometre run, 5 kilometre run and a 5 kilometre walk;

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- Details of each Stage is as follows:
 - Stage 1 = 21.1 kilometre run will commence at 6:30am and will proceed along Greenway Crescent, Cornwallis Road, Cornwells Lane and Powells Lane to the turn-around point. Proceed back along Powells Lane, Cornwells Lane and Cornwallis Road to the access point to Deerubbin Park. Enter the Park and proceed through the Park along the pedestrian bridge over Rickabys Creek to the finish line at Howe Park.
 - Stage 2 = 10 kilometre run will commence at 7am and will proceed along Greenway Crescent and for a distance of 4.7 kilometres along Cornwallis Road. Turn around and proceed back along Cornwallis Road to the access point to Deerubbin Park. Enter the Park and proceed through the Park along the pedestrian bridge over Rickabys Creek to the finish line at Howe Park.
 - Stage 3 = 5 kilometre run will commence at 7:30am and will proceed along Greenway Crescent and for a distance of 2.2 kilometres along Cornwallis Road. Turn around and proceed back along Cornwallis Road to the access point to Deerubbin Park. Enter the Park and proceed through the Park along the pedestrian bridge over Rickabys Creek to the finish line at Howe Park.
 - Stage 4 = 5 kilometre walk will commence at 8:30am. This group will do the same circuit as the 5 kilometre run – Stage 3.
- The first stage will start at 6:30am with all four stages completed and the roads reopened by 10am – (details of proposed road closures are outlined below);
- The safety of the event will be improved with the removal of through traffic along the course;
- The following Road Closures are proposed;
 - Moses Street is only closed at Greenway Crescent which will provide access to St Matthews Anglican Church and parking along Moses Street.
 - Greenway Crescent between Moses Street and Cornwallis Road.
 - Cornwallis Road between Greenway Crescent and Cornwells Lane; which includes its intersections with Cordners Lane and Cupitts Lane.
 - Cornwells Lane between Cornwallis Road and Onus/Powells Lane; which includes its intersection with Bensons Lane.
 - Powells Lane from Cornwells/Onus Lane for a distance of 1.45 kilometres; which includes its intersections with Triangle Lane and Dells Lane.
 - Road Closures will be between 5:30am and 10am.
- Authorised Traffic Controllers will be used to close off Moses Street at Greenway Crescent before the start of the event; and at all road closure points along the course, with motorists directed around the site.
- Vehicles within the road closures will need to leave the area by 5:30am;
- All residents will be given notice in the preceding two weeks prior to the event to enable vehicles needing to leave the area to be done so by 5:30am;
- Consultation has been undertaken with adjoining property owners along the proposed route and proposed road closures;
- The majority of residents have responded in a positive manner and are supportive of the event. Not all residents have responded;

Details of the Event Route Plan, Road Closure, Start and Finish Points and the Event Layout Plan for McQuade Park are contained in Attachments 1, 2 and 3.

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Discussion:

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

The following Road Closures are proposed for Sunday, 27 August 2017, between 5:30am and 10am;

- Moses Street is only closed at Greenway Crescent which will provide access to St Matthews Anglican Church and parking along Moses Street.
- Greenway Crescent between Moses Street and Cornwallis Road.
- Cornwallis Road between Greenway Crescent and Cornwells Lane; which includes its intersections with Cordners Lane and Cupitts Lane.
- Cornwells Lane between Cornwallis Road and Onus/Powells Lane; which includes its intersection with Bensons Lane.
- Powells Lane from Cornwells/Onus Lane for a distance of 1.45 kilometres; which includes its intersections with Triangle Lane and Dells Lane.
- There are approximately 90 properties along the proposed route. The majority of the properties are rural properties with residential properties mainly along Greenway Crescent.
- The majority of adjoining property owners have been consulted and are supportive of the event in a similar manner to the 2016 event.
- The majority of roads proposed to be closed for the event are generally in the Cornwallis/Richmond Lowlands area and have low traffic volumes.

Speed limits, traffic volume and road width details are provided in the following table;

Road Name	Speed Limit (km/h)	Max ADT Recorded (Year)	Sealed Carriageway Width (m)
Cornwallis Road	80	Data not available	4.2 to 6.2 and 5.5 at Bridge over Cooley Creek
Cornwells Lane	80	104 (2008)	5.0 – 5.6
Greenway Crescent	50	470 (1997)	7.8 and 5.5 at Bridge over Rickabys Creek
Moses Street	50	1024 (1990)	16.0
Powells Lane	80	Data not available	5.5 – 6.3

The Speed limits in this area, which include roads surrounding and part of the event route, have been reviewed recently by RMS and it is likely that Cornwallis Road, Cornwells Lane and Powells Lane will be reduced from 80km/h to 70km/h prior to the event date.

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No: 5874516):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP) and Traffic Control Plans (TCP). The TCPs do not provide clarity or specific details in relation to all road closure points and traffic diversion routes and the plans are dated 2014/2015 from previous event dates,
5. Event Route and Layout Plan,
6. Copy of Resident Poll for the proposed road closures.

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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 Sids Stampede 2017 – Windsor, event planned for Sunday, 27 August 2017 between 5:30am and 12noon 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; Moses Street, Windsor, only at Greenway Crescent which will provide access to St Matthews Anglican Church and parking along Moses Street.
 - Road Closure; Greenway Crescent, Windsor, between Moses Street and Cornwallis Road.
 - Road Closure; Cornwallis Road, Windsor/Cornwallis, between Greenway Crescent and Cornwells Lane; which includes its intersections with Cordners Lane and Cupitts Lane.
 - Road Closure; Cornwells Lane, Richmond Lowlands, between Cornwallis Road and Onus/Powells Lane; which includes its intersection with Bensons Lane.
 - Road Closure; Powells Lane, Richmond Lowlands, from Cornwells/Onus Lane for a distance of 1.45 kilometres; which includes its intersections with Triangle Lane and Dells Lane.
 - Road Closures only permitted for Sunday, 27 August 2017, between 5:30am and 10am.
 - No other road closures are permitted.

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;
- 4e. the event organiser is to submit a Traffic Control Plan (TCP) for the entire route 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, the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of 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 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;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Howe Park and McQuade Park;
- 4i. the event organiser is to obtain written approval from Hawkesbury Sports Council Inc. for the use of their section of McQuade Park and Deerubbin Park; a copy of the correspondence to be submitted to Council;
- 4j. 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);

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- 4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify relevant 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;
- 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, 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;
- 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 or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4r. the participants are to be made aware of and are to follow all the general road user rules whilst participating on public roads;
- 4s. 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);
- 4t. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4u. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

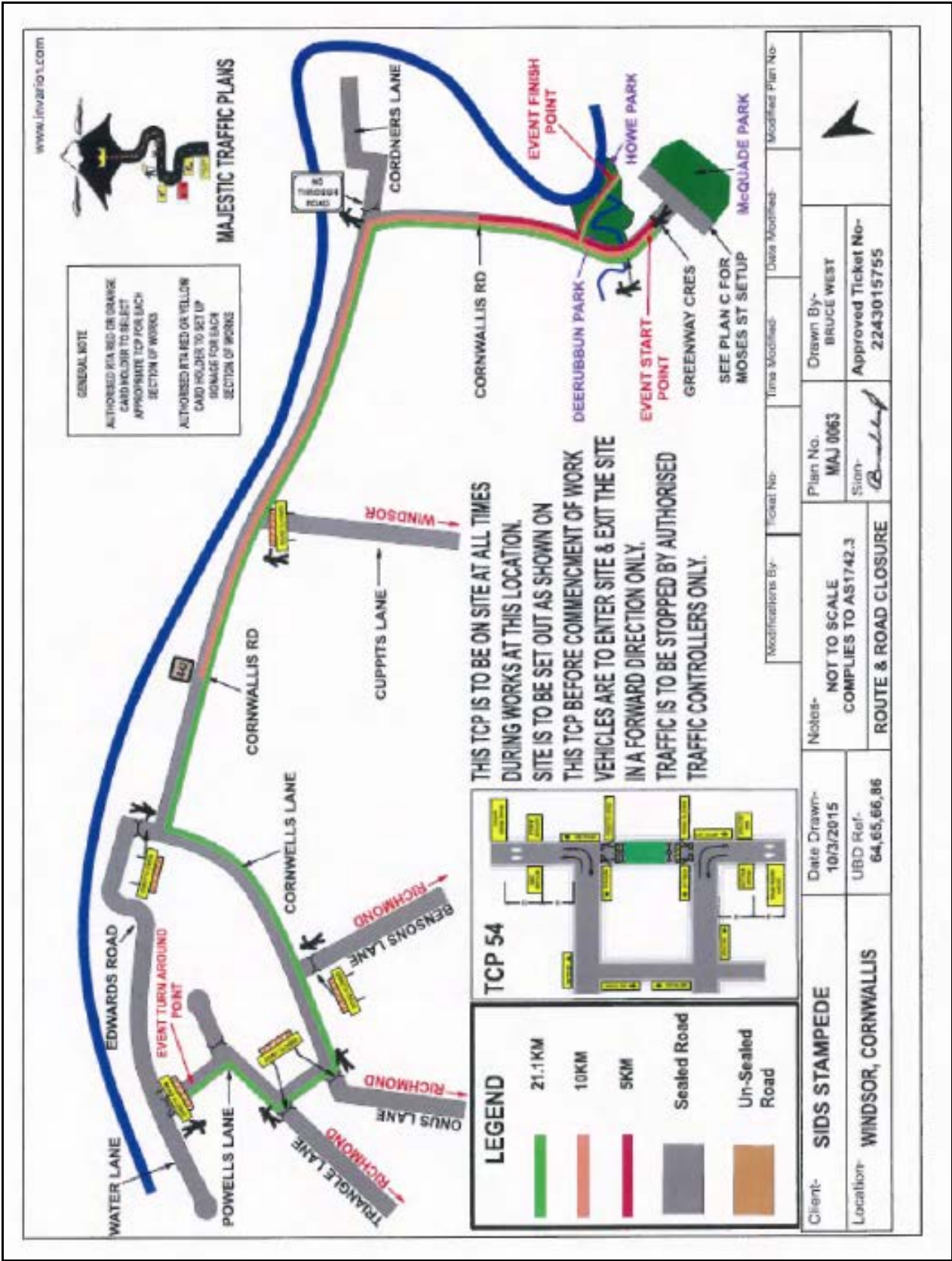
APPENDICES:

