



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 08 May 2018

location: council chambers

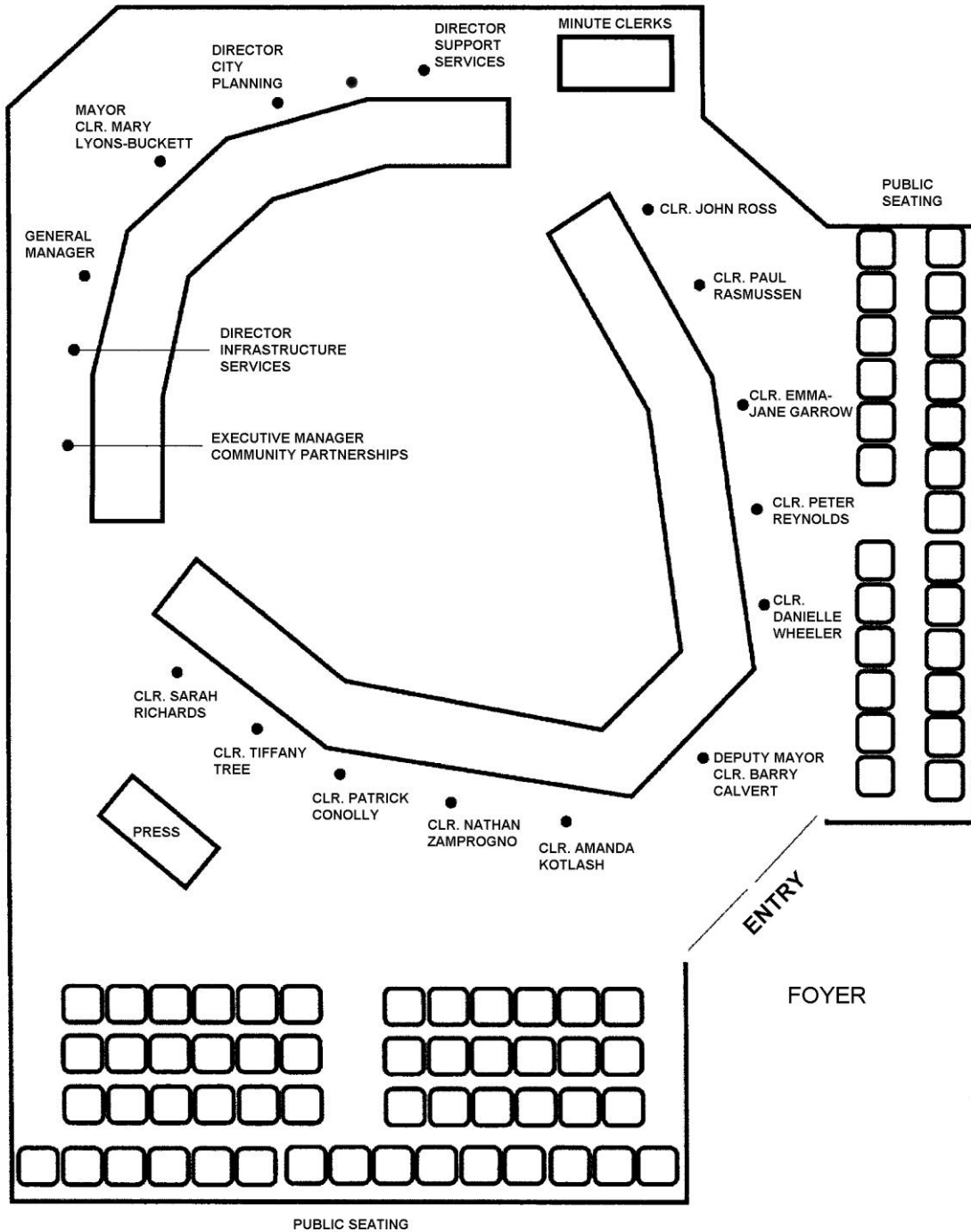
time: 6:30 p.m.



mission statement

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

Hawkesbury City Council



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PROCEDURAL MATTERS

Welcome

The General Manager will address the Council meeting, mentioning:

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

Attendance

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

Apologies and Leave of Absence

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

Declaration of Interest

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

Acknowledgement of Official Visitors to the Council

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

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Procedural Matters

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confirmation of minutes

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SECTION 1 - Confirmation of Minutes

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SECTION 2 – Mayoral Minutes

Item: 098 **MM - Bells Line of Road Castlereagh Corridor Connection - (79393)**

REPORT:

At its meeting on Monday 30 April 2018, Penrith Council considered a Notice of Motion in relation to the Bells Line of Road Castlereagh Corridor Connection and resolved unanimously that:

1. *Penrith City Council notes that in consulting on an alternative corridor to the existing 1951 Castlereagh Corridor a large number of property owners are affected by possible compulsory acquisition of property.*
2. *Penrith City Council express concern with the methodology of consultation with the community.*
3. *Penrith City Council endorses the use of the 1951 Corridor for the future road over the alternative corridor as identified by TfNSW in the current consultation documents.*
4. *Penrith City Council formally commits to the support of the 1951 corridor in its submission to the State Government.*
5. *TfNSW enter into consultation with City Deal and Alliance Partners (Penrith, Hawkesbury and Blue Mountains) in adopting the 1951 route for the Castlereagh Freeway. That consultation to include community associations, residents and Deerubbin Land Council.*
6. *Affected residents be advised of Council's Submission.*
7. *Council not support any rezoning proposal to the original 1951 corridor.*

Part 5 of the Penrith resolution is of particular relevance to Hawkesbury City Council in so far as it relates to Penrith entering into consultation with (amongst others) Hawkesbury City Council in adopting the 1951 route for the Castlereagh Freeway.

It is likely that these consultations will take place before the deadline for submissions in relation to the proposed Western Sydney Transport Corridors. Therefore, at the same time it may be appropriate for Hawkesbury to consult with Penrith regarding some additional matters, including:

- the adjustment of the alignment of the Bells Line of Road Castlereagh Corridor Connection to facilitate the establishment of a high level crossing (above the 1:100 year flood level) in the vicinity of North Richmond, Richmond and Windsor to address Hawkesbury City Council's long held ambition of achieving a third crossing of the Hawkesbury in the vicinity of Richmond and Windsor
- working together to request the NSW Government to review its approach to the planning of the Bells Line of Road Castlereagh Corridor, by abandoning the current proposal and genuinely working with the community – from the ground up and not top down to:
 - document the objectives of the corridor
 - identify transport, social, flood and environmental and other issues that need to be addressed when pursuing the corridor objectives
 - develop route options that respond to the community developed objectives and issues
 - identify route options based on the preceding community engagement
 - Engage in broad and inclusive consultation with the community in the identification of a final preferred route option.

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RECOMMENDATION:

That:

1. Council receive and note Penrith City Council's resolution in relation to the Bells Line of Road Castlereagh Corridor Connection.
2. Council agree to meet with Penrith City Council representatives regarding the adoption of the 1951 route for the Castlereagh Freeway.
3. Council seek the support of Penrith Council regarding the adjustment of the alignment of the Bells Line of Road Castlereagh Corridor Connection to facilitate the establishment of a high level crossing (above the 1:100 year flood level) in the vicinity of North Richmond, Richmond and Windsor to address Hawkesbury City Council's long held ambition of achieving a third crossing of the Hawkesbury in the vicinity of Richmond and Windsor.
4. Council request the NSW Government to review its approach to the planning of the Bells Line of Road Castlereagh Corridor, by abandoning the current proposal west of the Hawkesbury River and genuinely working with the community – from the ground up and not top down to:
 - document the objectives of the corridor
 - identify transport, social, flood and environmental and other issues that need to be addressed when pursuing the corridor objectives
 - develop route options that respond to the community developed objectives and issues
 - identify route options based on the preceding community engagement
 - Engage in broad and inclusive consultation with the community in the identification of a final preferred route option.

ATTACHMENTS:

AT - 1 Long Listed Corridor Options - Bells Line of Road - Castlereagh Connection Corridor Study

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AT - 1 Long Listed Corridor Options - Bells Line of Road - Castlereagh Connection Corridor Study

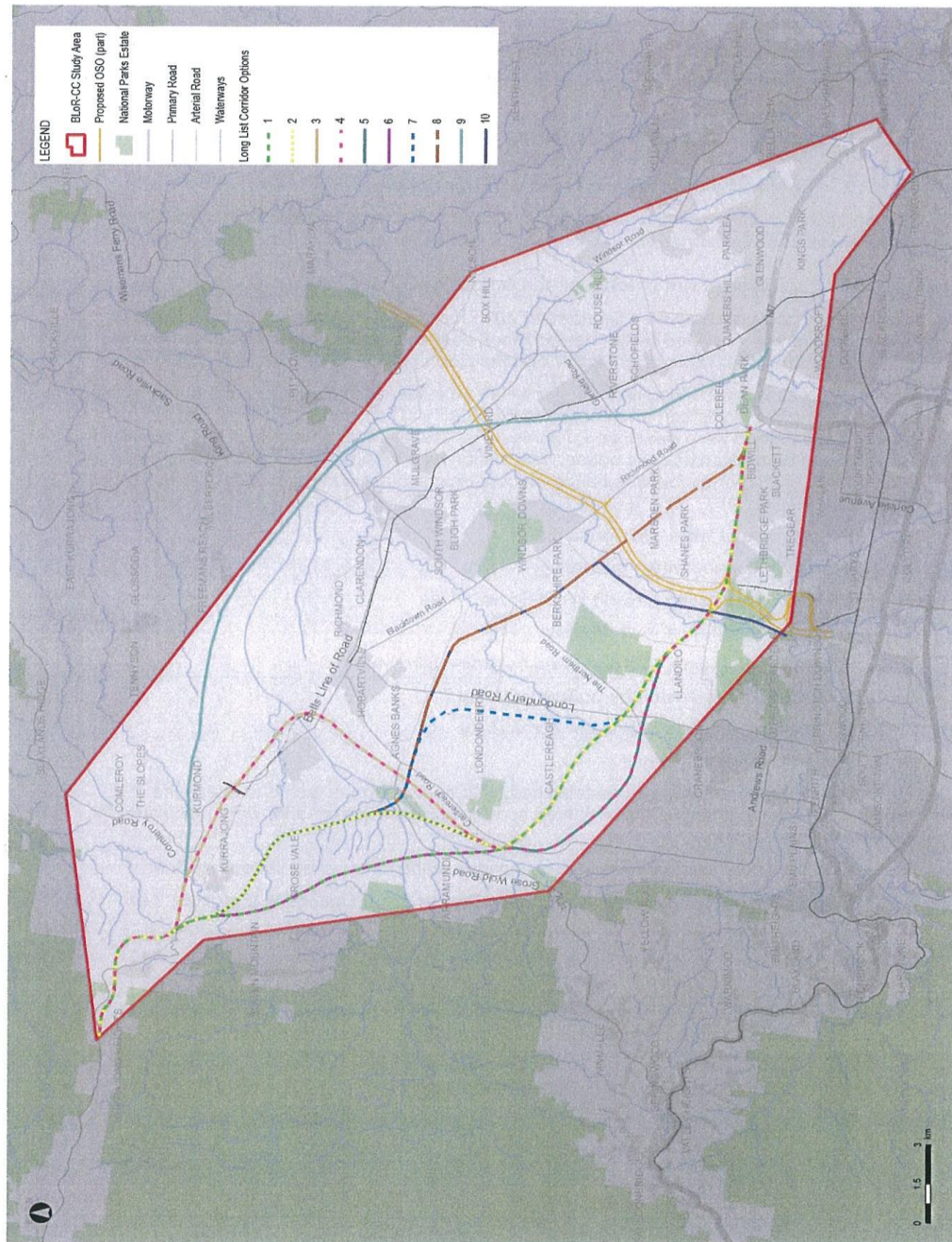


Figure 3-4 Long listed corridor options

Bells Line of Road – Castlereagh Connection Corridor Study | Draft Strategic Environmental Assessment | Page 42

oooO END OF MAYORAL MINUTE Oooo

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SECTION 3 – Reports for Determination

PLANNING DECISIONS

Item: 099 **CP - Draft Vineyard Precinct Contributions Plan - (95498, 124414)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to inform Council about the draft Vineyard Precinct Section 7.11 (previously Section 94) Contributions Plan (Attachment 1), which has been prepared as a consequence of the release of the Vineyard Precinct rezoning by the Department of Planning and Environment in December 2017.

The report seeks Council's endorsement to:

- place the draft Vineyard Precinct S7.11 Contributions Plan on public exhibition.
- prepare a draft Voluntary Planning Agreement template for the Vineyard Precinct to use as an interim approach to development until the final Contributions Plan is in place.

EXECUTIVE SUMMARY:

In 2005, the Department of Planning and Environment established the North West Priority Growth Area. Vineyard was identified and designated as a growth area by the Department of Planning and Environment in order to implement the North West Priority Growth Area strategy in the Hawkesbury LGA.

The release by the Department of Planning and Environment of the Vineyard Stage 1 Precinct rezoning in December 2017, and commencement of the Hawkesbury City Council Growth Centre Precincts Development Control Plan in January 2018 without an adopted Contributions Plan poses significant issues and risk for Council. As a consequence Council finds itself in a position of having no effective way in which to deal with infrastructure related matters without advancing the draft Contributions Plan and developing interim arrangements until the Plan is adopted.

The draft Vineyard Precinct Section 7.11 Contributions Plan has subsequently been prepared to address the local infrastructure demands for the Vineyard Precinct. It is recommended that it be publicly exhibited and reported back to Council to consider any submissions received.

Upon completion of the public exhibition period and consideration of submissions, the plan is required to be referred by Council to IPART and the Minister for Planning. A further resolution from Council will be sought at that stage.

The report also discusses the use of Voluntary Planning Agreements as a potential interim arrangement to address the matter prior to the completion of an IPART review and consideration by the Minister for Planning.

RECOMMENDATION SUMMARY:

It is recommended that Council endorse the draft Vineyard Precinct Section 7.11 Contributions Plan to be placed on public exhibition.

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Additionally, the report seeks Council's endorsement to prepare a draft Voluntary Planning Agreement template for the Vineyard Precinct to use as an interim approach.

REPORT:

Context and Background

In 2005 the North West Priority Growth Area was established by the NSW Government. The affected areas included The Hills, Blacktown and Hawkesbury local government areas.

In order to streamline the re-zoning processes to facilitate development of the Growth Centres, the Department of Planning and Environment used a precinct planning process and created the 'Vineyard Precinct', the planning for which commenced in 2013/2014.

The Vineyard Precinct is located in the northern most section of the North West Priority Growth Area, and is bounded by Commercial and Menin Roads to the north, Boundary Road to the east, Windsor Road to the south and Chapman Road to the west as highlighted in Figure 1.

The overall site is comprised of 590 hectares of previously zoned RU4 Primary Production Small Lots land under the Hawkesbury Local Environmental Plan 2012.

The development of the Vineyard Precinct (Stage 1) includes a proposed primary school, approximately 27 hectares of open space focused on the Killarney Chain of Ponds and adjacent land for new playing fields, parks and cycleways, a village centre and approximately 2,500 new homes.

The plans for the Vineyard Precinct (Stage 1) have been finalised with the rezoning of land released by the Department of Planning and Environment in December 2017 through the State Environmental Planning Policy (Sydney Region Growth Centres) 2006 (Growth Centres SEPP).

Figure 1 below illustrates the location of the Vineyard Precinct:



Figure 1 Vineyard Precinct Stage 1 (Source: Department of Planning and Environment)

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Figure 2 below illustrates the rezoned Vineyard Precinct:

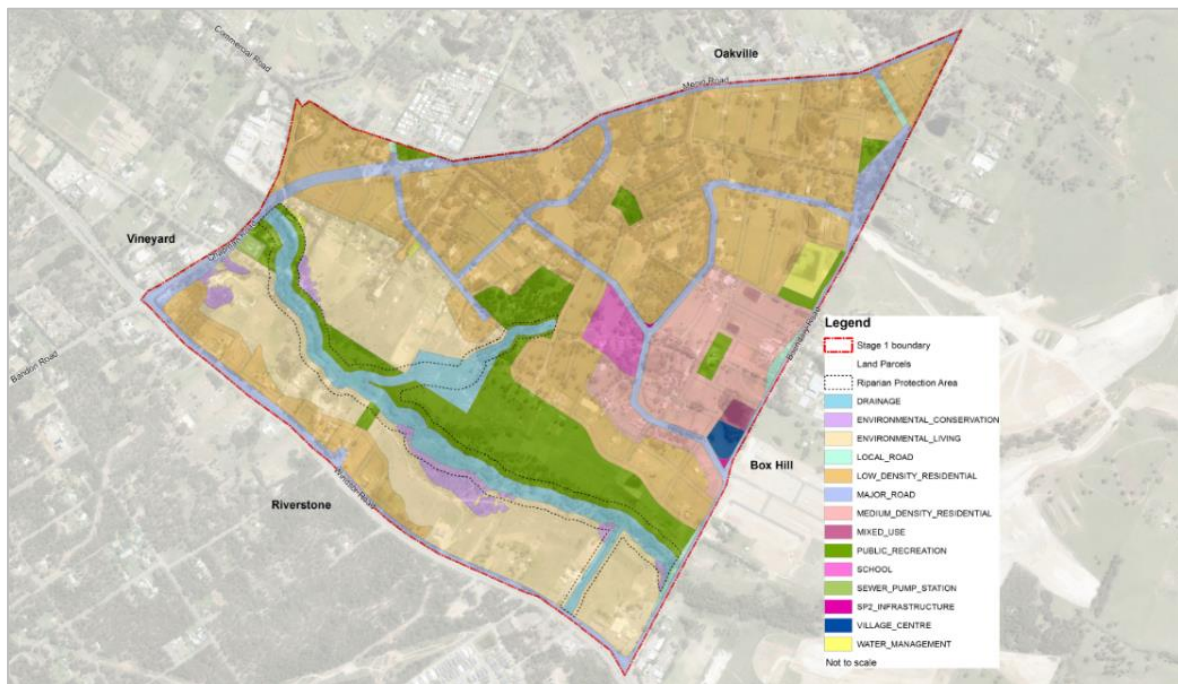


Figure 2 – Vineyard Precinct Stage 1 Indicative Land Uses (Source: IntraMaps HCC)

Community Benefits provided through the Vineyard Precinct development include:

- Community facilities - a proposed primary school will be surrounded by low and medium density residential development. A village centre of approximately 1.4 hectares will include shops, services and community facilities.
- Infrastructure provision - funding for local infrastructure such as roads, sporting fields, parks, and drainage will be collected through a Contributions Plan.
- Choice of homes - a range of housing options is planned for Vineyard Stage 1, providing more choice. Future homes will be located close to shops, schools and transport with access to essential infrastructure and parks.
- Parks and sports fields - the rezoning has provided 27 hectares of open space that will include park and ovals along the Killarney Chain of Ponds.
- Maintaining urban stormwater runoff rates to pre development levels via a system of on site detention systems, retarding basins and water treatment facilities.

The Hawkesbury City Council Growth Centre Precincts Development Control Plan came into effect when released by the Department of Planning and Environment on 18 January 2018, and provides detailed design controls for development in the precinct.

As a consequence of the release of the rezoning and commencement of the Hawkesbury City Growth Centres Development Control Plan, development applications have now started to be lodged with Council within the Precinct.

Detailed History, including previous Council decisions

Historically, land uses in the Vineyard Precinct were a mix of rural residential development and agricultural uses.

Previously, the site was zoned RU4 Primary Production Small Lots, which had the following zone objectives:

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

Following the release of the rezoning by the Department of Planning and Environment, new development in the Vineyard Precinct will involve significant investment in new infrastructure given the use of the land is effectively being changed from semi-rural to urban. The release by the Department of Planning and Environment of the Vineyard Stage 1 Precinct rezoning in December 2017, and commencement of the Vineyard Development Control Plan in January 2018 without an adopted Contributions Plan in place poses significant issues and risk for Council given the requirements and process to establish a Contributions Plan. The risk is more significant given the fact that Council has now started to receive development applications within the Vineyard Precinct. As a consequence Council finds itself in a position of having no effective way in which to deal with infrastructure related matters without advancing the draft Contributions Plan and developing interim arrangements until the Plan is adopted.

NSW Infrastructure Contributions System

The New South Wales local infrastructure contributions system sets out how the system works through the Environmental Planning and Assessment legislation. A user pays philosophy underlies the funding of local or community infrastructure required to satisfy demand generated by development activity.

The main principles that apply in the Environmental Planning and Assessment legislation relate to that of nexus and reasonableness of the contributions. There must be nexus or need for the work arising from the development, and development is charged whatever it costs to deliver the infrastructure.

In a greenfield site such as the Vineyard Precinct this is able to be demonstrated fairly readily given the precinct planning work undertaken by the Department of Planning and Environment. This includes a range of technical studies commissioned by the Department of Planning and Environment as part of their precinct planning which has assisted in determining the required infrastructure including parks and playing fields, community facilities, the road network, stormwater drainage and water quality treatment systems.

The other main principle is that the contributions must be reasonable which means that the costs for the proposed work must be reasonable in the plan and the relevant share of those costs (which is termed apportionment) is fair and reasonable for a particular development.

On 28 July 2017, the Minister for Planning issued The Environmental Planning and Assessment (Local Infrastructure Contributions) Amendment Direction 2017 that requires councils to submit Contribution Plans to IPART for assessment if they wish to levy contributions above the prevailing capped amount.

Once it is assessed by IPART and determined to be consistent with any subsequent Ministerial direction applying to the Plan the draft Vineyard Precinct Section 7.11 Contributions Plan is authorised to levy development above the capped contribution rates.

The cornerstone of NSW State policy in this respect has been the cap on contributions for residential development of \$30,000 per dwelling in greenfield areas since 2011. The State Government had provided gap funding for areas where contributions exceed this level and the Council submits the plan to IPART for assessment.

As of July 2017, the NSW Government announced that the hard cap would be removed and that the Local Infrastructure Growth Scheme (LIGS) was being phased out, such that it would increase incrementally and be \$45,000 by 2020 and end on 1 July 2020.

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The remaining Local Infrastructure Growth Scheme was limited to areas already rezoned at that time which didn't include the Vineyard Precinct, but for the other areas like Vineyard, Councils can charge developers amounts more than \$30,000 following an IPART review of the Plan.

The NSW Government's Practice Note for local infrastructure contributions sets out criteria that a plan must meet if it wishes to charge more than the \$30,000 amount which is what IPART assesses a plan against.

Voluntary Planning Agreements

Until IPART has assessed the plan, development cannot be charged more than \$30,000 per dwelling under the plan which presents a financial risk with development applications already being submitted. To ensure that Council does not lose revenue on these developments, it is considered essential to develop an interim Voluntary Planning Agreement arrangement with such developers until full contribution rates are determined by the Minister for Planning. Adjustments for variations in the IPART assessed contributions once the plan review is complete and the Minister publishes advice can be made. This is considered to be a fair approach to ensure timely development approvals, and that sufficient funding is available to meet local infrastructure requirements.

