



Hawkesbury City Council

ordinary meeting business paper

date of meeting: 09 May 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).

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

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

Voting

The motion for each item listed for discussion will be displayed for Councillors and public viewing, if it is different to the recommendation in the business paper. The 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

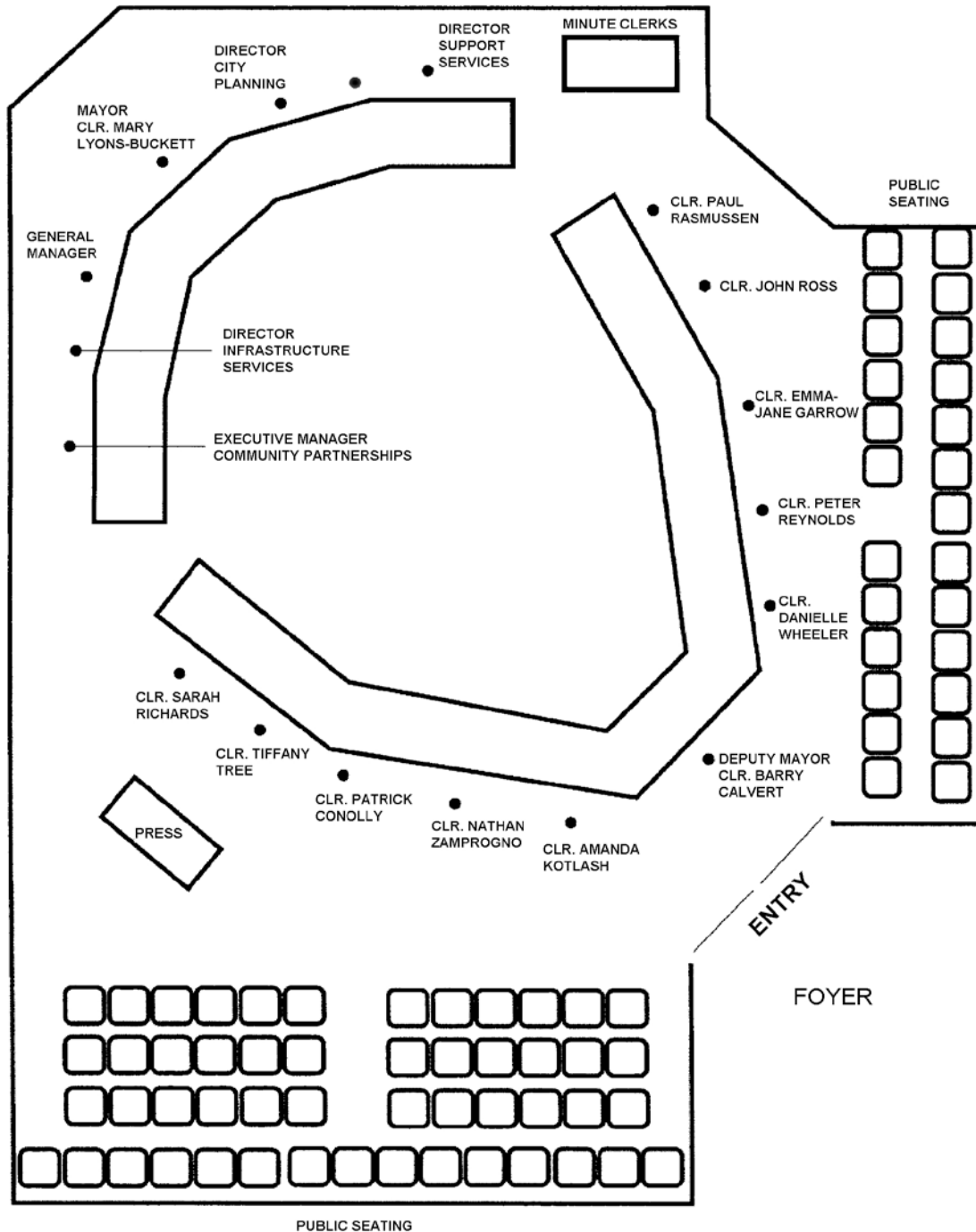
Business papers can be viewed online from 12pm on the Friday before the meeting on Council's website <http://www.hawkesbury.nsw.gov.au>

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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- **ACKNOWLEDGEMENT OF OFFICIAL VISITORS TO THE COUNCIL**
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SECTION 3 - Reports for Determination

GENERAL MANAGER

Item: 76 GM - 2017 Hawkesbury Local Business Awards - (79351, 80198)

REPORT:

Executive Summary

Council has again been approached by Precedent Productions Pty Ltd seeking sponsorship of the 2017 Local Business Awards (Awards) to be held in the Hawkesbury area. Precedent Productions manages about 21 Local Business Awards programs throughout the Sydney, Hunter and Illawarra regions.

The Hawkesbury 2017 Local Business Awards will be launched during the business week starting Monday, 26 June 2016 and the Awards night will be held on Wednesday, 13 September 2017. The Awards program will mainly be active during July and August in the area, when nominations are made and assessment and judging takes place.

Council has been a sponsor of the Awards in the past and needs to consider whether it wishes to be a sponsor of the 2017 Awards. It is considered that the Awards are a way in which Council can support and encourage the local business community.

Consultation

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

Background

Council has been a major sponsor of the Awards since 2004.

Precedent Productions has approached Council seeking sponsorship of the 2017 Hawkesbury Local Business Awards, based on the same terms and conditions as previous years. A copy of letter of request for sponsorship is included as Attachment 1 to this report together with a copy of the Awards Brochure, which is attached as Attachment 2 to this report. Details from the 2016 Awards program's evaluation report indicates that for that year, some 507 businesses were registered to participate. A total of 6,613 business nominations were received, 184 businesses were finalists and Awards were presented across 30 business categories. The presentation evening attracted 509 attendees.

The Awards night would be the largest gathering of Hawkesbury businesses at any one event in a year.

Precedent Productions has invited Council to be a sponsor of the Awards and has suggested that Council continues to be a major sponsor of the event at \$5,000 (plus GST). Funds have been allocated in the 2016/2017 Operational Plan to sponsor the Awards, at the suggested level.

Details about the Awards program include:

- the Award Region is determined by the media partner, Hawkesbury Courier's distribution boundary
- the Award Program will run over the months of July, August and early September for 10 weeks
- the Award's Night (presentation) will be held at Windsor Function Centre, on Wednesday, 13 September 2017
- entry into the Awards is by customer nomination of a business or business self-nomination

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- customer nominated business are shortlisted to finalists across a range of categories (approximately 28), based on votes received. Finalists participate in a judging process, including assessment by judges, including 'mystery shopper' visits and/ or interviews
- self-nominated business are evaluated by judges
- the judging process is based on customer experience, including business appearance and presentation; the range of products and/or services; value for money; and customer service
- weekly promotion of the Awards will be by the Awards' media partner – The Hawkesbury Courier (Hawkesbury newspaper)
- awards will be presented for Business of the Year (selected from business category winners), Youth Business Person and Business Person (from self-nominated categories)
- an award will be presented for Business Longevity (operating for some time)
- an award will be presented for Community Access for disabled access provision by a business (inaugural award 2016, working with Council's Access and Inclusion Advisory Committee)
- award winners receive trophies, media coverage and other gifts.

It is considered that Council should continue its support of the Awards in 2017, as it is of value to the business community and provides an opportunity for the business community to recognise business success, achievement and leadership on an annual basis. The Awards consistently attract around 500 attendees from business owners and workers. The Awards can also be a promotions and advertisement strategy for local business. Therefore, the Awards is an important way in which Council can support business and local jobs.

A partnership approach to the Awards has been adopted by all groups involved, the program organiser, the business community and Council and a good business relationship has been achieved. The aim is to grow the Awards and the local business groups have helped the program organiser to review awards categories, business status and event management over the last few years e.g. procedures, website content, presentation venue arrangements. The partnership is in line with strategies in the Hawkesbury Community Strategic Plan.

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 Future

5.7 Tourism and Economic Development

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

Financial Implications

Sponsorship costs will be met from the adopted 2016/2017 Operational Plan within Service 140 - Strategic Activities.

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RECOMMENDATION:

That:

1. Council sponsor the 2017 Hawkesbury Local Business Awards to the value of \$5,000 (excluding GST).
2. A Sponsorship Agreement be entered into with Precedent Productions Pty Ltd for the 2017 Local Business Awards.

ATTACHMENTS:

- AT - 1** Precedent Productions' letter to Council seeking sponsorship of the 2017 Hawkesbury Local Business Awards.
- AT - 2** Hawkesbury Local Business Awards Brochure.

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AT - 1 Precedent Productions' letter to Council seeking sponsorship of the 2017 Hawkesbury Local Business Awards

precedent

2 February 2017

Fiona Mann
Strategic Planner - Strategic Activities
Hawkesbury City Council
366 George Street
Windsor NSW 2756



Dear Fiona,

2017 Hawkesbury Local Business Awards Major Sponsorship

The Hawkesbury Local Business Awards will once again be presented in 2017. The success of the program, for over 25 years has seen acknowledgement for businesses, their teams and owners. It is regarded as one of the major business events for the local area where the general public participate in nominating their favourite businesses.

The success of this program is a result of the strong support by the awards sponsors. We invite Hawkesbury City Council to give consideration in sponsoring the Hawkesbury Local Business Awards. The benefits are included and listed on page 14 of the Sponsorship Proposal. We are happy to offer the following:

Sponsor Type	Normal Rate	Special Rate
Major	\$8,500.00 + gst	\$5,000 + gst

Key Dates for the 2017 Hawkesbury Local Business Awards.

Date	Action
Wednesday 31st May	Sponsorship Deadline
Monday 26th June	Nominations Open
Wednesday 13th September	Presentation Evening at Windsor Function Centre

To confirm Hawkesbury City Council's sponsorship, please sign the Sponsorship Agreement on the following page and email this to chris@precedent.net

We look forward to working with you on this prestigious awards program.

Yours sincerely

Chris Jamgotchian
Project Coordinator

Precedent Productions Pty Ltd — ABN 35 052 469 799
1st Floor 30 Floss Street Hurlstone Park NSW 2193 — PO Box H211 Hurlstone Park NSW 2193
Telephone: (02) 8577 5060 — Facsimile: (02) 8577 5066 — Email: steveloe@precedent.net

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2017 LOCAL BUSINESS AWARDS SPONSORSHIP AGREEMENT

PROGRAM Hawkesbury
SPONSOR LEVEL Major
AMOUNT \$5,000 plus GST

Program Details

Nominations Open Monday 26th June
Presentation Night Wednesday 13th September
Venue Windsor Function Centre

Sponsor Details

Company Name Hawkesbury City Council
Contact Person Fiona Mann

I confirm that the details in the Agreement are correct and that I am authorised to enter into an agreement on behalf of Hawkesbury City Council.

Signed: _____ Date: _____

Name in Full: _____

Authorised on behalf of Precedent Productions

Signed: _____ Date: 02 February 2017
Steve Loe, Managing Director

PLEASE SIGN AND RETURN TO PRECEDENT PRODUCTIONS

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2017 Major Sponsor Coverage



Finalists and Winners Lists	Access to Finalists and Winners lists
Electronic Media	Sponsors highlighted on website Hyperlink to sponsor's landing page One e-newsletter sponsor profile
Local Newspaper Coverage	Logo on awards newspaper coupon Logo in two awards advertisements Mentioned in editorials throughout 12 week program
Facebook Campaign	Sponsor logos on winners' announcement page Dedicated posts as provided by sponsor Sponsor logos appear on nominations close graphic Share any important posts on request
Sponsor Logo	Newspaper coupon Printed coupon pads distributed to businesses Finalist Certificates Finalist Information Sheets Invitations Presentation Evening Program
Presentation Evening	30 second Audio Visual Commercial Sponsor logo appearing on Large Screen Speaking opportunities Presentation of 3-6 categories Six Complimentary Tickets Sponsor logo on Winners Posters Promotional material at event (provided by sponsor) Signage in venue (provided by sponsor)

AT - 2 Hawkesbury Local Business Awards Brochure.



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The Brand that Local Businesses Aspire To

The Local Business Awards logo has become a recognisable symbol for local business excellence in 25 areas of Sydney, the Hunter, and the Illawarra. The program recognises and honours the outstanding businesses in a vast number of industry categories.

Established by Precedent Productions over 30 years ago, the Local Business Awards brand has blossomed into a program that is well-respected by the general public and that businesses of the local community aspire to.

This extensive awards program continues to involve the community in many ways including over 200,000 nominations from the public for over 17,000 registered businesses of the awards.

Over 12,000 businesses people celebrate at the presentation evenings with their teams, family and friends; whilst the public are kept informed through over 500 newspaper feature pages, the awards website, e-newsletters and Facebook.



The Local Business Awards aims to:

- Deliver a high profile program throughout Sydney, Hunter and Illawarra regions
- Acknowledge the drive and dedication required to succeed in business and recognise the best in the industry locally
- Present businesses with marketing tools that take them to a new level within their region, while also enhancing the acquisition of new customers from beyond their local areas
- Provide sponsors with a unique marketing opportunity that allows their products or services to be promoted to various markets, by either focusing on specific regions or particular categories that the Local Business Awards cover
- Provide the general public with a source of information that acts as a guide to some of the state's most outstanding businesses in each specific categories
- Provide unique networking opportunities for all participants - sponsors, local government, businesses and the general public



Award Areas

- Blacktown
- Camden Wollondilly
- Campbelltown
- Canterbury Bankstown
- Cumberland (Holroyd & Auburn)
- Fairfield
- Hawkesbury
- Hornsby
- Hunter
- Illawarra South Coast
- Inner West
- Liverpool
- Mt Druitt St Marys
- North Shore
- Northern Beaches
- Northern Districts
- Parramatta
- Penrith
- Randwick
- Southern Highlands
- St George
- Sutherland Shire
- Sydney Hills

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How the Program Works

Editorials will feature in each media partner during the Local Business Awards program.

Week 1	Nomination coupons available in print, distributed, delivered to sponsors and on website 30,000 coupons printed and distributed Awards launch editorial Coupon appears in media partner newspaper
Week 2	Dedicated sponsor advertisement in media partner newspaper Nominations collated
Week 3	Awards progress editorial
Week 4	Voting closes Finalists determined
Week 5	Finalist Kits delivered to successful businesses
Week 6 – 8	Judging period for all Finalists
Week 9	Finalists prepare and submit written documents detailing their business
Week 10	Finalist Feature appears in media partner newspaper
Week 11	Presentation Evening held for Finalists, Sponsors and Dignitaries
Week 12	Winners Feature to appear in media partner newspaper Dedicated sponsor advertisement congratulating winners



2015 Local Business Awards Statistics

17,000
REGISTERED
BUSINESSES

200,000
PUBLIC
NOMINATIONS

5,000
AWARD
FINALISTS

12,000
PRESENTATION
ATTENDEES

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Communication

The twelve week Local Business Awards program is highly visible through various mediums throughout the program. This consists of weekly editorials and advertising in local publications outlining the progress of the Awards. There are also two multipage features that highlight the successful Finalists and Winners.

Communication through direct telephone contact and four e-newsletters for each program provides a personalised approach regarding their program and also offers the opportunity to promote sponsors directly to our dedicated market.

The re-launched Local Business Awards website will increase interaction between local businesses and the program. Sponsors will also be provided with hyperlinks directed to their own websites to take advantage of the website traffic.

Nomination & Judging

Judging revolves around the customer experience. There are four stages to the Awards process:

1. The Awards begin with the call for public nominations of outstanding local businesses
2. At the close of nominations, all coupons and online votes are collated and those businesses receiving the greatest number of votes in each category become finalists
3. Finalists are assessed by a panel of judges who conduct their evaluations at separate visits anonymously, where possible. Business websites and social media are also reviewed by the judges
4. Additional information is submitted directly from each Finalist

Winners are determined by the judges' evaluations and the additional information provided by the Finalists.



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312,000
UNIQUE USERS*

424,000
SESSIONS*

1.14million
PAGE VIEWS*

*JULY 2015 to AUGUST 2016

Benefits

As a Sponsor, benefits include:

- Recognition as a supporter of a reputable program whose status is confirmed within the business community and among the general public
- Align with a high profile awards program that is recognisable in local communities
- Opportunities to associate with the local area's most dynamic and successful business people
- Media exposure throughout the twelve weeks of each program sponsored
- Selection from a number of programs that best suit your company's marketing strategy, allowing you to target specific audiences
- Networking with other sponsors and supporters, including other businesses, media partners and local government

Major & Support Sponsorship

The Local Business Awards has been celebrating the success of business for 33 years.

Businesses competing in the awards program place great importance upon the recognition that the program provides; a rare moment of acknowledgement for the hard work, determination, and physical, financial and emotional investment required to run a successful business. Winning a Local Business Award is an immensely valuable tool for local business people; helping businesses achieve their current goals and set new goals for the future.

Sponsorship of the Local Business Awards is the ideal way to become a supporting face of a program which captures the hearts and minds of local communities, local business people and their teams. The program offers business a highly trusted, consistent source of reward and measurability of business performance. For a sponsor, support of the awards program is in turn viewed as support of both the local and business communities; sponsorship is viewed in turn as an alignment of the business community.

Your involvement in the 2017 Local Business Awards gives you a unique opportunity to access a targeted niche market of dynamic, enterprising business people.



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Major Sponsor

\$8,500 per program plus GST

Finalists and Winners Lists

Access to Finalists and Winners lists

Electronic Media

Sponsors highlighted on website

Hyperlink to Sponsor landing page

One eNewsletter Sponsor profile

Local Newspaper Media Coverage

Logo in Feature advertisement

Logo in Winners Feature advertisement

Mentioned in editorials throughout 12 week program

Facebook Campaign

Sponsor logo on winners' announcement graphic

Dedicated post as provided by sponsor

Sponsor logo on nominations close graphic

Share any important posts on request

Sponsor Logo

Newspaper Coupon

Printed coupon pads distributed in the local area

Finalist Certificates

Finalist Information Sheets

Invitations

Presentation Evening Program

Presentation Evening

30 second Audio Visual Commercial

Sponsor logo appearing on Large Screen

Speaking opportunities

Presentation of 3-6 categories

Six Complimentary Tickets

Logo on Award Trophies

Promotional material at event

Signage at venue (provided by sponsor)

Sponsor logo on Winner's Poster

Support Sponsor

\$4,500 per program plus GST

Finalists and Winners Lists

Access to Finalists and Winners lists

Electronic Media

Sponsors highlighted on website

Hyperlink to Sponsor landing page

Local Newspaper Media Coverage

Logo in Feature advertisement

Logo in Winners Feature advertisement

Mentioned in editorials throughout 12 week program

Facebook Campaign

Sponsor logo on winners' announcement graphic

Sponsor logo on nominations close graphic

Sponsor Logo

Newspaper Coupon

Printed coupon pads distributed in the local area

Finalist Certificates

Finalist Information Sheets

Invitations

Presentation Evening Program

Presentation Evening

Sponsor logo appearing on Large Screen

Speaking opportunities

Presentation of 1 - 3 categories

Two Complimentary Tickets

Promotional material at event

Signage at venue (provided by sponsor)

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Telephone: (02) 8577 5060
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oooO END OF REPORT Oooo

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Item: 77 **GM - Hawkesbury Sister City Association Program - 2017 Student Exchange Program, Donation - (79351, 73610)**

REPORT:

Executive Summary

The purpose of the report is to inform Council that the Hawkesbury Sister City Association (Association) has selected the Hawkesbury students to be part of the 2017 student exchange program to Council's sister cities of Kyotamba, (Kyoto) Japan and Temple City, (California) USA.