- AT - 1** Sids Stampede 2017, Windsor - Event Route Plan and Start and Finish Points
- AT – 2** Sids Stampede 2017, Windsor - Event Route and Road Closure Plan (2015)
- AT – 3** Sids Stampede 2017, Windsor - Event Layout Plan for McQuade Park.
- AT – 4** Special Event Application - (ECM Document Set ID No: 5874516) - *see attached*

AT – 1 Sids Stampede 2017, Windsor - Event Route Plan and Start and Finish Points



AT – 2 Sids Stampede 2017, Windsor - Event Route and Road Closure Plan (2015)



AT – 3 Sids Stampede 2017, Windsor - Event Layout Plan for McQuade Park

PARKING AREA FOR PARTICIPANTS



AREA FOR PROPOSED EVENT



COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Sids Stampede 2017 – Windsor, event planned for Sunday, 27 August 2017 between 5:30am and 12noon 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; Moses Street, Windsor, only at Greenway Crescent which will provide access to St Matthews Anglican Church and parking along Moses Street.
 - Road Closure; Greenway Crescent, Windsor, between Moses Street and Cornwallis Road.
 - Road Closure; Cornwallis Road, Windsor/Cornwallis, between Greenway Crescent and Cornwells Lane; which includes its intersections with Cordners Lane and Cupitts Lane.
 - Road Closure; Cornwells Lane, Richmond Lowlands, between Cornwallis Road and Onus/Powells Lane; which includes its intersection with Bensons Lane.
 - Road Closure; Powells Lane, Richmond Lowlands, from Cornwells/Onus Lane for a distance of 1.45 kilometres; which includes its intersections with Triangle Lane and Dells Lane.
 - Road Closures only permitted for Sunday, 27 August 2017, between 5:30am and 10am.
 - No other road closures are permitted.

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;
- 4e. the event organiser is to submit a Traffic Control Plan (TCP) for the entire route 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, the Roads and Maritime Services - RMS and the Transport Management Centre (TMC) for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of 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 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;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Howe Park and McQuade Park;
- 4i. the event organiser is to obtain written approval from Hawkesbury Sports Council Inc. for the use of their section of McQuade Park and Deerubbin Park; a copy of the correspondence to be submitted to Council;
- 4j. 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);

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- 4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4l. the event organiser is to directly notify relevant 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;
- 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, 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;
- 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 or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4r. the participants are to be made aware of and are to follow all the general road user rules whilst participating on public roads;
- 4s. 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);
- 4t. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4u. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

Item: 2.3 LTC - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2017 - (Hawkesbury) - (80245, 86185, 114819)

REPORT:

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval (in traffic management terms) to conduct the Shahzada 400 kilometre Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held over five days from Monday, 21 August 2017 to Friday, 25 August 2017.

The event organiser has advised:

- This is an annual event which has been held for over 35 years.
- It is a 400 kilometre horse endurance event, held over five days in conjunction with a 120 kilometre, three day training ride.
- The event is a time trial.
- The event will be undertaken between 4am and 5pm each day.
- There will be approximately 140 horse riders participating.
- There will be approximately 50 spectators.
- Start and end point for the event will be within the St Albans village.
- Route/Course for the Rides:

400 kilometre Endurance Ride and 120 kilometre Training Ride:

- Monday, 21 August 2017: (Leg 1) The 400 kilometre ride starts at 4am and riders will travel out on Wollombi Road to Johnny's Hill, along the Transmission Road, down Blue Hill and Wrights Creek Road, right into Settlers Road and back to Town. (Leg 2), Later in the day riders will go out to Joe's Crossing, right into the Branch Road (Upper Macdonald Road), left into McKechnie's, left along the Woomerah Path, left into Jacks Track, back to the Branch Road, over Joe's Crossing and back to St Albans on Wollombi Road.
- Tuesday, 22 August 2017: (Leg 1) The 400 kilometre riders will leave town at 4am with the 120 kilometre Training riders at 6:30am, going around the Settlers Arms and down Bulga Street past the Fickle Wombat, along Settlers Road to Shepherds Gully Road, up the Great Northern Road, left into the 8 Mile track, left into Wrights Creek Road and back into Town on Settlers Road passing the front of the Pub. (Leg 2) Later in the morning the riders will go out again the same way on Settlers Road turning into Mary O'Toole's driveway and up Careflight Hill, right into the Great Northern Road, down Shepherds Gully and back to Town on Settlers Road.

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- Wednesday, 23 August 2017: (Leg 1) The 400 kilometre riders will leave from 4am and the 120 kilometre training riders from 6:30am, go around the Settlers Arms, down Bulga Street and Settlers Road to the Word of Life Crossing, turning left into St Albans Road, right up Boyd's Hill, along the Woomerah Path and down McKechnie's to the Branch Road where the 400 kilometre riders will turn left and out to Clarie's Bridge, over Prestons, right into Wollombi Road and back to St Albans and the Training riders will turn right at the Branch Road, back over Joe's Crossing and right into Wollombi Road to return to St Albans. (Leg 2) Later in the day the 400 kilometre riders will leave St Albans, around Settlers Arms into Bulga Street and down Settlers Road, left into Wrights Creek Road, up Blue Hill, right into Transmission Road, left into Short Wellums, right into Settlers Road and back to Town.
- Thursday, 24 August 2017: (Leg 1) The 400 kilometre riders will leave town at 4am and the 120 kilometre Training riders will leave at 6:30am, all travelling the same way out of town to Wrights Creek Road, up Blue Hill, right into Transmission Road until Brown's Road, where the Training riders may elect to continue on Transmission Road, down Johnny's Hill and back to Town on the Wollombi Road but the majority will turn left and go down the Steps coming out on Wollombi Road closer to Town. (Leg 2) Later in the day, the riders will go out on Wollombi Road, left across Joe's Crossing, left into the Branch Road, up Jack's Track, along the Woomerah Path, left down Boyd's Hill, left into St Albans Road, right across Word of Life Crossing, left into Settlers Road back into St Albans turning left at Bulga Street and around the Settlers Arms to the timekeeper in Bulga Street via Wollombi Road.
- Friday, 25 August 2017: (Leg 1) The 400 kilometre riders will leave at 4am going out on Wollombi Road to Joe's Crossing, left into the Branch Road, up Jack's Track, along the Woomerah Path to a turnaround near Webbs Creek Hill, going back along the Woomerah Path and right down McKechnie's, right into the Branch Road, left over Joe's Crossing, right into Wollombi Road and back to Town. (Leg 2) Later in the day, riders will go out on Wollombi Road, turning right at the old Quarry, up the Steps, along Brown's Road, left into the Transmission Road, left into Wollombi Road and back to Bulga Street in St Albans.
- Road Inventory

The route/course of the ride is predominantly on the tracks within the Parr State Recreational Area, Yengo National Park, private farmlands and on the following public roads;

 - Bulga Street – Sealed section
 - Settlers Road – Sealed and Unsealed Road
 - Shepherds Gully Road – Unformed Road
 - St Albans Road - Sealed Road
 - Upper Macdonald Road (The Branch Road) – Unsealed Road
 - Webbs Creek Road - Unsealed Road
 - Webbs Creek Mountain Road – Unsealed Road
 - Wharf Street – Sealed Road
 - Wollombi Road – Sealed and Unsealed Road
 - Wrights Creek Road - Unsealed Road
 - Crossing of the Macdonald River at various locations.
- The event is also traversing along the Great Northern Road, which is under the care and control of the NSW National Parks and Wildlife Service (Office of Environment and Heritage).
- St Albans Bridge, which is under the care and control of the Roads and Maritime Services - RMS (formerly RTA), will only be used in the event of flooding of the Macdonald River. All riders will be instructed to walk over the bridge.
- Road closures are not required.
- Parking of vehicles will be predominantly on private land.