Policy considerations

The Sydney Region Growth Centres SEPP 2006 has been amended by the Department of Planning and Environment in December 2017 to release the rezoning of Stage 1 of the Vineyard Precinct.

The draft Vineyard Precinct Section 7.11 Contributions Plan, upon adoption will become a policy to guide and collect contributions to provide local infrastructure for the new Vineyard community.

Consultation

It is recommended that the draft Vineyard Precinct Section 7.11 Contributions Plan be placed on public exhibition as per Councils Community Engagement Policy 2007 and the EP&A Act requirements.

The community engagement methodology will include but is not limited to:

- Newspaper publication;
- Hard copies of the exhibition placed at the administration centre and Council Library; and
- Exhibition placed on Council's Website and Your Hawkesbury Your Say online engagement.

At the conclusion of the public exhibition, a further report will be provided to Council to consider any submissions received during the exhibition period.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

1.5 Regulation and Compliance:

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

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

Our Future

5.1 Strategic Planning Governance

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

Discussion

Section 7.11 (previously Section 94) Contributions Plan

Following the release of the rezoning for the Vineyard Precinct (Stage 1) in December 2017, and commencement of the Hawkesbury City Council Growth Centre Precincts Development Control Plan in January 2018, Council has engaged consultants to finalise the completion of the plan which is now complete and provided to Council for reporting and exhibition.

In accordance with legislative requirements, the plan requires public exhibition, and upon completion of the exhibition and consideration of any submissions received, the plan will have to be referred by Council to IPART. Subsequently, the Department of Planning and Environment will also review the draft Vineyard Precinct Section 7.11 Contributions Plan to ensure that the full essential works contributions amounts can be levied on development in the precinct.

A schedule of land and works is proposed to facilitate the new development, and the draft Vineyard Precinct Section 7.11 Contributions Plan provides the mechanism for developers to be required to pay for their fair share of the cost of those items. The plan has a schedule of land acquisitions and works for local infrastructure totalling \$171m based on the following breakdown:

- \$49 million for transport works which will deliver bus stops, a sub arterial and collector road network, and a cycleway network
- \$46 million for stormwater drainage which will deliver trunk drainage, two basins, four gross pollutant traps and six raingardens for stormwater quality treatment
- \$74 million for social infrastructure which will deliver six local parks, three district parks, two playing fields, and land (6,000m²) for community space
- \$1.3 million which is based on the IPART benchmark of 1.5% of capital costs to cover costs associated with preparing the plan and then administering the plan over time.

The schedule also includes an allowance to recoup the costs of taking out a loan (around \$16.5m) to forward fund certain items including land for trunk drainage and basins, survey and design costs for collector roads and basins, and construction of key components of the trunk stormwater network.

Based on the planned 2,500 new dwellings and an additional population of approximately 7,500, the proposed contributions in the plan amount to:

- \$75,000 per dwelling on average for low density development; and
- \$57,000 per dwelling on average for medium density development.

Financial Implications

The draft Vineyard Precinct Section 7.11 Contributions Plan once adopted will enable Council to generate and collect compulsory development contributions (operated under the EP&A Act) to cover the costs of delivering infrastructure needed to support the new Vineyard community.

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As an interim arrangement, to minimise Council exposure to any financial risks, it is proposed to use Voluntary Planning Agreements to secure contributions prior to the final adoption of the Vineyard Precinct Section 7.11 Contributions Plan.

Fit For the Future Strategy Considerations

The matter in this report is consistent with Council's Fit for the Future Strategy, considerations.

Sustainable Population Growth - continued implementation of Hawkesbury Residential Land Strategy to concentrate new residential development around existing urban centres and villages.

Planning Decision

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

RECOMMENDATION:

That Council:

1. Endorse the draft Vineyard Precinct Section 7.11 Contributions Plan to be placed on public exhibition in accordance with Council's Community Engagement Policy 2007 and the Environmental Planning and Assessment Act (EP&A) requirements.
2. Receive a further report upon completion of the public exhibition of the draft Vineyard Precinct Section 7.11 Contributions Plan to consider any submissions received during the exhibition period.
3. Endorse the preparation of a draft Voluntary Planning Agreement template for the Vineyard Precinct based on the draft Vineyard Precinct Section 7.11 Contributions Plan to use as an interim approach to development within the Vineyard Precinct until the Contributions Plan is completed, and report that draft back to Council for consideration.

ATTACHMENTS:

- AT - 1** Draft Vineyard Precinct Section 7.11 Contributions Plan (*To be Distributed Under Separate Cover*)

oooO END OF REPORT Oooo

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Item: 100 **CP - Draft Voluntary Planning Agreement for Lot E DP 373372, 452 Greggs Road, Kurrajong - (95498, 124414)**

Previous Item: 96, Ordinary (31 May 2016)
 225, Ordinary (12 December 2017)

Directorate: City Planning

PLANNING PROPOSAL INFORMATION

File Number: LEP004/16
Property Address: 452 Greggs Road, Kurrajong
Applicant: Glenn Falson Urban & Rural Planning Consultant
Owner: N S Hatherly
Date Received: 30 November 2017
Current Minimum Lot Size: 10ha
Proposed Minimum Lot Size: 4,000m²
Current Zone: RU1 Primary Production
Site Area: 8,359m²

Key Issues: ♦ Developer Contributions
 ♦ Creation of an additional lot on the subject site

Recommendation: Endorse the draft Voluntary Planning Agreement and the Explanatory Note attached to this report and provide delegation to the Mayor and General Manager to execute the VPA under the Seal of Council.

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the outcome of community consultation for a Voluntary Planning Agreement (VPA) for 452 Greggs Road, Kurrajong, and to make a recommendation to endorse the draft VPA and the Explanatory Note attached to this report, and provide delegation to the Mayor and General Manager to execute the VPA under the Seal of Council.

EXECUTIVE SUMMARY:

The future subdivision of Lot E DP 373372, 452 Greggs Road, Kurrajong (the subject site) will or is likely to increase the demand for local and district infrastructure and facilities in the area, and therefore a developer contribution levy towards the provision of local and district infrastructure to meet the increased demand due to the future subdivision of the subject site is considered warranted. However, there is no current Development Contribution Plan applying to the subject site. There is also no alternative mechanism currently available for Council to require a development contribution or recover costs associated with the provision of infrastructure in the area from the future subdivision of the subject site other than via a VPA.

Council has commenced the preparation of a Development Contribution Plan for the Kurmond Kurrajong Investigation Area, but this is yet to be finalised. Therefore, in order to support the planning proposal, the applicant on behalf of the developer/owner of the subject site offered to enter into a VPA with Council in accordance with Council's requirements.

The draft VPA makes provision for Council to require a monetary contribution of \$30,000 for the additional vacant lot created as a consequence of the future subdivision of the subject site into two large lots.

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Council at its Ordinary Meeting on 12 December 2017 resolved to adopt and make the draft Local Environmental Plan which permits the subdivision of the subject site into two large rural residential lots. Council also resolved to publicly exhibit the abovementioned draft VPA for a minimum of 28 days and report the outcome of the community consultation on the draft VPA to Council following public exhibition.

In accordance with the Council's resolution and the relevant statutory provisions, the draft VPA was publicly exhibited and no submissions were received from the public.

Some minor post-exhibition amendments were made to the exhibited draft VPA to ensure consistency with recent amendments to the *Environmental Planning and Assessment Act, 1979* (the EP&A Act).

The execution of the draft VPA as recommended in this report will enable Council to require a monetary contribution of \$30,000 towards the provision of local and district infrastructure from the future subdivision of the subject site into two lots.

RECOMMENDATION SUMMARY:

This report recommends that Council endorse the draft VPA and the Explanatory Note and provide delegation to the Mayor and General Manager to execute the VPA under the Seal of Council.

REPORT:

Context and Background

As per Council requirements, planning proposals that have completed public exhibition are not to be reported to Council for finalisation until a Developer Contributions Plan is adopted or the report is accompanied by a draft Voluntary Planning Agreement that is proposed to be placed on public exhibition.

In May 2016, Council considered a report on a planning proposal from Glenn Falson Urban & Rural Planning Consultant (the applicant), seeking to amend the *Hawkesbury Local Environmental Plan 2012* (the LEP) in order to permit the subdivision of the subject site into two large lots with a minimum lot size of not less than 4,000m². Council requires that in addition to all other relevant planning considerations being addressed, final Council support for the proposal will only be provided if Council is satisfied that satisfactory progress has been made towards resolving infrastructure provision for the planning proposal by way of either completion of the Developer Contributions Plan or a VPA.

Council at its Ordinary Meeting on 12 December 2017 considered a report on the outcome of consultation for the planning proposal, and a draft VPA in support of the planning proposal. Council resolved to proceed with the making of the plan and publicly exhibit the draft VPA for a minimum of 28 days and report the outcome of the community consultation on the draft VPA to Council following public exhibition.

Draft VPA for 452 Greggs Road, Kurrajong

Given the completion of the Developer Contribution Plan for the Kurmond Kurrajong Investigation Area is not finalised as yet, in November 2017 the applicant on behalf of the developer/property owner offered to enter into a VPA with Council.

The parties to the draft VPA are Hawkesbury City Council and Nicole Hatherly known as "the Developer." The objective, nature and effect of the draft VPA is for the Developer to provide Council with a monetary contribution of \$30,000 for the additional vacant lot created as a consequence of the future subdivision of the subject site into two large lots. The draft VPA will only operate if and when Council grants development approval(s) to the proposed subdivision of the site.

The draft VPA was publicly exhibited in accordance with the Council resolution of 12 December 2017 and relevant statutory provisions and received no submissions from the public.

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Post Exhibition Amendments to draft VPA

The EP&A Act has recently been amended with the amendments coming into force on 1 March 2018 being changes to certain sections of the EP&A Act including new section numbering. In order to ensure consistency with the new section numbering, the exhibited draft VPA and the Explanatory Note have been amended to reflect those changes to the EP&A Act, and included as Attachments 1 and 2 of this report.

Policy considerations

The draft VPA and an Explanatory Note were prepared and exhibited in accordance with the EP&A Act and the Regulation.

Consultation

The draft VPA was placed on exhibition for a minimum of 28 days in accordance with relevant statutory provisions. A public notice in relation to the exhibition of the draft VPA was placed in the Hawkesbury Courier on 15 February 2018. The draft VPA, an Explanatory Note and other supporting documentation were made available for public viewing at Council's Administration Office, on Council's website and the "Your Hawkesbury - Your Say" online community engagement site during the exhibition period Friday 16 February 2018 to Monday 19 March 2018.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

5.3 Shaping our Growth

5.3.2 The diverse housing needs our community will be met through research, active partnerships and planned development.

5.8.2 Plan for a balance of agriculture, natural environment and housing that delivers viable rural production and maintains rural character.

Discussion

Any subdivision of rural or urban land creating one or more additional lots for residential purposes will or is likely to increase the demand for local and district infrastructure and facilities in the area, and therefore Council requires a monetary contribution to meet that increased demand for the provision of local and district infrastructure as a result of the subdivision of the land.

The preparation of a Developer Contributions Plan for the Kurmond Kurrajong Investigation Area has commenced, but is not finalised as yet. There is also no other alternative mechanism other than a VPA available for Council to require a developer contribution from the future subdivision enabling an additional vacant lot on the subject site which will or is likely to increase the demand for public infrastructure and services.

Given the above, Council and the Developer entering into a VPA being a legal agreement between Council and a developer and also a planning tool or a mechanism that allows Council and a developer to work together to deliver innovative infrastructure outcomes or public benefits associated with the proposed development is considered the most appropriate alternative mechanism to proceed with the making of the plan.

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Financial Implications

The execution of the VPA attached to this report makes provision for the Developer to provide a monetary contribution for the provision or improvement of local and district infrastructure and facilities. The funds will be restricted for future infrastructure works.

Fit For The Future Strategy Considerations

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

5.3 Sustainable Population Growth

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

Conclusion

Given the Developer Contributions Plan for the Kurmond Kurrajong Investigation Area is yet to be finalised, and there are no other alternative mechanism enabling Council to levy a development contribution from the future subdivision of the subject site into two lots, Council and the Developer entering into a VPA is considered to be warranted.

It is therefore recommended that Council endorse the draft VPA and Explanatory Note attached to this report and provide delegation to the Mayor and General Manager to execute the VPA under the Seal of Council including the making of any necessary minor wording and formatting changes to the Voluntary Planning Agreement prior to execution.

Planning Decision

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

RECOMMENDATION:

That:

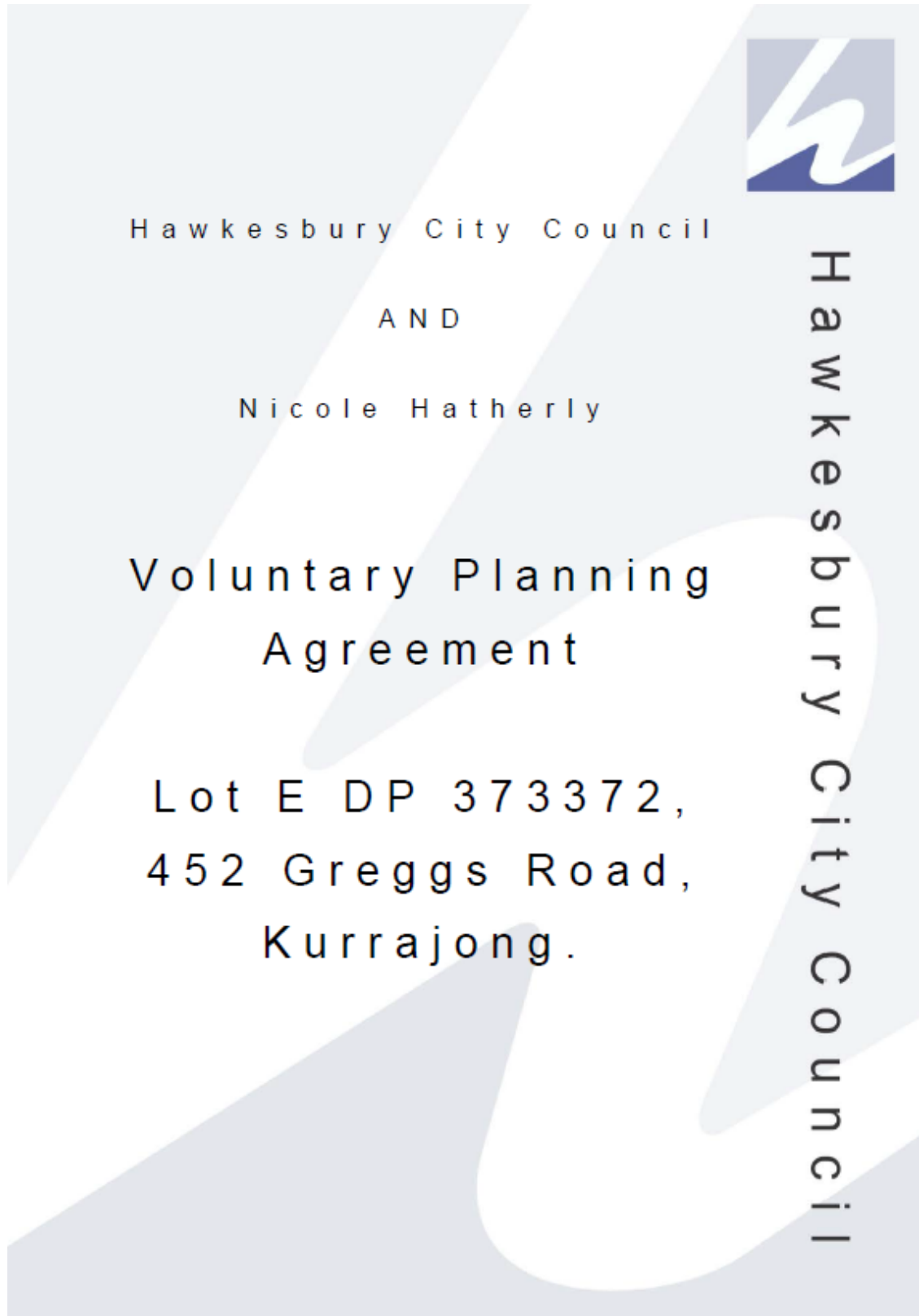
1. The Voluntary Planning Agreement and Explanatory Note for Lot E DP 373372, 452 Greggs Road, Kurrajong attached as Attachments 1 and 2 to this report, be endorsed by Council.
2. Delegation be provided to the Mayor and General Manager to execute the Voluntary Planning Agreement under the Seal of Council including the making of any necessary minor wording and formatting changes to the Voluntary Planning Agreement and Explanatory Note prior to execution, provided that these minor changes do not alter the intent of the Voluntary Planning Agreement and Explanatory Note.

ATTACHMENTS:

- AT - 1** Draft Voluntary Planning Agreement between Hawkesbury City Council and Nicole Hatherly
- AT - 2** Explanatory Note - Draft Voluntary Planning Agreement

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AT - 1 Draft Voluntary Planning Agreement between
Hawkesbury City Council and Nicole Hatherly



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Voluntary Planning Agreement
452 Greggs Road, Kurrajong

THIS PLANNING AGREEMENT is made on the day of 2018

BETWEEN:

Parties

HAWKESBURY CITY COUNCIL ('the Council')

AND:

NICOLE HATHERLY ('the Developer')

Introduction

- A. The Developer is the registered proprietor of the Development Land.
- B. On 9 June 2016 the Council lodged a planning proposal with the Department of Planning and Environment to amend the *Hawkesbury Local Environmental Plan 2012* Lot Size Map to facilitate subdivision of the Development Land.
- C. The Developer proposes to make Development Application to Council for Development Approval to carry out the Proposed Development if the Lot Size Map for the Development Land is altered generally in accordance with the planning proposal.
- D. The Developer has offered to provide the Developer's Contribution in the form of a Cash Contribution on the terms and conditions contained in this Agreement if Development Approval is granted to the Proposed Development.

And it is agreed as follows:

1 Definitions and Interpretation

In this Agreement the following words and letters have the meanings set out below.

- 1.1 **'Act'** means the *Environmental Planning and Assessment Act 1979 (NSW)* (as amended from time to time).
- 1.2 **'Approval'** means any approvals consents, modifications, certificates (of all types) permits, endorsements, licenses, conditions or requirements (and any variation to them) which may be required by Law for the Proposed Development.
- 1.3 **'Authority'** means a government, semi-government, local government, statutory, public, ministerial, civil, administrative, fiscal or judicial body, commission, department, agency, tribunal or other authority or body.
- 1.4 **'Base CPI'** means the CPI number for the quarter ending immediately before the commencement of this Agreement.
- 1.5 **'Business Day'** means a day that is not a Saturday, Sunday or any other day which is a public holiday or a bank holiday in the place where an act and thing is to be performed or a payment is to be made.
- 1.6 **'Cash Contribution'** means, subject to clauses 5 and 6, an amount of \$30,000 for additional Housing Lot.
- 1.7 **'Completion Certificate'** means the release of the subdivision, to enable the lodgement to and issue of Housing Lot titles by the NSW Land & Property Information (LPI).

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- 1.8 **'CPI'** means the Consumer Price Index released by the Australian Bureau of Statistics for "Sydney - All Groups" or such other consumer price index that might replace it.
- 1.9 **'CPI Review Date'** means each quarterly anniversary of the date of this Agreement.
- 1.10 **'Costs'** include costs, charges, fees, disbursements and expenses, including those incurred in connection with advisers.
- 1.11 **'Current CPI'** means the CPI number for the quarter ending immediately before the relevant CPI Review Date.
- 1.12 **'Developer's Contribution'** has the meaning given in clause 6.
- 1.13 **'Development Application'** means an application under Part 4 of the Act for Development Approval.
- 1.14 **'Development Approval'** means a development consent issued under the Act with respect to all or part of the Proposed Development.
- 1.15 **'Development Land'** means the land comprising Lot E DP 373372, 452 Greggs Road, Kurrajong.
- 1.16 **'Dispute'** in connection with this Agreement means an argument, a controversy, a difference, a dispute including of opinion or interpretation.
- 1.17 **'Event of Insolvency'** means anyone or more of the following occurrences:
- a) the Developer becomes bankrupt, is served with a bankruptcy notice or a bankruptcy petition, has committed an act of bankruptcy or has entered into an arrangement within and under the meaning of the *Bankruptcy Act 1976* (Cth); or
 - b) the Developer becomes subject to any order or declaration under the *Mental Health Act 2007* (NSW) or is otherwise incapable of managing his or her own affairs
 - c) if the Developer is a company, if:
 - (i) a resolution is passed for the winding up or liquidation of that company
 - (ii) a liquidator, provisional liquidator, receiver, receiver manager, controller, controlling manager, administrator, voluntary administrator or official manager is appointed to the Developer or a resolution is passed for the purposes of placing that party in the control of an external administrator
 - (iii) it suspends payment of its debts or is unable to pay its debts including of money payable under this Agreement or is deemed insolvent
 - (iv) it fails to or is taken as having failed to comply with a statutory demand under the *Corporations Act 2001* (Cth)
 - (v) if anything analogous or having substantially similar effect to any of the events specified above happens under the law of any applicable jurisdiction with respect to the Developer.
- 1.18 **'GST'** has the same meaning as the GST Act and other words or expressions used in the GST Act which have a particular defined meaning (including any applicable legislative determinations and Australian Taxation Office public rulings) have the same meaning.
- 1.19 **'GST Act'** means *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (as amended from time to time).

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- 1.20 **'Housing Lot'** means a lot approved by a Development Consent comprising part of the Development Land that is intended to be used for the purposes of a single dwelling house without being further subdivided.
- 1.21 **'Housing Lot Contribution'** means subject to Clauses 6, 7 and 8, cash to the value of \$30,000 for the additional Housing Lot arising from a Development Consent of the Development Land.
- 1.22 **'Law'** means:
- a) the common law and principles of equity;
 - b) the requirements of legislation, regulations and by-laws; and
 - c) a binding order made by an Authority.
- 1.23 **'LPI'** means Land and Property Information or any other government agency replacing it.
- 1.24 **'Lot Size Map'** means the maps with a corresponding name and forming part of *Hawkesbury Local Environmental Plan 2012*.
- 1.25 **'Party'** means a party to this Agreement, including their successors and assigns.
- 1.26 **'Proposed Development'** means the amendment to *Hawkesbury Local Environmental Plan 2012* and subdivision of the Development Land into two housing lots.
- 1.27 **'Subdivision Certificate'** means a certificate issued under section 109C(d) of the Act with respect to the Proposed Development.
- 1.28 **'Transfer'** means to settle, assign, transfer, convey, alienate, otherwise dispose of or part with possession of.