The student exchange program, which is part of Council's Sister City and Country Alliance Program Policy, provides for 12 students to visit the sister cities, being up to six students to each of Kyotamba and Temple City. The Association has selected 12 students for this year's program.

It has been the practice of Council throughout the operation of the Sister City Program to make a donation of \$500 to each student visiting a sister city to help with travel and daily costs while overseas. The donation has been included in this year's Operational Plan and is recommended for payment.

Council's Sister City program and associated policy has been in operation since the mid-1980s.

Consultation

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

Background

The sister city relationship with Kyotamba and Temple City provides for culture, sport and youth exchanges between our areas. The program includes Council's activities with the sister cities, such as civic-cultural exchanges, and Association activities (program partners) with counterpart international sister city associations, like cultural and youth exchanges.

Council's Sister City and City-Country Alliance Program Policy (the Policy) delegates authority to the Association to undertake appropriate exchange programs on Council's behalf with Council's two sister cities. The Policy requires Council and the Association to sign a sponsorship agreement in accordance with the Sponsorship Policy. The Sponsorship Policy also requires requests for Section 356 financial assistance to be reported to Council for determination.

A key activity of the Association is the annual student exchange program. This program provides the opportunity for up to 12 high school students to take part in exchange visits to Council's two international sister cities. Students stay with host sister city families and the visits are coordinated with counterpart sister city associations in each country. In reply, students from Temple City and Kyotamba visit the Hawkesbury as part of their annual student exchange programs.

The Association undertakes an application and selection process, and it is the parents and or guardians of students who primarily fund student travel costs. Students have been selected on the basis of being a resident of the Hawkesbury area or attending a Hawkesbury area school or a selective school outside the area in accordance with the Policy.

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The students selected by the Association to take part in this year's program are:

a) Hawkesbury students to visit Kyotamba:

- | | | |
|----|--------------|--|
| 1. | Ms G Milne | of Windsor Downs - Bede Polding College |
| 2. | Ms A Bartels | of North Richmond - Lakes Christian College |
| 3. | Mr G Brown | of Wilberforce - Arndell Anglican College |
| 4. | Ms B Price | of Hobartville - Nepean Creative and Performing Arts High School |
| 5. | Ms J Clulee | of East Kurrajong - Colo High School |
| 6. | Ms K Camelo | of Hobartville - Richmond High School |

b) Hawkesbury students to visit Temple City:

- | | | |
|----|---------------|--|
| 1. | Ms M Bennett | of Kurmond - Colo High School |
| 2. | Ms S Burgmann | of Bowen Mountain - Colo High School |
| 3. | Ms E Hopcroft | of North Richmond - Colo High School |
| 4. | Ms N Eglin | of Grose Vale - Arndell Anglican College |
| 5. | Mr A Fradd | of Cattai - Arndell Anglican College |
| 6. | Ms A Thompson | of North Richmond - Colo High School |

Both the Kyotamba and Temple City students will undertake their student exchange to the Hawkesbury during July/August 2017 and the visits will overlap. The Association advises that the Kyotamba students are likely to arrive 26 July, 2017 and depart 20 August, 2017 (to be confirmed). The Temple City students will arrive on 19 July, 2017 and depart 12 August, 2017 (confirmed).

The Hawkesbury students will undertake their international student exchange visits in September/ October, 2017.

It has been the practice of Council throughout the operation of the Sister City Program to make a donation of \$500 to each student visiting a sister city to help with travel and daily costs while overseas. The donation has been included in this year's Operational Plan and is recommended for payment.

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 Community

2.4 Community wellbeing and local services

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

Financial Implications

All costs will be met from the adopted 2016/2017 Operational Plan from Service 140 - Strategic Activities.

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RECOMMENDATION:

That under the provisions of Section 356 of the Local Government Act 1993, and in accordance with Council's Sister City Program Policy, Council donate \$500 to each of the following students participating in the 2017 student exchange program visit to Kyotamba and Temple City being:

- a) Ms G Milne
- b) Ms A. Bartels
- c) Mr G Brown
- d) Ms B Price
- e) Ms J Clulee
- f) Ms K Camelo
- g) Ms M Bennett
- h) Ms S Burgmann
- i) Ms E Hopcroft
- j) Ms N Eglin
- k) Mr A Fradd
- l) Ms A Thompson.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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CITY PLANNING

Item: 78 **CP - Application S0083/16 - Onsite Wastewater Treatment System - 421 Tennyson Road, Tennyson - (95498, 96330)**

Previous Item: 90, Ordinary (31 May 2016)

REPORT:

Executive Summary

At the Council meeting of 31 May 2016 Council resolved to approve DA0284/15 for a duck processing facility at 421 Tennyson Road, Tennyson. Part B of that resolution stated the following:

"The sewer management facility application be reported to Council for determination."

The construction work at this site has also been approved and earthworks and construction has substantially commenced in accordance with the development and construction approvals.

The purpose of this report is to satisfy the above resolution. The recommendation of this report is to approve, subject to conditions, the onsite sewage management application.

Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. The assessments of onsite sewage management system applications are generally a technical assessment only as this application is ancillary to the development under DA0284/15 as approved by Council on 31 May 2016.

Background

An onsite sewage management application has been lodged for an onsite wastewater treatment system for an approved duck processing plant (Tinder Creek Ducks), at 421 Tennyson Road, Tennyson. The plant construction works have already substantially commenced in accordance with the relevant approvals. The existing processing plant is currently located at Kellyville and that site has recently been re-zoned for residential development. The property at 421 Tennyson Road, Tennyson is a 12.15 hectare rural property. DA0284/15 was approved by Council on 31 May 2016, which consents to the operation of a poultry processing facility, a hatchery and approval for associated building works. There will be approximately 15 employees. A lunchroom and a change room are provided for employee use.

The report 'Proposed Onsite Wastewater Treatment and Irrigation Management Plans by Aquadynamic Consultancy Services', dated February 2015 was submitted with the Application (S0083/16) to install an onsite sewage management facility. In this application it is proposed to install a series of effluent ponds to treat the wastewater from the duck processing plant and then use spray irrigation to dispose of it on the property.

A number of submissions for the Development Application (DA0284/15) raised concerns regarding the potential environmental impacts of the proposed wastewater treatment system.

Due to the community interest and concerns raised, Council staff commissioned a Peer Review of the documentation that was submitted with the application. That review was undertaken by Whitehead and Associates. The review supported the Council staff assessment of the report and their requests for additional information in relation to inconsistencies in the original documentation and also the lack of detail in relation to certain aspects of the operation, such as the operating hours and water usage in the proposed hatchery. The review also indicated that if that detail had been supplied originally the proposed system would be generally acceptable.

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The subject application (S0083/16) proposes a system similar to the existing, successfully operating, system that is installed at their current processing facility at Kellyville. However, the ponds proposed in the subject application for the Tennyson site are much larger. The system will consist of an Anaerobic Dam, followed by an Aerated Pond and a final Maturation/Irrigation Pond.

Council officers undertook a site visit of the existing processing plant at Kellyville and found the system was not causing any odour issues at the time of inspection. It should be noted that the temperatures had been very high prior to that visit. In this regard, if the system had potential to cause odour problems it would have been prevalent at the site visit. At the site visit, Council staff discussed with the applicant the concerns previously raised, and also raised in the peer review. In response to that discussion the owner has submitted additional information to clarify the issues raised, included as Attachment 1 to this report.

The applicant clarified that the processing operations would normally be around eight hours per week, this information was missing in the original information submitted for the on-site sewage management system application. The new processing plant will also be employing new technologies to help reduce the amount of water used on a daily basis. In the longer term the applicant is looking at installing a reverse osmosis system for the purpose of recycling and re-use of wastewater. However, that is not required for the system to operate satisfactorily immediately and would only be a future enhancement of the system.

The wastewater from the staff amenities will be treated separately to the wastewater from the processing plant and will be directed to a septic tank and absorption trench that is located on the opposite side of the property to the effluent ponds and irrigation area.

The property is currently a rural property approximately 12.15 hectares in size. It is surrounded by other rural and rural residential properties. It currently has a dwelling (with a septic tank and trench), a large shed and a large dam and the property's rear boundary is Howes Creek. It is a sloping block (6% to 30%) with rocky outcrops, particularly down the right hand side of the property where the proposed effluent ponds and irrigation are to be located. These rocky outcrops have/will be covered with fill to create the ponds and the effluent ponds will be lined with HDPE liners. Council will not be requiring the ponds to be covered as additional disinfection will occur as a result of UV exposure from sunlight.

The limiting factor for sizing of the irrigation area is determined primarily by the hydraulic load, not nutrients, and the irrigation area required according to the wastewater report by Aquadynamic Consultancy Services is 14,300m² (1.43ha). The total area that has/will be dedicated for irrigation is 25,000m² (2.5ha) which is 57% more than required and is considered to be adequate for the disposal area. The wall of the existing dam is to be bunded to prevent irrigation run-off from entering the dam. The effluent ponds have also been designed to have 28 days of wet weather storage.

There will be a buffer distance of more than 100 metres between the edge of the proposed irrigation area to Howes Creek. The irrigation areas are also considered to provide adequate buffer distances from neighbouring properties to avoid irrigated wastewater from leaving the property.

The water used in the incubators at the proposed new hatchery controls humidity and all the water is evaporated, thereby not adding to the hydraulic load of the new on-site sewage management system.

The processing plant will also be required to comply with the conditions of approval which includes an annual Prevention Notice issued by Council under Section 96 of the Protection of the Environment Operations Act 1997 which will stipulate particular recording and monitoring requirements.

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 Environment

3.1 The natural environment is protected and enhanced.

3.1.4 Use a range of compliance measures to protect the natural environment.

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Financial Implications

There are no financial implications applicable to this report.

RECOMMENDATION:

That application No.S0083/16 for an onsite wastewater treatment system at 421 Tennyson Road, Tennyson be approved subject to the following conditions:

General Conditions of Approval

1. All drainage and sanitary plumbing shall be carried out in accordance with the requirements of Australian Standard AS 3500 - 'National Plumbing and Drainage Code', the Plumbing Code of Australia 2012 and be inspected and approved by Council prior to covering.
2. Any source of water supply used for drinking or domestic purposes or for stock is not to be polluted or rendered unwholesome by the land application of effluent from the proposed onsite wastewater treatment system.
3. All effluent from the proposed onsite wastewater management facility shall be disposed of within the confines of the premises. There shall be no run-off from the designated effluent application area to adjoining premises, public places or reserves. The discharge of any such effluent across any boundary which is likely to pollute a natural watercourse will be considered as an offence under Part 5.3, Section 120 of the Protection of the Environment Operations Act 1997.
4. All plumbing and drainage work shall be carried out by a licensed plumber and drainer.
5. The facility's drainage to the onsite wastewater treatment system shall be protected by an overflow gully.
6. The installation shall be carried out in accordance with the approved plans and specifications.
7. Oil/petroleum wastes from the premises, must not be discharged into the onsite wastewater treatment system.
8. New installations of disposal areas shall comply with the recommended buffer distances outlined in Appendix R, Recommended Setback Distances for Land Application Systems, Australian Standard AS 1547:2012 - On-site domestic wastewater management.
9. The effluent application area shall comprise of a suitable number of sprays that will evenly distribute the effluent within the application area. Sprinklers used in the application areas shall be located so as to throw wastewater within the effluent application area only and not direct any effluent beyond the confines of the designated effluent application area. The effluent application area may be divided into two or more areas.
10. Sprinklers used shall produce a coarse droplet spray with no misting or aerosol, and shall have a maximum plume height in the order of 800mm above finished ground level. Sprinklers shall be durable, long wearing and installed in such a manner as to ensure that they are not easily damaged during maintenance of the effluent application area.
11. Should more than one disposal area be used a valve system shall be designed to ensure that at least one irrigation area is available for use at all times.

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12. Within the effluent irrigation area there must be at least two warning signs that comply with Australian Standard AS 1319 - Safety signs for the occupational environment and have:
- a) a green background
 - b) 20mm high capital lettering in black or white
 - c) the words "RECLAIMED EFFLUENT – NOT FOR DRINKING – AVOID CONTACT".
13. Compliance with the annual Prevention Notice issued by Council under Section 96 of the Protection of the Environment Operations Act 1997 which will stipulate particular recording and monitoring requirements as per below:

a) Operating Activities must be carried out in a competent manner

This includes:

- (i) the processing, handling, movement and storage of materials and substances used to carry out the activity;
- (ii) the treatment, storage, processing, reprocessing, transport and disposal of waste generated by the activity;
- (iii) an operation manual for the Wastewater and Sewage Management Facilities are to be reviewed annually, updated and circulated to all contractors and Council as required; and
- (iv) provide an emergency response plan in the event of a power failure.

b) Maintenance of plant and equipment

All plant and equipment installed or used in or on the premises:

- (i) must be maintained in a proper and efficient condition;
- (ii) must be operated in a proper and efficient manner in accordance with the manufactures specifications;
- (iii) the infrastructure for the Wastewater and Sewage Management Facilities are to be adequately locked and secured to prevent public access and/or tampering. The occupier must take all practicable steps to control unauthorised entry to the premises;
- (iv) access is to be made available upon request from authorised Council staff;
- (v) analysis and maintenance reports are to be sent to:
Hawkesbury City Council
PO Box 146
WINDSOR NSW 2756
Attention to Regulatory Services;
- (vi) details of two nominated contact persons are to be provided in writing who are authorised to discuss issues pertaining to this Notice on behalf of the company. Details must include, name, address and a 24 hour contact telephone number;
- (vii) provide access to the top of any plant more than 2m above ground level by means of a stairway or step-type ladder in accordance with Australian Standard AS 1967 - 'Code for Fixed Platforms, Walkways, Stairs and Ladders';
- (viii) store chemicals in accordance with the requirements for Dangerous Goods; and
- (ix) provide a level, all weather road access for heavy vehicles to within pumping distance of the plant or other necessary maintenance points for emergency purposes.

c) Management of Surface Waters

- (i) Surface waters must be diverted away from the irrigation areas.

d) Reclaimed Sewage and Irrigation System

- (i) Treated wastewater pipelines and fittings must be clearly identified. Standard water taps, hoses and cocks must not be fitted to irrigation pipelines, and the irrigation system must not be connected to other pipelines.

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- (ii) Lockable valves or removable handles must be used where there is public access to the irrigation area.
- (iii) Adequate notices, warnings to the public "RECLAIMED EFFLUENT USED IN THIS AREA, AVOID CONTACT -DO NOT DRINK", must be erected on the site. These notices must be in legible English and in any other languages as may be necessary and must indicate at least the water is "RECLAIMED SEWAGE- UNFIT FOR DRINKING".
- (iv) The wastewater treatment system must be maintained and serviced such that the final effluent at the outlet of the plant meets the limits as outlined in the NSW Guidelines for Urban and Residential Use of Reclaimed Water.
- (v) Filter on the irrigation pumps to be cleaned and reinstalled as required.
- (vi) No water supply or any source of water supply used for drinking or domestic purposes or for stock is likely to be polluted or rendered unwholesome by the land application of effluent from the proposed sewage management facility.
- (vii) All effluent from the sewage management facility shall be disposed of within the confines of the premises. There shall be no run-off from the designated effluent application area to adjoining premises, public places or reserves. The discharge of any such effluent across any boundary in such a manner as to pollute a natural watercourse will be considered as an offence under Part 5.3, Section 120 of the Protection of the Environment Operations Act 1997.

e) Monitoring and recording

All records required to be kept by the operator must be:

- (i) In a legible form, or in a form that can readily be reduced to a legible form.
- (ii) Kept for at least six years after the monitoring or event to which they relate took place.
- (iii) Produced in a legible form and forwarded to Council, Regulatory Services, Attention: The Manager, within 30 days from the date of analysis.
- (iv) All field tests should be recorded with the flow and/or applied loading rates, and any alterations to the plant or operational procedures should be noted at the appropriate time.
- (v) The following records must be kept in respect of any samples required to be collected for the purposes of the Notice:
 - the date(s) on which the sample was taken
 - the time(s) at which the sample was collected
 - the point at which the sample was taken
 - the name of the person who collected the sample
 - the parameters to be tested
 - the name and address of the NATA registered laboratory undertaking the analysis
 - the results of the testing.

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- (vi) For each monitoring point the operator must monitor (by sampling and obtaining results by analysis) the concentration of each pollutant specified below from the irrigation chamber and storage tank (two from each tank in total). The operator must use the sampling method, units of measure, and sample frequency as specified below.

Parameters	Frequency
Biochemical Oxygen Demand	Yearly
Suspended Solids	Yearly
Total Nitrogen	Yearly
Total Phosphorus	Yearly
<i>E.coli</i> bacteria	Yearly
Faecal Coliforms	Yearly
pH	Yearly
Total residual chlorine (if used)	Yearly

- (vii) The operator must keep a legible record of all complaints made to the operator or any employee or agent of the operator in relation to pollution arising from any activity to which this Notice applies.

ATTACHMENTS:

AT - 1 Copy of Statement of facts regarding the operation of the processing plant from applicant

AT - 1 Amended copy of Statement of facts regarding the operation from the applicant

Re: On Site Sewerage Management System for 421 Tennyson road, Tennyson.

I refer to our site meetings held at Tennyson and at Kellyville last week concerning our application for a new on site sewerage management system to support our new Duck meat processing facility. You have now seen how I can operate the system on a site that is a fraction of the size of the new facility at Tennyson. You have asked a number of questions that I can provide the following additional advice to assist you.

1. Hours of operation.

The hours of operation per week vary according to the orders for proceed duck meat we receive. The total hours per week are around 8 hours as we process an average live weight of 12000 kg per week. That does not take a lot of time. We have on average 15 people for the eight hours although not all are there at the same time. This is because some assist in the slaughtering as distinct from others who assist with cleaning. As you saw at your visit to Kellyville on Thursday, we started at 10.00am and it was all finished for the day by 2p.m. I can assure Council that this operation is really boutique and is of a very small scale when compared to many other abattoirs that process birds. Further, we only process our own birds unlike many other operations that have multiple contracts.

The hatchery has no employees other than me. As you can appreciate, the facility incubates the fertilised eggs and once hatched, the ducklings are transported to the Tinder Creek farm to be raised. The incubators need to be on site as they are sensitive to power outages that mean someone has to live nearby who can quickly respond to a problem that might arise without warning.