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- Traffic controllers will be positioned at various locations along the route.
- Warning signage shall be in place on all approaches to inform traffic of Horse and Riders ahead.
- All riders will be instructed to keep to the left hand side of the road and obey road rules.
- All riders will be wearing vests with reflective tape on the front and back.
- When riding in the dark on public roads all riders are required to wear head lights on their helmets.
- Wicenis are at all checkpoints on the course, who will communicate with the ride base on the progress of all riders as they follow the course. This communication is also used to convey an emergency on the course.

Details of the Event Course Maps for the 400 kilometre Horse Endurance Ride and 120 kilometre Ride are contained in Attachments 1 to 8.

Discussion:

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

The event organiser has submitted the following items in relation to the event: Attachment 9 (ECM Document Set ID No: 5872528):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval - Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Risk and Traffic Management Plan from the 2014 event and in part for the 2017 event,
5. Copy of Insurance Policy which is valid to 01 January 2018,
6. Copy of the application to the NSW Police Force,
7. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, NSW Rural Fire Service, SES, National Parks and Wildlife Service (Office of Environment and Heritage) and the Transport Management Centre (TMC).

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 Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 21 August 2017 to Friday, 25 August 2017 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 4h. the event organiser is to obtain the relevant approval to conduct the event from the Roads and Maritime Services - RMS (formerly NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Parr State Conservation Area, Yengo National Park and the Great Northern Road. a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4n. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4o. the event organiser is to notify the details of the event to Fire and Rescue NSW at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4q. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4r. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

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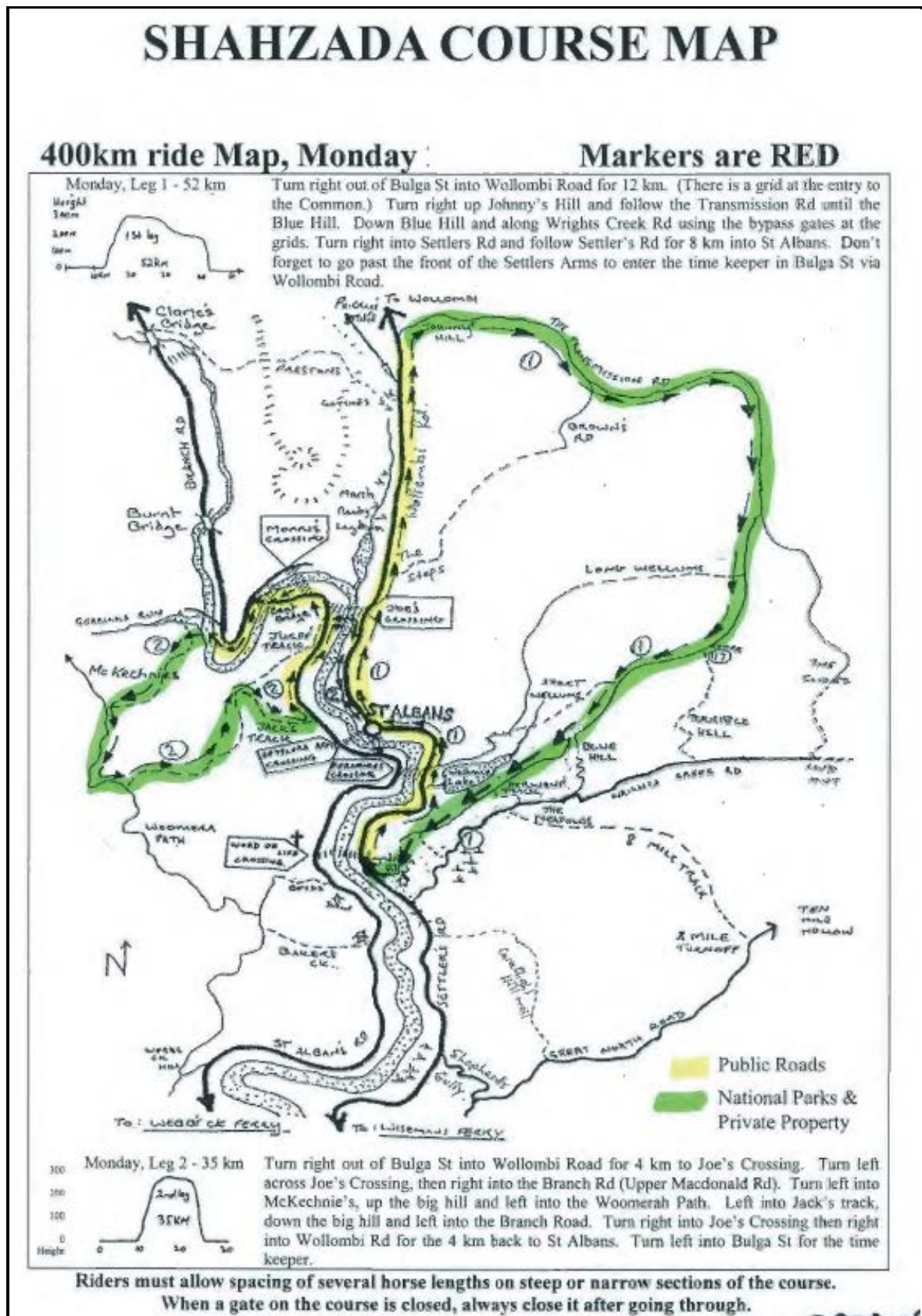
- 4w. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

APPENDICES:

There are no supporting documents for this report.

- AT - 1** Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres).
- AT - 2** Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres) and Leg 2 (33 kilometres).
- AT - 3** Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres) and Leg 2 (28 kilometres).
- AT - 4** Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres) and Leg 2 (30 kilometres).
- AT - 5** Event Course Map - 400 kilometre Endurance Ride - Friday - Leg 1 (46 kilometres) and Leg 2 (30 kilometres).
- AT - 6** Event Course Map - 120 kilometre Training Ride - Tuesday - 47 kilometres.
- AT - 7** Event Course Map - 120 kilometre Training Ride - Wednesday - 28 kilometres.
- AT - 8** Event Course Map - 120 kilometre Training Ride - Thursday - 50 kilometres.
- AT – 9** Special Event Application - (ECM Document Set ID No: 5872528) - *see attached*.