2 Interpretation

In this Agreement unless the contrary intention appears:

- 2.1 One gender includes the opposite gender.
- 2.2 The singular includes the plural and the plural includes the singular.
- 2.3 A party includes that party's executors, administrators, successors, permitted assigns, permitted legal representatives and substitutes.
- 2.4 Dollars or \$ means Australia dollars and all money payable under this Agreement is payable in that currency.
- 2.5 'Including' and similar expressions are not words of limitation.
- 2.6 Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
- 2.7 Headings, any table of contents or index are for convenience only and do not affect interpretation of this Agreement.
- 2.8 An explanatory note which relates to this Agreement does not affect the interpretation of this Agreement.
- 2.9 A provision of this Agreement must not be construed to the disadvantage of a party merely because that party was responsible wholly or partly for the preparation of this Agreement or the inclusion of a term or condition in this Agreement.

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- 2.10 If an act and thing must be done on a specific day which is not a business day, it must be done instead on the next business day.
- 2.11 A person means and includes a person, a body corporate, Authority, firm, body of persons, association, trust, joint venture or other legal commercial entity or undertaking recognized by law whether or not incorporated.
- 3 Planning Agreement**
- 3.1 This Agreement:
- 3.1.1 applies to the Development Land
- 3.1.2 is a planning Agreement within the meaning set out in section 93F of the Act
- 3.1.3 is to be registered on the title of the Development Land under section 93H of the Act
- 3.1.4 is not a confidential document and may be exhibited without restriction by either party.
- 3.2 Subject to clause 3.3, this Agreement operates from the date it is executed.
- 3.3 Clause 6 of this Agreement will only operate if and when Council grants Development Approval (or Development Approvals as the case may be) to the Proposed Development on the Development Land.
- 4 Application of Section 7.11 and Section 7.12 of the Act to the Development**
- 4.1 This Agreement excludes the application of Section 7.11 and Section 7.12 of the Act to the Proposed Development.
- 4.2 Notwithstanding Clause 4.1, should a Section 7.11 Plan which applies to the land come into force prior to the issue of any development consent for subdivision of the land, this Agreement shall be terminated immediately and the adopted contribution rate within such Section 7.11 Plan shall be applied in place of the Developer's Contribution cited within this Agreement.
- 4.3 Clause 4.2 does not allow the Council or the Developer to retrospectively apply a Section 7.11 contribution for allotments for which development contributions have been paid in accordance with this Agreement.
- 4.4 Subject to Clause 16 should this Agreement be terminated in accordance with clause 17, Section 7.12 or Section 7.11 of the Act, whichever is applicable, will apply to the Proposed Development.
- 5 Registration of this Agreement**
- 5.1 Within 30 days from the commencement of this Agreement the Developer must take all reasonable steps to procure the registration of the Agreement, in accordance with Section 7.6 of the Act on the relevant folios of the register held by the LPI pertaining to the Development Land.
- 5.2 The Council agrees:
- a) to provide a release and discharge of this Agreement with respect to the Development Land or any lot created on subdivision of the Development Land on satisfaction by the Developer of the obligation to provide the Developer's Contribution; and
- b) to do all things reasonably necessary, including the execution of any documents, to enable the Developer to remove the notation of this Agreement on the relevant folios of the register, held by the LPI pertaining to the Land.

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- 5.3 The Council acknowledges that the registration of this Agreement on the relevant folios of the register held by the LPI pertaining to the Development Land constitutes suitable means of enforcement of this Agreement for the purposes of s7.4(3)(g) of the Act.

6 Developer's Contribution

- 6.1 Subject to the terms of this Agreement, including clause 3.3, the Developer agrees to provide the Developer's Contribution, subject to clause 8, in the form of the Cash Contribution via a condition of Development Consent at the rate of \$30,000, subject to clause 9, for the creation of the additional Housing Lot.
- 6.2 For the avoidance of doubt, the parties agree and acknowledge that the maximum Cash Contribution is calculated on the basis of \$30,000 for the additional Housing Lot created by subdivision of the Development Land.

7 Calculation of Developer's Contributions

The Developer and Council acknowledge and agree that subject to Clause 8, the Developer will contribute cash to the value of the Cash Contribution for the additional Housing Lot.

8 CPI Adjustment of Developer's Contributions

On each CPI Review Date the Developer Contribution will be calculated as follows:

$$RAC_c = RAC_b \times \frac{\text{Current CPI}}{\text{Base CPI}}$$

Where:

RAC_b = The Housing Lot contribution at the commencement of this Agreement (i.e. \$ 30,000)

RAC_c = Adjusted Housing Lot Contribution at CPI review date.

9 Payment of Cash Contribution

The Cash Contribution must be paid to Council, prior to the issue of the Subdivision Certificate.

10 GST

- 10.1 Unless otherwise expressly stated all money or other sums payable or consideration to be provided under this Agreement are exclusive of GST.
- 10.1 Despite clause 6, to the extent that the Commissioner of Taxation, a Court or Tribunal determines that any supply made under or in connection with this Agreement is a taxable supply, the GST exclusive consideration otherwise to be paid or provided for that taxable supply is increased by the amount of any GST payable in respect of that taxable supply and that amount must be paid at the same time and in the same manner as the GST exclusive consideration is otherwise to be paid or provided and a valid Tax invoice is to be delivered to the recipient of the taxable supply and this clause will not merge on completion or termination of the Agreement.

11 Dispute Resolution

11.1 Reference to Dispute

If a dispute arises between the Parties in relation to this Agreement, then the Parties must resolve that dispute in accordance with this clause.

11.2 Notice of Dispute

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The Party wishing to commence the dispute resolution processes must notify the other Party in writing of:

- a) the intent to invoke this clause
- b) the nature or subject matter of the dispute, including a summary of any efforts made to resolve the dispute other than by way of this clause
- c) the outcomes which the notifying Party wishes to achieve (if practicable).

11.3 Representatives of Parties to Meet

- a) The representatives of the Parties must promptly (and in any event within 15 Business Days of the written notice provided in accordance with clause 12.2 meet in good faith to attempt to resolve the notified dispute
- b) The Parties may, without limitation:
 - (i) resolve the dispute during the course of that meeting
 - (ii) agree that further material, expert determination in accordance with clause 12.5 or consideration is needed to effectively resolve the dispute (in which event the Parties will, in good faith, agree to a timetable for resolution)
 - (iii) agree that the Parties are unlikely to resolve the dispute and, in good faith, agree to a form of alternative dispute resolution (including expert determination, arbitration or mediation) which is appropriate for the resolution of the relevant dispute.

11.4 No party may constrain

If:

- a) at least one meeting has been held in accordance with clause 12.3
- b) the Parties have been unable to reach an outcome identified in clause 12.3
- c) any of the Parties, acting in good faith, forms the view that the dispute is reasonably unlikely to be resolved in accordance with a process agreed under clause 12.3(b)(iii), then, that Party may, by 15 Business Days written notice to the other Party, terminate the dispute resolution process in respect of that dispute. The termination of the process set out in this clause does not of itself amount to a breach of this Agreement.

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11.5 Expert Determination

- a) If a Dispute arises between Parties to this Agreement, the Parties may agree to refer the Dispute to expert determination in Sydney, New South Wales administered by the Australian Commercial Dispute Centre (ACDC).
- b) The expert determination will be conducted in accordance with the ACDC Rules for Expert Determination (Rules) in force at the date of this Agreement. The Rules set out the procedures to be adopted, the process of selection of the expert and the costs involved, including the Parties' respective responsibilities for the payment of the expert's costs and other costs of the expert determination.
- c) The expert determination will be final and binding on the Parties.
- d) This clause survives termination of this Agreement.

11.6 Urgent Relief

At any time, a Party may, without inconsistency with anything in this clause 12, seek urgent interlocutory relief in respect of a dispute under this Agreement from any Court having jurisdiction.

12 Agreement of the Developer

12.1 The Developer warrants that it:

- 12.1.1 is the legal and beneficial owner of part of the Development Land
- 12.1.2 will take all practicable steps and use best endeavours and do all acts and things required to procure:
 - 12.1.2.1 the execution of any documents necessary to effect registration of this Agreement with LPI
 - 12.1.2.2 the production of the relevant certificates of title for the Development Land and the registration of this Agreement at LPI on the title of the Development Land within 30 days of the date of the commencement of this Agreement.
- 12.2 Council shall not be required to seal any sub-division plan made pursuant to the Development Approval unless and until this Agreement has been registered at LPI on the title of the Development Land.

13 Enforcement by any party

- a) Without limiting any other remedies available to the Parties, this Agreement may be enforced by any Party in any court of competent jurisdiction.
- b) Nothing in this Agreement prevents:
 - (i) a Party from bringing proceedings in a court of competent jurisdiction to enforce any aspect of this Agreement or any matter to which this Agreement relates, subject to compliance with clause 15
 - (ii) the Council from exercising any function under the Act or any other Act or law.

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452 Greggs Road, Kurrajong

14 Assignment and dealings

14.1 The Developer is not to:

- 14.1.1 sell, transfer, mortgage or charge the Land, or
- 14.1.2 assign the Developer's rights or obligations under this Deed, or novate this Deed, to any person unless:
 - 14.1.2.1 the Developer has, at no cost to the Council, first procured the execution by the person to whom the Land or part is to be sold, transferred, mortgaged or charged or the Developer's rights or obligations under this Deed are to be assigned or novated, of a deed in favour of the Council on terms reasonably satisfactory to the Council, and
 - 14.1.2.2 the Council has given written notice to the Developer stating that it reasonably considers that the purchaser, transferee, mortgagee, charge, assignee or novatee, is reasonably capable of performing its obligations under this Deed, and
 - 14.1.2.3 the Developer is not in breach of this Deed, and
 - 14.1.2.4 the Council otherwise consents to the transfer, mortgage, charge, assignment or novation, such consent not to be unreasonably withheld.

14.2 Clause 15.1 does not apply in relation to any sale, transfer, mortgage or charge of the Land if this Deed is registered on the title to the Land at the time of the sale.

- 14.2.1 Upon the commencement of this Deed, the Council is deemed to have acquired, and the Developer is deemed to have granted, an equitable estate and interest in the Land for the purposes of section 74F(1) of the *Real Property Act 1900* (NSW) and consequently the Council has a sufficient interest in the Land to lodge and maintain with the Land and Property Management Authority a caveat notifying that interest.
- 14.2.2 The Developer consents to the Council lodging a caveat on the Land where this Deed is not registered on the title to the Land due to a breach by the Developer of its obligations.

15 Release

When the Developer has satisfied all of the obligations imposed on it under this Agreement in respect of the Development Land for which a Subdivision Certificate has been issued and for which the Developer's Contribution has been delivered then the Council must promptly at the request and at the reasonable expense of the Developer do all acts and things necessary to remove this Agreement from the title of that part of the Development Land.

16 Termination

16.1 This Agreement may be terminated by the Council by written notice to the Developer if:

- 16.1.1 the Developer commits a breach of any of the terms and conditions of this agreement and fails to remedy such a breach within 14 days of receipt of a written notice (which specifies the breach and requires the Developer to remedy the breach) whereupon the date of such termination will be effective on the 15th day from receipt of such written notice; or
- 16.1.2 an Event of Insolvency occurs.

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17 Review Procedures

The parties may agree to review this Agreement in circumstances and in a manner determined by the parties. Any amendment, modification, supplement or replacement document which results from a review must be in writing, signed by the parties and registered at LPI under Section 93H of the Act.

18 Notices

18.1 Any notice, consent, information, application or request that must or may be given or made to a Party under this Agreement is only given or made if it is in writing and sent in one of the following ways:

- a) delivered or posted to that Party at its address set out below
- b) faxed to that Party at its fax number set out below.

18.2 For the purposes of this clause the parties' contact details for service are:

The Developer

Nicole Hatherly

Address: 452 Greggs Road
Kurrajong NSW 2758

Email: hatherlynicole@gmail.com

Telephone: 0438 048 003

Council

Address: Hawkesbury City Council

Attention: General Manager
366 George Street
WINDSOR NSW 2576

Telephone: (02) 4580 4444

Facsimile: (02) 4587 7740

18.3 If a Party gives the other Party three business days' notice of a change of its address or fax number, any notice, consent, information, application or request is only given or made by that other Party if it is delivered, posted or faxed to the latest address or fax number.

18.4 Any notice, consent, information, application or request is to be treated as given or made at the following time:

- a) If it is delivered, when it is left at the relevant address
- b) If it is sent by post, two business days after it is posted
- c) If it is sent by fax, as soon as the sender receives from the sender's fax machine a report of an error free transmission to the correct fax number.

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18.5 If any notice, consent, information, application or request is delivered, or an error free transmission report in relation to it is received, on a day that is not a business day, or if on a business day, after 5pm on that day in the place of the Party to whom it is sent, it is to be treated as having been given or made at the beginning of the next business day.

19 Proper Law and Jurisdiction

This Agreement is made and will be construed and governed in accordance with the Law of the State of NSW South Wales. Each party submits to the exclusive jurisdiction of each and every Court or Tribunal of the said State having jurisdiction to hear the matter submitted to it.

20 Severance

If a clause or part of a clause of this Agreement can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way. If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this Agreement, but the rest of this Agreement is not affected.

21 Waiver

- 21.1 No failure on the part of a party to exercise and no delay in exercising and no cause of dealing with respect to, any condition and the rights, powers or remedies of that party under this Agreement will impair any of those rights, powers or remedies, nor constitute a waiver of any of those rights, powers or remedies.
- 21.2 No single or partial exercise by a party of any condition and rights, powers or remedies under this Agreement will preclude any other or further exercise of those or exercise of any other conditions rights or remedies.
- 21.3 Any condition and the rights, powers or remedies under or relating to this Agreement are cumulative and will not exclude any other rights, powers or remedies under or relating to this Agreement at Law.
- 21.4 No waiver of any of the conditions of this Agreement will be effective unless in writing signed by the party against whom such waiver is sought to be enforced.
- 21.5 Any waiver of the conditions of this Agreement will be effective only in the specific instance and for the specific purpose given and the waiver will not be deemed a waiver of such obligations or of any subsequent breach of the same or some other obligation.

22 Approvals and Consent

Except as otherwise set out in this Agreement, and subject to any statutory obligations, a Party may give or withhold an approval or consent to be given under this Agreement in that Party's absolute discretion and subject to any conditions determined by the Party. A Party is not obliged to give its reasons for giving or withholding consent or for giving consent subject to conditions.

23 Entire Agreement

This Agreement contains all the terms and conditions to which the parties have agreed on in relation to the matters which they have dealt with. No party can rely on an earlier document, anything said or done by another party, or omitted to be relied upon, said or done except as permitted by Law.

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24 No Fetter

24.1 Nothing in the Agreement is to be construed as requiring the Council to do anything

24.1.1 that would cause it to be in breach of any of its obligations at Law

24.1.2 limiting or fettering in any way the exercise of any statutory discretion or duty; at Law

24.1.3 imposing any obligations to grant an Approval.

25 Representatives and Warranties

Each party agrees that it has the power and authority to enter into this Agreement and comply with its obligations and that entry into this Agreement will not result in a breach of Law.

26 Costs

Each party must bear and pay its own costs of and incidental to the preparation and execution of this Agreement.

Executed as an agreement on

2018

Execution by Council

THE COMMON SEAL of HAWKESBURY CITY)
COUNCIL was hereunto affixed on the ____th day of)
_____ 2018 pursuant to a resolution)
passed on the ____th day of _____ 2018 in)
the presence of:)

.....
Peter Conroy - General Manager

.....
Clr Mary Lyons-Buckett - Mayor

Execution by Nicole Hatherly

Signed by:

Signature of Developer Given Name Initial and
Last Name

Signature of Developer Given Name
Initial and Last Name

Print name

Print name

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AT - 2 Explanatory Note - Draft Voluntary Planning Agreement

Hawkesbury City Council



Explanatory Note – Voluntary Planning Agreement

Lot E DP 373372, 452 Greggs Road, Kurrajong

This Explanatory Note has been prepared in accordance with clause 25E of *Environmental Planning and Assessment Regulation 2000* (the Regulation).

The purpose of this Explanatory Note is to provide a plain English summary to support the notification, in accordance with section 7.5 of the *Environmental Planning and Assessment Act 1979* (the Act), of a Voluntary Planning Agreement (VPA) under section 7.4 of the Act.

This Explanatory Note is not to be used to assist in construing the VPA.

The Parties

The Parties subject to this VPA are as follows:

Hawkesbury City Council (ABN 54 659 038 834) ('Council')

Nicole Hatherly ('the Developer')

Description of Subject Land

This VPA applies to Lot E DP 373372, 452 Greggs Road, Kurrajong.

Summary of objectives, nature and effect of the Planning Agreement

The VPA is complementary to a proposed amendment to *Hawkesbury Local Environmental Plan 2012* which will enable the subdivision of the subject site into two large Housing lots with minimum lot sizes of not less than 4,000m².

The objective, nature and effect of the VPA is for the Developer to provide Council with a cash contribution of \$30,000 for the additional Housing lot created. This amount is to be paid and is subject to consumer price index adjustment as per clauses 3, 6, 7, 8 and 9 of the VPA. It is anticipated that contributions collected by Council will be expended on local and district infrastructure and facilities such as, but not necessarily limited to, cycleways, bus shelters, landscape and park embellishments and road improvements to serve the needs of the community as a consequence of the development.

The agreement will only operate if and when Council grants development approval(s) to the proposed development of the site. The agreement excludes the application of section 7.11 and section 7.12 of the Act to the proposed development of the site.

Assessment of the merits of the Planning Agreement

The merits of the VPA are that it will provide Council with cash contributions to provide local and district infrastructure and facilities which are required by the community as a consequence of the development.

The VPA will have a positive impact on the public in that it will enable the provision of local and district infrastructure and facilities and for the orderly and economic development of the subject land.

366 George Street (PO Box 146) Windsor NSW 2756 | Phone: (02) 4560 4444 | Facsimile: (02) 4587 7740 | DX: 8601 Windsor
Hours: Monday to Friday 8.30am - 5pm | Email: council@hawkesbury.nsw.gov.au | Website: www.hawkesbury.nsw.gov.au



Interpreter Service 131 450

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Hawkesbury City Council



How does the Planning Agreement promote the public interest and one or more of the objects of the Act?

The VPA promotes the public interest by ensuring that a cash contribution is made for the provision of local and district infrastructure and facilities which are required by the community as a consequence of the development.

The VPA promotes the following objects of the Act through the provision of cash contributions to be used for the provision of local and district infrastructure and facilities:

- to encourage the proper management, development and conservation of natural and artificial resources, including agricultural land, natural areas, forests, minerals, water, cities, towns and villages for the purpose of promoting the social and economic welfare of the community and a better environment (Section 5(a)(i))
- to encourage the promotion and co-ordination of the orderly and economic use and development of land (Section 5(a)(ii))
- to encourage the provision and co-ordination of community services and facilities (Section 5(a)(v)).

How does the Planning Agreement promote the objects of the Local Government Act 1993?

By requiring the payment of cash contributions, the VPA provides Council with the ability to provide local and district infrastructure and facilities appropriate to the needs of the incoming community and also provides Council with a role in the management, improvement and development of resources in the area.

In this way, the VPA promotes the purposes set out in section 7(e) of the *Local Government Act 1993*.

How does the Planning Agreement promote the Principles for local government under Chapter 3 of the Local Government Act 1993?

The VPA makes provisions for Council to receive cash contributions that can be used for the provision of local and district infrastructure and facilities, hence the VPA promotes the following elements of Principles for local government under Chapter 3 Sections 8A and 8B of the *Local Government Act 1993*:

- 8A (1) (f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way
- 8A (1) (g) Councils should work with others to secure appropriate services for local community needs
- 8A (1) (h) Councils should act fairly, ethically and without bias in the interests of the local community
- 8A (2) (b) Councils should consider social justice principles
- 8A (2) (c) Councils should consider the long term and cumulative effects of actions on future generations
- 8B (d) Councils should have regard to achieving intergenerational equity, including ensuring the following: (i) policy decisions are made after considering their financial effects on future generations.

What are the planning purposes served by the Planning Agreement?

The planning purpose of the VPA is to enable the collection of contributions that can be used for the delivery of local and district infrastructure and facilities required as a result of the proposed development.

The agreement will only operate if and when Council grants development approval(s) to the proposed development of the site. If the proposed development does occur then the planning purpose will be achieved. If the proposed development does not occur the planning purpose will not be achieved nor will it be required.

Does the Planning Agreement conform with Council's Capital Works Program?

It is anticipated that the contributions collected will be used to provide local and district infrastructure and facilities that are supplementary and consistent with Council's current capital work program.

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Does the agreement specify certain requirements of the agreement must be complied with before a construction certificate, occupation certificate or subdivision certificate is issued?

Yes, clause 9 of the VPA states:

The Cash Contribution must be paid to Council, prior to the issue of the Subdivision Certificate.

20 April 2018

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oooO END OF REPORT Oooo

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Item: 101 **CP - Proposed Amendment to the Hawkesbury Local Environment Plan 2012 - (95498, 124414)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to seek Council's endorsement to prepare a planning proposal to amend the Hawkesbury Local Environmental Plan 2012 and submit the planning proposal to the Department of Planning and Environment for a Gateway Determination.

The planning proposal seeks an amendment to the Hawkesbury Local Environmental Plan 2012 that would permit with consent Recreation Facilities (Outdoor) but restricted to polo and showjumping uses only across the RU2 Rural Landscape zone in a defined area of Richmond Lowlands, Richmond, and Cornwallis.