2. Weekly processing and water use.

The north Kellyville operation uses about 200KL of water per week. That water is used in the hatchery, the dwelling houses and the processing facility itself. The biggest user of the water is the processing facility. With the new plant and new technology, I anticipate we will reduce our water consumption considerably. Not only is reducing water good for the environment, it saves the business a lot of money and considerable thought has gone into ways to minimise water use including;

- The new spin chillers will operate by recycling water.
- The new equipment will be easier to clean through better design which is where the majority of the water goes.
- We will be using water from the 4th dam to use for crate washing.

The hatchery uses water in the incubators to control humidity and all water is evaporated. Humidity must be maintained at 86%. The incubators are plumbed into the tap water but it is used in a fine mist that does not result in any wastewater. I estimate the water use would be less than 1000 litres a week.

In the longer term we will be looking at the option of installing a reverse osmosis system that again will allow us to re-use our wastewater. Given the size of the system and the relatively low weekly flows, it'll be some years before the system has the capacity to benefit from reverse osmosis and that is why it's not considered yet.

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The consultant considers the DAF system is not required having regard to the nature of the wastewater generated. The wastewater contains essentially blood and water meaning there are no suspended solids or oils that would require removal by way of dissolving air into the wastewater. The system as proposed is considered to deal appropriately with the nature and volume of wastewater generated through with no unacceptable nuisance or interference with the environment. The operation of the system over many years at Kellyville is testimony to the adequacy of the system and we will be monitoring its performance regularly to ensure efficient operation. It is not in our interest for the system to generate odours or perform badly.

I wish to assure you that the Onsite Wastewater Treatment and disposal system has been designed appropriately and our consultant has many years' experience including dealing with operations that have failed and dealing with regulatory matters. The site is capable of storing, treating and disposing of wastewater effluent on site over the long term and as I have said, I have had 25 years' experience at managing this kind of technology and system without complaint or incident. Remember, the system is effectively dealing with wash down water and blood. All other solids are removed and disposed of off-site.

A full assessment of the sites geological and climatic characteristics has been undertaken. The site is suitable for onsite waste treatment and disposal over the long term. There are sufficient buffers available to existing boundaries and Howes Creek at the rear of the property. The entire system and the irrigation area has also been designed to deal with the long term accumulation of nutrients. Nutrients are the determinative factor in arriving at the design of this system and it's the nutrient balance that has warranted an oversize of the system. The system has also been designed with a lot of redundancy including 28 day wet weather storage. I can assure you the system is not a "Trojan horse" to increase the operating capacity of the plant.

I trust the above information satisfies your enquiry and I contend that the application as submitted meets with relevant standards and meets Council's requirements including the conditions of Consent. I would ask that you proceed to determine the application on its merits as any further delays will cause harm to my business. Should you wish to discuss this matter please do not hesitate to contact me.

Yours faithfully,

.

Greg Jones.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 09 May 2017

INFRASTRUCTURE SERVICES

Item: 79 **IS - Draft Circus Policy - (95495, 79354)**

Previous Item: 25, Ordinary (24 February 2015)
 NM1, Ordinary (11 November 2016)

REPORT:

Executive Summary

Council resolved to advertise an amended Policy relating to the use of Council premises for circuses, to restrict the use of animals to domesticated animals.

The Draft Circus Policy was subsequently advertised with Council receiving 34 responses.

Twenty seven of these responses were in favour of the draft Policy. This report recommends that the amended draft Policy be adopted.

Consultation

The document, consisting of the re-exhibited of the draft Policy considered by Council in 2015 was advertised. Consultation, through public advertising, in accordance with Council's Community Engagement Policy has been undertaken as detailed in this report.

Background

Council resolved on 29 November 2016:

"That:

- 1. Council as a Policy objective seek to prohibit those circuses which use wild, native or exotic animals in their performances, including but not limited to animals such as elephants, lions, tigers, monkeys and apes from using Council premises.*
- 2. The Draft Policy on Circuses, previously reported to Council on 24 February 2015 and attached to this Notice of Motion, now be placed on public exhibition for 28 days and then re-reported to Council."*

The draft Circus Policy was exhibited from 15 December 2016 to 3 February 2017 with Council receiving 34 responses. Correspondence was received from residents from Hawkesbury and other Council areas, animal rights groups, a Member of the NSW Legislative Council, animal trainers and circus representatives. Of the 34 submissions, six were against the introduction of the Policy, 27 were for the Policy and one made general comments on the Policy structure.

Responses Against the Draft Policy

Responses against the Policy covered a range of points which have been summarised below.

- The Draft Circus Policy is a discriminatory document that seeks to restrict the trade of licenced and regulated businesses.
- Animal circuses are not illegal and have to comply with a range of conditions including animal welfare.
- Often these circuses exceed the Australian Standards set for them.

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- Circus animals have been a controversial topic largely due to inaccurate allegations to influence society.
- Circuses are not simply an industry or business, it is a culture and tradition that requires protection.
- The public should be left to decide whether to attend.
- Not one of the Australian animal circuses operating today has ever had a conviction of animal cruelty.
- Circuses should be treated with the same fairness that other institutions holding animals on exhibition are treated.

Responses Supporting the Draft Policy

Responses for the Policy covered a range of points which have been summarised below.

- The use of wild/exotic animals in circuses is out dated and cruel. No matter how well managed, no circus can provide an appropriate environment for wild animals.
- Whilst it could impact on the livelihood of circuses, they have had ample time to modify their acts. Some of the most successful circuses in the world have no animals at all.
- These circuses have no conservation value and teach children that animals are objects.
- Recommend that the Policy be extended to circuses with any animals.
- The space requirements for keeping animals in circuses are far below the minimum space for the same species in zoos.
- Many other Councils are banning animal circuses.
- The Policy should also mandate that anyone granted leasehold of Council land cannot permit a circus or rodeo eg Hawkesbury Showground.
- Animals grazing from circuses often damage council land.
- The Policy be amended to include a ban on all circuses with wild animals regardless if they are part of the performance or not.
- Hawkesbury City Council consider supporting initiatives to ban animal circuses at the state level.
- Support to limit the number of circuses per year.

Other Responses

One other response referred to how the Policy was written. Where considered appropriate, suggested corrections have been made to the Draft Policy. One major change was to include a definition of a circus into the Policy. The following wording is recommended:

- Circus - An entertainment facility open to the public, established on a temporary basis within the Council area, which may include performers, clowns and the display of performing animals.

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The intent of the revised Circus Policy is to restrict circuses which use exotic/wild/native animals, as part of their act, from using Council controlled land. The exhibited Draft Policy still permits the use of Council premises by circuses that only use domesticated animals.

Circuses on Council owned land have in recent years only used McQuade Park however The Hawkesbury Show Ground is another site that would be impacted by the new Policy as it is Crown land under Council's care and control. Council lease the land to the Hawkesbury District Agricultural Society. Under the lease provisions the Hawkesbury District Agricultural Society can run agricultural shows, trade exhibitions, horse competitions, dog shows, private meetings and provide facilities incidental to such uses. Other uses may be approved by Council. Council has previously allowed the use of the site for circuses, however it remains open to Council to withdraw that approval, should it adopt a new Policy.

Additionally a circus currently uses the showground over the Christmas period for around six weeks for "agistment". No performances are carried out during this time and it provides a use of the site for the Hawkesbury District Agricultural Society at a time where there are generally no events. The Policy would not exclude such usage but would require Council consent in accordance with the existing lease.

Due to a majority of responses being in support of the draft Circus Policy, it is recommended that the attached amended draft Policy be adopted.

Changes to the exhibited Policy are highlighted and annotated in the attachment.

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 immediate financial impacts on Council's current budget, as no income has been budgeted from circus uses.

RECOMMENDATION:

That the Draft Circus Policy as exhibited and amended be adopted.

ATTACHMENTS:

- AT - 1** Amended Draft Circus Policy

AT - 1 Amended Draft Circus Policy

Hawkesbury City Council
Policy

EXHIBITED DRAFT

Circus Policy

(Amendments highlighted
and annotated)



Hawkesbury City Council

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ORDINARY MEETING

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1.0 PURPOSE

The purpose of this policy is to establish Council's position in regards to applications from circuses and related organisations to conduct circus performances and displays of wild/exotic **or** (missing word) native animals on Council managed land. The policy permits the use of Council premises for circuses or similar events that incorporate the use of domesticated animals.

2.0 SCOPE

The scope of this policy is to establish guidelines for the leasing and licencing of Council land to circuses.

3.0 DEFINITIONS

Circus

An entertainment facility open to the public, established on a temporary basis, which may include performers, clowns and the display of performing animals. (definition added)

Wild/exotic Animals

Wild/exotic animals are determined as non domesticated animals and include but are not limited to such as elephants, large cats and non human primates.

Australian Native Animals

Australian native animals are all mammals, fish, reptiles and birds that are native to Australia.

Council Premises

Land or buildings under the direct control of Hawkesbury City Council

4.0 PROCEDURE

The following procedure is to be undertaken for this Policy:

1. An application for an approval to operate a circus **will be assessed having regard for:** (reworded)
 - (a) the size and nature of the circus;
 - (b) the location and size of the site;
 - (c) the proposed hours of operation and duration of the event;
 - (d) the likelihood of damage to the site and the likely effects on the amenity of the neighbourhood;
 - (e) the likely effects on traffic and parking in the area;
 - (f) the availability of sanitary services to the land;
 - (g) the level of disruption to other users of the land;
 - (h) Parks Plan of Management **allowing the use;** (reworded)
 - (i) **The requirements of the Local Government Act 1993 and associated regulations.** (reworded)
2. The number of circuses permitted to perform **in the Hawkesbury Local Government Area** (clarifying) is to be restricted to three events per year.
3. Circuses using Council premises must limit their use of animals to domesticated animals. Hire will not be approved to circuses which include trained wild/exotic animals such as elephants, lions, tigers, monkeys and apes **or native animals in their performances or exhibitions.** (added and reworded)
4. The fee and bond detailed in Council's Schedule of fees and charges must be paid prior to the Circus's occupation of the site.

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5. The Circus must comply with the relevant terms and conditions contained with the confirmation of hire and all other relevant local, state and federal regulations.
6. The Council reserves the right to cancel the license at short notice in the event of prolonged heavy rain in the area, or non compliance with the conditions
7. The Council shall be indemnified against any circumstance that may occur in relation to or as a result of such use of the park. *(reworded)*

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 09 May 2017

Item: 80 **IS - Establishment of an Infrastructure Committee - (79351, 95495, 105109, 80106)**

Previous Item: NM4, Ordinary (25 October 2016)

REPORT:

Executive Summary

Council sought a report regarding the establishment of a committee of Council to support and advance, at a strategic level, the planning and delivery of key infrastructure.

This report examines the issue of infrastructure provision, including responsibilities and authority and Council's role in advocacy/lobbying and direct delivery, in order to assess an appropriate charter and structure for a committee. The report recommends that in the first instance a working party be established to develop a charter, objectives and activities to guide the formation of an Infrastructure Committee.

Consultation

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

Background

Council at its meeting of 25 October 2016 resolved that:

"a report be prepared regarding the establishment of a committee of Council to support and advance at a strategic level the planning and delivery of key infrastructure for the community."

Under the Local Government (General) Regulation 2005 Council "may, by resolution, establish such committees as it considers necessary."

If Council resolves to do so it must specify the function of the committee, membership and quorum.

Additionally there are a number of procedural matters relating to calling of and operation of committees specified in the Regulation.

It also remains open to Council to consider a "Working Party" structure to progress or advise on specific issues. This less formal structure is often suited to issues where the objective is short term in nature, or where a task or strategy may be ill defined and an informal structure would allow an action or role to be better defined. A working party in this latter situation may lead to the establishment of a formal committee.

Discussion

In order to determine an appropriate structure, it is necessary to consider the role of the proposed committee. The resolution calls for the committee "to support and advance at a strategic level the planning and delivery of key infrastructure."

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Whilst Council plays a significant role in direct delivery / maintenance of community infrastructure, many other agencies and tiers of government also play a major role in delivery / maintenance of infrastructure or its funding.

Key Infrastructure	Agency / Responsible Body
Local Roads	Council
Regional Roads	Council (RMS contribution)
State Roads	RMS
Water Supply	Sydney Water
Sewer	Council / Sydney Water / Private Companies
Drainage	Council
Parks	Council
Community Buildings	Council
Rural Fire Service Buildings	Council / NSW Rural Fire Service

In addition to this listing there is a range of other infrastructure or services such as hospitals, public transport, ambulance, NSW Fire and Rescue and social services that support the community and its needs.

Council's direct and indirect action and planning for infrastructure provision, renewal and maintenance should, at a strategic level, be detailed and programmed through its Community Strategic Plan and Operational Plan.

The Community Strategic Plan contains a number of strategies that address the role of Council in provision of, or advocacy for, infrastructure. These strategies will form the basis of actions for Council's four year plan.

It is envisaged that a committee or working party of Council could:

1. provide further input into priorities for new capital works
2. act as a vehicle to lobby at a State or Commonwealth level for works or financial assistance
3. complement direct community input in determining service levels for infrastructure.

Should Council wish to establish an Infrastructure Committee, to address these and other issues it is suggested that in the first instance that a Working Party consisting of the Mayor and two Councillors, General Manager and Director of Infrastructure Services be created to determine the charter and objectives of a committee, and align this with the objectives and strategies in the draft Community Strategic Plan.

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

4.1 Transport infrastructure and transport connections

- 4.1.3 Have a comprehensive transport system of well maintained local and regional linkages that are financially and environmentally sustainable and respond to community safety, priorities and expectations.

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Financial Implications

There are no financial implications applicable to this report.

RECOMMENDATION:

That:

1. Council establish a Working Party consisting of the Mayor and two Councillors, General Manager and Director Infrastructure Services, to determine a detailed charter and objectives and actions for an Infrastructure Committee.
2. Council nominate the two Councillors to the Working Party.
3. The Working Party report back to Council with the recommended charter, structure and actions for Council's consideration.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 81 IS - Review of Liquid Trade Waste Policy - (95495, 112179)

REPORT:

Executive Summary

Council owns and operates the Windsor Sewerage Scheme which services residential as well as commercial premises.

In November 2011, Council adopted a Liquid Trade Waste Policy to manage industrial premises discharging into Councils sewerage system.

The Liquid Trade Waste Policy has been reviewed to cater for changes to trade waste agreements allowing Council to better meet its legislative EPA licence compliance requirements and the requirements of Council's Recycled Water Management Plan.

This report details the changes to Council's Liquid Trade Waste Policy as a result of this review. These changes principally relate to the addition of controls on various water quality parameters, and a change to the structure of the policy, to include the schedules of such parameters in operational guidelines.

It is recommended that Council adopt the proposed Liquid Trade Waste Policy as amended.

Consultation

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

Background

Council owns and operates the Windsor Sewerage Scheme which services residential as well as industrial premises.

In November 2011, Council adopted a Liquid Trade Waste Policy to manage industrial premises discharging into Councils sewerage system.

In accordance with Council's Liquid Trade Waste Policy industrial premises require a council approved trade waste agreement to discharge to Council's sewerage system. These agreements are subject to renewal and compliance with Council's Liquid Trade Waste Policy.

The review of these trade waste agreements has identified additional parameters that need to be included within trade waste agreements which would in turn allow Council to better meet its legislative EPA licence compliance requirements and the requirements of Council's Recycled Water Management Plan.

To effect these changes within trade waste agreements, it will be necessary to include them within the trade waste policy. Accordingly a review of the Liquid Trade Waste Policy was undertaken, in particular Schedules A and B of the policy.

Schedule 'A' details the maximum standards (concentrations in mg/L) and daily mass limits for acceptance of liquid trade waste to sewers. Schedule 'B' is a list of substances not suitable for discharge to the sewers. Together schedules 'A' and 'B' define the acceptable standards adopted by Council.

ORDINARY MEETING

Meeting Date: 09 May 2017

The proposed changes resulting from the review of the Liquid Trade Waste Policy are detailed below:

- Chemical Oxygen Demand (COD) added to Discharge Categories and Management guidelines
- Total Organic Carbon (TOC) added to Discharge Categories and Management guidelines
- Total Dissolved Solids (TDS) group 1 pollutant added to Discharge Categories and Management guidelines

It is also proposed to move Schedules A and B within the Liquid Trade Waste Policy to the Discharge Categories and Management Guidelines to enable greater flexibility in tailoring future trade waste agreements to better suit customers and Councils in managing operational and legislative requirements. Currently any technical or legislative change requires the policy to be amended, rather than simply the operational guidelines.

It is recommended that Council adopt the proposed Liquid Trade Waste Policy attached to this report, and note the changes to the Guidelines.

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

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

Financial Implications

There are no financial implications applicable to this report.

RECOMMENDATION:

That Council adopt the revised Liquid Trade Waste Policy as attached to this report.

ATTACHMENTS:

AT – 1 Draft Liquid Trade Waste Policy

AT - 2 Liquid Trade Waste Discharge Categories and Management Guidelines (*Distributed under separate cover*)

AT – 1 Draft Liquid Trade Waste Policy



Hawkesbury City Council

Policy

DRAFT

Liquid Trade Waste
Policy

Hawkesbury City Council

ORDINARY MEETING

Meeting Date: 09 May 2017



HAWKESBURY CITY COUNCIL POLICY

DRAFT Liquid Trade Waste Policy

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Draft



HAWKESBURY CITY COUNCIL POLICY

DRAFT Liquid Trade Waste Policy

1.0 PURPOSE

Sewerage systems are generally designed to cater for waste from domestic sources that are essentially of predictable strength and quality. Council *may* accept liquid trade waste into its sewerage system as a service to businesses and industry providing that the waste meets certain minimum standards.

Liquid trade waste may exert much greater demands on sewerage systems than domestic sewage and, if uncontrolled, can pose serious problems to the treatment process and hence public health, worker safety, infrastructure and the environment.

Impacts of poor liquid trade waste management include:

- grease, oil, solid material, if not removed at its origin can cause blockages in the sewerage system and result in overflows of untreated sewage to the environment.
- strong waste may cause odour problems and corrosion of sewer mains, pumping stations and sewage treatment facilities.

This policy ~~is concerned with~~ requires compliance ~~with~~ Schedules 'A' ~~and~~ 'B' ~~within the discharge Categories and Management Guidelines~~ for liquid trade wastes discharged into Council's sewerage system. It has been developed to ensure the proper control of liquid trade waste discharged to the sewerage system and hence protection of public health, worker safety, the environment, and Council's sewerage system. Schedules 'A' ~~and~~ 'B' have been adopted from the acceptance guidelines published by the NSW Office of Water. ~~They have been adjusted to reflect the discharge licenses for South Windsor and McGraths Hill treatment plants.~~

A person wishing to discharge liquid trade waste to the sewerage system must, under section 68 of the *Local Government Act 1993*, obtain prior approval from Council. Discharging liquid trade waste without an approval is an offence under section 626 of the Act.

The procedure for approval is governed by Chapter 7 of the *Local Government Act 1993* and is subject to the *Local Government (General) Regulation 2005*.