AT – 1 Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres)

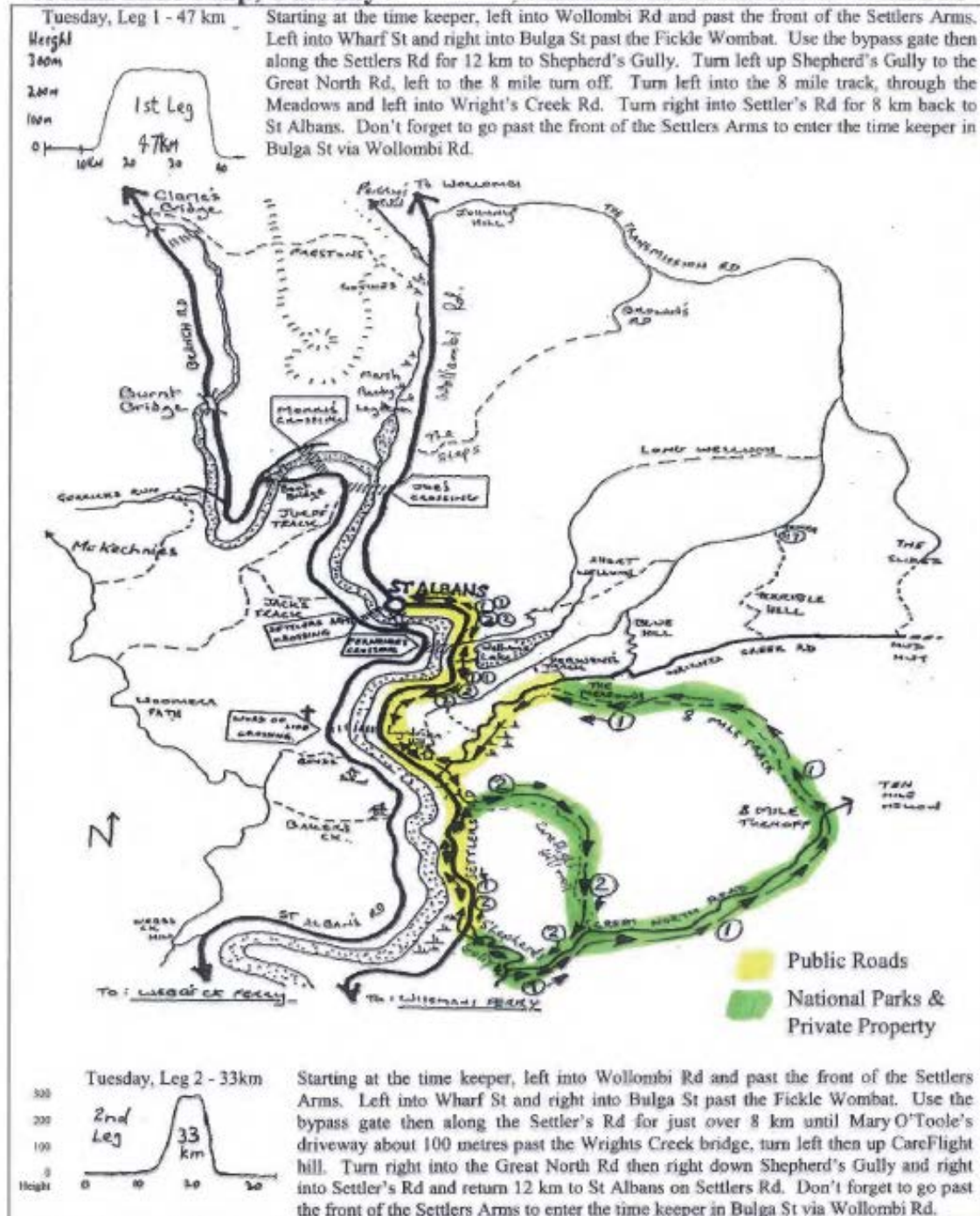


AT - 2 Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres) and Leg 2 (33 kilometres)

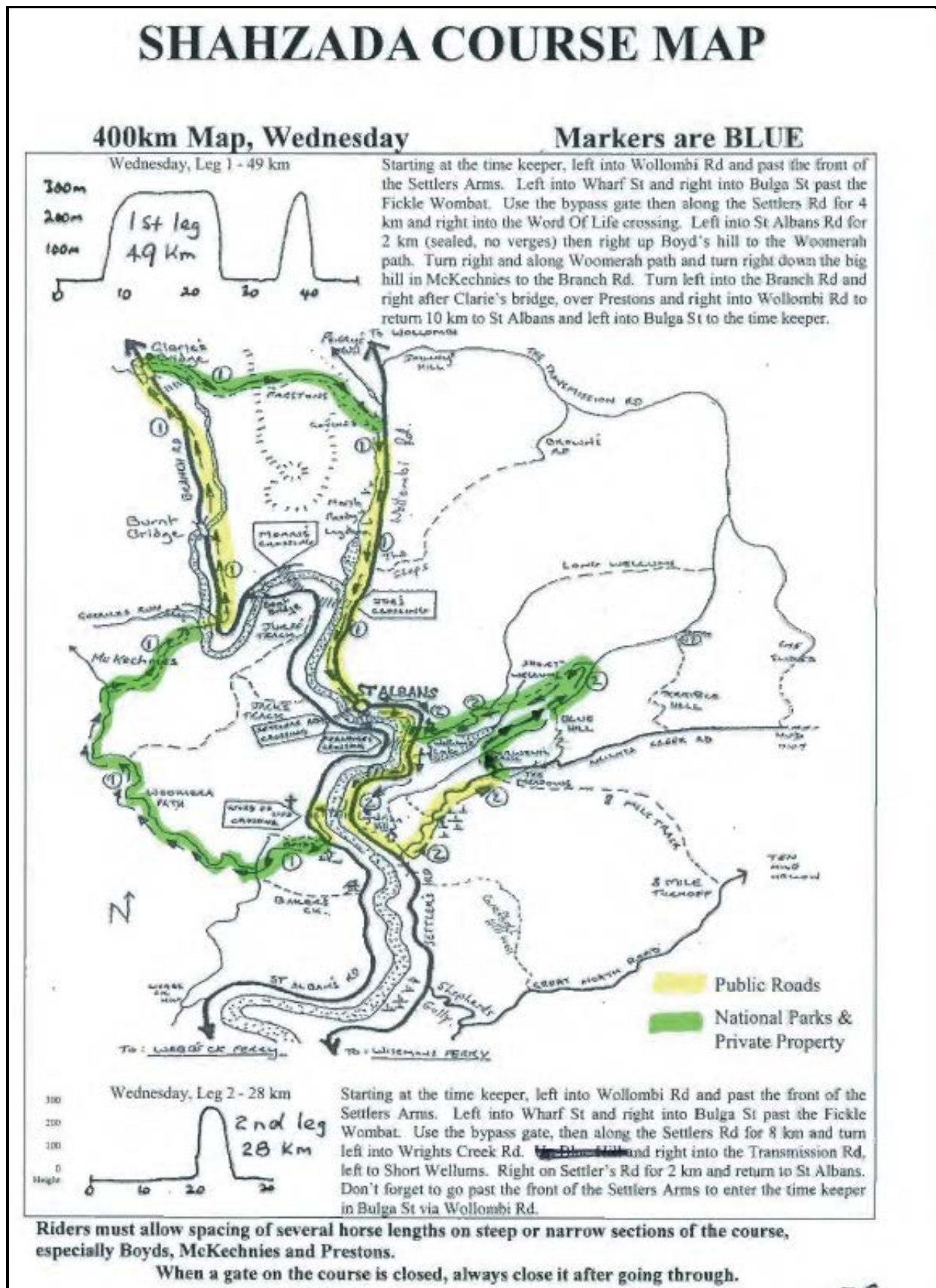
SHAHZADA COURSE MAP

400km Ride Map, Tuesday :