EXECUTIVE SUMMARY:

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

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

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

RECOMMENDATION SUMMARY:

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

REPORT:

Proposed Amendments to LEP 2012

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

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

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6.13 Polo and Showjumping Uses in Richmond Lowlands Richmond and Cornwallis

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

Context and Background

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

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

"That:

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

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

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"That:

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

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

Detailed History, including previous Council decisions

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

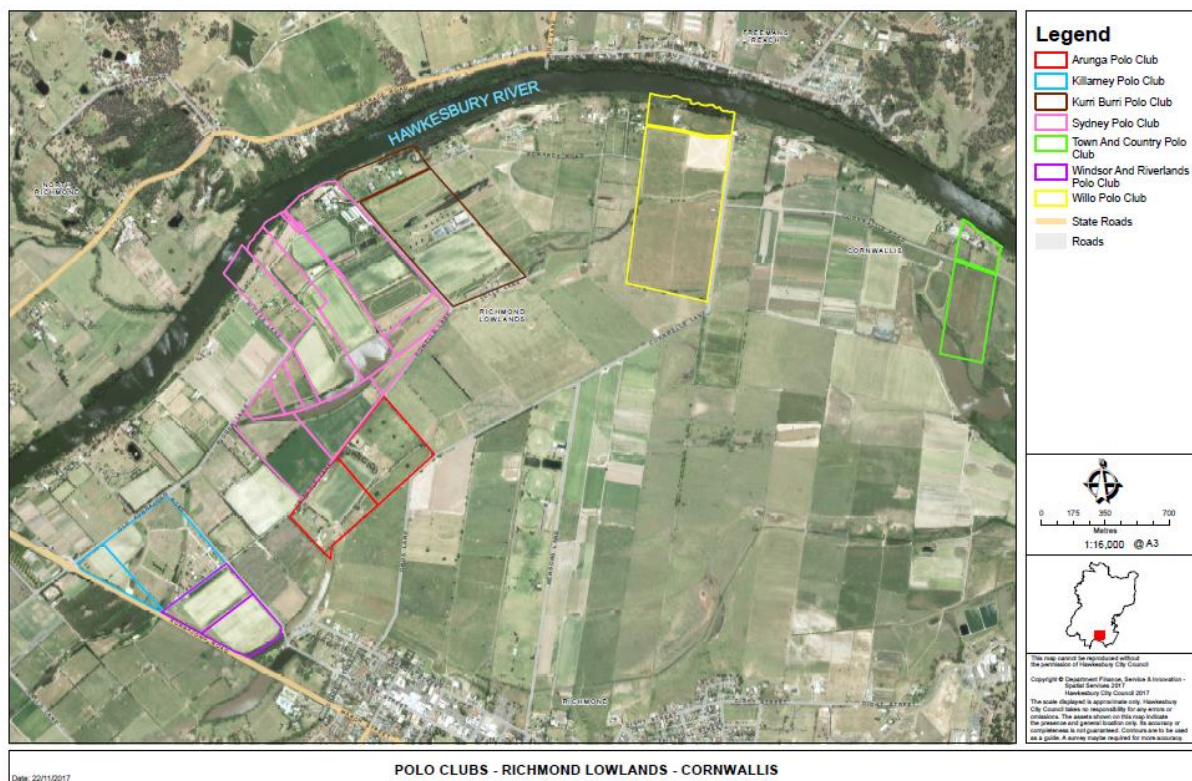


Figure 1 – Existing Polo Clubs Richmond Lowlands, Richmond and Cornwallis

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

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

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To maintain the rural landscape character of the land.
- To provide for a range of compatible land uses, including extensive agriculture.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses in the zone and land uses in adjoining

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zones.

- To ensure that development occurs in a way that does not have a significant adverse effect on water catchments, including surface and groundwater quality and flows, land surface conditions and important ecosystems such as waterways.
- To ensure that development retains or enhances existing landscape values including a distinctive agricultural component.
- To preserve the river valley systems, scenic corridors, wooded ridges, escarpments, environmentally sensitive areas and other features of scenic quality.
- To ensure that development does not detract from the existing rural character or create unreasonable demands for the provision or extension of public amenities and services.

Additionally, it should be noted that the following land uses are currently permitted without consent in the RU2 Rural Landscape zone:

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

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

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

Policy considerations

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

2.2 Participation in recreational and lifestyle activities is increased.

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

Our Future

5.4 Celebrating our Rivers

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

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

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5.7 Tourism and Economic Development

- 5.7.1 Working in partnership we will actively market out City and our capabilities to existing and potential businesses, visitors and investors.
- 5.7.2 Develop Hawkesbury tourism to enhance and strengthen opportunities within our tourism sector.

5.8 Industry

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

Discussion

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

"That:

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

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

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

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

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

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

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

Equestrian – relating to riders or riding on horseback

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

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

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

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

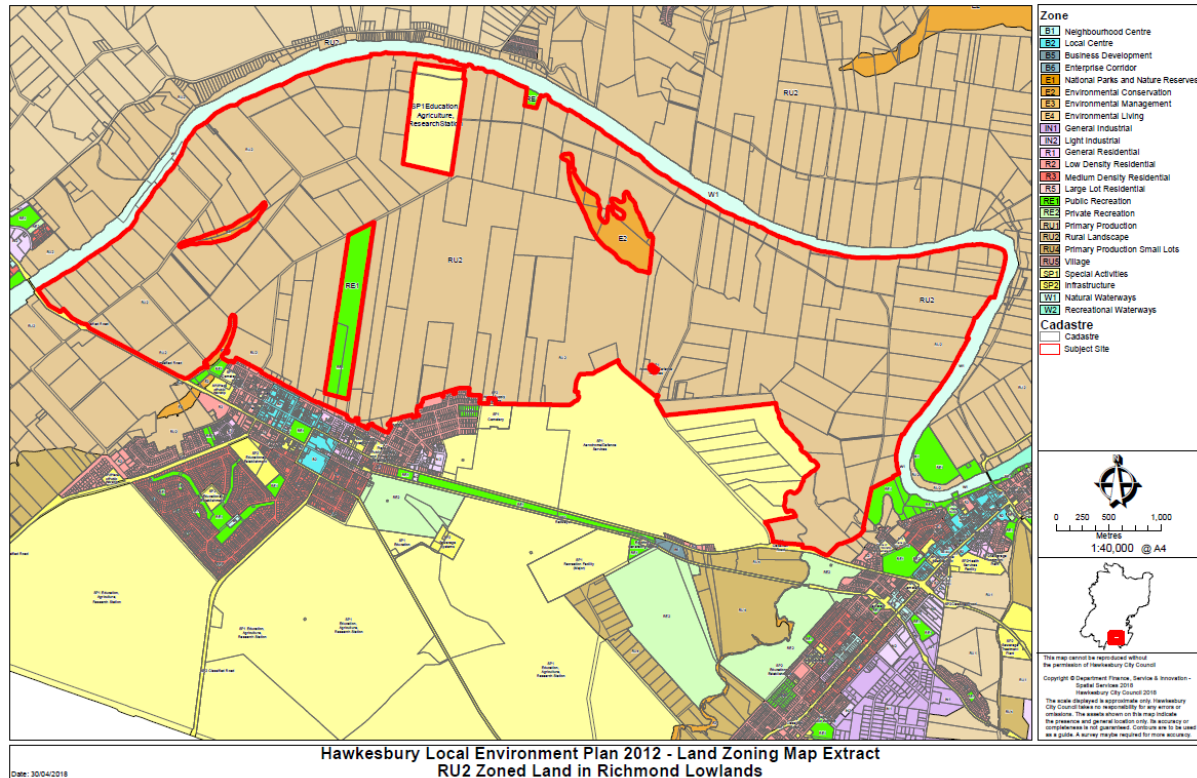


Figure 2 – Defined Area of Planning Proposal

Financial Implications

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

Fit For The Future Strategy Considerations

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

Conclusion

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

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

Planning Decision

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

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RECOMMENDATION:

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

ATTACHMENTS:

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

oooO END OF REPORT Oooo

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GENERAL MANAGER

Item: 102 **GM - 2018 Hawkesbury Local Business Awards - (79351, 80198)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to consider sponsorship of the 2018 Hawkesbury Local Business Awards. The 2018 Hawkesbury Local Business Awards will be launched during the business week commencing on Monday, 25 June 2018 and conclude with an Awards night to be held on Wednesday, 12 September 2018.

EXECUTIVE SUMMARY:

Precedent Productions Pty Ltd, the organiser, has approached Council seeking sponsorship of the 2018 Hawkesbury Local Business Awards. Precedent Productions manages around 22 Local Business Awards programs throughout the Sydney, Hunter and Illawarra regions.

Consideration is to be given to the sponsorship of the Local Business Awards as it is an important way in which Council can show support and encouragement for the local business community.

RECOMMENDATION SUMMARY:

Council sponsor the 2018 Hawkesbury Local Business Awards, as a major sponsor, to the value of \$5,500 plus GST and that a Sponsorship Agreement be entered into with Precedent Productions Pty Ltd, for the running of the 2018 Awards.

REPORT:

Context and Background

Council has been a sponsor of the Hawkesbury Local Business Awards in the past and needs to consider whether it wishes to be a sponsor at the 2018 Hawkesbury Local Business Awards.

Precedent Productions, the organiser, has invited Council to again sponsor the Awards and has suggested that Council continues to be a major sponsor of the event at the value of \$5,500 (plus GST) based on the same terms and conditions as previous years. Council has sponsored the Awards each year commencing 2010 at the major sponsor value of \$5,000 (plus GST). A copy of the 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.

The Awards provide an opportunity for the business community to recognise business success, achievement and leadership on an annual basis. The Awards can also be a promotion and advertisement strategy for local business. Therefore, the Awards is an important way in which Council can support business and local jobs.

Council will receive considerable media coverage throughout the 12 week program as a major sponsor via electronic media (Awards website, hyperlink to Council website, e-newsletter); local newspaper coverage (editorials, newspaper coupons, Award advertisements); Facebook campaign (winners' announcement page, dedicated sponsor posts), sponsor logo (all promotional material including newspaper coupons, printed coupon pads distributed to businesses, finalist information sheets and certificates, invitations, winners' posters, promotional material and signage on the presentation evening).

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Detailed history including previous Council decisions

Council has been a major sponsor of the Awards since 2004. Details from the 2017 Award Program evaluation report indicates that for that year, some 589 businesses were registered to participate. A total of 9,058 business nominations were received, 188 businesses were finalists and Awards were presented across 31 business categories. The presentation evening attracted 510 attendees.

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

Details about the Awards program include:

- nominations open on Monday, 25 June 2018 and close on Tuesday, 17 July 2018. The Awards Program will run for 12 weeks over the months of July, August and early September, with the Awards Night to be held at Windsor Function Centre, on Wednesday, 12 September 2018;
- entry into the Awards is by customer nomination of a business or business self-nomination, by visiting the Awards website, submitting coupons provided in one of the local Media Partners or via the business premises;
- businesses can provide additional information to showcase the business regarding business history, business marketing, staff training, business and environmental sustainability, business successes during the past 12 months, support to the community, and business plans for the future;
- finalists are selected based on the number of nominations they receive from the public which varies across a range of categories (approximately 30).
- finalists are judged based on a two stage process: (i) the information provided by the business, and (ii) an anonymous visit by a judge. If a visit to the premises is not possible, the business will be judged by the business website and online presence, and judges may conduct impromptu telephone interviews.
- to proceed to the final stage, finalists need to meet five qualifying criteria to include: the business is identified with clear signage; its overall appearance (clean and maintained); appropriately dress staff; customer acknowledgement on entry; and display presentation.
- the judging process is based on customer experience, business appearance and presentation including hygiene (food businesses), accessibility, lighting and signage; the range of products and/or services including display of pricing and product wrapping/presentation after purchase; value for money; and customer service;
- promotion of the Awards will be by the Awards' media partners – The Hawkesbury Courier and The Hawkesbury Gazette;
- each program offers categories for outstanding operators and employees of businesses. These categories include Business Person of the Year and Youth Award. An overall category for each area is the Business of the Year and is selected from all the local category winners;
- an Award will be presented for Community Access for Disabled Access Provision by a Business (judging of this Award is by representatives of Council's Access and Inclusion Advisory Committee);
- Award winners receive trophies, media coverage and other gifts.

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Council will receive a written report following the Awards detailing the outcome for Hawkesbury businesses including the participation statistics regarding nominations, business finalists, and attendees at the Business Awards presentation night.

Policy considerations

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

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

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

It is considered that the event meets the above definition in that 2018 Hawkesbury Local Business Awards provides economic benefits to local businesses and the tourism sector in the Hawkesbury.

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Future

5.7 Tourism and Economic Development - Promote our community as the place to visit, work and invest

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

Discussion

Consideration is to be given to whether Council sponsors the 2018 Hawkesbury Local Business Awards.

Financial Implications

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

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted 2017/2018 Operational Plan, which will adversely impact on Council's financial sustainability.

Conclusion

That sponsorship of the 2018 Hawkesbury Local Business Awards at a cost of \$5,500 plus GST, be approved.

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RECOMMENDATION:

That:

1. Council sponsor the 2018 Hawkesbury Local Business Awards to the value of \$5,500 (excluding GST).
2. A Sponsorship Agreement be entered into with Precedent Productions Pty Ltd for the 2018 Local Business Awards.

ATTACHMENTS:

- AT - 1** Precedent Productions' letter to Council seeking sponsorship of the 2018 Hawkesbury Local Business Awards.
- AT - 2** 2018 Hawkesbury Local Business Awards Brochure.

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**AT - 1 Precedent Productions' letter to Council seeking sponsorship of the
2018 Hawkesbury Local Business Awards**

precedent

13 March 2018

Jan Readford
PA to Director of Support Services.
Hawkesbury City Council
366 George Street
Windsor NSW 2756



Dear Jan,

2018 Hawkesbury Local Business Awards Major Sponsorship

The Hawkesbury Local Business Awards will once again be presented in 2018. The success of the program, for over 28 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.

Each year the 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	\$5,500 + gst

Key Dates for the 2018 Hawkesbury Local Business Awards.

Date	Action
Monday 4th June	Sponsorship Deadline
Monday 25 th June	Nominations Open
Wednesday 12 th 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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2018 LOCAL BUSINESS AWARDS SPONSORSHIP AGREEMENT

PROGRAM	Hawkesbury
SPONSOR LEVEL	Major
AMOUNT	\$5,500 plus GST

Program Details

Nominations Open	Monday 25th June
Presentation Night	Wednesday 12th September
Venue	Windsor Function Centre

Sponsor Details

Company Name	Hawkesbury City Council
Contact Person	Jan Readford

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: 13 March 2018
Steve Loe, Managing Director

PLEASE SIGN AND RETURN TO PRECEDENT PRODUCTIONS
chris@precedent.net

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precedent

2018 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 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)

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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 22 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 210,000 nominations from the public for over 22,000 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.

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Award Areas

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



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

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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 deter

Week 5

Finalist Kits delivered to successful businesses

Week 6

Judging period for all Finalists

Week 9

Finalists prepare and submit online documents detailing their business

Week 10

Finalist Feature appears in media partner newspaper

Week 11

Presentation Evening held for Finalists, Sponsors and Dignitaries

Week 15

Winners Feature to appear in media partner newspaper
Dedicated sponsor advertisement congratulating winners



2017 Local Business Awards Statistics

22,000	210,000	5,000	12,000
REGISTERED BUSINESSES	PUBLIC NOMINATIONS	AWARD FINALISTS	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.

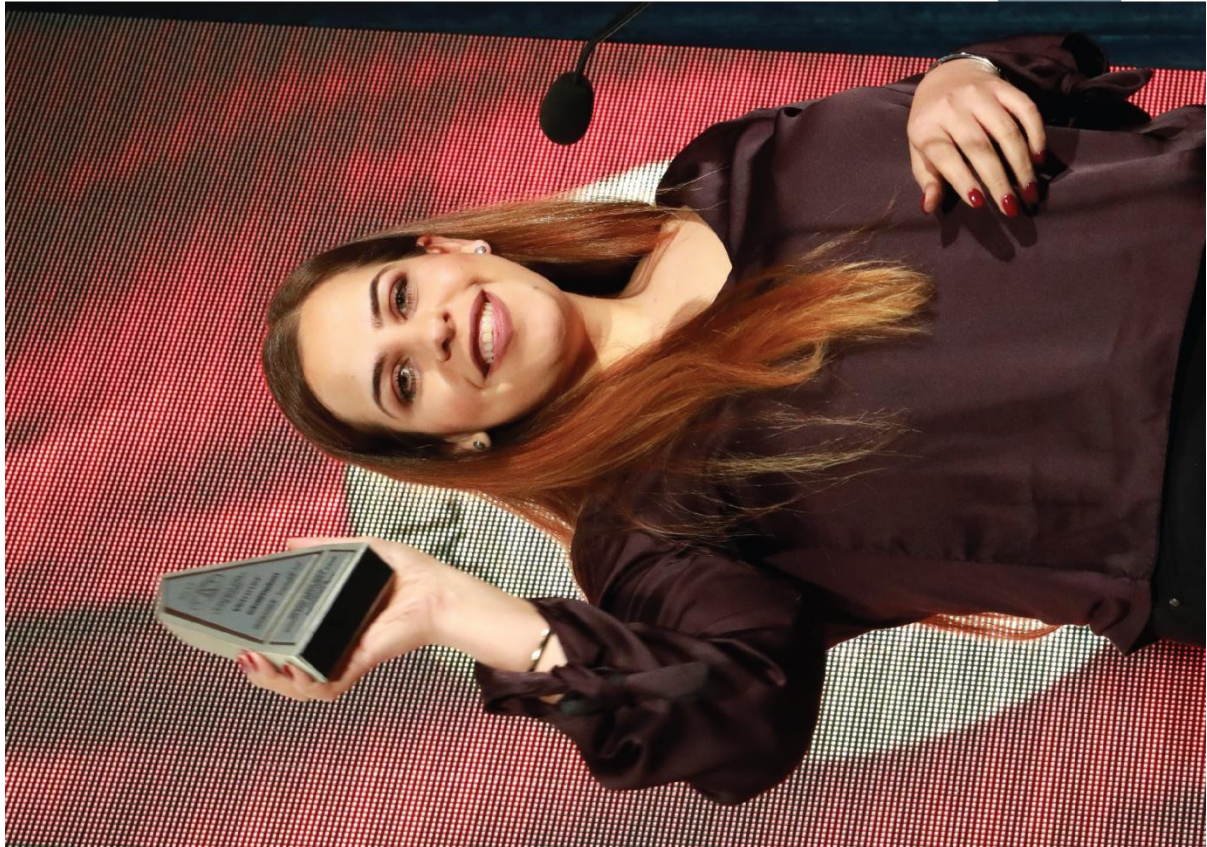
Communication through direct telephone contact and four e-newsletters for each program provides a personalised approach regarding their program and also offers the opportunity to promote sponsors directly to our dedicated market. The re-launched Local Business Awards website will increase interaction 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.



www.thebusinessawards.com.au

328,000
UNIQUE USERS*

450,000
SESSIONS*

1.17million
PAGE VIEWS*

*JAN 2017 TO OCTOBER 2017

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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 2018 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
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

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)

precedent

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oooO END OF REPORT Oooo

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Item: 103 **GM - 2018 National General Assembly of Local Government (79351, 82046)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to consider the nomination and attendance of Councillors and/or appropriate staff at the 2018 National General Assembly of Local Government to be held from 17 to 20 June 2018.

EXECUTIVE SUMMARY:

Due to the Conference topic and its relevance to Council's business, Council may wish to consider representation at the Conference.

RECOMMENDATION SUMMARY:

Consideration be given to the attendance of nominated Councillors and/or staff as considered appropriate by the General Manager, at the 2018 National General Assembly of Local Government.

REPORT:

Context and Background

Consideration is required regarding attendance at the 2018 National General Assembly of Local Government which will be held in Canberra from 17 to 20 June 2018.

Detailed History, including previous Council decisions

Convened annually by the Australian Local Government Association, the National General Assembly of Local Government is the peak annual event for Local Government. This event provides a unique opportunity for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of our councils and our communities.

Cost of attendance at the 2018 National General Assembly of Local Government will be approximately \$2,500, plus travel expenses per delegate.

Budget for Delegate Expenses - Payments made:

Total Budget for Financial Year 2017/2018	\$48,000
Expenditure to date	\$19,760
Outstanding Commitments	\$8,880
Budget balance as at 26 April 2018 (approx. including outstanding commitments)	\$19,360

Policy considerations

The Policy regarding Payment of Expenses and Provision of Facilities to Councillors should be considered as part of this report.

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Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

- 1.1 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.
- 1.4 Reinforcing and establishing effective strategic partnerships - Build strong relationships and shared responsibilities.
 - 1.4.1 Foster positive relationships with all tiers of government and peak bodies to ensure a thorough understanding of the challenges and local requirements of the Hawkesbury.

Discussion

Consideration should be given in regard to the relevance of Conference to Council's business and available budget to cover costs of attendance.

Where relevant, after returning from the Conference, delegates are requested to provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

Financial Implications

The matters raised in this report have direct financial implications. The expenditure applicable is provided for in the 2017/2018 Adopted Operational Plan. Consideration should be given in regard to the relevance of Conference to Council's business and available budget to cover costs of attendance.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Long Term Financial Plan.

Conclusion

That attendance of nominated Councillors and staff as considered appropriate by the General Manager, at the 2018 National General Assembly of Local Government at an approximate cost of \$2,500, plus travel expenses, per delegate be considered.

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RECOMMENDATION:

That:

1. Attendance of nominated Councillors and/or staff as considered by the General Manager, at the 2018 National General Assembly of Local Government at an approximate cost of \$2,500 plus travel expenses, per delegate be considered.
2. After returning from the Conference, delegates provide a written report to the General Manager detailing the proceedings and findings, as well as any other aspects of the Conference relevant to Council business and/or the local community.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 104 **GM - Hawkesbury Sister City Association Program - 2018 Student Exchange Program, Donation - (79351, 73610)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to inform Council that the Hawkesbury Sister City Association (Association) has selected the Hawkesbury students to be part of the 2018 student exchange program to Council's sister cities of Kyotamba (Kyoto), Japan and Temple City (California), USA.

EXECUTIVE SUMMARY:

The student exchange program, which is part of Council's Sister City and Country Alliance Program Policy, provides for up to 12 students to visit the sister cities, being up to six students to each of Kyotamba and Temple City. The Association has selected 11 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.

RECOMMENDATION SUMMARY:

Council, under the provisions of Section 356 of the Local Government Act, 1993, and in accordance with Council's Sister City Program Policy, donate \$500 to each of the students participating in the 2018 student exchange program visit to Kyotamba and Temple City.

REPORT:

Context and Background

Consideration of the practice under 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, is required.

Detailed History, including previous Council decisions

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

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

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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.

The students selected by the Association to take part in the 2018 Program are:

a) Hawkesbury students to visit Kyotamba:

1.	Ms S Bagley	of Berambing - Colo High School
2.	Ms G Le Breton	of Kurmond - Colo High School
3.	Ms A Haymes	of South Windsor - Richmond High School
4.	Mr B Webb	of Kurmond - Arndell Anglican College
5.	Mr M Holman	of Richmond - Arndell Anglican College

b) Hawkesbury students to visit Temple City:

1.	Ms I Egan	of Ebenezer - Colo High School
2.	Ms K O'Donohoe	of Yarramundi - Bede Polding College
3.	Ms J Kirkby	of North Richmond - Kuyper Christian School
4.	Ms T Simmons	of Ebenezer - Arndell Anglican College
5.	Ms M Michelutti	of Kurmond - Colo High School
6.	Ms T Turner	of Kurmond - Colo High School

The Hawkesbury students will undertake their international student exchange visits in September/ October 2018.

Both the Kyotamba and Temple City students will undertake their student exchange to the Hawkesbury during July/August 2018 and the visits will overlap. The Association advises that the Kyotamba students are to arrive on 24 July, 2018 and depart on 19 August, 2018. The Temple City students will arrive on 21 July, 2018 and depart on 19 August, 2018.