2.0 SCOPE**OBJECTIVES****Safety**

- To protect public health;
- To protect the health and safety of Council employees and contractors;

Protection of Assets

Protect sewerage system infrastructure (all components of it) to ensure that:

- the structural and/or hydraulic integrity of the system will not be adversely affected;
- the operation of the system is not compromised or interfered with;
- the intended lives of all components of the sewerage system infrastructure are not unreasonably diminished.

Protection of Treatment Processes

To ensure that the treatment plant processes remain capable of treating the wastestream to the required standards for disposal or reuse.



HAWKESBURY CITY COUNCIL POLICY
DRAFT Liquid Trade Waste Policy

Environment

- To protect the environment from the discharge of waste that may have a detrimental effect.
- To provide an environmentally responsible liquid trade waste management service to the non-residential sector.
- To encourage waste minimisation and cleaner production in the commercial and industrial sectors.
- To promote water conservation.
- To ensure that reuse of the sewage treatment works effluent or biosolids is feasible.

Legal

- To ensure the liquid trade waste discharge complies with Schedules 'A' & 'B' and any special conditions of agreement.
- To assist Council to meet its statutory obligations.

Other

Implement the NSW Best Practice Management of Water Supply and Sewerage Framework.

This NSW Framework is a preventative risk management approach for the effective and efficient use of the sewerage system. The framework involves:

- a sound trade waste regulation policy and approvals
- commercial developer charges-fair share of infrastructure costs
- full cost recovery, sewer usage and trade waste charges; non-compliance trade waste usage and excess mass charges
- monitoring, mentoring and coaching dischargers
- enforcement, penalty notices under the POEO Act 1997 or Local Government Act 1993.
- disconnection of a trade waste discharger in the persistent failure to comply with approved conditions.

3.0 DEFINITIONS

Liquid Trade Waste

Liquid trade waste is defined as any discharge directed to the sewerage system from a premise zoned or used for business, commercial or an industrial purpose. This also includes discharge from a commercial septic or holding tank, a mobile trade activity as well as any commercial activity carried out at a residential premise.

4.0 TRAINING REQUIRED

- 4.1 Training and refresher sessions will be arranged from time to time in conjunction with the Department of Primary Industries through the NSW Office of Water for relevant Council officials on the contents and implementation of this policy.

5.0 AMENDMENTS

Council reserves the right to review, vary or revoke this Policy. Amendments to the Policy other than amendments due because of legislative changes will be reported to Council.

6.0 PROCEDURE

Procedures are outlined in detail in Part 2 – Liquid Trade Waste Categories and Management Guidelines.

This Policy is to be reviewed every three years. The next review is due July 2020.

ORDINARY MEETING

Meeting Date: 09 May 2017

Item: 82 **IS - Road Naming Proposal Associated with DA0508/16 and S960136/16 Blaxlands Ridge - (95495, 79346)**

Previous Item: 40, Ordinary (28 February 2017)

REPORT:

Executive Summary

Council, at its meeting held on 28 February 2017 resolved, in relation to a road currently being constructed as part of a subdivision, that the proposed road name Barton Place, Blaxlands Ridge be publically advertised, seeking comments and submissions, with the matter to be reported back to Council following the public exhibition process.

The road name was publically advertised and at the close of the public consultation period, no comments or submissions were received.

This report recommends that the name Barton Place, Blaxlands Ridge be adopted for use.

Consultation

Consultation has been undertaken in accordance with the relevant requirements through a publically advertised exhibition.

Background

Council at its meeting held on 28 February 2017, resolved the following:

"That:

- 1. In accordance with the requirements of the Roads Act, 1993, the name Barton Place Blaxlands Ridge, in connection with DA00508/16 and S9601136/16, be publically advertised for a period of 28 days, seeking comments and submissions.*
- 2. The matter be reported back to council following the public exhibition process."*

The proposed road name Barton Place has been publically advertised. This was by way of an advertisement in the local press, a notice on Council's web page under Community Consultation and a notice to the prescribed organisations under the New South Wales Road Act 1993. The public consultation closed on 19 April 2017 with no comments or submissions received.

As the proposal conforms to the guidelines and principles of the New South Wales Road Naming Policy and has been publically advertised with no objections made, it is recommended that the name Barton Place be adopted for use.

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: 09 May 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.

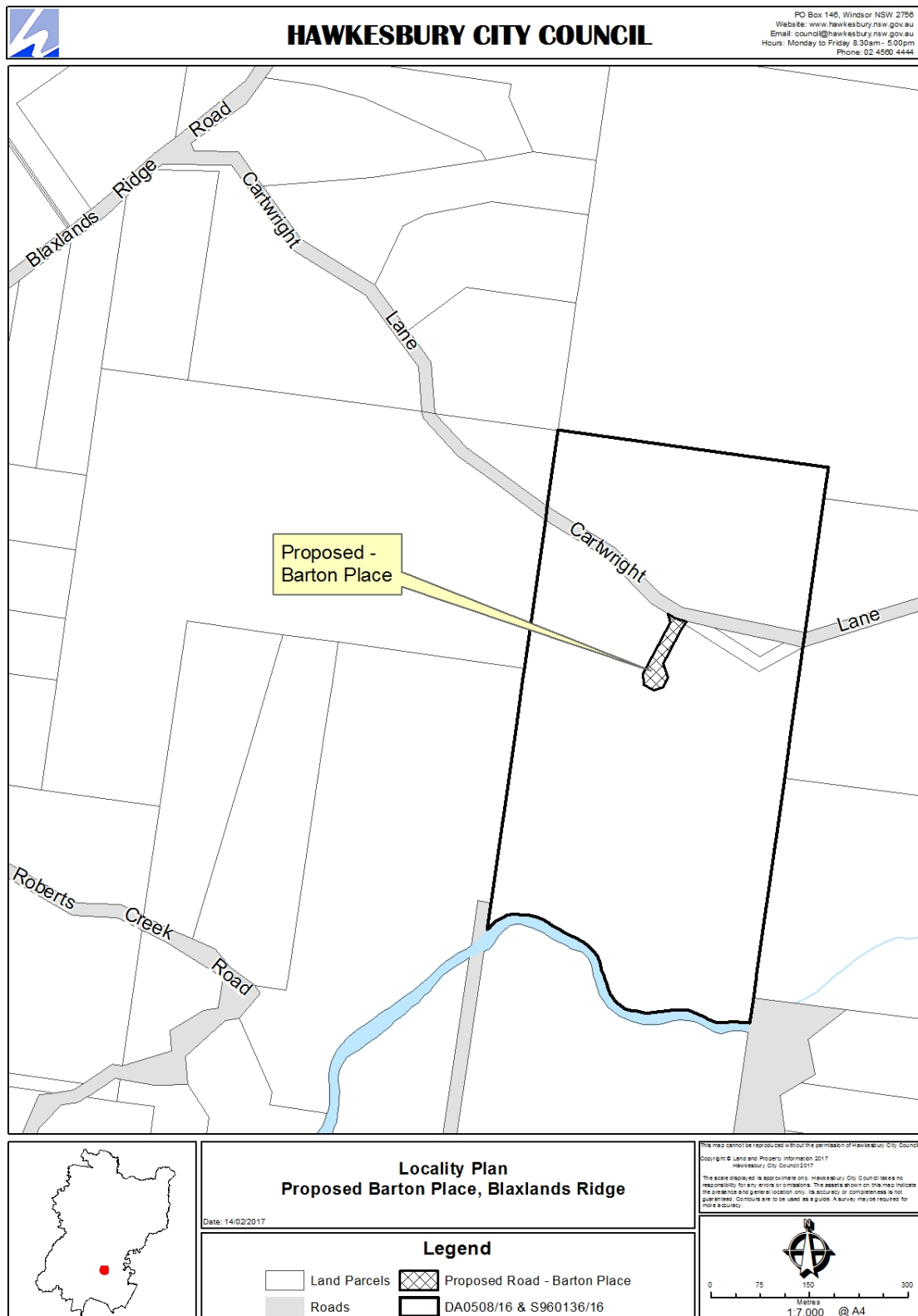
RECOMMENDATION:

That in accordance with the requirements of the Roads Act 1993, the name Barton Place, Blaxlands Ridge in connection with DA0508/16 and S9601136/16 be adopted for use.

ATTACHMENTS:

AT - 1 Locality Plan

AT 1 – Locality Plan



oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 09 May 2017

SUPPORT SERVICES

Item: 83

SS - Monthly Investments Report - March 2017 - (95496, 96322)**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 \$42.7 million in investments at 31 March 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 \$42.7 million in investments as at 31 March 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%	400,000	0.94%	
Tcorp	A1+	AA-			2.67%	5,046,949	11.81%	
Total On-call Investments								5,446,949
Term Investments								
ANZ	A1+	AA-	21-Sep-16	04-Apr-17	2.70%	1,200,000	2.81%	
ANZ	A1+	AA-	14-Sep-16	14-Jun-17	2.71%	1,000,000	2.34%	
ANZ	A1+	AA-	14-Sep-16	14-Jun-17	2.71%	1,000,000	2.34%	
ANZ	A1+	AA-	14-Sep-16	05-Jul-17	2.71%	1,500,000	3.51%	
ANZ	A1+	AA-	01-Feb-17	31-Jan-18	2.70%	1,000,000	2.34%	
Bankwest	A1+	AA-	08-Feb-17	05-Jul-17	2.70%	1,000,000	2.34%	
CBA	A1+	AA-	02-Mar-17	02-Mar-18	2.65%	1,000,000	2.34%	
CBA	A1+	AA-	17-Mar-17	14-Mar-18	2.71%	1,500,000	3.51%	
NAB	A1+	AA-	27-Apr-16	27-Apr-17	3.10%	2,000,000	4.68%	
NAB	A1+	AA-	31-Aug-16	28-Jun-17	2.60%	2,000,000	4.68%	
NAB	A1+	AA-	05-Aug-16	03-Aug-17	2.78%	1,000,000	2.34%	
NAB	A1+	AA-	17-Aug-16	16-Aug-17	2.75%	1,500,000	3.51%	
NAB	A1+	AA-	23-Nov-16	18-Oct-17	2.72%	1,000,000	2.34%	
NAB	A1+	AA-	23-Nov-16	22-Nov-17	2.75%	1,500,000	3.51%	
NAB	A1+	AA-	14-Dec-16	13-Dec-17	2.70%	1,500,000	3.51%	

ORDINARY MEETING

Meeting Date: 09 May 2017

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
NAB	A1+	AA-	08-Feb-17	07-Feb-18	2.60%	2,000,000	4.68%	
St George	A1+	AA-	24-Jan-17	24-Jan-18	2.70%	1,500,000	3.51%	
St George	A1+	AA-	22-Feb-17	22-Feb-18	2.61%	1,000,000	2.34%	
Westpac	A1+	AA-	06-Apr-16	14-Apr-17	3.10%	1,000,000	2.34%	
Westpac	A1+	AA-	04-May-16	04-May-17	3.05%	2,000,000	4.68%	
Westpac	A1+	AA-	23-Nov-16	24-May-17	2.80%	2,000,000	4.68%	
Westpac	A1+	AA-	17-Aug-16	12-Jul-17	3.00%	1,000,000	2.34%	
Westpac	A1+	AA-	03-Aug-16	03-Aug-17	2.90%	800,000	1.87%	
Westpac	A1+	AA-	05-Aug-16	03-Aug-17	3.00%	1,000,000	2.34%	
Westpac	A1+	AA-	24-Aug-16	24-Aug-17	3.00%	800,000	1.87%	
Westpac	A1+	AA-	31-Aug-16	07-Sep-17	3.00%	1,000,000	2.34%	
Westpac	A1+	AA-	07-Sep-16	07-Sep-17	3.00%	1,000,000	2.34%	
Westpac	A1+	AA-	19-Oct-16	18-Oct-17	3.00%	1,000,000	2.34%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	500,000	1.17%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	1,000,000	2.34%	
Total Term Investments								37,300,000
TOTAL INVESTMENT AS AT 31 March 2017								42,746,949

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	5,446,949	2.57%	Reserve Bank Cash Reference Rate	1.50%	1.07%
Term Deposit	37,300,000	2.80%	UBS 90 Day Bank Bill Rate	1.80%	1.00%
Total	42,746,949	2.77%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	6,945,859
External Restrictions - Other	3,776,143
Internal Restrictions	20,526,882
Unrestricted	11,498,065
Total	42,746,949

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: 09 May 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 increased by \$1.5 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 March 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 Strategy within the CSP:

Our Leadership

1.3 Financial Sustainability

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.

Financial Implications

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

ORDINARY MEETING

Meeting Date: 09 May 2017

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 84**SS - Development of Draft Reconciliation Action Plan - (95496)**

REPORT:**Executive Summary**

This report has been prepared in response to the Delivery Program Activity within Council's Draft Delivery Program 2017–2021 'Develop a Reconciliation Action Plan'. The report details a process for developing a Reconciliation Action Plan, and recommends that Council endorse the proposed process and establish a Reconciliation Action Plan Working Group to oversee development and implementation of the Reconciliation Action Plan.

Consultation

The issues raised in this report at this time, do not require community consultation under Council's Community Engagement Policy. The report does contain details of consultation undertaken in the preparation of the report and outlines a proposed consultative mechanism to give effect to the proposal to prepare a Reconciliation Action Plan for Council's consideration.

Background

On 15 March 2017, members of the Aboriginal community, including Darug Elder, Aunty Edna Watson, Alan Watson, Erin Wilkins and Vicki Thom, met with the Mayor and Acting Manager Community Services. At this meeting, all people present indicated a desire to build the relationship between the local Aboriginal community and Council. One strategy proposed to assist in this was for Council to develop a Reconciliation Action Plan. Ms Wilkins proposed that Council consider working with Reconciliation Australia to develop its Reconciliation Action Plan (RAP).

Reconciliation Australia is an independent not-for-profit organisation and is the national body that formally endorses RAPs. Reconciliation Australia provides resources to assist in the development of a range of RAPs, according to the individual needs of an organisation.

Council has contacted Reconciliation Australia to determine which RAP best reflects the current relationship Council has with the local Aboriginal community. Reconciliation Australia have recommended that Council use the 'Innovate' RAP for their initial Plan. An organisation for which the 'Innovate' RAP is suitable is defined by Reconciliation Australia as below:

"An Innovate RAP is for organisations that have developed relationships with their Aboriginal and Torres Strait Islander stakeholders and are ready to develop or implement programs for cultural learning, Aboriginal and Torres Strait Islander employment and supplier diversity.

An Innovate RAP will give your organisation the freedom to develop and test new and innovative approaches, and embed the RAP in your organisation. "

Reconciliation Australia specify establishment of a RAP Working Group as a key requirement to oversee RAP development and implementation. Reconciliation Australia stipulate a RAP Working Group is comprised of Council staff from both an Executive and administration level and at least three members of the local Aboriginal and Torres Strait Islander community. It is proposed that the Hawkesbury Reconciliation Action Plan Working Group be comprised of one Councillor, one Council staff member, a minimum of three members of Hawkesbury Aboriginal and Torres Strait Islander community, and a rotating position for Council Executive staff so that key internal stakeholders from all departments have the opportunity to participate in the working group to identify actions that can be undertaken from within their portfolio to achieve Reconciliation.

A Draft Terms of Reference for the Reconciliation Action Plan Working Group is attached to this report. This Draft Terms of Reference has been prepared in accordance with the Terms of Reference guidelines for Reconciliation Action Plan Working Groups published by Reconciliation Australia..

Conformance to the Hawkesbury Community Strategic Plan

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

Our Future

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

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

Financial Implications

There are no direct financial implications arising out of this report. The preparation of a draft Reconciliation Action Plan will require the allocation of staff resources; however, this will be negotiated in conjunction with the development of work plans and within budget planning processes.

RECOMMENDATION:

That:

1. The information in relation to the process for establishing a Reconciliation Action Plan Working Group, in accordance with Reconciliation Australia guidelines, be received.
2. Council establish a Reconciliation Action Plan Working Group to meet the requirements of Reconciliation Australia and adopt the Draft Terms of Reference attached to the report.
3. Council nominate the Councillor on the Reconciliation Action Plan Working Group.
4. The Reconciliation Action Plan Working Group prepare a draft Reconciliation Action Plan using the Reconciliation Australia framework for Council's consideration.

ATTACHMENTS:

AT - 1 Draft Terms of Reference - Reconciliation Action Plan Working Group

AT - 1 Draft Terms of Reference - Reconciliation Action Plan Working Group

(Draft) Reconciliation Action Plan Working Group Terms of Reference

1. AIM

The Reconciliation Action Plan Working Group is intended to identify issues and topics of importance surrounding the development and implementation of a Reconciliation Action Plan (RAP), to be adopted by the Hawkesbury City Council (referred to from hereon in as Council).

2. OBJECTIVES

The Objectives of the Working Group are to make recommendations and agree on actions to be taken by Council relating to:

- i. Development of a RAP that includes all of Reconciliation Australia's minimum elements for endorsement, within the context of the Council's core business and Community Strategic Plan;
- ii. The establishment of a collaborative/ consultative process for engaging community members and staff across the organisation so that they can provide ideas for the RAP and feedback on RAP draft documents;
- iii. Development of a timeline to guide development, launch and implementation of the RAP, including consultation with Reconciliation Australia at such milestones;
- iv. Consideration of RAP implementation issues and consultation with relevant community groups and stakeholders;
- v. Design and presentation of the final RAP Document.

3. MEMBERSHIP

Community members who identify as Aboriginal and Torres Strait Islanders are encouraged to apply, as are non-Aboriginal and Torres Strait Islander community members who are interested/ involved in reconciliation. Council will seek a diverse range of community members to ensure a broad spectrum of ideas are considered for the RAP.

The maximum number of members is 10.

The membership of the Hawkesbury Reconciliation Action Plan Working Group shall comprise the following persons with only those persons listed at i. and ii. being eligible to vote:

- i. Up to One Councillor
- ii. Up to Five Community Representatives - who fit one or more of the following Criteria:
 - Aboriginal and Torres Strait Islander community representatives;
 - Individuals who work with or who represent the Aboriginal and Torres Strait Islander community on a professional level;
 - Any community member who lives or works within the City of Hawkesbury or is regularly engaged with the Hawkesbury community, who is interested in reconciliation and its potential to influence the culture of the Hawkesbury community.
- iii. Up to Three Council Officers

ORDINARY MEETING

Meeting Date: 09 May 2017

One member of the Community Services Branch will hold a permanent position on the Working Group. The Two remaining Council Officer positions will be considered casual vacancies for the purpose of enabling each section of Council to nominate a staff person to participate on a rotating basis to enable each section of Council to offer input on the RAP.

4. RESPONSIBILITIES OF MEMBERS

The RAP Working Group representatives are required to:

- i. contribute time, interest and energy to the group;
- ii. contribute to discussion and actions of the group;
- iii. to treat information, discussions and tasks of the group as confidential, unless such information is in the public domain; or if it is required to be discussed with a third party to enable the objective the group to be actioned, that the third party agrees to treat any information as confidential.

5. CHAIRPERSON AND DEPUTY CHAIRPERSON

The Working Group will appoint a Chairperson of the Working Group at the first meeting of the Working Group.