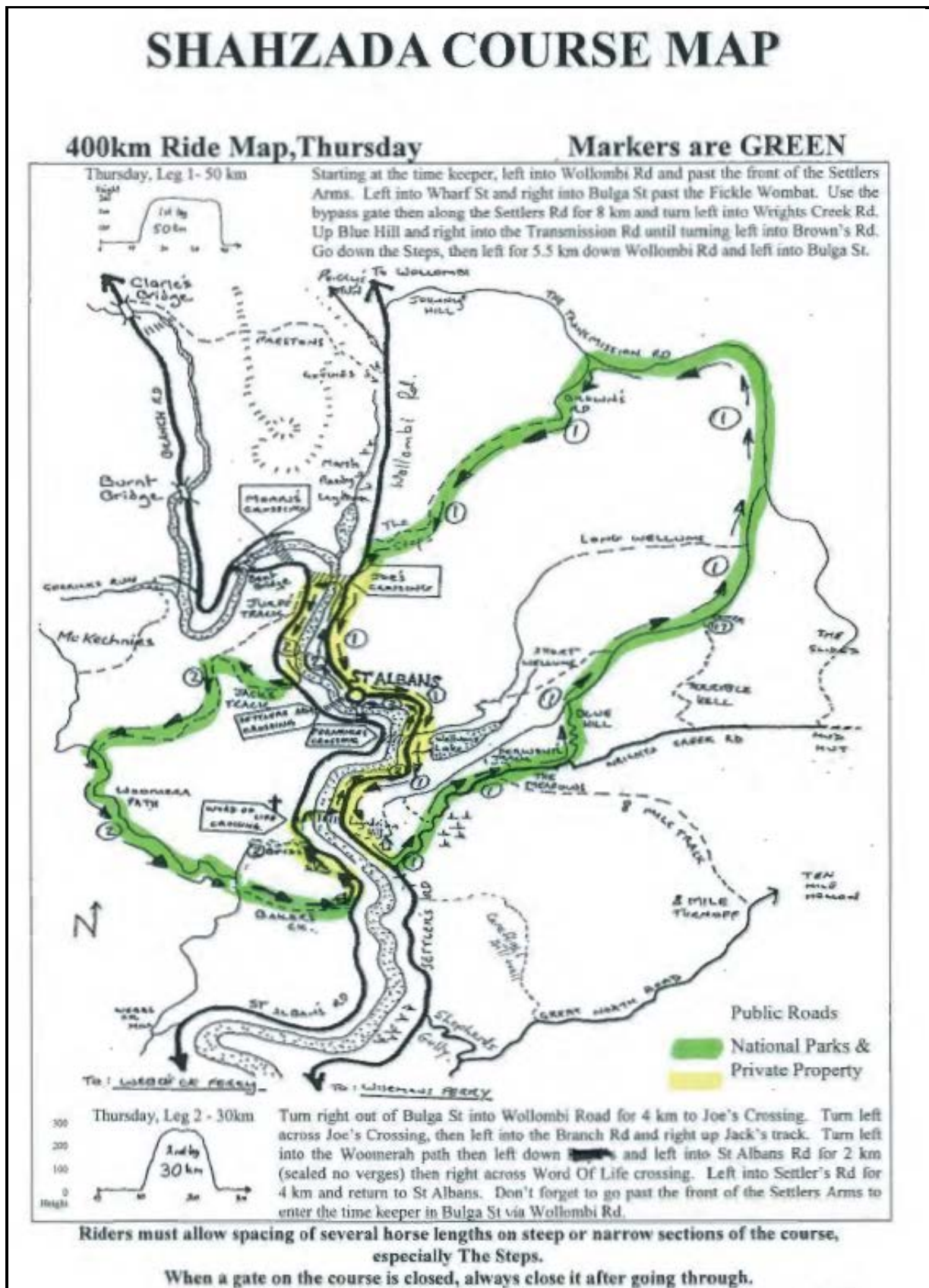
Markers are **BLACK** or **WHITE**.



AT - 3 Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres) and Leg 2 (28 kilometres)



AT - 4 Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres) and Leg 2 (30 kilometres)



AT - 6 Event Course Map - 120 kilometre Training Ride - Tuesday - 47 kilometres

SHAHZADA COURSE MAP

MINI MARATHON MAP FOR TUESDAY

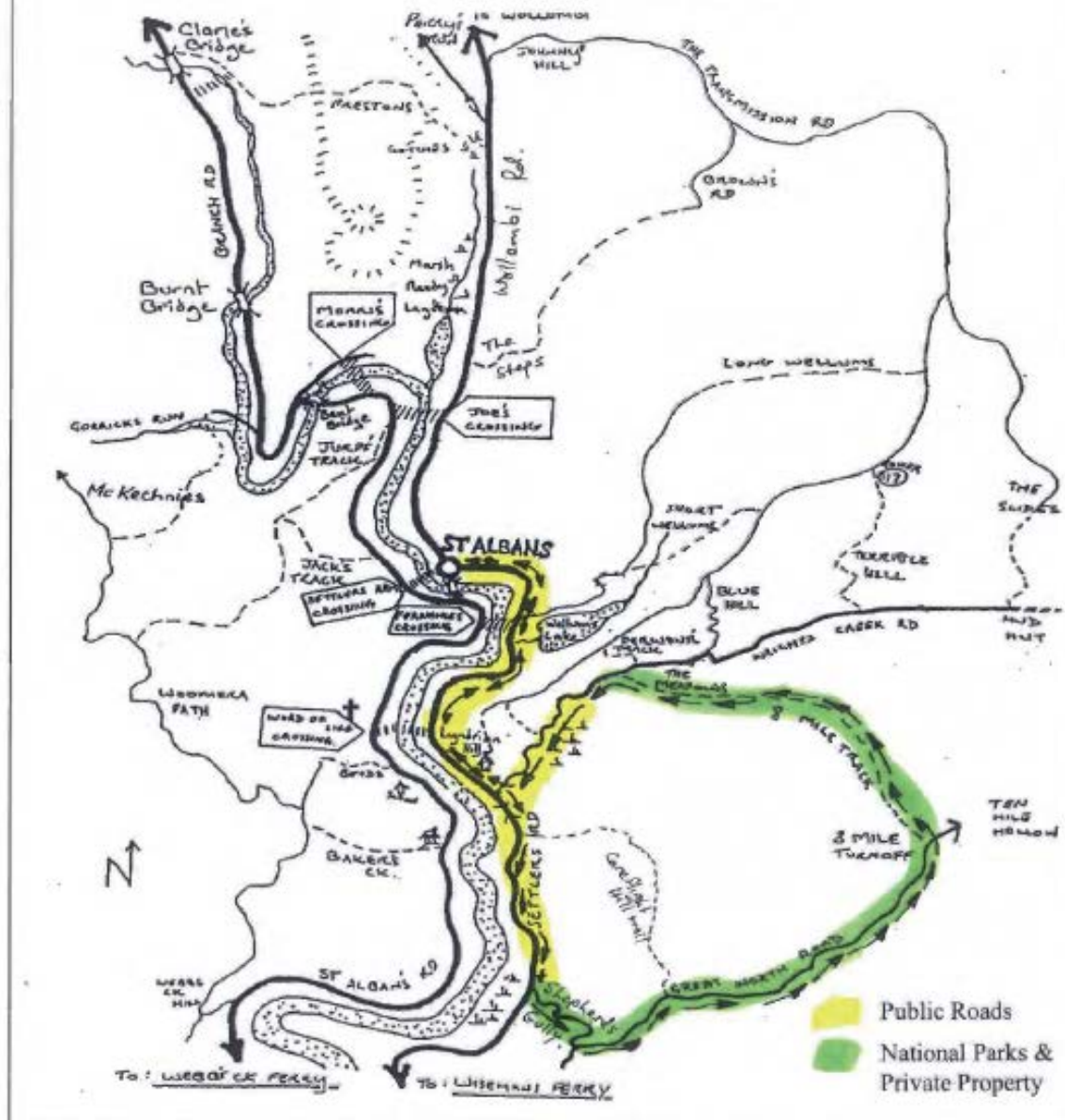
Markers are BLACK or WHITE.