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.

Policy considerations

The donations proposed in this report are consistent with the provisions outlined in Council's Sister City and City-Country Alliance Program Policy.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

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Our Community

2.4 Community wellbeing and local services - Build on a sense of community and well being.

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

Discussion

Consideration should be given to providing funding assistance to each of the Hawkesbury students listed in this report to assist with travel expenses, in accordance with the Sister City Program.

Financial Implications

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

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted 2017/2018 Operational Plan, which will adversely impact on Council's financial sustainability.

Conclusion

That funding amounting to \$500 for each Hawkesbury student under the Sister City Program be approved.

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 2018 student exchange program visit to Kyotamba and Temple City being:

- a) Ms S Bagley
- b) Ms G Le Breton
- c) Ms A Haymes
- d) Mr B Webb
- e) Mr M Holman
- f) Ms I Egan
- g) Ms K O'Donohoe
- h) Ms J Kirkby
- i) Ms T Simmons
- j) Ms M Michelutti
- k) Ms T Turner

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 105 **GM - Sister City Alliance Program - 2016/2017 Annual Report - (79351, 85814, 73610, 90568)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to provide Council with an overview of the Sister City Program (Program) during the 2016/2017 financial year.

EXECUTIVE SUMMARY:

The Program is undertaken in association with the Hawkesbury Sister City Association (Association), which has delegated authority to undertake program activities on behalf of Council.

Council and the Hawkesbury community have two international sister cities being, Temple City, California, USA and Kyotamba, Kyoto, Japan.

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

RECOMMENDATION SUMMARY:

That the 2016/2017 annual report for the Sister City Program be received and noted.

REPORT:

Context and Background

Council at its meeting held on 10 July 2007, adopted its Sister City Program Policy to address exchange activities with its international sister cities. The Association was established in 1983 and has been involved in the Program since then. Council has been involved in its Sister City activities since 1984.

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

To support the activities of the Program, Council allocated funding of \$19,850 in 2016/2017 as part of the annual Operational Plan process.

Council and its international sister cities celebrated over 30 years of friendship with Temple City and over 25 years of friendship with Kyotamba in 2014.

Detailed History, including previous Council decisions

Program Financials

The Association President has advised that the 2016/2017 Financial Accounts were not finalised in time for audit and presentation to the Association's AGM in November 2017. The Association's Treasurer has since handed all financial documents relating to 2016/2017 to a newly appointed Association Treasurer. The Association Management Committee has considered the financial information provided by the outgoing Association Treasurer regarding the 2016/2017 financial accounts and have verified that all claims on the accounts are legitimate and in order. The new Association Treasurer has introduced a new accounting

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system and plans to arrange for the audit of the 2016/2017 Financial Accounts with the 2017/2018 Financial Accounts at the end of the current financial year. Both the 2016/2017 and 2017/2018 financial accounts will then be presented at the November 2018 Association AGM.

Table 1 shows Council's budgeted funds and actual expenditure for the Program for the year ended 30 June 2017. Council's full year budget was \$19,850, which was used for payments to the Association and costs associated with activities undertaken by Council; and \$6,000 as donation funds for the Program's student exchange visits.

The Program for the year ended 30 June 2017 tracked well with a minor under expenditure. This reflects the variance in accounts received and activities that vary between years and incremental savings improvements. Eleven students travelled overseas on the student exchange program (\$500 donation per student), which accounted for the majority of the donation funds (maximum is twelve student).

Table 1: Hawkesbury Sister City Program – Financial Summary for 2016/2017

Council	Budget \$	Expenditure \$
General contribution	19,850	17,574
Donation to students	6,000	5,500
Total for Program	25,850	23,074

Overall, the financial position at the end of 2016/2017 was in line with planned Program costs, including both Association and Council activities.

The overview of the 2016/2017 Association's financial statements, as provided by the Association as at 30 June 2017, shows Council's contribution to the Association for the year as being \$17,000. The balance of these funds were used by Council for direct payment of other Association expenses including printing, and other program expenses such as the Sister Cities Australia membership and civic/ Mayoral functions and program development.

Program Activities by the Association

The Minutes of the Association's Annual General Meeting held on 6 November 2017, including the Association's President's report are as shown in Attachment 1 to this report. The report indicates that the Association had a busy year organising and hosting student exchanges, individual visits from sister cities, including a visit by the President, Mr Kitamura, of the Kyotamba Friendship Society, and associated activities.

The Minutes also note a Constitutional Amendment under Item 3. Membership. Details (in part) are as follows:

"3. MEMBERSHIP

- 3.1** *Subject to this Constitution membership is open to all residents of the City of Hawkesbury or people with a past connection to the Association by attendance at a properly constituted meeting of the Association. Membership shall be endorsed by the entering of the person's name into the register of members.*
- 3.2** *Membership is open to all individuals and organisations of the City of Hawkesbury or to people with a past connection to the Association who accept and agree to abide by the objects and Constitution of the Association. An unincorporated organisation is not capable of being a member of the Association, but it may nominate individuals to be members to represent it."*

The President's report acknowledges:

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- The change to the Constitution was suggested by the Association Management Committee as some new members, following a membership drive, live outside the Hawkesbury.
- Provision is included in the Association Constitution for a Youth Committee to be appointed and due to the significant number of membership nominations received, consideration would be given to appoint the Youth Committee.
- Life Membership was also bestowed on former Councillor and past Association Vice President, Christine Paine, following many years of service.
- The President and the Secretary both forecast their intention to stand down from their respective positions, following 11 and 30 years' service respectively, at the AGM in November 2018.
- Some committee members have made personal visits to Temple City.

Activities undertaken by the Association during the reporting period include:

- Monthly meetings and AGM, including membership growth
- Student exchange (outbound) - Hawkesbury representatives travel to sister cities, including:
 - selection process and information sessions for students
 - farewell and welcome home functions for students
 - organisation of travel plans
 - attendance of all exchange students at a Council meeting.
 - the exchange students were:

Kyotamaba Ms G Milne, Mr J Clulee, Ms A Bartels, Ms G Brown, Ms B Price

Temple City Ms M Bennett, Ms A Fradd, Ms S Burgmann, Ms A. Thompson, Ms E Hopcroft, Mr N Eglin
- Student exchange (inbound) – sister cities representatives travel to the Hawkesbury, including:
 - host families for visiting students selection and arrangements
 - international students attend school with host family students
 - welcome and farewell functions for students and host families
 - management of activities for international students visiting at the same time, with host families

Program Activities by Council

Council provides support to the Association, undertakes other Program activities and maintains the Sister City Agreement relationship. During the period in 2016/2017, the following activities were undertaken:

- Student donation - Council approved donations for the student exchanges to the sister cities at its meeting 9 May 2017.
- Association support, including:
 - Councillor delegate attendance at Association meetings and other activities (Councillor Calvert)
 - acknowledgement of Hawkesbury, Kyotamba and Temple City exchange students at Council Meeting on 8 August, 2017, and presentation of certificates
 - program advice, reporting, meetings and administration
 - token gift for the President of the Kyotamba Friendship Association from the Mayor of Hawkesbury during the Association member's courtesy visit (November 2016)

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- Presentation of Life Membership to Councillor Christine Paine for her long-term involvement
- Mayoral, Civic and Council management engagement with sister cities and alliance towns, including correspondence, attendance at activities and events
- Notification of Councillor representatives to the Sister City committee in September 2016 being Councillors Emma-Jane Garrow and Nathan Zamprogno.
- The Mayor of Hawkesbury hosted a meet and greet welcome afternoon tea for President of Kyotamba Friendship Association, Mr Kitamura (24 November 2016).

Policy considerations

The Policy regarding Council's Sister City Program has been considered as part of this report.

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Community

- 2.3 Community partnerships continue to evolve - Increase the range of local partnerships and plan for the future
 - 2.3.3 Advocate and facilitate constructive and productive partnerships with residents, community groups and institutions.

Financial Implications

There are no financial implications applicable to this report as all costs were met from the approved budgets within the 2016/2017 Operational Plan.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted Operational Plan, which will adversely impact on Council's financial sustainability.

Conclusion

That the Program of Activities by the Hawkesbury Sister City Association, together with Council's Program of Activities for 2016/2017 be noted.

RECOMMENDATION:

That the 2016/2017 Annual Report for the Sister City Program be received and noted.

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ATTACHMENTS:

- AT - 1** Minutes and President's Report for the AGM of the Hawkesbury Sister City Association of Monday, 6 November, 2017.

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AT - 1 Minutes and Presidents Report of the AGM of Hawkesbury Sister City Association of Monday, 6 November, 2017.

**Minutes of the Annual General meeting of
Hawkesbury Sister City Association Inc.
held on Monday, 6th November, 2017 commencing at 7.00 p.m.**

PRESENT : T.Tallack, B.Smithers, Y.Whalan, A.O'Neill, J.Thomas, L.Richardson, K.Holman, C.Bennett, O.Richards, L.Holman, H.Binskin, S.Burgmann, N.Eglin, I.Simmons, A.Bartels, J.Clulee, K.Brown, S.Simmons, T.McIntyre, C.Burgmann, Clr. D.Wheeler.

APOLOGIES : B.Russell, S.Hetherington, N.Mulford, S.Eglin, A.Fradd, C.O'Neill, J.Nash.

Resolved on the motion of T.Tallack seconded by K.Holman that the apologies be accepted.

CONFIRMATION OF PREVIOUS A.G.M. MINUTES :

Resolved on the motion of B.Smithers seconded by S.Simmons that the Minutes of the previous Annual General Meeting held on 14th November, 2016, be confirmed.

BUSINESS ARISING FROM PREVIOUS A.G.M. MINUTES : Nil.

CONSTITUTIONAL AMENDMENT :

Moved by T.Tallack seconded by S.Simmons that an amendment be made to the constitution as follows :-

3.1 and 3.3 - Change wording to read "or people with a past connection to the Association"

Motion carried unanimously.

MEMBERSHIP FEE :

Resolved on the motion of T.Tallack seconded by A.O'Neill that the membership fees to the Association for 2018/19 remain at \$2.00.

REPORT BY PRESIDENT, TINA TALLACK :

The President read her report (see attached). During her report the President recognised the extraordinary work of Yvonne Whalan in the role of HSCA Secretary for the past 30 years and the meeting showed their appreciation by way of applause.

Resolved on the motion of T.Tallack seconded by A.O'Neill that the report be accepted as read.

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REPORT BY TREASUER, ASHLIE O'NEILL :

The Treasurer stated that her report would become available at the end of the calendar year instead of the financial year and all books will be passed over to the incoming Treasurer in February, 2018.

Resolved on the motion of A.O'Neill seconded by B.Smithers that this report be accepted.

ELECTION OF OFFICE BEARERS :

The President declared all positions vacant and handed over proceedings to the Returning Officer, Clr. Danielle Wheeler.

Nominations were called for all positions. Results were as follows :-

President	Mrs. Tina Tallack
Vice President	Ms. Ashlie O'Neill
Secretary	Mrs. Bridget Smithers
Treasurer	Mrs. Carolyn Burgmann
Minutes Secretary	Mrs. Yvonne Whalan
Historian	Mrs. Joanne Thomas
Interpreter	Mrs. Nicole Mulford
Publicity Officer	Ms. Carlie O'Neill
Youth Representatives	Miss Amber Fradd (Temple City)
	Miss Olivia Richards (Kyotamba)
General Members	Ms. Kim Walker
	Mrs. Sandy Eglin
	Mrs. Jan Nash
	Mrs. Karen Holman
	Miss Carlie Bennett
	Miss Hollie Binskin
	Mrs. Lorraine Richardson
	Ms. Tia McIntyre
	Mrs. Sue Simmons
	Miss Laura Holman
	Mr. Kevin Brown
	Miss Isabella Simmons

Returning Officer Clr. Danielle Wheeler declared all positions filled and congratulated everyone on their election.

The President thanked Clr. Wheeler for attending our Annual General Meeting and acting as Returning Officer.

There being no further business the meeting was closed at 8.08 p.m.

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Hawkesbury Sister City Association

President's Report – November 2016 to November 2017

I am delighted to report that we again had a very successful student exchange program this year with both the inbound and outbound students providing themselves to be excellent ambassadors for their respective country.

The Hawkesbury students making up the 2017 student delegations were –

Delegation to Temple City –

- Megan Bennett
- Samantha Burgmann
- Emily Hopcroft
- Nick Eglin
- Amber Fradd
- Amelia Thompson

Delegation to Kyotamba –

- Gabby Milne
- Amy Bartels
- Grace Brown
- Bethany Price
- Jack Clulee

I would also like to acknowledge and thank the families who hosted our 2017 inbound exchange students, as follows –

- Bennett family of Kurmond
- Burgmann family of Bowen Mountain
- Hopcroft family of North Richmond
- Eglin family of Grose Vale
- Fradd family of Cattai
- Thompson family of North Richmond
- Milne family of Windsor Downes
- Bartel family of North Richmond
- Brown family of Wilberforce
- Price family of Hobartville
- Clulee family of East Kurrajong
- Paraha family of Windsor

To the members who took on specific roles within the student exchange program, to our members who took students out sightseeing, members who prepared our Hawkesbury exchange student for their once in a lifetime experience, those who helped run our many functions, those who cared for sick students, and the many other tasks associated with running the student exchange program; a BIG thank you. Without your commitment and hard work we could not deliver this worthwhile program and experience for the youth of the Hawkesbury.

Applications for the 2018 Hawkesbury student exchange delegations have now closed, and I am hopeful we will again be rewarded by having some worthy local students immerse themselves in this wonderful opportunity.

And now a quick review of the past year –

- We were all delighted to host a visit by Kyotamba Friendship Society President Mr Kitamura on his first visit to Australia and the Hawkesbury. He was accompanied by a more recent member of their Association Ms Mori and they both showed a keen interest and enjoyment in their visit. During the short visit HSCA Interpreter Nicole Mulford accompanied the visitors to Colo High School where Mr Kitamura addressed the morning assembly as well as touring the school. We also enjoyed a courtesy visit to Hawkesbury Mayor Councillor Mary Lyons-Buckett, and the executive enjoyed a working lunch of Aussie meat pies at the historic Windsor home of HSCA Life Member Christine Paine. All members enjoyed dinner with Mr

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Kitamura and Ms Mori at the Thai Restaurant in Windsor and some members had the pleasure of exploring Sydney with our visitors.

- Life Membership was bestowed on past HSCA Vice President Christine Paine and we all enjoyed an afternoon tea, hosted by Yvonne Whalan, for the presentation of the life membership badge to Christine by Mayor Mary Lyons-Buckett. It was good to see all HSCA life members in attendance – that being Yvonne, Sue Machon and Noriko Ruydk.
- While I have briefly mentioned the 2017 student exchange, I would like to mention a couple of aspects in more detail.
 - As a result of a review in the management structure of the exchange we saw different members takes on various responsibilities and roles within the exchange program. Effectively we broke up the workload into modules and this new method seems to have been successful. In view of this success we are already working on developing position guidelines to make it easier for leaders of the respective modules to have a better understanding of their tasks.
 - A HSCA youth party was reintroduced in the inbound student exchange itinerary. The party was organised by our youth representatives and younger members of HSCA and I would like to congratulate all those involved on the success of the evening. Carlie Bennett, Olivia Richards, Hollie Binskin and Laura Holman weren't just there on the night to participate, they organised the whole party. They showed themselves to be an organised team and even prepared a report and budget for approval by the HSCA Management Committee. I speak for all members in saying how impressed we were with the way you managed and ran this activity. I would like to take this opportunity to present certificates to all our 2016/17 youth members in recognition of the contribution they have made to the Hawkesbury Sister City Association.
 - At the conclusion of the 2017 student exchange we held our annual review and it was decided to change the selection process. For the 2018 student exchange we are not necessarily interviewing all applicants. After assessing the forms and feedback gained from the applicant's year co-ordinator, the selection panel will decide which applicants to interview. The interview process will now consist of a pre-interview session with applicants coming together with members of HSCA who will run activities with the group, and then each applicant will have an interview with the selection panel. While the selection panel are responsible for deciding the successful students, they will gain feedback from those members involved in the pre-interview session. Again, the selection panel includes someone from outside HSCA, but who has a knowledge of our Association and experience interviewing and working with youth.
- At the August meeting the current HSCA Secretary Yvonne Whalan and myself informed the management committee that we plan to stand down from our respective positions, although we will continue if required until November 2018. Yvonne has held the role of Secretary for 30 years, and it was back in November 2007 when I took on the role of President. For Yvonne I cannot envisage how much change she has experienced over the decades she has been Secretary and I thank her for the invaluable service she has given to HSCA, the Hawkesbury community, the sister city movement, and the depth of friendship and warmth that exists between the Hawkesbury and our sister cities Temple City and Kyotamba. I have seen a huge change over the past ten years, and I think this has been the case with most volunteer organisations in New South Wales and Australia, especially those who work with children.

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And now to the future.

HSCA has held a membership drive to attract new members. We are finding some members now live outside the Hawkesbury and our current constitution does not allow for this situation. As such the management committee has approved in principal a change to the constitution which will be put to the AGM this evening.

I'm delighted that young people within the community are showing a greater interest in being part of our Association. We value the ideas, comments, vitality, enthusiasm and contribution of our youth members and we don't want to lose, or worse still, turn away this valuable input into our Association.

The reality is that we only have two positions specifically set aside on the management committee for youth members, and while there is no reason younger members cannot sit on the management committee as general members, we do need the support of adult members who can undertake tasks that we cannot delegate to younger members. There is concern that, with the interest shown by the 2016 exchange students, and the feedback I've gained in respect to interest in joining the committee expressed by our 2017 exchange students, there may be too many nominations for youth members on the HSCA management committee.

As I mentioned previously, we don't want to lose the interest and input from our local youth; our major program is for youth, so we need help from those who have had the student exchange experience to continue to tailor our program to meet the needs of today's high school students. I therefore recommend that, should we not be able to accommodate all youth members of the Association within the HSCA Management Committee, then we start a HSCA Youth Committee. Our constitution allows for this, and we can easily put the steps into motion this evening at the Management Committee Meeting that immediately follows the Association's AGM. I envisage if we do have enough interest in running a youth committee those members would play an important role in promoting the Association and the student exchange program to the wider Hawkesbury community, as well as participating in visits by exchange students and other delegations. Additionally, I would also like to see youth members having a major role in setting up the framework of their committee.

For a few years now we have been working on developing a Procedures Manual. I'm delighted that we now have a draft produced ready for discussion by the Management Committee. Hopefully the manual will be approved early to mid-next year and should be a useful aid in the continuity of the Association.

A citizen's delegation from Temple City was unfortunately postponed this year, but it seems that the visit will now go ahead in June 2018. At this stage we don't know how many visitors or who will be in the delegation, but there is a good chance the currently Temple City Sister City President Mitzi Franco, in addition to Steve and Nancy Terry will be part of the delegation.

Some of our members are making personal visits to Temple City, including Bridget Smithers in January, myself in May, and Yvonne June.

I am hopeful that we can also get some definite plans underway for a visit by a Hawkesbury citizens delegation to either, or perhaps both, Temple City and Kyotamba and we are open to any ideas on how we can get a group together.

In closing I would like to take the opportunity to thank all my fellow management committee members for their continued support throughout the past 12 months.

Some members are leaving the Association or stepping down from their roles -

Minutes Secretary, and 'coach captain' Brian Russell I extend a very big thank you for your contribution to HSCA over the years. Your hard work, support and sense of humour will be sorely

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missed. I will miss the laughs we have shared on the annual road trip to Canberra with the inbound exchange students. Brian, you are a kind, generous and sharing person and we have been lucky to have you stand on HSCA for so many years. Good luck in the future and with the many other volunteer roles you undertake.

To Catering Officer Jan Nash, thank you for spending hours in your kitchen whipping up such tasty morsels. The role you have undertaken for the past few years is demanding, and I know it's not just cooking and preparing food – your role also involves carting the catering kit back and forth, setting up the functions, getting the bottles and bottles of soft drinks, and many other tasks in your responsibility of catering for our functions.

And to Shirley Hetherington, thanks for your ideas and for being available to take visiting exchange students out on excursions. We will miss your involvement and hope you stay in touch.

There are too many members to mention everyone individually, but as a team you all play and important role for which I am extremely grateful. However, I do want to mention a few members who have taken on specific roles within our programs.

To our interpreter Nicole Mulford, thanks once again for undertaking the role of Japanese interpreter to our inbound students and visitors. Additionally, thank you for working with the Hawkesbury students going to Japan so they are well prepared with some language skills, plus knowledge of the lifestyle and culture of Japan before they arrive for their exchange experience in Kyotamba. Nicole, thank you also for your very valuable, clear and concise input, and for again taking on the very important role of convenor of the student exchange selection panel – I have a great respect and appreciation for all you do for HSCA.

Thankyou also to Nicole and Ashlie O'Neill, who were also ably assisted by Carlie O'Neill, Jo Thomas, Laura Homan, Carlie Bennett, Hollie Binskin, Olivia Richards and Isabella Simmons in running sessions to prepare our outbound Hawkesbury students to travel to an international destination, live with a host family, attend school in another country, and be an ambassador for the Hawkesbury.

To Jo, Carlie O'Neill, Bridget Smithers, and Sue Simmons thank you for keeping the communication channels open with the inbound and outbound exchange students, families and the Temple City and Kyotamba committees in the successful completion of the 2017 student exchange program.

To Yvonne, thank you for managing the documents and for supporting and participating in so many aspects of the student exchange program. Thank you for your years and years of hard work as HSCA Secretary, for your knowledge and skills, and personally for your friendship and support.

Finally, to Bridget - thanks for sharing the role of overseeing the student exchange program. You did such a great job this year, and while you keep telling me you are learning and need to know more and develop your skills, I want to tell you that you are doing a wonderful job and have a natural ability and the skills to do a great job as the overall co-ordinator of the student exchange program, as well as other HSCA tasks.

Again, to the outgoing HSCA Management committee executive and members, congratulations on a job well done and thank you for your support and friendship.

To the incoming HSCA Management committee executive and members, good luck and enjoy the year ahead.

Tina Tallack, HSCA President
6th November 2017

oooO END OF REPORT Oooo

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CITY PLANNING

Item: 106 **CP - Submission to Standard Instrument Amendments - Retail Land Use Definitions - (95498, 124414)**

Previous Item: Nil

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to provide Council with:

- a summary of the proposed changes to the Standard Instrument (Local Environmental Plans) Order 2006 that is currently on exhibition;
- a discussion of the implications, if any, of each amendment on the Hawkesbury LGA; and
- a recommendation, if appropriate, for a submission to the Department of Planning and Environment (DP&E).