The role of the Chairperson includes:

- i. overseeing and facilitating the conduct of the meetings of the Working Group in an efficient and timely manner;
- ii. ensuring that the business discussed at the Working Group is limited to the relevant function of the Working Group;
- iii. ensuring all persons present have an opportunity to participate in discussions. If the Chairperson of the Working Group is absent from a meeting then a member of the Working Group, chosen from those present, will preside at the meeting.

6. OPERATION

The RAP Working Group shall set the schedule of dates and times for meetings at the inaugural meeting.

A RAP Working Group meeting will be conducted by an agenda and notes (not minutes) will be prepared by Council staff. RAP Working Group members may nominate agenda items. The agenda for a meeting will be distributed a minimum of five days prior to the meeting. Notes for a meeting will be distributed with the next meeting Agenda. Members may contact Council staff at any time to obtain notes for a meeting.

The RAP Working Group representatives shall have regard to:

- i. the Terms of Reference;
- ii. relevant Council policies and procedures, including the Code of Conduct;
- iii. the Privacy Act; and
- iv. any legislation (laws, regulations and associated government policies) relevant to the purpose of the group.

The RAP Working Group has no decision-making authority under the Local Government Act, 1993.

oooO END OF REPORT Oooo

ordinary

section 4

reports
of committees

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

SECTION 4 - Reports of Committees

ROC **Hawkesbury Access and Inclusion Advisory Committee - 23 February 2017 - (124569, 96328)**

The meeting commenced at 4.05pm

Present: Mr David Briggs, Community Representative
 Ms Jessica Brunskill, Community Representative
 Ms Kristy Carpenter, Community Representative
 Mr Desmond Crane, Community Representative
 Mr David Gearin, Community Representative
 Ms Melanie Lawson, Community Representative
 Ms Terri Mottram, Community Representative
 Councillor Barry Calvert, Hawkesbury City Council

Apologies: Ms Karen Kobier, Community Representative
 Ms Jennifer Moses, Community Representative
 Councillor John Ross, Hawkesbury City Council

In Attendance: Mr Joseph Litwin, Hawkesbury City Council
 Ms Meagan Ang, Hawkesbury City Council

REPORT:

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

Attendance Register of Hawkesbury Access and Inclusion Advisory Committee

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

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

CONFIRMATION OF MINUTES

Not undertaken as this is the first meeting of the new committee.

ORDINARY MEETING
Reports of Committees

SECTION 3 - Reports for Determination

Item: 1 HAIAC - Election of Chairperson and Deputy Chairperson - (96328, 124569)

DISCUSSION:

- Mr Litwin advised that under the Committee Constitution, the position of Chairperson was required to be filled by a Councillor appointed representative. Councillor Ross was not present at this meeting and as he has not indicated an interest in the position of Chairperson on the Committee, Councillor Calvert indicated he would accept the position of Chairperson.

Councillor Calvert was appointed as Chairperson.

- Mr Litwin called for nominations for the position of Deputy Chairperson, with one nomination received, being:

Mr David Gearin	Nominated by Councillor Calvert
	Seconded by Ms Melanie Lawson
	ACCEPTED

RECOMMENDATION TO COMMITTEE:

That an election for the position of Chairperson and Deputy Chairperson of the Access and Inclusion Advisory Committee for the 2016/2017 term of the Committee be carried out.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Melanie Lawson, seconded by Mr Desmond Crane.

That Councillor Barry Calvert be nominated as Chairperson, and Mr David Gearin be nominated as Deputy Chairperson, of the Hawkesbury Access and Inclusion Advisory Committee for 2017.

The motion was carried and Councillor Barry Calvert was declared as the Chairperson, and Mr David Gearin was declared as the Deputy Chairperson, of the Hawkesbury Access and Inclusion advisory Committee for 2017.

Item: 2 HAIAC - Update - Accessible Parking and Proposal to Install Pedestrian Crossing Point Kable Street and The Terrace (96328, 124569)

Previous Item: 1, HAIAC (23 June 2016)

DISCUSSION:

- The Committee discussed the design of the pedestrian crossing point approved by the previous Committee. Ms Ang offered to have both the Manager Construction Maintenance and the Manager Design and Mapping attend an upcoming meeting to provide information on the relevant design consideration for such works.

RECOMMENDATION TO COMMITTEE:

That the information be received.

ORDINARY MEETING
Reports of Committees

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Desmond Crane, seconded by Ms Melanie Lawson.

That:

- The information be received.
- The Manager Construction Maintenance and the Manager Design and Mapping be invited to the April HAIAC to discuss the process for designing and costing capital works to improve access.

Item: 3 HAIAC - Inclusive Community Engagement - (96328, 124569)

DISCUSISON:

- The review of Council's Community Engagement Policy was discussed.
- Mr Briggs enquired when had Third Party Verification been achieved. Mr Briggs noted that updating and improving Council's Community Engagement Policy could be an action within the new Disability Inclusion Action Plan
- Ms Brunskill asked about the number 5 Principle and questioned how does Council determine the affected parties and how does Council determine what support they need. Mr Litwin responded that the Policy is just the tool to help staff work out the best way to consult – what Council is missing is a tool that describes how Council engages people with disabilities or people from CALD backgrounds - this piece of work has not yet been done.
- Ms Lawson noted that as the Policy only contains Principles, it would help staff to have some guidelines to support the application of the Policy.
 - Mr Litwin noted that we don't want to be prescriptive as Council consults about many things – it's rather that the proposal is that the Policy is expanded to give staff some things to consider.
 - Ms Lawson advised that she has considered ways to let people know that they can ask for things they need.
 - Mr Litwin indicated the current town meetings being held by Council for its Community Strategic Plan, are an example of the consultation that Council undertakes, and noted that it would be challenging to provide this complex information in an alternate format using the current Policy only as a guide.
 - Mr Briggs advised that it's best to be proactive – the access form needs to be accessible, which is accessible for all different disability types in order for things to happen - also reflect different community groups.
- Councillor Calvert enquired if the Committee were aware of the town meetings currently running and if so, are they effective?
 - Ms Carpenter says that they're not effective at all; she lives in the community and was unaware of them being held.
 - Ms Lawson noted that she read about meetings in local paper as she likes to receive information that way; however the local paper is not available in an accessible format.
 - Mr Briggs found out via the Hawkesbury Events page, however, indicated that he felt that the Council webpage was unclear and suggested that it is better branded.
 - Ms Ang will investigate the rationale of an Events page being established in the manner it is and report back to the Committee.

ORDINARY MEETING

Reports of Committees

- Mr Litwin noted that the community meetings, and listening kiosks in a range of community settings and shopping centres, as well as an online consultation, also provided an opportunity for people to participate in this consultation.
- Ms Carpenter indicated that there is a huge gap of people who don't know what's going on and suggested that Council investigate the use of broadcast messages (as per in shopping centres) and consider one-click access to information they're trying to get out to the community, otherwise Council will miss the younger generation.
 - Mr Briggs noted that he attended one of the town meetings, however found that it wasn't accessible and was difficult to comprehend. Mr Briggs also advised that as much as he detests having a disability, he recommends having a disability specific consultation, so that people with disabilities can participate. For young people, it's about going to where they are.
 - Ms Brunskill agreed and noted that interpersonal contact takes away from the demand of having to comprehend complex language, making consultation far more accessible.
- Councillor Calvert encouraged the Committee to put their thoughts on paper and return them for a discussion item at the next Committee meeting.
 - Ms Carpenter advised that she could translate a Council policy into a concept map or images.
 - Mr Briggs indicated that he will prepare his submission for the report in an easy read format.

RECOMMENDATION TO COMMITTEE:

That the:

1. Information be received.
2. Committee review Council's Community Engagement Policy.
3. Committee bring recommendations for Policy amendments to the meeting scheduled for 27 April 2017.

COMMITTEE RECOMMENDATION:

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

That:

1. The information be received.
2. The item be tabled for discussion at the Committee meeting scheduled for 27 April 2017 for further discussion, including a review of information forwarded by Mr Briggs and Ms Carpenter.

ORDINARY MEETING
Reports of Committees

SECTION 4 - General Business

- Ms Ang – Disability Inclusion Action Plan consultation underway. Focus groups being run with individual services and social groups. A Mental Health Forum is being held 30 March 2017 of which relevant actions will also be fed into the Disability Inclusion Action Plan.
- Mr Crane raises the parking outside of Services NSW in Richmond and asks that Council investigate provision of an additional accessible car parking space. Ms Ang confirms that this will be done and reported back to the Committee.
- Ms Mottram notes that more works required on Kable St to rectify footpath and Coles Richmond. Ms Ang confirms that maintenance issues will be documented and actioned.
- Ms Lawson asks if access audits will continue this year? Ms Ang confirms that access audits are continuing on an enquiry basis and there's no schedule for audits currently.
- Mr Briggs discusses the intersection at Kable St, Ross St and Macquarie St. There is no green / red arrow there to ensure cars don't turn. Mr Litwin informs Mr Briggs that that as it is a State Road the additional requirement of these works being considered is that RMS will have to approve it – item to be forwarded to the Local Traffic Committee and Ms Ang will report back to Committee.
- The Corner of Bosworth and Windsor St - there is a pole right in the middle of the layback. Can this please be investigated – Ms Ang will report back to Committee.
- Ms Carpenter describes an access issue at Greenhills Child Care Centre noting that people must physically walk on road as there's no path to get to car. Ms Ang will look at future works program around this site and report back to Committee.
- Ms Carpenter notes the traffic lights at Macquarie and Drummond St that pedestrian access too steep. Ms Ang will review this site with the Manager Design and Mapping and report back to Committee.
- Mr Briggs notes that the pedestrian gate at Indoor Stadium always locked. Ms Ang will raise customer request to have gate unlocked during opening hours of stadium.
- Mr Briggs asks about the possibility of moving time or meeting to commence at or after 5.30PM. Ms Kobier has also requested a later meeting time. This will be included for discussion under General Business at next meeting.
- Councillor Calvert encourages the Committee to get involved in General Business, saying that discussion items can be forwarded to Ms Ang beforehand if you'd like to present to the Committee. Ms Lawson also invites the Committee to consider what guest speakers they would like to attend the meeting.

The meeting terminated at 5:23pm.

Submitted to and confirmed at the meeting of the Hawkesbury Access and Inclusion Advisory Committee held on Thursday, 4 May 2017.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Audit Committee Minutes - 15 March 2017 - (91369, 121470, 79351)

The meeting commenced at 4:05pm.

Present: Craig Bennett
Ellen Hegarty
Nisha Maheshwari (Chair)
Councillor Paul Rasmussen (*arrived 4.17pm*)
Councillor John Ross

Apologies: Dennis Banicevic - Council's External Auditor

In Attendance: Laurie Mifsud - Acting General Manager
Emma Galea - Acting Director Support Services
Steven Kelly - Internal Auditor
Vanessa Browning - Acting Chief Financial Officer
Jan Readford - Minute Secretary

REPORT:

RESOLVED on the motion of Councillor John Ross and seconded by Ms Nisha Maheshwari that the apology be accepted.

Attendance Register of Audit Committee

Member	12/10/2016	15/3/2017		
Councillor Paul Rasmussen	✓	✓		
Councillor John Ross	A	✓		
Councillor Patrick Conolly (Alternate)	N/A	N/A		
Mr Craig Bennett	A	✓		
Ms Ellen Hegarty	✓	✓		
Ms Nisha Maheshwari (Chair)	✓	✓		

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor John Ross and seconded by Ms Nisha Maheshwari that the Minutes of the Audit Committee held on the 12 October 2016, be confirmed.

The Acting General Manager, Laurie Mifsud assumed the Chair to conduct the election of Chairperson and Deputy Chairperson.

ORDINARY MEETING
Reports of Committees

SECTION 3 - Reports for Determination

Item: 1 AC - Election of Chairperson - (91369, 95496, 79351)

The Acting General Manager, Mr Laurie Mifsud called for nominations for the position of Chairperson. One nomination was received, being:

Ms Nisha Maheshwari	Nominated by Ellen Hegarty
	Seconded by Councillor Paul Rasmussen
	ACCEPTED

RECOMMENDATION TO COMMITTEE:

That a Chairperson of the Audit Committee for 2017 be determined.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Ellen Hegarty, seconded by Councillor Paul Rasmussen.

That Ms Nisha Maheshwari be nominated as Chairperson of the Audit Committee for 2017.

The motion was carried and Ms Nisha Maheshwari was declared Chairperson of the Audit Committee for 2017.

Ms Maheshwari assumed the Chair.

Item: 2 AC - Election of Deputy Chairperson - (91369, 95496, 79351)

The Acting General Manager, Mr Laurie Mifsud called for nominations for the position of Deputy Chairperson. One nomination was received, being:

Ms Ellen Hegarty	Nominated by Nisha Maheshwari
	Seconded by Councillor Paul Rasmussen
	ACCEPTED

RECOMMENDATION TO COMMITTEE:

That a Deputy Chairperson of the Audit Committee for 2017 be determined.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Nisha Maheshwari, seconded by Councillor Paul Rasmussen.

That Ms Ellen Hegarty be nominated as Deputy Chairperson of the Audit Committee for the 2017.

The motion was carried and Ms Ellen Hegarty was declared Deputy Chairperson of the Audit Committee for 2017.

ORDINARY MEETING
Reports of Committees

Item: 3 AC - Draft Internal Audit Management Plan 2017-2020 - (91369, 95496, 79351)

DISCUSSION:

- Mr Kelly informed the Committee he will retire from Council at the end of March 2017. Mr Mifsud indicated that management is yet to decide if the Internal Audit position will be replaced.
- Mr Mifsud advised that Council is currently in discussion with its Regional Strategic Alliance (RSA) partners (Blue Mountains City Council and Penrith City Council) in regard to resourcing the audit function. The Committee will be kept informed. The Internal Audit Management Plan (the Plan) may need to be altered depending on the resourcing arrangements established under the RSA.
- Mr Bennett enquired if Council's external auditor is informed about the Audit Plan. Mr Kelly advised that Council's external auditor, PricewaterhouseCoopers, is not involved in developing Council's Audit Plan, however, is always informed of its content. Mr Banicevic of PricewaterhouseCoopers usually attends the Audit Committee meetings.
- Ms Browning advised that Council was informed by PricewaterhouseCoopers that they have been appointed by the Auditor General to conduct Council's external audits. Council is still waiting for formal notification by the Auditor General.
- Mr Mifsud, for the benefit of new Audit Committee member, Mr Bennett, provided details on the background to Council's audit process, including the appointment of IAB Services in previous years and the development of a risk analysis and three year strategic audit plan and associated processes.
- Mr Bennett referred to Appendix B, Page 17, and the High Level Risk Register and enquired if the 105 high level risks listed had been identified by IAB Services. Mr Kelly confirmed that IAB Services did identify the risks, and categorised them as Moderate.
- Ms Maheshwari referred to the risk rates on Pages 28-29 and enquired if they were the original risks assessed by IAB Services, and if so, do they now need downgrading. Mr Kelly advised that those areas were identified as high risk and are always going to be areas of high risk i.e. Development Applications and S94s will always be categorised as high risk.
- Ms Galea has discussed the alignment of Council's Audit Plan with Blue Mountains and Penrith City Councils, and noted the value in avoiding duplication in areas that can be aligned. Blue Mountains Council has advised that they outsource audits to consultants which has proven to be cost effective. The Committee will be informed on progress in this area.
- Councillor Rasmussen enquired about the inclusion of staff training in the Plan, in particular the sign-off by staff to show they have read the policies and procedures. Mr Mifsud referred to Item 20 on Page 19 and noted that this review is included in the Plan. Ms Galea advised that current practice is to provide relevant policies and procedures to staff on induction, or following endorsement by Council's management on any update, or on introduction of new policies/ procedures. There is however no established sign-off process, with the exception of the Code of Conduct. Mr Mifsud suggested this process be included in the Recruitment and Selection of Staff.
- Ms Maheshwari advised that this is a good Audit Plan.

RECOMMENDATION TO COMMITTEE:

That the Committee adopt the Internal Audit Management Plan 2017–2020 included as Attachment 1 to the report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Ms Ellen Hegarty.

That the Committee adopt the Internal Audit Management Plan 2017–2020 included as Attachment 1 to the report.

Item: 4 AC - Draft Internal Audit Operational Plan 2017/2018 - (91369, 95496, 79351)

DISCUSSION:

- Mr Mifsud referred to the discussion under Item 3, the Draft Internal Audit Management Plan - 2017-2020, and enquired if the induction process under the Recruitment and Selection of Staff could be included.
- Ms Maheshwari referred to the time allocated for audits and enquired if the allocated time was sufficient last year. Mr Kelly advised the timeframe is reasonable.
- Ms Maheshwari enquired if in future an Internal Auditor is required, would these guidelines still be utilised. Mr Kelly confirmed that the Internal Audit Operation Plan would be used.
- Mr Bennett referred to Page 14, Item 2. Vendor Support and Relationships, and Item 3 - IT Operating Systems and Data Access Security, and advised that the same two paragraphs appeared under both items. Mr Kelly indicated that the first paragraph should have been deleted from Item 3 - IT Operating Systems and Data Access Security.

Mr Bennett indicated that he was specifically looking to see how the risk could be audited. Mr Kelly advised this relates to the contractual arrangements with larger IT suppliers where there is an established program of services. Council pays the general maintenance charge for those contractors.

Mr Mifsud advised that Mr Kelly will provide further explanation on what the audit would entail.

- Mr Bennett referred to Page 7, Compliance Requirements, and enquired if this refers to a risk to undertake certain tasks. Mr Kelly will provide further clarification.

RECOMMENDATION TO COMMITTEE:

That the Committee adopt the Internal Audit Operational Plan 2017/2018 included as Attachment 1 to the report.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Ms Ellen Hegarty.

That the Committee adopt the Internal Audit Operational Plan 2017/2018, included as Attachment 1 to the report, with the following addition:

- The Recruitment and Selection of Staff and the audit of Council's induction process be included in the Internal Audit Operational Plan 2017/2018.

Item: 5 AC - Hawkesbury Community Strategic Plan 2017-2036 - (91369, 95496, 79351)

DISCUSSION:

- Mr Mifsud advised that the community briefings were successful with around 350 people attending briefings held in nine of the Hawkesbury towns and villages. Comments made have been collated, and a report will go to Council shortly. Numbers were also high at the various shopping centre kiosks held over the last few months with plenty of feedback provided. Councillor workshops have also been held with staff involved as well. A final document will be developed and provided to Council to adopt in the next month.
- Councillor Rasmussen commended Mr Mifsud and the senior management team for their effort and attendance at the community briefings. There were quite a few councillors in attendance.
- Mr Kelly advised that the Hawkesbury Community Strategic Plan 2017-2036 has been reported to the Audit Committee because, under the current legislation, the Strategic Plan is something the Audit Committee has to take on board. This is a monitoring process to be done after each Council election. Every four years Council has to review its Strategic Plan, including community engagement. This is supported by the four year Delivery Plan, which will also come to this meeting. The Plan will go to council in April 2017 in Draft, and then placed on public exhibition, before going back to Council to adopt. We then have the Operational Plan.
- Ms Maheshwari enquired about how the Committee will know if it is on track, if there is a range of indicators that can be used, and if so, are they already in use. Mr Mifsud advised there are around 78 management measures currently being used.
- Ms Browning advised there are measures in the Delivery Program that we will use. There is also the Annual Report. Ms Galea advised there will also be an End of Term report that Council will place on the website. The four year Delivery Plan is for the current Council. Sitting below is the Operational Plan that deals with the specific things and the allocation in the budget as well.
- Mr Bennett congratulated staff for the amount of work that has been done and indicated that the Plan is clear, concise and explanatory.