Tuesday - 47 km

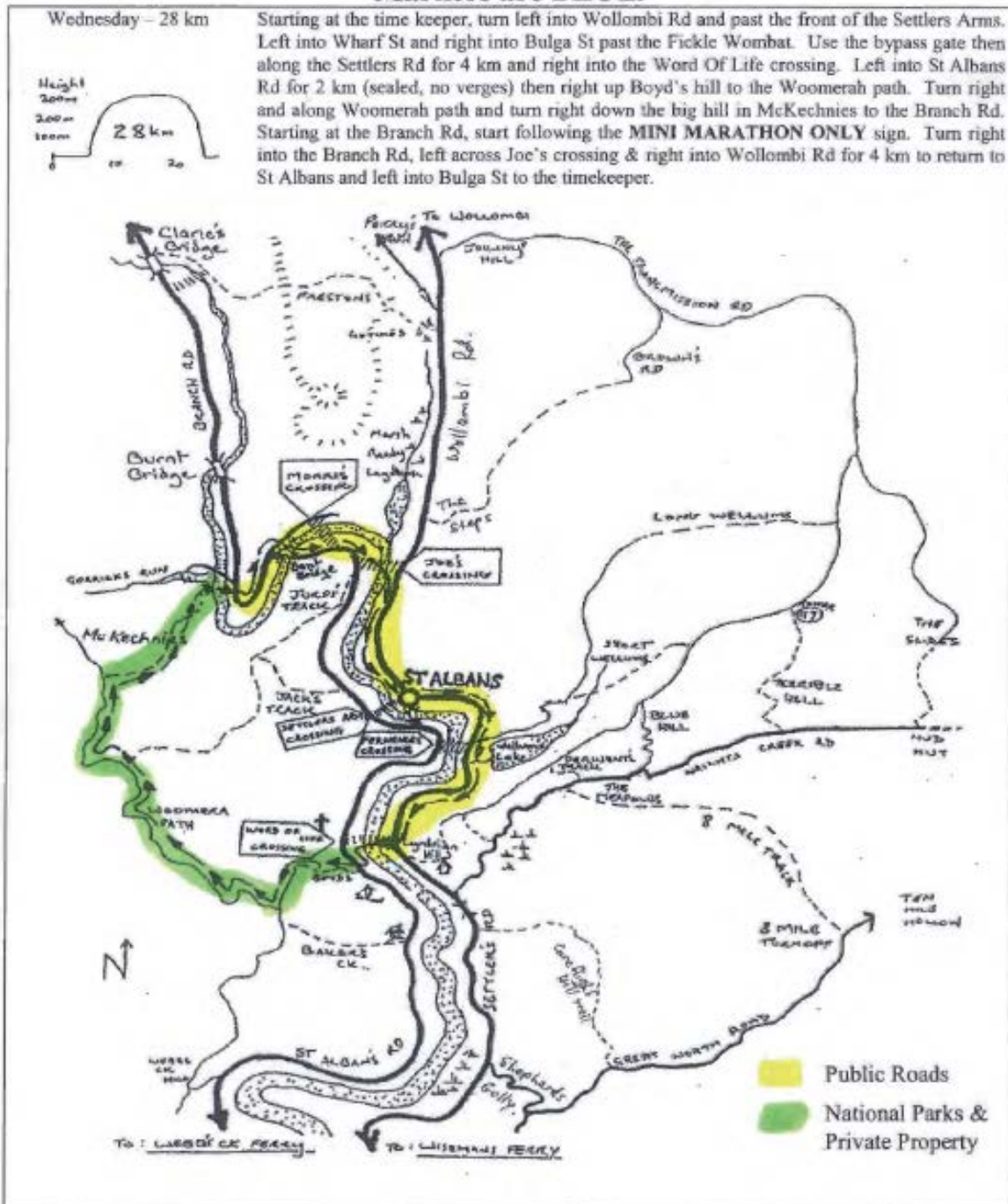
Height
300m
200m
100m
0

47km

Starting at the time keeper, turn left into Wollombi Rd and past the front of the Settlers Arms. Left into Wharf St and right into Bulga St past the Fickle Wombat. Use the bypass gate then along the Settlers Rd for 12 km to Shepherd's Gully. Turn left up Shepherd's Gully to the Great North Rd, left to the 8 mile turn off. Turn left into the 8 mile track, through the Meadows and left into Wright's Creek Rd. Turn right into Settler's Rd for 8 km back to St Albans. Don't forget to go past the front of the Settlers Arms to enter the time keeper in Bulga St via Wollombi Rd.

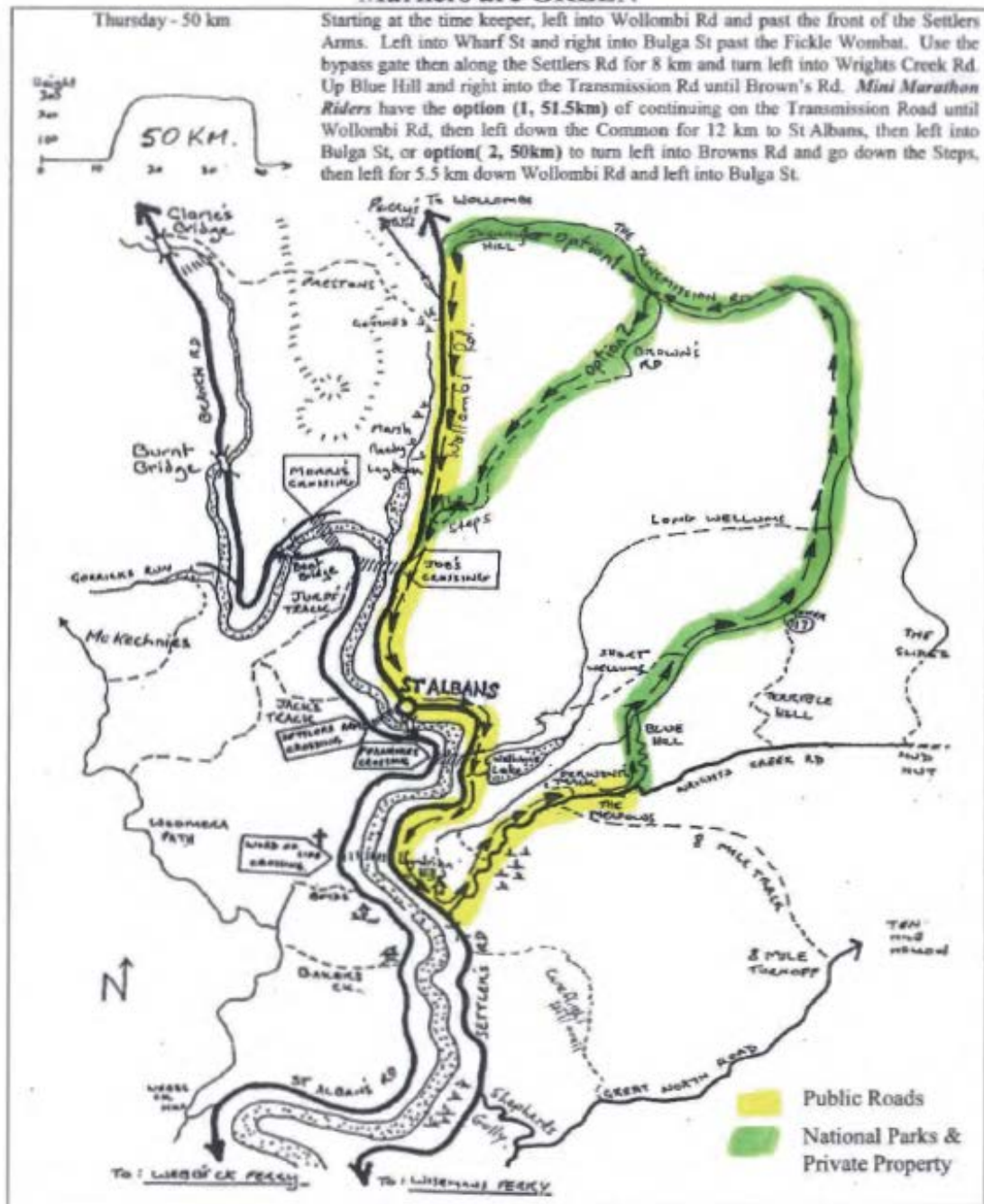


Riders must allow spacing of several horse lengths on steep or narrow sections of the course.
When a gate on the course is closed, always close it after going through.

AT - 7 Event Course Map - 120 kilometre Training Ride - Wednesday - 28 kilometres**SHAHZADA COURSE MAP****MINI MARATHON MAP FOR WEDNESDAY****Markers are BLUE.**

Riders must allow spacing of several horse lengths on steep or narrow sections of the course, especially in Boyds and McKechnies.

When a gate on the course is closed, always close it after going through.

AT - 8 Event Course Map - 120 kilometre Training Ride - Thursday - 50 kilometres**SHAHZADA COURSE MAP****MINI MARATHON MAP FOR THURSDAY****Markers are GREEN**

Riders must allow spacing of several horse lengths on steep or narrow sections of the course, especially on The Steps.

When a gate on the course is closed, always close it after going through.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 21 August 2017 to Friday, 25 August 2017 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 4d. the event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as the event may traverse across the St Albans Bridge; a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA) for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain the relevant approval to conduct the event from the Roads and Maritime Services - RMS (formerly NSW Maritime) to cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the NSW National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Parr State Conservation Area, Yengo National Park and the Great Northern Road. a copy of this approval to be submitted to Council;
- 4k. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Industries - Lands for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4m. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4n. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4o. the event organiser is to notify the details of the event to Fire and Rescue NSW at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4p. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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

During the event:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

SECTION 3 - Reports for Information

Item: 3.1 **LTC - RMS Advice on the Upgrade of existing School Zone signs as part of the NSW School Zone Flashing Lights Program - (Hawkesbury) - (80245, 73621, 123265)**

Previous Item: **Item 3.1, LTC (9 January 2017)**

REPORT:

The implementation of School Zone Flashing Lights at all NSW Schools was completed in January 2016, with each school having at least one set of School Zone Flashing Lights. This included the 35 Schools within the Hawkesbury Local Government Area.

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Advice was received from the Roads and Maritime Services - RMS (formerly RTA) in early 2016 indicating that the NSW State Government was committing to a new program of Additional School Zone Flashing Lights. Schools eligible to be nominated for a second set of flashing lights will have multiple entrances to the school, and have only one set of flashing lights installed.

The second set of school zone flashing lights is intended to cover the second busiest entrance point in the school zone. All nominations received from schools will be prioritised by Roads and Maritime Services using a pedestrian risk model which takes into account a number of factors including approach speed, traffic and pedestrian volumes. The program was expected to commence in early 2016 and be completed by December 2017.