EXECUTIVE SUMMARY:

The Department of Planning and Environment (Department) are currently consulting until 18 May 2018 on proposed amendments to the Standard Instrument (Local Environmental Plans) Order 2006 to amend existing definitions and introduce new definitions relating to retail premises.

Upon gazettal of the proposed amendments to the Standard Instrument, all local environmental plans will be automatically amended to contain the new/changed definitions.

This report discusses the implications of the proposed amendments, and makes a recommendation that Council make a submission to the Department in relation to the matters addressed in this report.

RECOMMENDATION SUMMARY:

It is recommended that Council endorse the forwarding of a submission, addressing the matters discussed in this report, to the Department of Planning and Environment for consideration.

REPORT:

Context and Background

In 2016, the Retail Expert Advisory Committee (an independent committee) following investigations provided advice on appropriate reforms to improve the NSW planning system for retailing.

On 17 October 2017, the NSW Minister for Planning and Environment, the Hon. Anthony Roberts, accepted the recommendations provided through the Retail Expert Advisory Committee.

In response to the recommendations made, the Department is developing a NSW Retail Strategy to better support the retail sector. The Strategy will facilitate the changing needs of retail planning and ensure the planning system can promote competition, contribute to jobs growth and meet consumer need.

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While the Strategy is being developed, the Department has identified a number of initial amendments that could be made to the Standard Instrument Local Environmental Plan that it believes could improve the planning system for retailing.

The initial proposed amendments are:

- a new definition for artisan premises;
- an amended definition for garden centres;
- a new definition for local distribution premises;
- a new definition for neighbourhood supermarkets; and
- an amended definition for bulky goods premises to be known as specialised retail premises.

The proposed amendments to the retail land use definitions of the Standard Instrument LEP are currently on exhibition until 18 May 2018, and can be viewed at:

http://planspolicies.planning.nsw.gov.au/index.pl?action=view_job&job_id=9217

Policy considerations

Should the Standard Instrument (Local Environmental Plans) Order 2006 be amended in respect to the retail land use definitions, all local environmental plans will be automatically amended to contain the new/changed definitions.

The impacts of these changes to the Hawkesbury Local Environmental Plan 2012 are discussed below.

Consultation

Whilst no community consultation is required to be undertaken by Council in this respect, relevant business community representatives in the Hawkesbury including the Chamber of Commerce were contacted in order to raise awareness of the proposal. The amendments are proposed, managed and consulted by the Department Planning and Environment.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

- 1.5 Regulation and Compliance - Encourage a shared responsibility for effective local compliance.
 - 1.5.1 Undertake Council initiatives within a clear and fair framework of strategic planning, policies, procedures and service standards as required under all regulatory frameworks.
 - 1.5.2 Best practice, sustainability principles, accountability and good governance are incorporated in all activities undertaken by Council.

Discussion

New Definition - Artisan Premises

The amendment proposes a new land use for '*artisan premises*', with the following definition:

"A building or place used to produce and/or process foods and beverages on site, without being fully automated. It can also include:

- a) *A restaurant or café;*
- b) *Tastings;*
- c) *Tours;*

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- d) Sales; and
- e) Workshops”.

This new land use is being introduced to cater for boutique or craft food and drink products where producers provide areas where they can make and sell their products, as well as offer customers an experience while tasting or testing the product. An example of ‘artisan premises’ are microbreweries.

Craft and locally produced goods command a price premium and support industries such as tourism and hospitality and provide local employment.

It is a mix between industrial and retail use, and it is proposed to be a subset of ‘light industry’.

‘Artisan premises’ will be permissible in zones where ‘light industry’ is permissible. That is, within the IN1 General Industrial, IN2 Light Industrial, B5 Business Development and B6 Enterprise Corridor zones under the Hawkesbury Local Environmental Plan 2012. However, future consideration by Councils can determine appropriate locations to permit/prohibit artisan premises with their LEPs and decide upon appropriate zones.

Officer Comment:

It is considered that this definition should not be limited to boutique or craft food and drink, but should also encompass other art or craft products, where an artisan could have a space which incorporates both a workshop and shop front, whilst also being able to provide an ‘experience’ through tours and workshops.

Should the amendment be made, there may also be some merit in Council considering the permissibility in Rural Zones at appropriate locations as well. This would recognise an opportunity to support tourism and hospitality within the Hawkesbury LGA.

It is therefore recommended that the Department be requested to include art and craft activities within the proposed new definition of ‘artisan premises’. Should the new definition be adopted Council can then consider the matter further with respect to the permissibility of the ‘artisan premises’ use in other appropriate locations.

Amended Definition - Garden Centres

The current definition of garden centre establishes primary and secondary activities that can occur on a site without clarifying what the allowable mix of those uses can be. It is proposed to amend the current definition of ‘garden centres’ by removing the reference to ‘ancillary’, listing the uses that may be associated with a garden centre and restructuring the definition to remove ambiguity.

The amendment proposes to redefine ‘garden centres’ to mean:

“A building or place where the principal purpose is the sale of:

- a) Plants; and/or
- b) Landscaping and gardening supplies and equipment.

A garden centre may also include a restaurant or cafes and the sale of:

- a) Outdoor furniture and furnishing;
- b) Barbeques;
- c) Shading and awnings;
- d) Pool, spas and associated supplies;
- e) Items associated with the construction, maintenance and improvement of outdoor areas;
- f) Pets and pet supplies; and
- g) Fresh produce”.

There are no proposed amendments to the land use tables in terms of permissibility of garden centres.

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Currently “garden centres” are permissible within the B1 Neighbourhood Centre, B2 Local Centre, B5 Business Development, B6 Enterprise Corridor, IN1 General Industrial and IN2 Light Industrial zones under the Hawkesbury Local Environmental Plan 2012.

Officer Comment:

The proposed new definition states that the *principal purpose* of a garden centre is the sale of plants and/or landscaping and gardening supplies and equipment. It then goes on to state a number of other purposes that may be carried out in addition to the selling of plants and landscape supplies.

The current definition of ‘garden centre’ only permits restaurants and cafés and the sale of the additional items if they are ancillary to the principal purpose.

The purpose of the rewording of this definition is to clarify the allowable mix of uses under this definition and to remove any ambiguity. However, the re-worded definition, including the removal of the term ‘ancillary’, does not remove the difficulty in the interpretation and application of this definition as there are still a hierarchy of primary and secondary uses, with the intention that the secondary uses are to be of an ancillary/subordinate scale.

Given the above, it is recommended that the Department be advised that Council believes that the proposed amendment requires further work in order to clarify the change, and particularly the range of uses and which are ancillary.

New Definition - Local Distribution Premises

The amendment proposes a new land use for ‘local distribution premises’, with the following definition:

“A building or place used for storing or handling items purchased or ordered for local delivery, but from which no retail sales are initiated.”

This new land use will be a subset of ‘warehouse or distribution centre’ and will be permissible in zones where ‘warehouse or distribution centre’ is permissible. This includes the B1 Neighbourhood Centre, B2 Local Centre, B5 Business Development, B6 Enterprise Corridor, IN1 General Industrial and IN2 Light Industrial zones under the Hawkesbury Local Environmental Plan 2012.

However, future consideration will provide an opportunity for Council’s to amend LEPs to include local distribution premises as permitted with consent in appropriate zones.

Officer Comment:

Given the inclusion of this new land use will address a ‘gap’ in the current planning controls, no objection to the proposed new definition of ‘local distribution premises’ is raised. The zones in which ‘local distribution premises’ will be permitted under the Hawkesbury Local Environmental Plan 2012 are appropriate in relation to the nature of the use and its likely impacts.

New Definition - Neighbourhood Supermarket

The amendment proposes a new land use for ‘neighbourhood supermarket’, with the following definition:

“A shop selling food and other household items where the selection of goods is organised on a self-service basis.”

‘Neighbourhood supermarket’ will be permissible with consent within the B1 Neighbourhood Centre zone. In addition, this use will be permissible in zones where shops are permissible which includes the B1 Neighbourhood Centre and B2 Local Centre zones under the Hawkesbury Local Environmental Plan 2012.

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'Neighbourhood supermarket', being a type of shop or retail premises will be limited in size to a maximum gross floor area of 1,500m² to ensure compatibility with the scale and nature of the surrounding, predominantly residential areas. This will be implemented through an amendment to Clause 5.4 *Controls relating to miscellaneous permissible uses* of local environmental plans to specify the maximum size of 1,500m².

Officer Comment:

Concern is raised in respect to the potential visual, amenity, and character impacts of the scale of a 'neighbourhood supermarket' of 1,500m² in size situated within small neighbourhood centres (B1 Neighbourhood Centre Zone) which are located in areas predominantly adjoining residential and rural zoned areas. This includes areas such as Glossodia, Wilberforce, Pitt Town, Kurmond, Kurrajong, Kurrajong Heights, Mulgrave, Pitt Town, South Windsor and Bligh Park for instance.

Under the Hawkesbury Development Control Plan 2002, car parking for shops is required to be provided at a rate of 1 space per 30m² Gross Floor Area. A 'neighbourhood supermarket' of 1,500m² would therefore require 50 car parking spaces in addition to loading and unloading areas.

A supermarket of this size is more appropriately sited within a local centre, rather than a neighbourhood centre.

By comparison, 'neighbourhood shop' is limited to a maximum floor area of 200m² under the Hawkesbury Local Environmental Plan 2012, and a small supermarket could easily be accommodated within 200m².

Clause 5.4, *Controls relating to miscellaneous permissible uses*, of standard local environmental plans is a compulsory clause and therefore if amended must be included. However, the development standards within Clause 5.4 are nominated by individual councils.

In relation to the Hawkesbury Local Environmental Plan 2012, a maximum floor area of 200m² is considered appropriate for 'neighbourhood shop' having regard to its likely impacts.

However, the proposed amendment does not allow individual Council's to nominate a maximum floor area for 'neighbourhood supermarket' appropriate to each local government area.

'Neighbourhood shop' means "*premises used for the purpose of selling general merchandise such as foodstuffs, personal care products, newspapers and the like to provide for the day-to-day needs of people who live or work in the local area, and may include ancillary services such as a post office, bank or dry cleaning, but does not include restricted premises.*"

A small supermarket could easily fall within the existing definition of 'neighbourhood shops'. In terms of definition, there is no discernible difference between 'neighbourhood shop' and 'neighbourhood supermarket'.

Given the above, it is recommended that the Department be advised that Council believes that there is no merit in the introduction of 'neighbourhood supermarket', and that the scale of such development is not compatible with B1 Neighbourhood Centre Zoned centres of the Hawkesbury LGA. However, should this amendment proceed, it is requested that individual Council's be able to nominate a maximum floor area within Clause 5.4 suitable for each local government areas requirements.

Amended Definition - Specialised Retail Premises (currently known as bulky goods premises)

The amendment proposes to replace the term 'bulky goods premises' with 'specialised retail premises' by listing the goods by type. The new definition of 'specialised retail premises' is as follows:

"A building or place used to sell, display or hire:

- a) Automotive parts and accessories;*
- b) Camping, outdoor and recreation goods;*

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- c) *Electric light fittings;*
- d) *Animal supplies;*
- e) *Floor, wall and window coverings;*
- f) *Furniture, bedding, furnishings, fabric and Manchester and homewares;*
- g) *Household appliances, household electrical goods and home entertainment goods;*
- h) *Party supplies;*
- i) *Swimming pools and spas;*
- j) *Office equipment and supplies;*
- k) *Baby and children's goods, children's play equipment and accessories;*
- l) *BBQ, fireplaces and gas appliances;*
- m) *Sporting, cycling, leisure, fitness goods and accessories; or*
- n) *Goods and accessories which:*
 - *Require a large area for handling, display and storage of goods; or*
 - *Require direct vehicle access to the building by customers for the purpose of loading or unloading goods into or from their vehicles after purchase or hire.*

It does not include the sale of food, clothing and footwear unless it falls in to one of the above categories."

There are no proposed amendments to the land use tables in terms of permissibility. Currently 'bulky goods premises' are permissible within the B1 Neighbourhood Centre, B2 Local Centre, B5 Business Development, and B6 Enterprise Corridor zones under the Hawkesbury Local Environmental Plan 2012.

Officer Comment:

The current definition of bulky goods premises within Standard Instrument LEPs incorporates a two-part requirement. A bulky goods premise must provide a large area for handling, display or storage of goods AND direct vehicle access for customers to load or unload their purchases to meet the definition.

The proposed amendment will remove the requirement to provide both a large floor area and direct vehicular access. This means that bulky goods retailers will only need to provide one of the requirements to satisfy the definition, but may choose to provide both.

In addition, the proposed amendment also specifies the types of goods, which provides greater clarity in determining when a use is a 'specialised retail premises' as opposed to another retail premise such as 'shop'.

No objection is raised to this amendment given that it supports current industry requirements and has no implications on the assessment requirements of bulky goods development in respect to the provision of access, car parking, loading and unloading areas, and the design of buildings.

Financial Implications

No financial implications are generated by the matters raised in this report.

Fit For the Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications outside of Council's adopted 2017/2018 Operational Plan, which may adversely impact on Council's financial sustainability.

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RECOMMENDATION:

That:

1. Council endorse the forwarding of a submission addressing the matters discussed in this report to the Department of Planning and Environment for consideration in respect to the proposed amendments to retail land use definitions within the Standard Instrument (Local Environmental Plans) Order 2006.
2. Should the definition of 'artisan premises' be adopted and included within the Standard Instrument (Local Environmental Plans), Council consider the permissibility of the 'artisan premises' use in other appropriate locations within the Hawkesbury Local Government Area.

ATTACHMENTS:

There are no supporting documents for this report.

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SUPPORT SERVICES

Item: 107 **SS - Monthly Investment Report - March 2018 - (95496, 96332)**

Previous Item: 97, Ordinary (30 May 2017)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to provide the Council with a written report setting out details of all money that the Council has invested under Section 625 of the Local Government Act, 1993.

EXECUTIVE SUMMARY:

This report indicates that Council held \$55 million in investments at 31 March 2018 and outlines that all investments were made in accordance with the Act, the Regulation and Council's Investment Policy.

RECOMMENDATION SUMMARY:

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

REPORT:

Context and Background

The following table indicates that Council held \$55 million in investments as at 31 March 2018. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
On Call								
CBA	A1+	AA-			1.25%	3,000,000	5.45%	
Tcorp*					2.14%	3,044,451	5.53%	
Total On-call Investments								6,044,451
Term Investments								
Bankwest	A1+	AA-	02-Mar-18	04-Apr-18	2.00%	500,000	0.91%	
Bankwest	A1+	AA-	14-Mar-18	13-Apr-18	2.00%	1,000,000	1.82%	
Bankwest	A1+	AA-	22-Nov-17	19-Sep-18	2.55%	1,000,000	1.82%	
Bankwest	A1+	AA-	22-Nov-17	21-Nov-18	2.55%	1,500,000	2.73%	
Bankwest	A1+	AA-	22-Feb-18	22-Feb-19	2.60%	500,000	0.91%	
CBA	A1+	AA-	27-Apr-17	27-Apr-18	2.63%	1,500,000	2.73%	
CBA	A1+	AA-	28-Jun-17	09-May-18	2.60%	1,500,000	2.73%	
CBA	A1+	AA-	03-Aug-17	18-Jul-18	2.54%	2,000,000	3.63%	
CBA	A1+	AA-	13-Dec-17	13-Dec-18	2.57%	3,000,000	5.45%	
CBA	A1+	AA-	21-Dec-17	21-Dec-18	2.61%	1,000,000	1.82%	

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Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
CBA	A1+	AA-	12-Jan-18	16-Jan-19	2.63%	1,500,000	2.73%	
CBA	A1+	AA-	31-Jan-18	31-Jan-19	2.65%	2,500,000	4.54%	
CBA	A1+	AA-	14-Mar-18	14-Mar-19	2.66%	1,000,000	1.82%	
CBA	A1+	AA-	24-Aug-17	23-Aug-19	2.72%	3,000,000	5.45%	
CBA	A1+	AA-	02-Mar-18	04-Mar-20	2.79%	1,000,000	1.82%	
NAB	A1+	AA-	22-Nov-17	18-Apr-18	2.45%	500,000	0.91%	
NAB	A1+	AA-	13-Dec-17	16-May-18	2.45%	2,000,000	3.63%	
NAB	A1+	AA-	16-Aug-17	16-Aug-18	2.52%	1,500,000	2.73%	
NAB	A1+	AA-	02-Mar-18	19-Sep-18	2.52%	500,000	0.91%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	500,000	0.91%	
Westpac	A1+	AA-	30-Mar-17	04-Apr-18	2.70%	1,000,000	1.82%	
Westpac	A1+	AA-	14-Apr-17	18-Apr-18	2.70%	1,000,000	1.82%	
Westpac	A1+	AA-	31-Oct-17	02-May-18	2.50%	1,000,000	1.82%	
Westpac	A1+	AA-	31-May-17	31-May-18	2.65%	1,000,000	1.82%	
Westpac	A1+	AA-	14-Jun-17	14-Jun-18	2.65%	2,000,000	3.63%	
Westpac	A1+	AA-	28-Jun-17	28-Jun-18	2.65%	2,000,000	3.63%	
Westpac	A1+	AA-	05-Jul-17	05-Jul-18	2.65%	2,500,000	4.54%	
Westpac	A1+	AA-	03-Aug-17	03-Aug-18	2.60%	800,000	1.45%	
Westpac	A1+	AA-	03-Aug-17	03-Aug-18	2.60%	1,000,000	1.82%	
Westpac	A1+	AA-	03-Aug-17	03-Aug-18	2.60%	1,000,000	1.82%	
Westpac	A1+	AA-	16-Aug-17	16-Aug-18	2.65%	500,000	0.91%	
Westpac	A1+	AA-	24-Aug-17	24-Aug-18	2.70%	400,000	0.73%	
Westpac	A1+	AA-	24-Aug-17	24-Aug-18	2.70%	800,000	1.45%	
Westpac	A1+	AA-	09-Oct-17	09-Oct-18	2.70%	2,000,000	3.63%	
Westpac	A1+	AA-	08-Nov-17	08-Nov-18	2.60%	500,000	0.91%	
Westpac	A1+	AA-	07-Feb-18	07-Feb-19	2.59%	2,000,000	3.63%	
Westpac	A1+	AA-	22-Feb-18	22-Feb-19	2.62%	500,000	0.91%	
Westpac	A1+	AA-	02-Mar-18	06-Mar-19	2.60%	1,000,000	1.82%	
Westpac	A1+	AA-	14-Mar-18	13-Mar-20	2.81%	500,000	0.91%	
Total Term Investments								49,000,000
TOTAL INVESTMENT AS AT 31 March 2018								55,044,451

*Tcorp is wholly owned by the NSW State Government

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	6,044,451	1.70%	Reserve Bank Cash Reference Rate	1.50%	0.20%
Term Deposit	49,000,000	2.54%	UBS 90 Day Bank Bill Rate	2.00%	0.54%
Total	55,044,451	2.50%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	11,737,370
External Restrictions - Other	7,307,287

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Restriction Type	Amount \$
Internal Restrictions	18,288,092
Unrestricted	17,711,702
Total	55,044,451

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

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

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

Detailed History, including previous Council decisions

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

Policy considerations

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

Investment Certification

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

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

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

Discussion

During the reporting period, the investment portfolio increased by \$1.3 million reflecting funds received, payments made, and redemption of invested funds and lodging of new term deposits, which is driven by cash flow requirements.

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

As at 31 March 2018, Council's investment portfolio is all invested with major Australian trading banks or wholly owned subsidiaries of major Australian trading banks and in line with Council's Investment Policy.

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

Financial Implications

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

Fit For The Future Strategy Considerations

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

Conclusion

Council has investments totalling \$55 million as at 31 March 2018, invested in accordance with Council's Investment Policy.

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

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Item: 108 **SS - Pecuniary Interest Return - Designated Person - (95496, 96333)**

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to table a Disclosure of Pecuniary Interests and Other Matters Return, which has been recently lodged by a Designated Person, as required by Section 449(1) of the Local Government Act 1993.

EXECUTIVE SUMMARY:

Councillors and other members of Council staff identified as Designated Persons under the Local Government Act are required to complete a Pecuniary Interest Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

One such Return has recently been lodged with the General Manager, and is now tabled at the first Council meeting held after the required lodgement date.

RECOMMENDATION SUMMARY:

That the information be received and noted.

REPORT:

Context and Background

Councillors and other members of Council staff who hold a position involving the exercise of functions that, in their exercise, could give rise to a conflict between the person's duty as a member of staff and the person's private interest, are identified by Council as a "Designated Person", as defined by Section 441 of the Local Government Act.

Designated Persons are required by Section 449 of the Local Government Act to complete a Return form identifying any pecuniary and other types of interests that they hold as at their date of commencement with Council.

These Return forms must be lodged with the General Manager within three months of the Designated Person's date of commencement with Council, and must be tabled at the first Council meeting held after the required lodgement date.

Policy considerations

Section 450A of the Local Government Act, 1993 relates to the register of Pecuniary Interest Returns and the tabling of these Returns, which have been lodged by Councillors and Designated Persons. Section 450A of the Act is as follows:

- "1. *The General Manager must keep a register of returns required to be lodged with the General Manager under section 449.*
2. *Returns required to be lodged with the General Manager under section 449 must be tabled at a meeting of the council, being:*

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- (a) *In the case of a return lodged in accordance with section 449 (1)—the first meeting held after the last day for lodgement under that subsection, or*
- (b) *In the case of a return lodged in accordance with section 449 (3)—the first meeting held after the last day for lodgement under that subsection, or*
- (c) *In the case of a return otherwise lodged with the general manager—the first meeting after lodgement."*

With regard to Section 450A(1), a register of all Returns lodged by Councillors and Designated Persons, in accordance with Section 449 of the Act, is currently kept by Council as required by this part of the Act.

With regard to Section 450A(2), all Returns lodged by Councillors and Designated Persons, under Section 449 of the Act, must be tabled at a Council Meeting, as outlined in subsections (a), (b) and (c).

Consultation

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

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

Discussion

With regard to Section 450(2)(a), the following Section 449(1) Return has been lodged:

Position	Return Date	Date Lodged
Town Planner	17 January 2018	13 April 2018

The above Designated Person has lodged their Section 449(1) Return prior to the due date (being three months after the Return Date), as required by the Act for the receipt of the Return.

The above details are now tabled in accordance with Section 450A(2)(a) of the Act, and the abovementioned Return is available for inspection if requested.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications, outside of Council's adopted 2017/2018 Operational Plan, which will adversely impact on Council's financial sustainability.

Financial Implications

There are no financial implications applicable to this report.

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Conclusion

The Designated Person has lodged their Section 449(1) Return with the General Manager prior to the required due date.

The Return has now been tabled at a Council meeting as required by the Local Government Act, and is available for inspection if required.