RECOMMENDATION TO COMMITTEE:

That the Committee note the Draft Hawkesbury Community Strategic Plan included as Attachment 1 to the report.

ORDINARY MEETING
Reports of Committees

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Ellen Hegarty, seconded by Councillor John Ross.

That the Committee note the Draft Hawkesbury Community Strategic Plan included as Attachment 1 to the report.

Item: 6 AC - Revised Fit for the Future Proposal - (91369, 95496, 79351)

DISCUSSION:

- Mr Mifsud advised that Council had expected a response from the Office of Local Government (OLG) on its revised FFTF Proposal two weeks ago. On follow-up, Council has been advised that OLG's recommendations have been sent to the Minister. Council has already started the implementation process.
- Ms Maheshwari enquired if the FFTF Proposal has been reflected in the 2017/2018 budget process. Mr Mifsud indicated that identified savings have been included and Ms Galea and Ms Browning have also reviewed and included the draft strategies. Ms Browning advised that identified changes have been revised in Council's Delivery Plan.
- Mr Bennett referred to Council's improvement deadline of 2021 and enquired what will happen if the State Government says the timing is not accepted. Mr Bennett referred in particular to the percentage of rate increase.
- Mr Mifsud advised that if a Council does not implement its strategies the government may intervene.
- Councillor Rasmussen advised there has been a significant amount of work done over a long period of time to get to this stage. Some things did not come about because it was not achievable by 2019. Ms Browning indicated that some strategies are covered by estimates as there are factors that are outside Council's control.
- Ms Galea referred to the shortfall of only 12 months as being the reason why Council was deemed 'unfit' to achieve the required Operating Performance Ratio (OPR) by 2019/2020. Council had met all other requirements. Rural councils were given ten years to achieve the required OPR. Ms Galea noted that the FFTF framework was a good framework to follow.
- Councillor Rasmussen referred to the other side of the equation where the State Government is shifting its costs onto Local Government. Ms Browning advised that a cost shifting survey is done every couple of years and will forward the survey to the Audit Committee for information.

RECOMMENDATION TO COMMITTEE:

That the Committee note the Revised Fit for the Future Proposal.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Ross, seconded by Councillor Paul Rasmussen.

That the Committee note the Revised Fit for the Future Proposal.

ORDINARY MEETING
Reports of Committees

Item: 7 AC - Roads and Maritime Services DRIVES Database - (91369, 79351, 121470, 93364)

DISCUSSION:

- Mr Kelly advised that the compliance audit of the RMS DRIVES System is conducted annually, at the end of the year. Data security is tight and there are only two people within council who can access the system.
- Ms Maheshwari requested an explanation of the certification process. Mr Kelly advised that the Compliance Audit Certification is an RMS requirement and was introduced two years ago - previously Council wrote to the RMS advising that the audit was conducted.

RECOMMENDATION TO COMMITTEE:

That the Internal Audit Report – Roads and Maritime Services DRIVES Database, be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Craig Bennett.

That the Internal Audit Report – Roads and Maritime Services DRIVES Database, be received and noted.

Item: 8 AC - Meeting Dates for 2017 - (91369, 95496, 79351)

DISCUSSION:

- Ms Maheshwari referred to the review of Council's Annual Financial Statements, usually in September/ October, and noted that a meeting date had not been scheduled.
- Ms Galea advised that the date will be determined in conjunction with Council's audit schedule directed by the Auditor General. Ms Browning advised that the Auditor General has appointed PricewaterhouseCoopers to conduct the annual audit of Council's financials.
- Councillor Rasmussen enquired if a tentative date could be established. Mr Mifsud indicated Council was hoping for 6 September 2017, however can really only be determined once the Auditor General's schedule is known.
- Councillor Ross enquired if the cost associated with the annual audit is likely to be higher. Ms Galea advised that this will be the case.
- Mr Bennett referred to the Audit Committee Charter and enquired if a self-assessment is conducted on the Audit Committee's performance. Mr Kelly advised this is not done, however as an Internal Auditor he undergoes an annual performance review with the General Manager. Ms Maheshwari noted that a self-assessment had been conducted in the past by the Committee. Ms Galea will source a template for the Audit Committee audit.
- Mr Mifsud advised that legislation is about to change that will impact on the Audit Committee Charter. Once this has occurred, a report will be prepared for the Audit Committee.

ORDINARY MEETING
Reports of Committees

RECOMMENDATION TO COMMITTEE:

That the Audit Committee meeting dates for 2017, as outlined in the report, be approved.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Craig Bennett.

That the Audit Committee meeting dates for 2017, as outlined in the report, be approved.

SECTION 4 - General Business

1. Thanking Internal Auditor

The Committee noted that Mr Kelly is retiring from Council and thanked him for his work over the last six years.

The meeting terminated at 5.25pm.

Submitted to and confirmed at the meeting of the Audit Committee held on 7 June 2017.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC **Hawkesbury Tourism Advisory Committee - 3 April 2017 - (111215, 140396)**

The meeting commenced at 11:30am.

Present: Sophie Devine - Community Member
 Vanessa Hanna - Community Member
 Tony Jeffcott - Community Member
 Declan O'Connor - Community Member
 Venecia Wilson - Community Member
 Albert Stafford - The Stafford Group
 Councillor Emma-Jane Garrow - Hawkesbury City Council
 Councillor Paul Rasmussen - Hawkesbury City Council
 Councillor Sarah Richards - Hawkesbury City Council

Apologies: Martin Boetz - Community Member
 Ian Knowd - Community Member
 Sarah Rieger - Community Member

In Attendance: Matthew Owens - Director City Planning
 Fiona Mann - Strategic Planner
 Keri Whiteley - Cultural Services Manager
 Jan Readford - Minute Secretary

REPORT:

RESOLVED on the motion of Councillor Jane Garrow and seconded by Councillor Rasmussen that the apologies be accepted.

Attendance Register of Hawkesbury Tourism Advisory Committee

Member	3/4/2017		
Mr Martin Boetz	A		
Ms Sophie Devine	✓		
Ms Vanessa Hanna	✓		
Mr Tony Jeffcott	✓		
Mr Ian Knowd	A		
Mr Declan O'Connor	✓		
Ms Sarah Rieger	A		
Ms Venecia Wilson	✓		
Councillor Emma-Jane Garrow	✓		
Councillor Paul Rasmussen	✓		
Councillor Sarah Richards	✓		

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

Councillor Sarah Richards advised Council, prior to the meeting, that the Member for Hawkesbury, Dominic Perrottet would telephone into Council during its Hawkesbury Tourism Advisory Committee meeting to provide information on his Tourism Working Group.

ORDINARY MEETING

Reports of Committees

- Councillor Garrow advised that the Member for Hawkesbury, Dominic Perrottet had not provided Council with any notification that he would contact the Hawkesbury Tourism Advisory Committee during its meeting.
- Councillor Richards advised she had extended the invitation, as a community member on the State Government Committee hosted by the Member for Hawkesbury, to the Member at the request of the members of that Group.

The Member for Hawkesbury, Dominic Perrottet phoned in at 11.45am.

- Councillor Garrow welcomed the Member for Hawkesbury and advised that this is the first meeting of the newly formed Committee, and there is a desire for the Committee to work with the Group hosted by the Member for Hawkesbury.
- Mr Perrottet made the following overall comments:
 - Referred to (his) Group which includes members from Destination NSW, The Stafford Group (consultant), and members of the community, including those from this Hawkesbury Tourism Advisory Committee. The Group, with the assistance of Mr Stafford, is working to drive tourism in the Hawkesbury and will develop a Destination Management Plan. The Stafford Group was appointed to prepare the Hawkesbury State Destination Management Plan. State Government funding totalling \$3m has been allocated for the Hawkesbury LGA, which was an election promise. The Group has placed an emphasis on a 'Windsor Precinct' with priority focus on the river and driving the economy, being the areas where investment will lie.
 - Indicated he would like to have some form of Council involvement in the process, however noted there was apprehension amongst some Group members/ stakeholders, to work with Council and its regulations for certain issues. Mr Perrottet will meet again with the Group in two weeks and will raise the matter of working with Council with some form of representation on his Group, at that time. It will also be about having the right person for the right outcome.
- Ms Mann agreed it would be a positive outcome for the two groups to work together, and noted that Council can assist in areas that will need to be addressed, especially where land issues might be raised. Mr Perrottet agreed that Council needs to be involved and acknowledged the guidance that Council can provide to the Committee.
- Councillor Rasmussen enquired if the Member for Hawkesbury was aware of Council's Regional Strategic Alliance. Mr Perrottet indicated that the Hawkesbury should focus on leveraging off the Blue Mountains.
- Councillor Garrow enquired about the timing for the Destination Management Plan. Mr Stafford advised that the Staff Group will provide a draft by the end of April 2017 and suggested that a meeting will be held on 5 May 2017 of the Destination Management Group.
- Mr Stafford advised on another planning matter that the Greater Sydney Commission will include a section on tourism in the West Destination Plan due by the end of April 2017. This section is to be written by Mr Stafford. This is a good opportunity for the Hawkesbury as data will be available for priority projects. Both Blue Mountains and Penrith City Councils were also consulted by Mr Stafford.

ORDINARY MEETING
Reports of Committees

Mr Perrottet concluded his call to the Committee meeting at 12.05pm.

- Councillor Richards nominated herself as a representative from this Committee on the Member for Hawkesbury's Group, with this Committee's approval. However, Mr Owens advised that if this Committee wants to nominate someone from this Committee, the minutes will go to Council to get the opinion ratified. If the Committee recommends an individual and then Council does not agree with the nomination, then there will be an issue for the Committee.
- Ms Devine enquired if the representative should be a Council staff member. Mr Owens advised that Councillor Richards is already attending the meetings, and that it should be another representative from Council and it would be a decision for Council who that representative should be. Councillor Richards agreed with Mr Owens, advising that to date she has been an unofficial link to the Group.
- Councillor Richards advised she will attend the meeting on the 5 May 2017 and will provide feedback to the Committee on the outcome regarding Council's involvement.
- Councillor Rasmussen referred to the State Destination Management Plan being developed and acknowledged the need for Council to be involved.
- Mr Stafford, for background purposes, advised that Destination NSW went to tender to get a consultant to prepare (the State) Destination Management Plan. Mr Stafford met with the Group who focused on the things that they wanted to do, and identified all the projects to be undertaken. They looked at the Hawkesbury Council's Tourism Strategy. The Group was asked to focus on two things to capture the funds available, and the Hawkesbury River and a Festival were nominated. It was at that stage, that the Group asked the Member for Hawkesbury to meet with Council's Committee.

It was noted, that Mr Jeffcott, Mr Boetz (not present at this meeting) and Councillor Richards are on the Hawkesbury Tourism Advisory Committee and are also on the Member for Hawkesbury's Tourism Working Group.

SECTION 3 - Reports for Determination

**Item 1: HTAC - Election of Chairperson - (111215, 140396)Business Paper - Ordinary Meeting
Agenda - 9 May 2017**

DISCUSSION:

Mr Owens called for nominations for the position of Chairperson. One nomination was received, being:

Councillor Emma-Jane Garrow	Nominated by Paul Rasmussen
	Seconded by Ms Sophie Devine
	ACCEPTED

There were no other nominations for the position of Chairperson.

Councillor Emma-Jane Garrow was declared Chairperson.

RECOMMENDATION TO COMMITTEE:

That an election for the position of Chairperson of the Hawkesbury Tourism Advisory Committee, for the 2016/2017 term of the Committee, be carried out.

ORDINARY MEETING
Reports of Committees

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Ms Devine.

That Councillor Emma-Jane Garrow be nominated as Chairperson of the Hawkesbury Tourism Advisory Committee for 2017.

The motion was carried and Councillor Emma-Jane Garrow was declared Chairperson of the Hawkesbury Tourism Advisory Committee for 2017.

Item 2: HTAC - Election of Deputy Chairperson - (111215, 140396)Business Paper - Ordinary Meeting Agenda - 9 May 2017

Mr Owens called for nominations for the position of Deputy Chairperson. One nomination was received, being:

Ms Sophie Devine	Nominated by Councillor Emma-Jane Garrow
	Seconded by Councillor Paul Rasmussen
	ACCEPTED

There were no other nominations for the position of Deputy Chairperson.

Ms Sophie Devine accepted the nomination for the position of Deputy Chairperson.

RECOMMENDATION TO COMMITTEE:

That an election for the position of Deputy-Chairperson of the Hawkesbury Tourism Advisory Committee, for the 2016/2017 term of the Committee, be carried out.

COMMITTEE RECOMMENDATION:

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

That Ms Sophie Devine be nominated as Deputy Chairperson of the Hawkesbury Tourism Advisory Committee for the 2017.

The motion was carried and Ms Sophie Devine was declared Deputy Chairperson of the Hawkesbury Tourism Advisory Committee for 2017.

Item 3: HTAC - Code of Conduct - (111215, 140396)Business Paper - Ordinary Meeting Agenda - 9 May 2017

Ms Mann provided a copy of Council's Code of Conduct to all Community Members in attendance, who then all signed the Acknowledgement of Receipt of Council's Code of Conduct form.

Community members, not in attendance, will be contacted to ascertain their continuance on the Committee. Subject to responses, it may be necessary to advertise any vacancies.

ORDINARY MEETING
Reports of Committees

RECOMMENDATION TO COMMITTEE:

That it be noted that the community representative members of the Hawkesbury Tourism Advisory Committee will receive and acknowledge receipt of Council's Code of Conduct, as adopted at Council's Ordinary Meeting held 8 March 2016, at the initial meeting of the Committee.

COMMITTEE RECOMMENDATION:

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

That it be noted, that those members present at this meeting, were issued a copy of Council's Code of Conduct, as adopted at Council's Ordinary Meeting held 8 March 2016, and acknowledged its receipt.

Item 4: HTAC - Code of Meeting Practice - (111215, 140396)Business Paper - Ordinary Meeting Agenda - 9 May 2017

DISCUSSION:

- Mr Jeffcott expressed concern about the protocols associated with formalising the Committee's meeting process, and a potential impact on the work of the Committee.
- Mr Owens advised that at the request of Councillors, Council decided to establish a formal Committee of Council due to an escalation in tourism matters for the Hawkesbury, which includes Council's participation in its Regional Strategic Alliance, existing work with Destination NSW on regional tourism, and to bring people with mutual interest together.
- Councillor Garrow advised that Council acknowledges the benefit of involving the community.

RECOMMENDATION TO COMMITTEE:

That it be noted that a copy of Council's Code of Meeting Practice adopted on 31 January 2017 has been provided to the members of the Hawkesbury Tourism Advisory Committee.

COMMITTEE RECOMMENDATION:

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

That it be noted that a copy of Council's Code of Meeting Practice, adopted on 31 January 2017, has been provided to the members of the Hawkesbury Tourism Advisory Committee.

Item 5: HTAC - Hawkesbury Tourism Advisory Committee Action Plan - (111215, 140396)Business Paper - Ordinary Meeting Agenda - 9 May 2017

DISCUSSION:

- Ms Mann referred to the Terms of References (ToR) for the Committee and the Tourism Strategy as the documents to inform a committee action plan over the term. The Draft Action Plan lists the priority actions and focus areas of the tourism strategy that are to be addressed in Council's tourism program, and therefore, where the Committee can advise Council. Ms Mann highlighted the focus areas/ items for discussion:

ORDINARY MEETING

Reports of Committees

- Item 1 – Tourism Leadership Group – partly achieved with set up of committee, to advise Council on supporting tourism in the area, whether this be market, visitation and industry development. Committee to address some strategic tourism actions as committee projects based on ToR and tourism strategy. Committee projects to be guided by an action plan for tracking and reporting to Council. Suggested the committee to focus on Communications/Website and Product Development focus areas, as items that visitors and tourism industry would benefit most from the Committee's advice.
- Item 2 – Tourism of Resources of Council - Ms Whiteley, Mr Owens and Ms Mann are looking at resources, being a management focus, as this relates to operational activities of Council.
- Item 3 – Communication/ Digital Platform to market the Hawkesbury destination. The committee's advice on the value and approach to digital communication with visitors and tourism operators, to help drive visitation and support industry operators, is sought. Item to be underpinned by Council's Visitor Service's Destination Website. The Committee's advice on the Website's design and functionality is sought on behalf of industry.
- Item 4 – Product Development. The product development areas from the tourism strategy and those raised by the former Tourism Working Group listed as activities. Includes an Events product development item, which could be based around the area's strengths or themes. This item led to a general conversation about a range of tourism related matters, including:
 - Mr O'Connor noted that music was not included. Ms Mann advised this can be included in the Events product development item for evaluation.
 - Councillor Garrow suggested that a 'Community Events' module be included under Product Development referring to the event associated with the St Mathews Anglican Church.
 - Mr Owens indicated that Events are already included, and noted that the conditions would change for each individual event.
 - Mr Stafford referred to past events i.e. sand castles, and suggested the group focus on large things and to be strategic about it. It will dovetail into the Windsor Plan that Council is currently preparing.
 - Mr Stafford advised that two areas for development have already been identified for priority by the tourism group associated with the Member for Hawkesbury, being the (Hawkesbury) River and a Food Based product.
 - Ms Mann indicated that tourism events need to be evaluated (e.g. KPIs) to understand their purpose and why they succeed or not, and suggested lead events and other existing events in the area (previous 5 years) be evaluated by the Committee. The Committee, if it wishes to focus on event development, needs to focus on major events that are likely to drive tourism visitation and are sustainable. Community events, like that of the church, are not the role of the committee - there are other avenues for raising such community events with Council.
 - Ms Devine referred to an event for Dragon Boats that could not go ahead at the Regatta Centre in Penrith, and suggested it was a missed opportunity for the Hawkesbury. A task can be included in the Events product development item, to consider other events requests.