As part of this program an additional School Zone Flashing Light was installed along Boundary Road for Maraylya Public School in early 2017.

Recently advice has been received from RMS indicating that four Hawkesbury Schools will have a second set of School Zone Flashing Lights installed by the end of June 2017. Details are listed in the table below.

School Name	Treatment Road Name	Cross Street	Suburb
Hobartville Public School	Powell Street	between Laurence Street and Valder Avenue	Hobartville
Kurmond Public School	Kurmond Road	between Tierney Road and Bells Line of Road	Kurmond
St Monica's Catholic Primary School	Bourke Street	between Francis Street and Windsor Street	Richmond
Wilberforce Public School	Macquarie Road	between Hanover Street and Heather Place	Wilberforce

RMS further advise that the new flashing signs will be installed and tested at a time outside school zone operational hours. Once the new signs are working, the old static signs will be removed. The work will be carried out so that it does not impact the operations of existing school zone flashing signs around the school.

Listed below are the schools and their adjacent roads, within the Hawkesbury Local Government Area, that have School Zone Flashing Lights:

1. Arndell Anglican College at Wolseley Road, Oakville,
2. Bede Polding College at Rifle Range Road, Bligh Park,
3. Bilpin Public School at Bells Line of Road, Bilpin,
4. Bligh Park Public School at Alexander Street, Bligh Park,
5. Cattai Public School at Cattai Road, Cattai,
6. Chisholm Catholic Primary School at Collith Avenue, South Windsor,
7. Colo Heights Public School at Putty Road, Colo Heights,
8. Colo High School at Bells Line of Road, North Richmond,
9. Comleroy Road Public School at McMahons Road, Kurrajong,
10. Ebenezer Public School at Sackville Road, Ebenezer,
11. Freemans Reach Public School at Kurmond Road and Hibberts Lane, Freemans Reach,
12. Glossodia Public School at Golden Valley Drive, Glossodia,
13. Grose View Public School at Grose Wold Road, Grose Wold,
14. Hawkesbury High School at Kurmond Road and Hibberts Lane, Freemans Reach,
15. Hawkesbury Independent School at Comleroy Road, Kurrajong,
16. Hobartville Public School at Valder Avenue, Hobartville,
17. Kurmond Public School at Bells Line of Road, Kurmond,
18. Kurrajong East Public School at East Kurrajong Road, East Kurrajong,
19. Kurrajong North Public School at Bells Line Of Road, Kurrajong Hills,
20. Kurrajong Public School at Grose Vale Road, Kurrajong,
21. Kuyper Christian School at Redbank Road and Greggs Road, Kurrajong,

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Reports of Committees

22. Macdonald Valley Public School at St Albans Road, Central Macdonald,
23. Maraylya Public School at Neich Road and Boundary Road, Maraylya,
24. Oakville Public School at Oakville Road, Ogden Road and Hanckel Road, Oakville,
25. Pitt Town Public School at Buckingham Street and Fernadell Drive, Pitt Town,
26. Richmond High School at Castlereagh Road and Lennox Street, Richmond,
27. Richmond North Public School at Grose Vale Road, North Richmond,
28. Richmond Public School at Francis Street and Windsor Street, Richmond,
29. St Matthews Primary School at Little Church Street and Tebbutt Street, Windsor,
30. St Monica's Catholic Primary School at Francis Street, Richmond,
31. Wilberforce Public School at George Road, Wilberforce,
32. Windsor High School at Mulgrave Road, Mulgrave,
33. Windsor Park Public School at Rifle Range Road and Porpoise Crescent, Bligh Park,
34. Windsor Public School at George Street, Windsor,
35. Windsor South Public School at Church Street, South Windsor.

RECOMMENDATION TO COMMITTEE:

That the information be received.

APPENDICES:

There are no supporting documents for this report.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That the information be received.

SECTION 4 - General Business

There was no General Business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 10 July 2017 at 3pm in the Small Committee Room.

The meeting terminated at 4:40pm.

oooO END OF REPORT Oooo

ordinary

section 5

notices of motion

ORDINARY MEETING

Notices of Motion

ORDINARY MEETING

Notices of Motion

SECTION 5 - Notices of Motion

NM1 Historic Windsor Bridge (79351, 105109, 138880)

Submitted by: Councillor Reynolds

NOTICE OF MOTION:

That:

1. Council advise the RMS that it will take possession of the State Significant Windsor Bridge, refurbished for use by pedestrians and cyclists, in the event the planned Option One bridge is constructed.
2. The Mayor write to the National Trust of Australia, the Royal Australian Historical Society, Engineers Australia and the NSW Heritage Council to request their support for the request and the ongoing care of historic Windsor Bridge.

BACKGROUND:

In the 2012 EIS the RMS stated the historic Windsor Bridge must be demolished because Hawkesbury Council refused to take ownership of it. There was never a resolution of Council to this affect.

The RMS has refurbished other, more expensive to maintain historic bridges for use by pedestrians and cyclists in NSW.

Using the historic Windsor Bridge for pedestrians and cyclists would allow a direct connection from foreshore to foreshore without the need for people to climb the planned 25% gradient of Thompson Square to access the new bridge.

The RMS states between 1994 and 2013 \$54,000 was spent on maintenance of Windsor Bridge. This is less than \$8.00 per day.

Keeping the bridge for use by pedestrians and cyclists would allow it to be used for weekend markets as is done on historic bridges throughout Europe. Income from these and other purposes would easily pay for the minimal maintenance required by the refurbished bridge. As the bridge is listed as a State Significant bridge and is included on their S170 register, it is expected the RMS would continue its listing and assist with maintenance as required.

Having a dedicated pedestrian/cycleway bridge fits in perfectly with Council's Hawkesbury Horizons plan for Macquarie Park and its future development as a tourist facility.

In the event of an emergency on the new bridge, the historic bridge could be used by emergency service vehicles to cross the river.

ORDINARY MEETING

Notices of Motion

Using the historic bridge for this purpose will also allow the RMS to reduce the size of their new bridge by 20%, reducing its construction costs considerably. Combined with the money saved from not having to demolish the historic bridge these savings could go to the cost of refurbishment for pedestrians and cyclists.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
Questions for Next Meeting

QUESTIONS FOR NEXT MEETING

Councillor Questions from Previous Meeting and Responses - (79351)

REPORT:

Questions - 30 May 2017

#	Councillor	Question	Response
1	Richards	<p>Enquired in relation to the proposed Grose River Bridge crossing, if:</p> <ol style="list-style-type: none"> 1. Council agrees that in accordance with Part 5 of the EP&A Act, which states that only a Government authority or Minister can process a Part 5 application 2. Council does agree, does it intend to contract Redbank to construct the bridge 3. The Director City Planning considers that only the Plan of Management requires amendment and that reclassification of the land is not required for bridge construction 4. Council can confirm if and when it received the licence from Crown Lands in 2016 and if the correctly signed licence was returned to Crown Lands, which would enable Part 5 to commence 	<p>The Director City Planning advised:</p> <ol style="list-style-type: none"> 1. Part 5 of the EP&A Act is an assessment mechanism for public infrastructure. In this case the Developer, in accordance with the Voluntary Planning Agreement (VPA), is undertaking the works on behalf of Council. This is permitted under the Act. 2. Under the current terms of the VPA the Developer, should approvals be granted, will undertake the construction of the bridge. 3. Advice received at Council indicates that if the Plan of Management can be amended in accordance with the Local Government Act and Regulations, reclassification is not an essential step. Otherwise a reclassification may need to be undertaken. 4. A licence to undertake investigations on the reserve was required by Crown Lands. The Developer made this application as it was undertaking the works. The Developer has advised that the correct paperwork has been submitted to Crown Lands.

ORDINARY MEETING

Questions for Next Meeting

#	Councillor	Question	Response
		<p>5. Councillors could receive an explanation as to why Councillors weren't informed about the licence during a recent Councillor Briefing Session in relation to the matter</p> <p>6. Councillors could receive an explanation as to why it was suggested that the delay in process was due to Crown Lands.</p>	<p>5. The licence application was made by the Developer and not Council.</p> <p>6. As part of the Part 5 assessment by Council the matter was referred to Crown Lands for comment on 6 Septmeber 2016. The response from Crown Lands received on 27 September 2016 stated the following: <i>"Merit assessment of Part 5"activity by this office will take some time given existing workloads and capacity constraints. Nevertheless, DoI – Lands will endeavour to assist Council to the fullest extent possible.</i>" Council was advised verbally by Crown Lands on 8 June 2017 that this merit assessment is not required and will not be provided by Crown Lands.</p>
2	Zamprogno	Enquired if the style of street lighting at Eden Field, Pitt Town could be reviewed and confirmed as being appropriate for the area.	The Director City Planning advised that the street lighting for the Pitt Town Development Area was reviewed with the first stage of this development in 2008/2009. That review was done due to the Developer installing light poles that were inappropriate. The review resulted in the poles being changed and the same style of light pole has been used in all the subsequent stages of the development since that date with Council not receiving any objections since that time. The lighting at the Eden Field development currently under construction will be the same lighting that has been used throughout the Pitt Town development area.