RECOMMENDATION:

That the Section 449(1) Pecuniary Interest Return be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING
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Meeting Date: 08 May 2018

Item: 109 **SS - Classification of Land - Properties at Londonderry - (95496, 112106)**

Previous Item: 52, Ordinary (11 March 2008)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to update Council on the reclassification process of seven Council owned properties at Londonderry.

EXECUTIVE SUMMARY:

Council owns seven properties adjacent to the Hawkesbury City Waste Management Facility purchased as a buffer to the Waste Management Facility. These properties are located within Penrith City Council Local Government Area and are classified as 'Community' under the Local Government Act, 1993. Council previously resolved to reclassify the Council owned properties.

To change the classification to 'Operational', Council is required to lodge a Planning Proposal with Penrith City Council. Council staff are currently preparing a Planning Proposal to reclassify the land. Changing the classification to 'Operational' will allow Council to develop and/or lease the properties for a commercial return.

RECOMMENDATION SUMMARY:

That the information regarding the reclassification of Council owned properties at Londonderry be received and noted.

REPORT:

Context and Background

Between the years of 1997 and 2000, Council acquired seven properties in Londonderry near the Hawkesbury City Waste Management Facility. The purpose of the acquisitions was to establish a buffer zone around the Facility.

The seven properties acquired by Council are:

2-6 Reynolds Road, Londonderry	(Lot 1 DP 25981)
2-8 The Driftway, Londonderry	(Lot 24 Sec D DP 25020)
18-24 The Driftway, Londonderry	(Lot 22 Sec D DP 25020)
26-32 The Driftway, Londonderry	(Lot 21 Sec D DP 25020)
34-40 The Driftway, Londonderry	(Lot 20 Sec D DP 25020)
42-48 The Driftway, Londonderry	(Lot 19 Sec D DP 25020)
50-56 The Driftway, Londonderry	(Lot 18 Sec D DP 25020)

The seven properties are located within the Penrith City Council Local Government Area. A map of the Council owned properties at Londonderry is attached as Attachment 1 to this report.

Sections 31(2) and (2A) of the Local Government Act 1993 relates to the classification of Council owned land and are as follows:

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“31(2) Before a council acquires land, or within 3 months after it acquires land, a council may resolve (in accordance with this Part) that the land be classified as community land or operational land.

31(2A) Any land acquired by a council that is not classified under subsection (2) is, at the end of the period of 3 months referred to in that subsection, taken to have been classified under a local environmental plan as community land.”

Council's records indicate that at the time of acquisition, no action was taken for the properties to be classified as “Operational” land and therefore, the properties have been classified as “Community” land by default.

Currently, two of the seven properties are subject to residential tenancy agreements that were entered into by Council several years ago. It has always been Council's intention to lease the properties where possible, whilst the Waste Management Facility is in operation. Council's long term future use of the properties will be determined in conjunction with the ongoing operation of the Waste Management Facility, and will form part of the Property Development Strategy currently being developed.

As the properties are located in the Penrith City Council Local Government Area, the reclassification of these properties requires an amendment to the Penrith Local Environmental Plan. A Planning Proposal needs to be prepared and submitted to Penrith City Council and once assessed by PCC, the Planning Proposal would proceed through the State Government Gateway process, seek appropriate approval by the Minister for Planning, and gazetted accordingly.

In this regard, discussions have been held with Penrith City Council staff to include these properties in a review of the Penrith Local Environmental Plan. Previously, Penrith City Council advised they would consider including the Planning Proposal as part of the ‘Penrith LEP – Stage 1’, however this did not eventuate.

Over the years, Council staff have liaised with Penrith City Council to have the reclassifications carried out in conjunction with other Penrith City Council projects being undertaken. However, at the last meeting with Penrith City Council in February 2018, it was advised that any reclassification of the Council owned properties would not be included in a Penrith City Council project in the short to medium term.

It was recommended that Hawkesbury City Council prepare and submit the Planning Proposal Application and pay the relevant Planning Proposal fees to expedite the process and necessitate the immediate assessment of the proposal.

Council staff have completed the Planning Proposal in readiness for lodgement with Penrith City Council. It is currently being peer reviewed by Hawkesbury City Council staff prior to its submission. The associated fees total approximately \$36,108, which include application fees, advertising and notification fees, as well as the fee for the required public hearing to be held. The fees will be paid from the Property Development Reserve. Once reclassified, any income generated will be used to repay the cost of the fees back to the Property Development Reserve.

Detailed History, including previous Council decisions

On 11 March 2008, Council resolved to lodge a submission with Penrith City Council to reclassify the seven properties from “Community” land to “Operational” land in accordance with the Local Government Act 1993.

Consultation

The consultation required for this matter will be carried out by Penrith City Council in accordance with the relevant legislation.

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Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

Financial Implications

The matters raised in this report have direct financial implications. The expenditure applicable is not provided for in the 2017/2018 Adopted Operational Plan and will need to be addressed as part of the next Quarterly Budget Review.

Fit For The Future Strategy Considerations

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

Conclusion

This report is submitted for the information of Council. Council staff will forward its application to Penrith City Council to have the seven properties listed in the report reclassified from "Community" to "Operational" land.

RECOMMENDATION:

That the information regarding the reclassification of Council owned properties at Londonderry be received and noted.

ATTACHMENTS:

AT - 1 Map of Council owned properties at Londonderry.

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AT - 1 Map of Council owned properties at Londonderry.



oooO END OF REPORT Oooo

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Item: 110 **SS - Adoption of Seal of Council Policy - (95496, 96333)**

Previous Item: 029, Ordinary (13 February 2018)

Directorate: Support Services

PURPOSE OF THE REPORT:

The purpose of this report is to advise Council of the outcome of the public exhibition period of Council's draft Seal of Council Policy, and to obtain the necessary resolution of Council to allow the Policy to be adopted.

EXECUTIVE SUMMARY:

Council has a Seal of Council Policy that describes Council's principles regarding the use of the Council Seal, and instructs Council officials regarding the appropriate use of the Seal.

In November 2017, Council's Internal Auditor – Centium Group Pty Ltd, published a report detailing the outcomes of the Commercial Leases and Property Management Review. One of the recommendations made in this report was that Council improve its Policy and procedure that dictate the use of Council's Seal.

The new Policy that was drafted as a result of this Review was reported to Council on 13 February 2018, and was subsequently placed on public exhibition for the required period under Council's Community Engagement Policy. A copy of the new Policy is attached as Attachment 1 to this report. As no submissions were received, the draft Policy is suitable to be adopted.

RECOMMENDATION SUMMARY:

The report recommends that the Seal of Council Policy be adopted.

REPORT:

Context and Background

Council's Internal Auditor – Centium Group Pty Ltd conducted a review of Council's commercial leasing and property management processes. One of the areas examined during the review was Council's use of delegated authority in leasing matters. The report indicates that Council makes appropriate use of delegation in property matters, and these delegations are supported by required formal documentation, such as Council's Delegations Register.

The use of Council's Seal was examined during the delegated authority part of the review, as a resolution of Council is required to invest staff with the authority to affix the Council Seal to a legal document, such as a property lease agreement. Although Council currently fulfils this requirement of preparing a Council resolution for each document to be Sealed, the audit report identified Council's current Policy on the use of Council's Seal as a "moderate" risk to Council's compliance. This is because Council's current adopted Seal of Council Policy and the associated internal procedure are out dated and inadequate for purpose.

The recommendation resulting from this finding was that Council adopt a new Seal Policy with more detailed information describing how and in which situations the Seal is to be used. An updated Seal of Council Policy, included as Attachment 1 to this report, was prepared by staff and was reported to Council at its meeting of 13 February 2018.

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Detailed History, including previous Council decisions

At its meeting on 13 February 2018, Council resolved to place the revised Seal of Council Policy on public exhibition for a period of 28 days. At that meeting, it was requested that an extra column be added to the Seal Register to reflect the 'Status' of the documentation that the Seal was being affixed to (i.e. ongoing, one-off, other related matters on Seal Register, etc.). This change was incorporated into the revised version of the Seal of Council Policy that was placed on public exhibition.

Consultation

As stated above, the issues raised in the previous report concerned matters which constituted a trigger for Community Engagement under Council's Community Engagement Policy. Council resolved to place the revised Seal of Council Policy on public exhibition for a period of 28 days.

The consultation period was open between 8 March 2018 and 6 April 2018. The Policy was made available on the Community Consultation page of Council's website, in hard copy at Council's Administration Building and advertised in the Hawkesbury Courier on 8 March 2018 and 15 March 2018.

No submissions were received.

Conformance to the Hawkesbury Community Strategic Plan 2017-2036

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

Our Leadership

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

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

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

Financial Implications

There are no direct financial implications applicable to this report.

Fit For The Future Strategy Considerations

The proposal is aligned with Council's long term plan to improve and maintain organisational sustainability and achieve Fit for the Future financial benchmarks. The proposal has no resourcing implications outside of Council's adopted 2017/2018 Operational Plan, which will adversely impact on Council's financial sustainability.

Conclusion

The draft Seal of Council Policy has been placed on public exhibition for the required period of 28 days, in accordance with Council's Community Engagement Policy.

As no submissions were received during the exhibition period, no amendments to the draft Policy are required and it is now appropriate for the Council to adopt the Policy as attached to this report.

RECOMMENDATION:

That the Seal of Council Policy, attached as Attachment 1 to this report, be adopted.

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ATTACHMENTS:

AT - 1 Seal of Council Policy - (*Distributed under separate cover*).

oooO END OF REPORT Oooo

ordinary

section 4

reports
of committees

ORDINARY MEETING

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SECTION 4 – Reports of Committees

Item: 111 **ROC - Hawkesbury Tourism Advisory Committee - 13 November 2017 - (111215, 140396, 79351)**

Directorate: General Manager

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Hawkesbury Tourism Advisory Committee, held on 13 November 2017.

RECOMMENDATION SUMMARY:

Two matters contained within the attached minutes of the Hawkesbury Tourism Advisory Committee has policy or financial implications to Council, and as such requires special consideration by Council.

In relation to Items 1, 4, 5, 6, 7, 8, 9 and 10 and General Business, as they have no policy or financial implications for Council, are presented for information only.

In relation to Items 2 and 3, as they have potential policy and/or financial implications, they require specific consideration by Council, the details of which are discussed below.

REPORT:

Discussion

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

Item: 2 HTAC - Committee Member Resignation - (140396, 79351, 111215)

The Committee discussed the resignation of Ms Sarah Rieger and the need to fill the vacancy, and resolved as follows:

"That:

- 1. The information is received.*
- 2. Ms Sarah Rieger be thanked for her contribution to the Hawkesbury Tourism Advisory Committee.*
- 3. Expressions of Interest be sought to fill the casual vacancy on the Hawkesbury Tourism Advisory Committee.*
- 4. Council consider the Expressions of Interest received to fill the casual vacancy on the Hawkesbury Tourism Advisory Committee and appoint a suitable replacement who meets the selection criteria for the position."*

It is appropriate for Council to seek Expressions of Interest to fill the casual vacancy on the Hawkesbury Tourism Advisory Committee.

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Item: 3 HTAC - General Managers Report - (111215, 140396, 79351)

The Committee discussed the content of the General Managers Report, including a number of options relating to raising public awareness of the Hawkesbury as a destination, and resolved as follows:

"That:

1. *The information be received and noted.*
2. *Seek feedback from Tourism Australia, Destination NSW and also Council's Visitor Information Centre regarding the Federation of International Polo event held in the Hawkesbury.*
3. *Mr Stafford be requested to review the Hawkesbury Tourism Strategy and other more recent documents and suggest some immediate options for Hawkesbury to consider, for example:*
 - (i) The River, Windsor and Richmond.*
 - (ii) Potential use of car parks by caravans for overnight stay.*
 - (iii) Explore the use of the river for potential expansion of Windsor wharf to cater for additional craft."*

The development of some immediate options for implementation by Council and assist in both working with:

1. The Regional Strategic Alliance Tourism Initiatives.
2. The Treasurers Hawkesbury Visitor Economy Advisory Committee.

RECOMMENDATION:

That in relation to the Minutes of the Hawkesbury Tourism Advisory Committee Meeting held on the 13 November 2017:

1. Council receive and note the Committee Minutes in respect of items 1, 4, 5, 6, 7, 8, 9, 10 and General Business.
2. Council endorse the Committee Recommendations in respect of Item 2, namely:

"That:

1. *The information is received.*
2. *Ms Sarah Rieger be thanked for her contribution to the Hawkesbury Tourism Advisory Committee.*
3. *Expressions of Interest be sought to fill the casual vacancy on the Hawkesbury Tourism Advisory Committee.*
4. *Council consider the Expressions of Interest received to fill the casual vacancy on the Hawkesbury Tourism Advisory Committee and appoint a suitable replacement who meets the selection criteria for the position."*

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3. Council endorse the Committee Recommendations in respect of Item 3, namely:

"That:

1. *The information be received and noted.*
2. *Seek feedback from Tourism Australia, Destination NSW and also Council's Visitor Information Centre regarding the Federation of International Polo event held in the Hawkesbury.*
3. *Mr Stafford be requested to review the Hawkesbury Tourism Strategy and other more recent documents and suggest some immediate options for Hawkesbury to consider, for example:*
 - (i) *The River, Windsor and Richmond.*
 - (ii) *Potential use of car parks by caravans for overnight stay.*
 - (iii) *Explore the use of the river for potential expansion of Windsor wharf to cater for additional craft."*

ATTACHMENTS:

- AT - 1** Minutes of the Hawkesbury Tourism Advisory Committee held on 13 November 2017.

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AT - 1 Minutes of the Hawkesbury Tourism Advisory Committee - 13 November 2017

The meeting commenced at 11am.

Present: Councillor Emma-Jane Garrow, Hawkesbury City Council
Councillor Paul Rasmussen, Hawkesbury City Council
Councillor Sarah Richards, Hawkesbury City Council
Mr Martin Boetz, Community Representative
Ms Sophie Devine, Community Representative
Ms Vanessa Hanna, Community Representative
Mr Tony Jeffcott, Community Representative
Mr Declan O'Conner, Community Representative
Ms Venecia Wilson, Community Representative

Apologies: Mr Ian Knowd, Community Representative

In Attendance: Mr Peter Conroy, Hawkesbury City Council
Mr Matt Owens, Hawkesbury City Council
Ms Fiona Mann, Hawkesbury City Council
Ms Jan Readford - Minute Secretary, Hawkesbury City Council

REPORT:

RESOLVED on the motion of Ms Vanessa Hanna and seconded by Mr Tony Jeffcott that the apology be accepted.

Attendance Register of Hawkesbury Tourism Advisory Committee

Member	3/4/2017	13/6/2017	13/11/2017
Mr Martin Boetz	A	✓	✓
Ms Sophie Devine	✓	✓	✓
Ms Vanessa Hanna	✓	✓	✓
Mr Tony Jeffcott	✓	✓	✓
Mr Ian Knowd	A	✓	x
Mr Declan O'Connor	✓	✓	✓
Ms Sarah Rieger	A	✓	Resigned
Ms Venecia Wilson	✓	A	✓
Councillor Emma-Jane Garrow	✓	✓	✓
Councillor Paul Rasmussen	✓	A	✓
Councillor Sarah Richards	✓	✓	✓

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

Ms Devine referred to her comments on Page 6 in relation to 'town revitalisation'. It was agreed that the following sentence also be added: "*Ms Devine indicated there should be communication with other stakeholders*".

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CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Vanessa Hanna and seconded by Mr Tony Jeffcott that the Minutes of the Hawkesbury Tourism Advisory Committee held on the 13 June 2017, be confirmed.

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Item: 1 HTAC - Council Delegation of Authority to Committee - (140396, 79351, 111215)

DISCUSSION:

- Mr Conroy advised that the review of the committee's delegations is standard practice for all committees following the adoption of the General Manager's delegations by Council.

RECOMMENDATION TO COMMITTEE:

That the information be noted.

COMMITTEE RECOMMENDATION:

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

That the information be received and noted.

Item: 2 HTAC - Committee Member Resignation - (140396, 79351, 111215)

DISCUSSION:

- Councillor Garrow recommended that the committee receive the information and then decide to either change the Constitution and reduce the membership, or call for Expressions of Interest. Ms Devine indicated that the recommendation should be accepted.
- Councillor Garrow suggested that the criteria for the Expression of Interest be updated with the intention to attract a large tourism business from the private sector with tourism experience.

RECOMMENDATION TO COMMITTEE:

That:

1. The information is received.
2. Ms Sarah Rieger be thanked for her contribution to the Hawkesbury Tourism Advisory Committee.
3. Expressions of Interest be sought to fill the casual vacancy on the Hawkesbury Tourism Advisory Committee.

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4. Council consider the Expressions of Interest received to fill the casual vacancy on the Hawkesbury Tourism Advisory Committee and appoint a suitable replacement who meets the selection criteria applicable to the position.

COMMITTEE RECOMMENDATION:

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

That:

1. The information is received.
2. Ms Sarah Rieger be thanked for her contribution to the Hawkesbury Tourism Advisory Committee.
3. Expressions of Interest be sought to fill the casual vacancy on the Hawkesbury Tourism Advisory Committee.
4. Council consider the Expressions of Interest received to fill the casual vacancy on the Hawkesbury Tourism Advisory Committee and appoint a suitable replacement who meets the selection criteria for the position.

Item: 3 HTAC - General Managers Report - (111215, 140396, 79351)

DISCUSSION:

- Mr Conroy highlighted the performance measures for ensuring productivity. The general consensus, based on discussions over the last four months, is that we need to stay focused on these things, and not get distracted by other things.
 - Number of visitors over time
 - Quality of visitor experience
 - Number of attractions over time
 - Number of visitor nights.
- Mr Stafford agreed with the suggested performance measures, however, indicated that the Committee should consider 'tourism game changes', something in realistic time, and push ahead for it. This extends beyond events. Blue Mountains are already doing this - they redeveloped the Old Katoomba Golf Course as an enterprise. The Hawkesbury is ready for something similar - there should be a focus on 'food'.
- Mr Conroy enquired if this is included in the Destination Management Plan. Mr Stafford advised that it is included.
- Mr Boetz suggested investment in the river with wharf access provided for sailing craft travelling up the river. This would also attract better shops to Windsor. It will improve the market. Mr O'Connor added this would also encourage other activities on the river.
- Ms Wilson referred to Cockatoo Island and the successful development of a restaurant program in shipping containers. People also go there and camp with children on the weekends.
- Councillor Rasmussen referred to a Taronga Park type concept for which he had been involved in the past and suggested that this be tried now. Ms Hanna advised that this concept has already been established in the Blacktown area.

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- Ms Devine referred to Macquarie Park, indicating how beautiful the location is, and enquired if a drop-off point on the river, in line with Mr Boetz's suggestion, could be considered.
- Councillor Richards enquired about the zone for Macquarie Park. Mr Owens advised that it is part Crown land. Mr Conroy advised that this is a sensitive area particularly as it is flood prone.
- Mr Conroy gave an update on the various meetings that have been held:
 - The Western Sydney City Deal
 - The Greater Sydney Commission
 - The Regional Strategic Alliance
 - Destination NSW
 - Western Sydney Business Connection
 - Tourism Committee
 - Festival project Team
 - Hawkesbury Council town Centres Master Plan Project Group
- Mr Conroy noted that Western Sydney Business Connection in association with Blue Mountains and Penrith City Councils, as part of the Destination NSW's Western Sydney Visitor Economy Strategy, will host an out-of-Western Sydney event in the next two weeks in Parramatta. This means they will use a facility in Parramatta and the mailing list will be aimed at businesses in the Parramatta area for this event. This does not assist businesses in the outer west or Blue Mountains areas.
- Councillor Garrow suggested that Destination NSW be asked to provide statistical data regarding the recent Federation of International Polo event held in the Hawkesbury. Ms Mann advised that staff from the Visitor Information Centre attended the event as part of a joint venture with Blue Mountains City Council, and will request feedback. Mr Conroy will make enquiries to source the data from Destination NSW in terms of local experience at the event.
- Mr Jeffcott noted that the next meeting for the Member for Hawkesbury's Tourism group will be held in the next two weeks' time.
- Mr Stafford suggested that the Committee look at the 'food' side of tourism and take it to the next stage, look at options for enhancements, and also consider any potential 'big destination' sites - something that will attract a crowd. Mr Stafford referred to the major rope course now located in the Penrith City Council area and its success in attracting two additional hotels to establish themselves in the area.
- Mr Conroy noted that potential 'destination' tourism sites considered so far are in areas identified as flood prone and suspects that this will be an issue for State Emergency Services.
- Mr Owens noted that retirees are attracted to Macquarie Park with their caravans etc. because of its location from Sydney, including other destinations, and in particular because of its proximity to medical centres, shops, food and fuel outlets. Discussions with the NSW Caravan Association have related to a need for the installation of a dump site. This however is not possible at this site as the Windsor Sewer Treatment plant cannot take this affluent, the affluent would need to be transported to Vineyard, resulting in expense to Council. In addition, the land is part Crown land and Council land, and there would be underground infrastructure at the site. This then raises the risk for building on the site.
- Councillor Garrow referred to the operators in Wisemans Ferry who have temporary accommodation and manage to deal with the impacts during flooding, and suggested that this process be replicated for the town centres.
- Ms Mann suggested the use of Council's car parks for overnight van parking i.e. Winnebago's.

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- Tourism Australia and Destination NSW to be contacted to investigate statistics available in relation to 'grey nomad' visitors to towns. It was noted that the large volume of these visitors to the Hawkesbury are substantially contributing to the economy.
- Committee members were asked to bring suggestions, including those for a game change product that will let the market know we are open, to the next Committee meeting. Mr Boetz proposed that the event be held during the winter months when there is less competition.
- Mr Stafford could review the Hawkesbury Tourism Strategy and other more recent documents and suggest some immediate options for Hawkesbury to consider, for example:
 - The River, Windsor and Richmond
 - Potential use of car parks by caravans for overnight stay
 - Explore the use of the river for potential expansion of Windsor wharf to cater for additional craft.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

COMMITTEE RECOMMENDATION:

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

That:

1. The information be received and noted.
2. Seek feedback from Tourism Australia, Destination NSW and also Council's Visitor Information Centre regarding the Federation of International Polo event held in the Hawkesbury.
3. Mr Stafford be requested to review the Hawkesbury Tourism Strategy and other more recent documents and suggest some immediate options for Hawkesbury to consider, for example:
 - (i) The River, Windsor and Richmond.
 - (ii) Potential use of car parks by caravans for overnight stay.
 - (iii) Explore the use of the river for potential expansion of Windsor wharf to cater for additional craft.