ORDINARY MEETING

Reports of Committees

- Councillor Garrow and Mr Jeffcott raised the matter of signs and banners in the public domain and there considered importance for business activity advertising, and for events advertising/ promotion i.e. on commercial areas and roadsides. Council's Community Banner Poles Policy in terms of signs on the main roads, and banners on streetlight poles in Windsor Mall/ George Street were raised, and problems encountered from a business point of view.
 - Ms Mann and Mr Owens advised there are a number of State legislations that apply to lands in the public domain that control how people and council can use these lands for signs and banners, and for what purpose. This is also dependant on who owns the signage structures i.e. Integral Energy for streetlight poles in Windsor. Mr Owens indicated that raising industry concerns, like signs and banners in the public domain for identified tourism events, is a role for the committee. This allows Council Management to consider the concern and recommend to Council changes for valid concerns, where Council lands and processes are involved, and refer to the State Government and its agencies where its jurisdiction applies. Ms Mann indicated that future Agenda items can be presented on signs and banners in the public domain, and Council policies of relevance to tourism. Mr Jeffcott indicated the signs and banners in the public domain of concern could be referred to the State Member for Hawkesbury for attention by the State Government and its agencies.
- Item 6 – Visitor Services. Ms Whiteley, Mr Owens and Ms Mann are looking at resources, being a management focus, as this relates to operational activities of Council.
- Councillor Richards referred to the other Group formed by the State Member for Hawkesbury and advised that it comprises a number of private investors that mistrust Council and have stated they do not want to work with Council. Steps to change the perception about Council need to be undertaken.
 - Ms Mann advised that these perceptions are often associated with approvals and processes of Council. An Events Guide can be developed and include instructions for *'If you want to do something on land'*, in relation to land use approvals. Council will need to address its perception with community and business at a level above the Committee. No details were provided about the basis of the stated mistrust. In terms of Council's tourism program, the Committee can assist with developing the proposed Tourism Events Guide and the Tourism Product Prospectus listed in the Draft Action Plan.
 - Mr Owens advised that this type of feedback is not formally raised with Council. Members of the Committee should formally raise these issues to allow proper investigation of the perception, and appropriate action can be taken.

RECOMMENDATION TO COMMITTEE:

That the Committee consider the Draft Committee Action Plan, attached as Attachment 1, and discuss and agree on priority areas for a Committee Action Plan, and that the recommended Action Plan be reported to Council for endorsement.

COMMITTEE RECOMMENDATION:

There was no mover or seconder to this recommendation and the Committee made no resolution on this matter. This matter will be referred to the next meeting of the Committee.

ORDINARY MEETING
Reports of Committees

Item 6: HTAC - Hawkesbury Tourism Advisory Committee - Sub-Committee Update - (111215, 140396)Business Paper - Ordinary Meeting Agenda - 9 May 2017

DISCUSSION:

- Due to the limited remaining time, this item was referred to the next meeting.
- In the interim, Ms Whiteley will continue to work with the Sub-Committee.

RECOMMENDATION TO COMMITTEE:

That the minutes of the sub-committee of the Tourism Advisory Committee be noted.

COMMITTEE RECOMMENDATION:

There was no mover or seconder to this recommendation and the Committee made no resolution on this matter. This matter will be referred to the next meeting of the Committee.

Item 7: HTAC - Meeting Dates for 2017 - (111215, 140396)Business Paper - Ordinary Meeting Agenda - 9 May 2017

DISCUSSION:

- Councillor Garrow suggested that the date of the next Committee meeting be moved to enable notification to Council by the Member for Hawkesbury, following his meeting of the 5 May 2017, regarding the inclusion of Council representation in the Member for Hawkesbury's Tourism Group.
- Ms Devine advised of a preference for the Committee meetings to be held on a Friday at 9:30am. Ms Mann indicated that due to the limited time remaining at this meeting, that this matter be addressed prior to the next meeting via the Chairperson. In the interim, Ms Mann will check availability of meeting space and Council staff in attendance.
- Ms Mann advised that agenda items for inclusion for future meetings need to be forwarded two weeks before the meeting to allow for report preparation. Suggested items for the agenda for the next meeting will include:
 - Signage update
 - Outcomes from meeting with the Member for Hawkesbury, Dominic Perrottet
 - Calendar of events (including activities planned for October 2017)

RECOMMENDATION TO COMMITTEE:

That the Hawkesbury Tourism Advisory Committee meeting dates for 2017, as outlined in the report, be approved.

COMMITTEE RECOMMENDATION:

There was no mover or seconder to this recommendation and the Committee made no resolution on this matter. This matter will be referred to the next meeting of the Committee.

SECTION 4 - General Business

ORDINARY MEETING
Reports of Committees

There were no matters raised at this meeting.

The meeting terminated at 1.20pm.

Submitted to and confirmed at the meeting of the Hawkesbury Tourism Advisory Committee held on 29 May 2017.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Waste Management Advisory Committee - 5 April 2017 - (95249)

The meeting commenced at 4:01pm.

Present:	Mayor, Councillor Mary Lyons-Buckett, Chairperson Councillor Danielle Wheeler, Deputy Chairperson Councillor Paul Rasmussen, Hawkesbury City Council Mr Eric Brocken, Community Representative Mr William Sneddon, Community Representative
Apologies:	Councillor Sarah Richards, Hawkesbury City Council Prof. Basant Maheshwari, Western Sydney University Mr Matthew Owens, Hawkesbury City Council
In Attendance:	Mr Jeff Organ, Hawkesbury City Council Mr Andrew Kearns, Hawkesbury City Council Mr Ramiz Younan, Hawkesbury City Council Mr Oliver Bradshaw, Hawkesbury City Council Mr Justin Murphy, Hawkesbury City Council Ms Robyn Kozjak - Minute Secretary, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Councillor Rasmussen and seconded by Councillor Wheeler that the apologies be accepted.

Due to the absence of previous members being carried over to the new Committee, staff confirmed the previous Minutes.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Younan and seconded by Mr Bradshaw that the Minutes of the Waste Management Advisory Committee held on 16 March 2016, be confirmed.

Attendance Register of Waste Management Advisory Committee

Member	05/04/2017			
Councillor Mary Lyons-Buckett	✓			
Councillor Paul Rasmussen	✓			
Councillor Sarah Richards	A			
Councillor Danielle Wheeler	✓			
Mr Bill Sneddon	✓			
Mr Eric Brocken	✓			
Prof. Basant Maheshwari	A			

A = Formal Apology

✓ = Present

x = Absent - no apology

ORDINARY MEETING
Reports of Committees

SECTION 3 - Reports for Determination

Item: 1 WMAC - Election of Chairperson and Deputy Chairperson - (95249, 124414)

Mr Kearns called for nominations for the position of Chairperson.

A nomination was received for the Mayor, Councillor Lyons-Buckett.
Mayor, Councillor Lyons-Buckett accepted the nomination.

MOTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Mr Sneddon

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That an election for the position of Chairperson and Deputy Chairperson of the Waste Management Advisory Committee for the 2016/2017 term of the Committee be carried out.

As there were no other nominations Mr Kearns declared the Mayor, Councillor Lyons-Buckett as the Chairperson of the Waste Management Advisory Committee for the 2016/2017 term of the Committee.

Mr Kearns called for nominations for the position of Deputy Chairperson.

A nomination was received for Councillor Wheeler.
Councillor Wheeler accepted the nomination.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That an election for the position of Chairperson and Deputy Chairperson of the Waste Management Advisory Committee for the 2016/2017 term of the Committee be carried out.

As there were no other nominations Mr Kearns declared Councillor Wheeler as the Deputy Chairperson of the Waste Management Advisory Committee for the 2016/2017 term of the Committee.

Mr Kearns handed the meeting over to the incoming Chair.

Item: 2 WMAC - Review of Council's Waste Management Advisory Committee Objectives for 2017 - 2020 - (124414, 95249)

DISCUSSION:

- Mr Kearns referred to the Committee's Constitution and its objectives and sought the Committee's assistance to review those objectives. Mr Kearns advised he would collate submissions from members and would bring a report to the next meeting (scheduled for 4 October 2017) for further discussion.

ORDINARY MEETING
Reports of Committees

Discussion subsequently arose in relation to the frequency of the meetings and it was generally agreed two meetings per year may not be adequate to achieve outcomes.

It was suggested the Committee share information via email in between meetings to keep lines of communication open.

- Mr Organ suggested it may be possible to schedule an extra meeting prior to 4 October 2017.
- The Chair recommended members' comments be emailed to Mr Kearns as soon as possible.

RECOMMENDATION TO COMMITTEE:

That:

1. The information be received.
2. To commence the review process, WMAC members discuss the current Objectives and review what has been achieved in the past term of the committee. Based on this discussion and further feedback from Committee members, council staff will prepare a report for the next meeting of the WMAC.

MOTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Mr Sneddon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The information be received.
2. To commence the review process, WMAC members discuss the current Objectives and review what has been achieved in the past term of the committee. Based on this discussion and further feedback from Committee members, council staff will prepare a report for the next meeting of the WMAC.

Item: 3 **WMAC - Review of Waste and Recycling Disposal in Small to Medium Size Retail Businesses in the Hawkesbury Local Government Area - (95249, 124414)**

RECOMMENDATION TO COMMITTEE:

That:

1. The information be received.
2. Points 1 to 5 under the heading "Suggested Methods of Assisting the Small to Medium Size Retail Business Sector" in the report be investigated.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The information be received.
2. Points 1 to 5 under the heading "Suggested Methods of Assisting the Small to Medium Size Retail Business Sector" in the report be investigated.

SECTION 4 - Reports for Information

Item: 4 WMAC - Community Recycling Centre Update - (124414, 95249)

DISCUSSION:

- Mr Bradshaw provided an update on the proposal to construct a recycling centre at the Hawkesbury City Waste Management Facility which would allow for the (temporary) storage of household hazardous and special wastes.

It was advised the items accepted at the facility would include motor oils, gas cylinders, fluorescent tubes, batteries etc. - items which were currently accepted only on special Chemical Clean-Out days (annually).

- Councillor Rasmussen asked of the potential for and timeframe of Council facilitating a swap-type arrangement where residents could drop off and remove / swap items.

Mr Younan reported no 'scavenging' at the recycle facility would be permitted and Mr Organ added any 'Kimbriki' type repurpose facility where residents drop off, recycle, reuse and rebuild materials would likely be a longer term proposition (i.e. several years).

- Mr Bradshaw advised he was in the process of investigating the ChemClear program as an alternative to the drum *MUSTER* program for the collection and disposal of unwanted chemical containers.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Mr Sneddon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

ORDINARY MEETING
Reports of Committees

Item: 5 **WMAC - NSW State Government Container Deposit Scheme - Collection Points
- (124414, 95249)**

DISCUSSION:

- Mr Bradshaw gave an overview of the Container Deposit Scheme to be enacted in NSW on 1 December 2017.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received and noted

Item: 6 **WMAC - NSW State Government- EPA Waste Less, Recycle More Funding
2017-2021 - (124414, 95249)**

DISCUSSION:

- Mr Kearns gave an overview of the grants on offer under the Waste Less, Recycle More Funding 2017-2021, which are likely to be significantly less than the current funding program. Once further details of funding programs are released on 1 July 2017, projects will be allocated accordingly.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Mr Sneddon, seconded by Councillor Rasmussen.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

ORDINARY MEETING
Reports of Committees

Item: 7 **WMAC - Progress Report - Waste Education Officer - Compost Revolution - (124414, 95249)**

DISCUSSION:

- Mr Kearns gave an overview of the Program, recent advertising and an upcoming series of composting and worm farming workshops.
- Councillor Wheeler made reference to the new 'house and garden' section at the Library and suggested a worm farm (empty) be put on display in that location for a couple of weeks, as well as in the display cabinet.
- Mr Murphy advised a compost bin and worm farm would be displayed at the Hawkesbury Show.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Councillor Rasmussen, seconded by Mr Sneddon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

Item: 8 **WMAC - Progress Report - Waste Education Officer - Bin Inspection Program 2017 - (124414, 95249)**

DISCUSSION:

- Mr Kearns gave an overview of the Program and its initial positive results. It was also advised that Council was about to go to quotations for a Bin Audit Program.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION

That the information be received.

ORDINARY MEETING
Reports of Committees

Item: 9 **WMAC - Progress Report - Waste Education Officer - National Recycling Week 2016 & Schools - Waste 2 Art Competition - (124414, 95249)**

DISCUSSION:

- Mr Kearns provided an overview of the Competition, its aims and objectives, outcomes from the process and changes as a consequence in order to encourage greater participation rates.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Mr Brocken, seconded by Councillor Rasmussen.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

Item: 10 **WMAC - Progress Report - Waste Education Officer - Extra Christmas Recycling Collections 2016/17 - (124414, 95249)**

DISCUSSION:

- Mr Kearns provided an overview of the collections, the results compared to average months' collections and informal feedback from the community as to how highly valued these collections are.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

RESOLVED on the motion of Mr Sneddon, seconded by Councillor Rasmussen.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

ORDINARY MEETING
Reports of Committees

Item: 11 **WMAC - Progress Report - Clean Up Australia Day Sunday 5 March 2017 - (124414, 95249)**

DISCUSSION:

- Mr Kearns provided an overview of the 2017 event, including number of participants, logistics and issues posed by groups removing material that was potentially asbestos.
- Mr Bradshaw advised the final waste collection figures from this year's event in the Hawkesbury LGA totalled 4.63 tonnes.
- Mr Murphy advised participants in the clean-up were provided with gloves, sharps containers and clean up bags and the Chair suggested (rubbish pick-up) claws also be made available to residents.
- Subsequent to the meeting, Mr Murphy has sourced prices for the provision of claws to be made available to groups.

RECOMMENDATION TO COMMITTEE:

That the information be received.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the information be received.

SECTION 5 - General Business

- Mr Younan provided the Committee with an update on the aboriginal land claim at Western Sydney University, and advised that Council was still pursuing actions to enable acquisition of the land which will require finalisation of the land claim appeals process and then seeking ministerial approvals for compulsory acquisition. Further updates to the Committee will be provided in future.
- Councillor Wheeler asked why Council no longer used the RID (Regional Illegal Dumping) Squad and advised it was well known Council was not a party to the Squad and consequently the Hawkesbury region tends to be targeted by illegal dumpers.

Mr Kearns and Mr Bradshaw responded that Council had previously participated in the RID Squad, however, due to the tyranny of distance, it was not cost effective. Mr Bradshaw added Council employs a dedicated waste officer and undertakes various programs which are more cost effective than participating in the RID Squad.

- Councillor Rasmussen suggested more signage at well-known dumping 'hotspots' should be considered.
- The Chair referred to the growing piles of rubbish along the approaches to both sides of the bridge at North Richmond and advised it was too dangerous to attempt the removal of rubbish which has the potential to enter into the river. The Chair asked if Council's Waste Officer could get in contact with the RMS to arrange for the area to be cleaned up.

ORDINARY MEETING
Reports of Committees

- Mr Sneddon referred to the free asbestos collections available to 40 residential households scheduled for May 2017, and raised concern that there were many residents who missed out on the offer.

Mr Bradshaw advised the project was co-ordinated by Western Sydney Regional Organisation Councils and the NSW EPA. Funding was limited to \$25,000 under the Waste Less, Recycle More initiative from the waste levy and Mr Bradshaw advised there was no indication the funding would be extended to the next round. The project was strictly limited to 40 applicants and 53 applications were received. Council will honour the collection from the additional applicants. Mr Bradshaw's advice to those residents who missed out would be to refer them to licensed contractors. These collections follow two other rounds of collections in FY15 and FY16 respectively.

- It was suggested the State Government be lobbied to provide new funding for the collection of loose stored asbestos sheeting from residential households in Round Two of the Waste Less, Recycle More initiative. This funding would help to eliminate the prevalence of hazardous materials stored in residential households, ensure safe and appropriate disposal, and seek to reduce the illegal dumping of this material in the wider community and local environment.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That Council lobby the State Government to provide new funding, on a 100% funding basis, for the collection of loose stored asbestos sheeting from residential households in round two of the Waste Less, Recycle More initiative.

- Mr Sneddon asked if the results were available from the monitoring of methane gas at the landfill.

Mr Organ advised he would bring back the results and statistics to the next meeting.

- Councillor Rasmussen asked for an update on the green waste/organics collection.

Mr Bradshaw advised the service was very well used and 6 thousand tonne of organics are collected per year, which is then composted and sold as soil conditioner.

- The Chair asked if Council had a role in the removal of abandoned vehicles and reported a (white) BMW had been parked opposite Colo High School for a couple of weeks.
- The Chair informed the Committee of a potential business proposal in the Hawkesbury area where a pilot program was being investigated to manufacture chicken food pellets by using food scraps.
- Councillor Wheeler made reference to a program initiated by Parramatta City Council which encouraged members of the community to report illegal dumping by telephoning a 'Dob in a Knob' hotline. Parramatta City Council had undertaken various programs to clean up the city and suggested Council consider using similar models for the Hawkesbury.

The meeting closed at 6:10pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Local Traffic Committee - 10 April 2017 - (80245)

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on Monday, 10 April 2017, commencing at 3pm.

Present:	Mr Christopher Amit, Hawkesbury City Council (Chairman) Councillor Peter Reynolds, Hawkesbury City Council Inspector Ian Woodward, NSW Police Force Inspector Peter Jenkins, NSW Police Force
Apologies:	Ms Tina Kaur, Roads and Maritime Services Mr Steve Grady, Busways
In Attendance:	Ms Traecy Kelly - Hawkesbury City Council Ms Sophie Hill, Hawkesbury City Council Ms Cathy Mills - Minutes Secretary, 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 Chairman tendered an apology on behalf of Ms Tina Kaur, Roads and Maritime Services advising that Ms Tina Kaur, Roads and Maritime Services concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on her behalf.

RESOLVED on the motion of Inspector Ian Woodward seconded by Councillor Peter Reynolds that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Inspector Ian Woodward, seconded by Mr Christopher Amit that the minutes from the previous meeting held on Monday, 13 March 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 - Bilpin Bush Run 2017 - Bilpin (Hawkesbury) - (80245, 73582)

REPORT:

Introduction

An application has been received from the Bilpin Rural Fire Service seeking approval (in traffic management terms) to conduct the Bilpin Bush Run on Saturday, 19 August 2017.

The event organiser has advised:

- This is an annual event which has been held for over 15 years and previously undertaken along a different course.
- The 2014, 2015 and 2016 events were undertaken along a new course which is to be utilised for the 2017 event.
- The event is a race which is both for fundraising and training and is organised by the Bilpin RFS.
- The event will be conducted between 7am and 3pm. The event set up will commence from 5am with progressive shutdown of each site as the last participants pass each checkpoint.
- The start and finish of the event will be at Bilpin District Hall located at No. 2596 Bells Line of Road, Bilpin.
- The route of the Bush Run is within the Hawkesbury Local Government area and will be predominantly along fire trails, national park trails, Telstra trails, power line trails and easements, private property tracks and paddocks, along short sections of Mt Tootie Road and Bells Line of Road and cross Mt Tootie Road at several locations.
- The 34 kilometre Bush Run will be undertaken along the following route;
 - Commence at the Bilpin District Hall and proceed in a westerly direction along the road verge area on Bells Line of Road for an approximate distance of 600 metres.
 - Turn right into the fire trail (Crown Road Reserve) and proceed along the fire trail into the National Park and follow the trail until it crosses Mt Tootie Road (race distance 1.8 kilometres). The crossing point in Mt Tootie Road is in the vicinity of No. 66 Mt Tootie Road (approximately 800 metres from Bells Line of Road).
 - After crossing Mt Tootie Road, proceed along a Telstra trail that runs parallel to and west of the road 20 to 30 metres off the Mt Tootie Road.
 - After 3.5 kilometres of existing trails, the runners cross Mt Tootie Road on two occasions 100 metres apart below the loop in the road.
 - The runners will then enter a series of trails and power line tracks before emerging for a short distance along Mt Tootie Road (approximately 200 metres), before entering a Telstra trail that runs parallel to Mt Tootie Road.
 - At this point the runners will enter private property and follow a course over paddocks, property tracks and fire trails which will bring them back to Mt Tootie Road.
 - The return course follows the same tracks as the outbound course until approximately three kilometres from the finish.
 - At this point the runners will cross Mt Tootie Road and follow a power line easement until they enter the fire trail 1.8 kilometres from the start.
 - On entry to the fire trail, runners return along the same out bound course, finishing at the Bilpin District Hall.