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
3	Calvert	Enquired if Council has a policy on the colour of roofing material of new houses, as WSROC has made a recommendation for light coloured roofing material and if no policy exists, if advice could be given on the creation of such a policy.	The Director City Planning advised that there is no specific Policy on roof colour. This matter will be further investigated with the review of Council's Development Control Plan and other Planning Instruments.
4	Calvert	Requested a review of the system currently used to advise the community of vacancies on Committees.	<p>The General Manager advised that the current process Council uses to advise the community of vacancies on Council Committees involves inviting expressions of interest from members of the community to act as community representatives on the committees. Advertisements are placed in the Courier newspaper under the Council Public Notices section and on Council's website including a link on the front page.</p> <p>When Council is seeking new membership to its committees current committee representatives are also advised of Council's actions and invited to reapply. The Mayoral Column in the Gazette newspaper includes details of the range of committees, when they meet and how to apply. Council prepares a media release which is sent to all media outlets seeking community representation on Council committees. The media release is also published on the front page of the council website. The current process provides the community with the opportunity to access information about Council Committees online and through traditional print media with previous members being encouraged to reapply. As Council develops Facebook this will provide additional means to make information about council committees increasingly available to the community.</p>

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
5	Calvert	Enquired if the staff assessment could be included when Development Applications and Planning Proposals are publically exhibited.	<p>The Director City Planning advised that the advertising/notification and referral of development applications (DA) is undertaken as soon as possible after receipt of a complete application. This is to obtain responses to that advertising for inclusion into the assessment.</p> <p>The EP&A Act requires the assessment to take into account and incorporate responses from the community and Government Agencies in the assessment of the DA.</p> <p>In this regard the assessment report cannot be prepared or finalised in the absence of those responses. Similarly a preliminary assessment should not/cannot “pre-judge” the outcome of the assessment of the DA without community and Agency input.</p> <p>Notification of a DA or planning proposal is generally only undertaken when all information is supplied by the applicant. The displayed information to the public is the same information available to Council.</p> <p>The purpose of the advertising/notification to the community is to obtain their comments to the proposal. It is not necessary for the community to undertake the technical assessment of the matter as this is done by the professional, experienced staff within Council.</p>
6	Wheeler	Requested that the details of the General Practitioner be included in signage at Glossodia Shopping Village.	The Director Support Services advised details of the General Practitioner have been included on both of the directory boards at the Glossodia Shopping Village.

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
7	Wheeler	Requested that lane markings on The Terrace between Baker Street and Hollands Paddock be investigated.	The Director Infrastructure Services advised that investigations had previously been carried out and that due to the lack of the width of The Terrace, lane markings are unable to be installed without removal of parking.
8	Reynolds	Requested an update on the status of the development application in relation to the Polo World Championship and details about the deadline for application submissions to hold the event.	<p>The General Manager advised that, at the time of writing, a completed development application had not been lodged with council.</p> <p>On 7 June 2017 Council also received a summons for a Class 4 Appeal to the land and environment Court against the rezoning of the site that is subject to the World Cup Polo event. The first and second respondents to this Appeal are the Minister for Planning (NSW) and Hawkesbury City Council. The third, fourth and fifth respondents are the landowners/proponents.</p>
9	Garrow	Requested that an Endeavour Energy pole in Baker Street, Windsor be reviewed for an exposed service/access point.	The Director Infrastructure Services advised that Endeavour Energy have replaced the cover plate.
10	Ross	Enquired if staff are aware of legal action against Elf Mushroom Composting Facility and the resulting fines, and how will this impact on Resolution 149 from the NM6, which was considered at the Ordinary meeting of 9 May 2017.	<p>The Director City Planning advised that staff were aware of the legal action and had also been consulted as to the works and actions that the Court could nominate for the resulting fines to be applied towards.</p> <p>This matter should not have any impact on Resolution 149 from the Council Meeting of 9 May 2017. However, this will be reviewed for the preparation of the report requested by Council as part of that Resolution.</p>

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
11	Ross	Enquired if the Fire and Emergency Services Levy disbandment will result in any adverse costs for Council in regard to costs such as printing and software modification.	The Director Support Services advised that the deferral of the Fire and Emergency Services Levy will not result in any adverse costs for Council. All associated costs incurred to date have been funded from the contribution paid to Council by the NSW State Government to fund all costs associated with the implementation of the Levy.
12	Ross	Requested details in regard to adjustments relating to legal expenditure included in the March Quarterly Budget Review Statement and enquired whether Council makes provision for fines and judgement costs that may arise.	<p>The Director Support Services advised that the March 2017 Quarterly Budget Review Statement included a report on the actual legal expenditure as at the end of the reportable period, being \$122K. The Review also included budget adjustments in regard to legal costs (\$128K) and the penalty (\$175K) associated with the sewer spill that occurred in July 2015, with actual expenditure occurring after the reporting period.</p> <p>Fines and judgment costs are not specifically budgeted for due to the outcome of a court case generally not being known in advance. These costs are generally funded from within the legal services budget, adjusted, if necessary, through a Quarterly Budget Review budget variation.</p> <p>In the event a potential significant judgment cost existing as at the end of a financial year, a Contingent Liability is disclosed in the Annual Financial Statements.</p>
13	Ross	Enquired as to whether Council has changed or revised its policy in regard to the disposal of vehicles in the motor vehicle fleet.	The Director Support Services advised that the Operational Management Standard (internal management policy) for the leaseback fleet has not been revised in regard to disposal in recent years.

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
14	Rasmussen	Requested that Council apply for grants in relation to purchasing exercise equipment for installation at parks in the Hawkesbury LGA.	The Director Infrastructure Services advised that Council routinely review grants available and should suitable programs be identified grant applications will be made.
15	Richards	Requested a review of lighting in the Council owned shopping centres, to ensure that they are adequately and appropriately lit.	The Director Infrastructure Services advised that Council has re-lamped Glossodia and McGraths Hill Shopping Centres. Wilberforce Shopping Centre is to be re-lamped shortly. An inspection of Glossodia Shopping Centre found two lamps requiring replacement and instructions have been issued for repair.
16	Garrow	Requested that recycle bins be installed at the Windsor netball courts.	The Director City Planning advised that this request is being further investigated in relation to Council's current contract for this service.

oooO END OF REPORT Oooo

ORDINARY MEETING

Questions for Next Meeting

ORDINARY MEETING
CONFIDENTIAL REPORTS

CONFIDENTIAL REPORTS

Item: 116 **CP - Community Representation on Council's Town Centres Master Plan Project Group - (124414, 95498)**

Previous Item: NM5, Ordinary (11 October 2016)
 37, Ordinary (28 February 2017)
 52, Ordinary (14 March 2017)

Reason for Confidentiality

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

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

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 117 **CP - Tender No. EOI 00200 - Expressions of Interest for Hawkesbury River Dredging at Seven Priority Locations between Bens Point and Sackville Ferry - (95498)**

Previous Item: NM, Ordinary (30 March 2010)
 152, Ordinary (28 August 2012)
 NM3, Ordinary (13 November 2012)
 168, Ordinary (27 August 2013)
 87, Ordinary (13 May 2014)

REASON FOR CONFIDENTIALITY

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

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

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 118 **CP - Redbank Voluntary Planning Agreement and Delivery of Bridge over Grose River - (95498, 112157) CONFIDENTIAL**

Reason for Confidentiality

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) and 10A(2)(g) of the Act as it relates to the Redbank Voluntary Planning Agreement:

- 10A(2)(d) the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest*
- 10A(2)(g) the information concerns contractual arrangements and the information is regarded as advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 119 **SS - Property Matter - Lease to The Minister Administering the NPWS Act - Bowman Cottage, 368 Windsor Street, Richmond - (95496, 112106, 134759)**
CONFIDENTIAL

Previous Item: 93, Ordinary (29 April 2008)

Reason for Confidentiality

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

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

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

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Item: 120 **SS - Provision of Legal Services - (95496, 107)**

Previous Item: 140, Ordinary (29 July 2014)

Reason for Confidentiality

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

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

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

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