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- Traffic Controllers will be positioned at all Mt Tootie Road crossing points.
- Mt Tootie Road is a very low traffic gravel road (ADT < 50).
- Some disruption will occur to a small number of residents along Bells Line of Road and Mt Tootie Road.
- The runners will utilise a 600 metre section along the northern verge of Bells Line of Road, which is a State Road. Vehicular traffic and participants are separated by a verge of approximately 10 metres wide along this section of Bells Line of Road. The shoulder of Bells Line of Road (on the section between Mt Tootie Road and Bilpin District Hall) will not be used at all by any runners.
- There will be approximately 300 runners participating in the run.
- Approximately 100 spectators are expected to attend.
- Off street parking is available at Bilpin District Hall for over 200 cars. If the car park area becomes full, additional car parking is available on adjoining properties.

Details of the Event Course for the Bilpin Bush Run 2017, is contained in Attachment 1.

Discussion

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

Mt Tootie Road is a dead end road which extends from Bells Line of Road for a distance of 8.75 kilometres. The road is sealed for an approximate distance of 230 metres from Bells Line of Road with the remaining length being unsealed. The traffic volume recorded in 1999 in the vicinity of No. 66 Mt Tootie Road was 31 vehicles per day. It has an entering speed limit of 50km/h.

The Crossing Points along Mt Tootie Road will be administered by the Event Organiser by providing Traffic Control at these locations to endure the safety of motorists and the participants.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 5821258):

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),
5. Event Course Map,
6. Copy of the correspondence to be forwarded to the Residents,
7. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, Fire and Rescue NSW, NSW Department of Primary Industries – Crown Lands Office, Office of Environment and Heritage – NPWS and SES.

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 Bilpin Bush Run 2017 event planned for Saturday, 19 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 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;
- 4e. 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.

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- 4f. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants are mitigated by providing a water cart for the duration of the event. The method and frequency of is to be addressed and outlined in writing and added to the TMP;
- 4g. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4i. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4l. the event organiser is to notify the details of the event to the NSW Rural Fire Service at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4m. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to the resident has been submitted to Council;
- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

During the event:

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

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

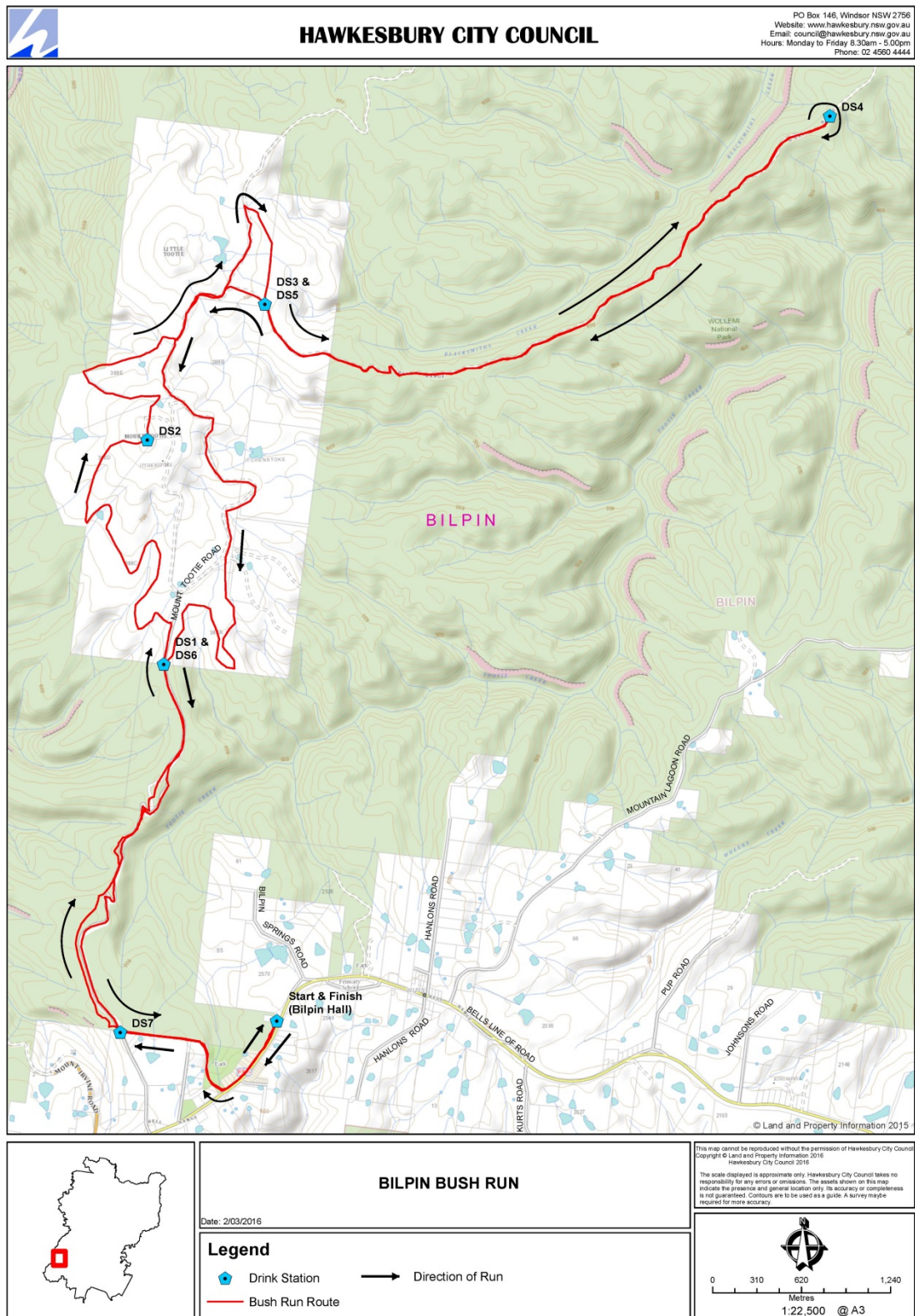
APPENDICES:

AT - 1 Event Course Map for the Bilpin Bush Run 2017.

AT - 2 Special Event Application - (ECM Document Set ID No: 5821258) - *see attached*.

ORDINARY MEETING
Reports of Committees

AT - 1 Event Course Map for the Bilpin Bush Run 2017



COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Inspector Ian Woodward, seconded by Councillor Peter Reynolds.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Bilpin Bush Run 2017 event planned for Saturday, 19 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).
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- 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);
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- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;

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- 4d. the event organiser is to submit 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;
- 4e. 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.
- 4f. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants are mitigated by providing a water cart for the duration of the event. The method and frequency of is to be addressed and outlined in writing and added to the TMP;
- 4g. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Wollemi National Park; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4i. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; a copy of this approval to be submitted to Council;
- 4j. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
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- 4o. the event organiser is to submit the completed "Traffic and Transport Management for Special Events – Final Approval Application Form (Form C)" to Council;

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- 4q. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;

<p style="text-align: center;">ORDINARY MEETING Reports of Committees</p>

- 4r. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4s. the runners are to be made aware of and are to follow all the general road user rules whilst running on public roads;
- 4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4u. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
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- 4w. the event organiser is to ensure that dust along the unsealed sections of road utilised for the event and by the event competitors and participants are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

SECTION 3 - Reports for Information

There were no Reports for Information.

SECTION 4 - General Business

There was no General Business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 8 May 2017 at 3pm in the Small Committee Room.

The meeting terminated at 3:40pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ordinary

section 5

notices of motion

ORDINARY MEETING

Notices of Motion

SECTION 5 - Notices of Motion

NM1

Bilpin Signage Policy - (79351, 105109, 138884)

Submitted by: Councillor Zamprogno

NOTICE OF MOTION:

That:

1. Council urgently reviews its commercial signage policy across the LGA to better support local economic activity and tourism, while respecting the needs of road safety and visual amenity.
2. Council approaches enforcement action with the greatest care to properly liaise and educate local businesses on signage requirements as preferable to fines.
3. In the interim, advice be provided in relation to signage in Bilpin to ensure businesses can be promoted while ensuring road safety is upheld.
4. The matter be further reported to Council.

BACKGROUND:

Orchards in Bilpin have reduced in number from over 80 in the 1980s to about 10 today. These farms and their associated activities are integral to the agricultural heritage, social fabric, and tourist identity of the Hawkesbury. Council should ensure that our policies do everything possible to support them.

Unfortunately, Council's signage policy is presently inflexible and does not account for the particular needs of differing areas in our City.

For example, current regulations do not regard the farm sheds that Bilpin businesses conduct their sales from as 'business premises'.

The current regulation restricts signage to no more than 0.75m², which is inadequate to capture through-traffic on Bells Line of Road.

The current regulation does not permit A-Frame signage at Bilpin, or approach signage, which would improve road safety as it would allow drivers to slow down before entering a business.

The current regulations have caused a number of fines, some punitive, to be issued for signage that has either been used for years, or was put in place with a good-faith belief that they were compliant.

Although restrictions on signage size, form and placement are a necessary regulatory function of Council, and although some signage can present a genuine road hazard or visual nuisance, recent enforcement action has brought to light the inadequacies of the current policy and point us to the need for both a general review and a locality-specific policy that supports businesses in Bilpin. We have locality-specific signage policies elsewhere, such as Windsor Mall. It is clear we need one for Bilpin too.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM2

Stormwater Discharges - Agnes Banks - (79351, 105109, 138885)

Submitted by: Councillor Ross

NOTICE OF MOTION:

That a report be prepared in relation to stormwater discharges and localised flooding in the vicinity of 22 Price Lane, Agnes Banks, detailing:

- a) history of resident complaints
- b) history of installation of discharge infrastructure
- c) current infrastructure and condition
- d) alleviation works, cost projections to eliminate overland flows,
- e) Section 94 reserves available from residential developments on eastern side of Castlereagh Road,
- f) any stormwater/catchment impacts associated with Roads and Maritime Services land and/or, Western Sydney University land
- g) potential finance sources to fund remediation works.

BACKGROUND:

A resident has reported periodic flooding after heavy rain events. Whilst Council has known of the inadequate drainage system for many years, it has not been remediated. During March, water rose to some 40cms above ground level, at the rear of the property, with about 40% of the rear of the block inundated. Three young children reside at that location. The resident has expressed concern for their safety.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM3

Consultative Protocols with Government Departments and Agencies - (79351, 105109, 138885)

Submitted by: Councillor Ross

NOTICE OF MOTION:

That a report be provided detailing the current consultation and decision making protocols for matters involving Government Departments and Agencies and clarifying the role of Council and staff. The report should include any relevant input from the Office of Local Government and/or legal advice, as may be appropriate.

BACKGROUND:

Since election in 2016, numerous instances have arisen in which this elected Council has had no part in formulating policy responses to project proposals.

The following are five examples of situations where Roads and Maritime Services have determined important cases:

1. March Street, Richmond – erection large illuminated advisory signage, post Hawkesbury City Council rejection of DA, seeking positioning on periphery of State Heritage listed Richmond oval. RMS now to re-locate on grass verge – March Street, without consultation.
2. Institute 80kph 'passing' lane between Berambing and Bilpin Village outskirts (60kph). Proposal withdrawn following area agitation. Nil Hawkesbury City Council.
3. Pitt Town flood evacuation / by-pass route, community consultation. Nil Hawkesbury City Council.
4. Grose Vale / Terrace Roads and Bells Line of Road intersection – North Richmond. Amplification measures. Community consultation. Nil Hawkesbury City Council.
5. Traffic Management Plan – October 2017 Proposed equestrian carnival – Richmond Lowlands. Nil Hawkesbury City Council.

As can be observed, Roads and Maritime Services decisions can have an impact on the ambience and amenity of our Local Government Area and its residents/ratepayers, sometimes without reference to Council or staff.

Roads and Maritime Services need to consult Local Councils on both policy formulation and operational issues.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM4

Amplification of Colonial Drive-George Street Intersection - (79351, 105109, 138885)

Submitted by: Councillor Ross

NOTICE OF MOTION:

That a report be prepared in relation to the operation of the intersections of George Street (a NSW State Road) and Rifle Range Road, and George Street and Colonial Drive, providing details of current traffic movements, levels of service and options/financial responsibility for improving the current operation of these intersections.

BACKGROUND:

The current traffic conditions along George Street have been raised by a Bligh Park resident, seeking amplification of Colonial Drive at its intersection with George Street, including the consideration of the construction of a 'slip lane' between George Street and Colonial Drive along with the widening of Colonial Drive.

Preparation of this report will require consultation with Roads and Maritime Services and any other appropriate agencies.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM5

Closure Pedestrian Crossing at Bede Polding College - (79351, 105109, 138885)

Submitted by: Councillor Ross

NOTICE OF MOTION:

That a report be prepared in relation to the recent upgrade of the pedestrian crossing in Rifle Range Road, Bligh Park outside Bede Polding College. The report should include details relating to the history of the existing crossing together with options for its removal/relocation.

BACKGROUND:

A formal pedestrian crossing point in the vicinity of Bede Polding College is required. However, the location of the existing crossing (given its proximity to Sirius Avenue) needs to be reviewed in the context of matters such as:

- pedestrian safety
- existing bus services
- the location of the existing flashing speed zone advisory signage
- vegetation, for example pruning an existing *Grevillia flora*.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING

Notices of Motion

NM6

Elf Mushroom Composting Facility - (79351, 105109, 138885)

Submitted by: Councillor Ross

NOTICE OF MOTION:

That Council prepare a report outlining the following with regard to the Elf Mushroom Composting Facility at Mulgrave, including:

1. Council's role in the current construction and site development.
2. Information received from the Board of Fire Commissioners or any other relevant authority regarding the fire event last year and any recommended actions to be taken.
3. Actions taken to remove and dispose of fire damaged residue.
4. Any ongoing compliance issues with regard to the facility.
5. Whether disposal of fire-damaged material falls within Council's remit.
6. Advice on the facility operating within the terms of its EPA license / Department of Planning consents.

BACKGROUND:

There are ongoing community concerns with the composting facility particularly with regard to public health and safety. These relate to public health issues associated with liquid and gas emissions, onsite storage of materials and waste, and after effects of the fire which occurred at the facility last year.

An update on the status of the works under construction and Council's role in the monitoring and certification of this process, along with information outlining financial contributions via Section 94 plan or alternative would clearly state to the community the role of Council in the upgrade of the facility. Additionally details of any outcomes of investigations and preventative measures taken subsequent to the fire incident last year, would contribute to greater community understanding and hopefully alleviate public concerns.

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 Meetings and Responses - (79351)**

REPORT:**Questions - 11 April 2017**

#	Councillor	Question	Response
1	Ross	Enquired whether Destination NSW has been or will be involved in the Council process with respect to the Polo World Cup development application.	The General Manager confirmed advice from Destination NSW that whilst they had supported the applicant in securing this event they would not be involved in the processing of development application.
2	Reynolds	Enquired if a development application has been submitted in relation to the Polo World Cup and at what stage is the planning proposal up to.	The General Manager advised there had been no development application lodged to date, in relation to the Polo World Cup and that in regard to the planning proposal, ongoing discussions are being held with the Department of Planning and Environment, however a decision has not been made in regard to the planning proposal to date.
3	Wheeler	Requested a timeline for the waste removal and signage installation at Cumberland Reach Aboriginal Reserve that was raised at the Ordinary meeting of 8 November 2016.	The Director Infrastructure Services advised that the waste has been removed, noting that Council is not responsible for the Reserve. Signage will be installed by the end of May, within Council's adjoining Reserve.

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
4	Wheeler	Enquired if Council actioned Resolution 86 from the Ordinary meeting of 24 April 2012, relating to State Government investigation of public transport within the Hawkesbury LGA and if Council received a response from the State Government.	<p>The General Manager advised that correspondence dated 3 May 2012 was forwarded to the Minister for Transport and Transport NSW in accordance with Council's resolution. Correspondence was also forwarded to the Members of Londonderry, Riverstone and Hawkesbury requesting their support to Council's representation to the Minister.</p> <p>A letter dated 2 August 2012 was subsequently received from the Member for Riverstone enclosing a letter dated 30 July 2012 from the Minister for Transport in response to Council's representations.</p>
5	Zamprogno	Requested advice on repairs to Old Pitt Town Road, near Brinsley Park due to flooding and damage to the road surface.	The Director Infrastructure Services advised that works will be undertaken to improve drainage and the road surface however these have been delayed due to significant and continuing inundation of the road surface and damage. In the interim the road has been closed to traffic. Works will be commenced as soon as water levels drop sufficiently.
6	Zamprogno	Enquired as to who owns and is responsible for the maintenance of the access road to the Merroo Convention Centre, Kurrajong, as it is in poor condition and if Council has any responsibility to the maintenance of the road.	The Director Infrastructure Services advised that the access to the Centre utilises a Crown Road. Council is not responsible for maintenance of this road.

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
7	Zamprogno	Requested a status update in regard to his question from 28 February 2017, relating to road reconstruction works and signage near Bathurst Street, Hall Street and Punt Road, Pitt Town.	<p>The Director City Planning advised the Blighton Precinct development at Pitt Town (DA0794/14) was completed and endorsed on 8 November 2016.</p> <p>This development approved the reconstruction of Hall Street for a distance of 220 metres commencing from the Bathurst Street intersection which was concurrently improved as part of these works. The intersection works and associated signage required by that approval have been completed. The full reconstruction of the above intersection is programmed to be undertaken during the future reconstruction of Punt Road which has been approved (DA0262/15) for completion by the Johnson Property Group.</p> <p>The interim works undertaken to date have improved the geometry of the subject intersection and this has resulted in a substantial improvement to traffic safety.</p>
8	Zamprogno	Requested information relating to road traffic counter numbers Old Stock Route Road near Brennans Dam Road, Vineyard be provided.	The Director Infrastructure Services advised that available traffic count data had been provided.

oooO END OF REPORT Oooo

ORDINARY MEETING
CONFIDENTIAL REPORTS

CONFIDENTIAL REPORTS

Item: 85 **SS - Property Matter - Lease to Ashdan Partners Pty Ltd - Reverend Turner Cottage - 360 George Street, Windsor - (94893, 140608, 95496, 112106)**
CONFIDENTIAL

Reason for Confidentiality

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

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

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 86

GM - Staff Matter - (79351) CONFIDENTIAL

Reason for Confidentiality

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

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

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



ordinary
meeting

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