Item: 4 HTAC - Regional Strategic Alliance - Regional Tourism Project Update - (140396, 79351, 111215)

DISCUSSION:

- Ms Mann referred to the appointment of the Regional Tourism Coordinator, Ms Justine Sinclair. Ms Sinclair will work with Regional Strategic Alliance staff, and will develop the Business Plan and program for the various projects associated with the Regional Tourism Project. Ms Mann advised that once the Business Plan is finalised, it will be endorsed via the RSA Board.
- Mr Conroy enquired if the Committee would have access to the Business Plan. Mr Stafford suggested that an extract could be provided, when available. Mr Boetz enquired if Ms Sinclair

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could be asked to provide a presentation to the Committee. However, Ms Mann advised Ms Sinclair's focus should be undistracted from regional level.

- Councillor Richards enquired about Ms Sinclair's qualifications. Ms Mann advised that Ms Sinclair:
 - Worked for Blue Mountains City Council for the last 12 years commencing as Marketing and Promotions Coordinator in Leisure branch - with role later expanded to include Visitor Services and Business Development.
 - Seconded to Acting Manager for Tourism In 2014 - developed a strong Social Media presence for the Visitors Centre; Social Media strategies and plans; a website and all marketing collateral including cost recovery projects and visual content (including video).
 - Developed a strong network and relationship with the other Visitor Centres in the local government area including Hawkesbury, Mt Tomah Botanical Gardens and Blackheath NPWS.
 - Seconded to Communication Officer for the Bushfire Recovery team in 2013 liaising with stakeholders from State Government to affected residents.
 - Ms Sinclair is highly skilled in project management, tourism, marketing, and communications. Her role has a strong focus on commercial marketing practices within a local government framework.
- Councillor Richards expressed concern that Ms Sinclair will have a Blue Mountains focus. Ms Mann assured the committee of Ms Sinclair's commitment to the region. Ms Sinclair was on the panel of interviewers, however, following nine candidate interviews, it was decided to appoint someone already with local industry and local government experience.
- Mr Conroy acknowledged the work being done by the three councils, Hawkesbury, Blue Mountains and Penrith City Councils, and in particular the work on the Destination Management Plan. Ms Mann advised that the RSA will work on delivering these plans, and that signage and way-finding are high up on the list as well.

RECOMMENDATION TO COMMITTEE:

That the information be received.

COMMITTEE RECOMMENDATION:

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

That:

1. The information be received.
2. The RSA be invited to attend a future meeting of the Tourism Advisory Committee.

Item: 5 HTAC - Hawkesbury Visitor Economy Advisory Committee - Council Management Representative - (140396, 79351, 111215)

DISCUSSION:

- The Member for Hawkesbury, Mr Dominic Perrottet invited Mr Conroy to represent Council and attend future meetings of the Hawkesbury Visitor Economy Advisory Committee.

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- Councillor Richards was additionally appointed to join the Committee.
- Mr Conroy suggested that we allow some time for the Hawkesbury Visitor Economy Advisory Committee to confirm its direction, failing which Council should proceed.
- Mr Conroy suggested that the next meeting be held in March 2018.

RECOMMENDATION TO COMMITTEE:

That the information be noted.

COMMITTEE RECOMMENDATION:

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

That the information be received and noted.

Item: 6 HTAC - Destination NSW's Regional Destination Network - Destination Sydney Surrounds North - (140396, 79351, 111215)

DISCUSISON:

- Ms Devine enquired if assistance could be acquired via the Member for Hawkesbury's group to campaign for a Hawkesbury in another Destination Network from Destination Network Sydney Surrounds North.
- Mr Stafford advised that logically it would be on the fringe. Ms Mann agreed that we need to push out the boundary. If there was another Destination Network for any part of Sydney, it should include a tourism destination around the edge of Sydney i.e. Hawkesbury to Wollondilly.
- Ms Devine referred to Penrith City Council and enquired where they have been allocated. Ms Mann advised that Penrith and Blue Mountains City Councils are a part of NSW's Destination Network, Destination Sydney Surrounds North.
- Mr Conroy referred to City Deals and advised there are currently eight NSW councils all pushing to align Destination NSW activities with the City Deals. Hawkesbury City Council can pursue its tourism agenda with the City Deals.

RECOMMENDATION TO COMMITTEE:

That the information be noted.

COMMITTEE RECOMMENDATION:

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

That the information be received and noted.

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Item: 7 HTAC - Destination NSW - Western Sydney Visitor Economy Strategy - (140396, 79351, 111215)

DISCUSSION:

- Ms Mann advised that the Western Sydney Visitor Economy Strategy is one of a number of complex tourism documents by the State Government.
- Mr Conroy suggested that Destination NSW be requested to brief the committee on what they are doing and where they intend to spend the funding. Council's officer to arrange a briefing to the Committee.

RECOMMENDATION TO COMMITTEE:

That the information be noted.

COMMITTEE RECOMMENDATION:

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

That:

1. The information be received and noted.
2. Council's officer to arrange a briefing to the Committee by Destination NSW.

Item: 8 HTAC - New NSW Visitor Economy Taskforce and Review of NSW's Tourism Strategic Plan - (140396, 79351, 111215)

DISCUSSION:

- Mr Conroy enquired if a submission should be lodged in response to the review of the Visitor Economy Industry Action Plan.
- Ms Mann noted that the online NSW Visitors Economy Survey does not appear to relate to the content of the Visitor Economy Industry Action Plan.
- Ms Mann will attend the stakeholder workshop to be held on 22 November 2017 subject to advice on a meeting time, and will provide feedback to the Committee. Mr Stafford recommended that the committee should note Ms Mann's attendance at the workshop, and not pursue any further action at this time.

RECOMMENDATION TO COMMITTEE:

That the information be noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Boetz, seconded by Ms Hanna.

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That the information be noted.

Item: 9 HTAC - Hawkesbury Council Town Centres Masterplan Project Group - (111215, 140396, 79351)

DISCUSSION:

- Mr Conroy advised that as an objective, the Committee can identify what the shops, residents and businesses in Windsor, South Windsor and Richmond want to see, so that we can focus on activities to suit.
- Mr Conroy referred to the three groups i.e. the Town Centres Masterplan Project Group, Heritage Advisory Committee and the Tourism Advisory Committee and advised that they overlap and under the right 'branding' the three groups can align.
- Mr Jeffcott enquired how the information will be sourced. Councillor Garrow advised that an external tourism consultant will be contracted to conduct the work.
- Mr Conroy will circulate the date of the proposed meeting of the three groups.

RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

COMMITTEE RECOMMENDATION:

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

That:

1. The information be received and noted.
2. Mr Conroy to arrange and then circulate the date for the proposed combined meeting of the the Town Centres Masterplan Project Group, Heritage Advisory Committee and the Tourism Advisory Committee.

Item: 10 HTAC - Greater Sydney Commission's Western City District Plan - (111215, 140396, 79351)

DISCUSSION:

- Mr Conroy indicated that the recently released Draft Western City District Plan has improved in its focus on the Hawkesbury-Nepean River, and though not enough, is a step in the right direction.
- Mr Conroy referred to the challenge locating the web content. Mr Stafford advised that if you want to set up tourism, you need to set it up using 'Tourism' as the preferred use.

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RECOMMENDATION TO COMMITTEE:

That the information be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Vanessa Hanna, seconded by Ms Sophie Devine.

That the information be received and noted.

SECTION 4 - General Business

- **Night Markets**

Councillor Garrow referred to the night markets being conducted outside town centres. Business is being taken away from town centres. Council has established a Town Centres sub-committee to review this issue. Ms Wilson is a member of the Sub-committee. Council will develop a policy.

- **Blues and Roots Festival**

Ms Devine asked if Council could promote the 9th Annual Blues and Roots Festival on its Hawkesbury Events Webpage to provide additional focus. The Festival will be held on the weekend of Friday, 1 December to Sunday, 3 December 2017.

- **Live and Local Music Hawkesbury**

Councillor Rasmussen provided an update on the Live and Local Music Hawkesbury project to be launched by Cultural Services and asked that the Committee support the project. Two micro music festivals will be held on Saturday, 24 March 2018 in Richmond and Saturday, 14 April 2018 in Kurrajong. Ms Wilson advised that she had met with Keri Whitely, Council's Cultural Services Manager, and will be attending to assist.

The meeting terminated at 12:35pm.

Submitted to and confirmed at the meeting of the Audit Committee - expected to be during December 2017.

oooO END OF REPORT Oooo

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Item: 112 **ROC - Heritage Advisory Committee - 8 March 2018 - (124414, 80242)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Heritage Advisory Committee, held on 8 March 2018.

RECOMMENDATION SUMMARY:

Business arising from the Minutes of the 23 November 2017 meeting, Item 3 and a number of matters raised in General Business contained within the attached minutes of the Heritage Advisory Committee have policy or financial implications to Council, and as such requires specific consideration by Council.

In relation to Items 1 and 2 and other matters raised in General Business, as they have no policy or financial implications for Council, are presented for information only.

REPORT:

Discussion

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following items require specific consideration by Council.

Business Arising from the Minutes of the 23 November 2017 meeting

The General Manager addressed the Committee and made reference to the previous Heritage Advisory Committee Meeting where it was indicated that arrangements to meet with Shaun Carter (past President Architects Institute) and Kate Napier (Marrickville Council) to discuss heritage awards and to extend an invitation for them to attend the next Committee Meeting. The Committee was informed that unfortunately due to other commitments, particularly related to the City Deal, the meeting with Mr Carter and Ms Napier hadn't occurred as yet.

Arrangements will be made with Mr Carter and Ms Napier, and an invitation will be extended to them to attend the next Heritage Advisory Committee Meeting.

Item: 3 HAC - Office of Environment & Heritage - Heritage Activation Grants

The Committee considered a report that was submitted to provide information that the Office of Environment & Heritage had opened applications for grant funding under the Heritage Near Me Incentives Program - Heritage Activation Grants, and afforded Committee Members the opportunity to discuss and provide input into possible projects that may fit the funding criteria for the submission of a grant funding application.

Funding of up to \$100,000 per application is available for projects designed to increase public enjoyment of local heritage, such as physical works for public access, public programming, strategy development and business planning. Applications can be accepted from owners and managers of heritage items that are listed on Local Environmental Plans (LEPs). This is the third and final round of the Heritage Activation Grants. Whilst matching funding is not required, it is expected that successful applicants will be able to demonstrate some contribution to the cost of the project, at least in kind.

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Council was previously unsuccessful with an application for grant funding under the 2017/2018 Heritage Activation Grant Program for stabilisation and restoration of the interior of the historic Windsor Toll House located at 40 Bridge Street, Windsor.

Following consideration of the matter, the Committee resolved as follows:

"That the:

1. *Information contained in this report be received and noted.*
2. *Heritage Advisory Committee consider submitting an application and will work with Council's Heritage Advisor and Parks Officer to work up a grant application(s) based on the government domain precinct."*

Matters Raised in General Business

OEH Heritage Near Me Funding

It was advised the current Grant Applications for funding of three interlinked projects are with the Executive Department within the OEH, and officers are awaiting determination. As there has been no indication of a timeframe for the outcome of the submissions, a further email will be sent to the OEH in two weeks' time seeking a timeframe.

Reference was subsequently made to an introductory letter which was to be drafted and sent to community groups and organisations (with an interest in history) to assist in identifying potential listings.

An introductory letter is to be prepared, and Committee members are to identify the various community groups and organisations.

International Council on Monuments and Sites (ICOMOS)

Suggestions were invited from members regarding ways the Committee could support and contribute to the ICOMOS General Assembly as well as benefit from this event.

The Hawkesbury has many attributes such as vernacular buildings, early barns, Tebbutts Observatory, the first pub (Macquarie Arms), the first Church (Ebenezer) etc that would be of interest to the Assembly.

Following consideration of the matter, the Committee resolved as follows:

"That:

Council consider hosting a site visit or possibly a two day tour to the Hawkesbury from the ICOMOS General Assembly and participate in other associated activities."

Bowman Flag

Last year was the 200 year anniversary of the completion of Bowman Cottage, Richmond.

The 'Bowman' flag was created by John and Honor Bowman in 1806, the original of which is in the collection of the State Library of NSW.

It was suggested by the Committee that Council consider joint funding with the Bowman family to reproduce the flag to be flown at Bowman Cottage, Richmond.

Following consideration of the matter, the Committee resolved as follows:

"That the:

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Council support a request to consider joint funding with the Bowman family for the replication of the Bowman flag to be flown on the Bowman property."

Insurance - Heritage Properties Subject to Flooding

A query was raised in relation to insurance cover for a heritage property which is below the 1:100 flood level. It was stated only one insurance company in Australia would insure the property, at a cost of \$20,000.

It was suggested the National Trust be contacted for advice, as well as the Heritage Office and Insurance Council of Australia.

Contact will be made with Maitland Council to ascertain how flooding in that area had affected insurance coverage for heritage listed properties.

Research papers on the topic would be sourced and the matter will be brought back to the next meeting.

Photographs from the Archaeological Dig - Thompson Square

The Committee generally was of the understanding that the RMS had indicated that the photographs taken at the archaeological dig site were not to be shared by Committee members.

It was reiterated that the advice from the RMS was that the photographs could be utilised for purposes relevant to the role of the Committee. Committee members were reminded of the adopted objectives of the Committee, including Objective (d) of the Heritage Advisory Committee Constitution which states:

"To advise Council and work with the community to increase awareness of heritage matters through education such as publications, seminars, public displays and award recommendations."

It should be noted that photographs of people and videos taken without consent would be an issue.

Library staff will be approached to make a central repository for photos taken by the Committee.

Macquarie Towns - the Case for Heritage Listing

Professor Jack tabled a case for heritage listing of the Macquarie Towns and it was agreed the case should be put to Council. It was proposed Professor Jack and Mr Edds would present the case to Council.

Following consideration of the matter, the Committee resolved as follows:

"That Council:

- 1. Receive a presentation on the potential State Listing of the Macquarie Towns and that the Committee be invited to attend the presentation.*
- 2. Enter into discussions in relation to moving forward with that listing.*

The following items have no policy or financial implications for Council and are presented for information only.

Item: 1 HAC - Local Heritage Assistance Fund 2018/19

The Committee considered a report and had discussions in relation to the 2018/2019 Local Heritage Assistance Fund grants program (Façade Improvement - Other Town Centres) which will commence with information sessions for the community about the program in July 2018 followed by the opportunity for heritage property owners across the Hawkesbury to make applications for grant funding as part of the program.

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Heritage Advisory Committee members were also afforded the opportunity to provide feedback on the content and layout of the Forms and Guidelines used in the running of the 2017/2018 Local Heritage Assistance Fund grants program in order to determine whether or not amendments are required to assist potential applicants through the process.

Discussions were then had as follows:

- There were more applicant owners last year compared to the previous funding round which was believed to be mainly due to a greater presence of social media.
- Only properties listed on Council's LEP are eligible for funding. It was suggested that properties not listed on the LEP should be noted and data harvested for future funding opportunities.
- Listed properties in Windsor and Richmond are not precluded from applying, although the focus of the next year's program is on properties outside of those centres.
- As part of advertising of the program, information is to be forwarded to Committee members to promote and encourage participation through networks.

Following consideration of the matter, the Committee received and noted the information, and provided input into the Program.

Item: 2 HAC - Update on Heritage Information/Assistance Guidelines

The Committee considered a report that was submitted to provide Committee Members with an opportunity to consider the direction that the draft Guidelines were taking, and which consist of:

- Draft summary contents pages and Draft section of the proposed information sheets titled "Roofs"
- Draft graphics for the information sheets

Heritage Advisory Committee members were asked to provide feedback on the design, and layout of the draft documents, and the type of content that had been drafted to date.

Following consideration of the matter, Committee members provided positive input into the Guidelines and format.

Other Matters Raised in General Business

There were a number of matters raised as part of General Business, including:

Town Centres Project Group

A snapshot of the results of the Town Centres Survey was distributed. It was noted '*local history, heritage buildings or features*' ranked at number 1 though the Place Score process, which was the first time this had occurred.

The facilitator of the Survey will provide a further session to the Town Centres Project Group, the Heritage Advisory Committee and the Tourism Committee which will consider not only the Master Plan for Richmond and Windsor, but also how we prioritise investment in our town centres in the Hawkesbury.

Signposting In and Near Heritage Items in Kurrajong Heights

Concern was raised regarding the lack of communication from Council officers in relation to a request which sought feedback on the conformity with Council's Development Control Plan in relation to signage in and around heritage items in Kurrajong Heights. A submission was initially tabled in August and no

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feedback had been received regarding the status of the customer enquiry, apart from an automated acknowledgement. It is not only Lochiel House itself and adjacent properties which are affected by the signage, but also other properties in the area.

The frustration of a lack of response will be conveyed to Council's Environment and Regulatory Services Section.

Subsequent to the meeting a response was forwarded (via email) to the Committee member concerned advising that inspections have been made of the subject area and business owners have been advised of the rules and regulations in relation to signage and their placement.

With respect to Lochiel House itself, directions were given to the owner to remove a chalk board sign immediately as it did not have approval and all other non-approved signs have been requested to be removed also.

Should illegal signs reappear, Council's Environment and Regulatory Services Manager has suggested he be contacted directly and immediate arrangements would be made to undertake further action.

RECOMMENDATION:

That in relation to the Minute of the Heritage Advisory Committee Meeting held on 8 March 2018:

1. Council receive and note the Committee Minutes in respect of Business Arising from the Minutes of the 23 November 2017 meeting, items 1, 2 and all other matters raised in General Business that are not specifically referred to below.
2. Council endorse the Committee recommendations in respect of item 3, namely:

"That:
 1. *Information contained in this report be received and noted.*
 2. *Heritage Advisory Committee consider submitting an application and will work with Council's Heritage Advisor and Parks Project Officer to work up a grant application(s) based on the government domain precinct."*
3. Council endorse the Committee recommendation in respect of the General Business item - International Council on Monuments and Sites, namely:

"That Council consider hosting a site visit or possibly a two day tour to the Hawkesbury from the ICOMOS General Assembly and participate in other associated activities."
4. Council endorse the Committee recommendation in respect of the General Business item - Bowman Flag, namely:

"That Council support a request to consider joint funding with the Bowman family for the replication of the Bowman flag to be flown on the Bowman property."
8. Council endorse the Committee recommendations in respect of the General Business item - Macquarie Towns - the Case for Heritage Listing, namely:

"That:
 1. *Receive a presentation on the potential State Listing of the Macquarie Towns at a Briefing Session, and that the Heritage Advisory Committee be invited to attend the presentation.*
 2. *Enter into discussions in relation to moving forward with that listing."*

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ATTACHMENTS:

AT - 1 Minutes of the Heritage Advisory Committee held on 8 March 2018

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AT - 1 Minutes of the Heritage Advisory Committee

held on 8 March 2018

The meeting commenced at 5:31pm.

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

REPORT:

RESOLVED on the motion of Ms Hart and seconded by Mr Edds that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Hart and seconded by Mr Edds that the Minutes of the Heritage Advisory Committee held on the 23 November 2017, be confirmed.

- The Chair made comment that future meetings would take place in Council's Large Committee Room (and not in Howe House) until further notice.
- The Chair made an announcement that Mr Owens was moving on from Council in the pursuit of a work-life balance.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Heritage Advisory Committee formally thanks Mr Owens for his hard work over the past years at Council and for this Committee.

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Attendance Register of Heritage Advisory Committee

Member	23/11/2017	08/03/2018		
Councillor Danielle Wheeler, Chairperson	✓	✓		
Mr Graham Edds, Deputy Chairperson	✓	✓		
Councillor Peter Reynolds	✓	✓		
Councillor Nathan Zampogno	A	A		
Ms Abigail Ball	✓	✓		
Mr Michael Edwards	✓	✓		
Professor Ian Jack	✓	✓		
Ms Helen Mackay	✓	✓		
Ms Judy Newland	✓	✓		
Ms Michelle Nichols	A	A		
Mr Steve Rawling AM	✓	✓		
Ms Venecia Wilson	✓	✓		
Ms Janice Hart	✓	✓		
Ms Deborah Hallam	✓	A		

Key: A = Formal Apology

✓ = Present

X = Absent - no apology

The Chair invited comments from Committee members in relation to their experience during the inspection of the archaeological works at Thompson Square on 21 February 2018.

5:35pm - Mr Conroy arrived at the meeting

- Mr Conroy addressed the Committee and made reference to the previous HAC meeting where he had indicated he would make arrangements to meet with Shaun Carter (past President Architects Institute) and Kate Napier (Marrickville Council) to discuss heritage awards and to extend an invitation for them to attend tonight's HAC meeting. Unfortunately due to other commitments, particularly related to the City Deal, the meeting with Mr Carter and Ms Napier hasn't occurred as yet.

Mr Conroy advised that a meeting will be arranged with Mr Carter and Ms Napier, and an invitation will be extended to them to attend the next HAC meeting. Apologies were extended to the Committee for any inconvenience caused.

5:40pm - Mr Conroy left the meeting.

The Chair resumed the meeting and invited members to express their thoughts from the inspection of the archaeological works at Thomson Square. Comments from Committee members included:

- the site has huge potential for archaeological/heritage tourism and could potentially inject new money into the area as highlighted in the Destination NSW Cultural Tourism report which indicates that cultural and heritage tourism is worth \$12 Billion to the NSW economy;
- it is the earliest barrel drain in Australia - 120,000 bricks were used in the construction of the drains, with evidence of a contract between Macquarie and Howe and the significance of the site is being ignored;
- it is both significant and unique and represents a first in Australia.
- It was agreed that a Statement should be prepared to go back to Council identifying what the Committee has seen and the significance of the site.

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Professor Jack and Mr Edds agreed to prepare a draft Significance Statement and circulate to members.

A Notice of Motion attaching the Statement was subsequently included in the Ordinary Meeting of Council on 27 March 2018 and the attachment to that Notice of Motion - "The Drainage System in Thompson Square, Windsor" prepared by Professor Ian Jack is included on page 20 of these Minutes.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the:

3. Heritage Advisory Committee draft a formal statement for the public record to forward to Council, the Member for Macquarie, The Hon Susan Templeman, the Member for Hawkesbury, The Hon. Dominic Perrottet, the Federal Minister for the Environment and Energy, The Hon. Josh Frydenberg, the NSW Heritage Branch, the Australian Heritage Council, the Minister for Heritage, The Hon. Gabrielle Upton, and the Minister for Roads, Maritime and Freight, The Hon. Melinda Pavey.
4. Consensus position be forwarded within the next seven days and forwarded to Council staff.

SECTION 3 - Reports for Determination

ITEM: 1 HAC - Local Heritage Assistance Fund 2018/19 - (124414, 80242)

Directorate: City Planning

DISCUSSION:

- It was noted there were more applicant owners last year compared to the previous funding round which was believed to be mainly due to a greater presence of social media.
- It was noted only properties listed on Council's LEP are eligible for funding. It was suggested that properties not listed on the LEP should be noted and the data harvested for future funding opportunities.
- Listed properties in Windsor and Richmond are not precluded from applying, although the focus of the next year's program is on properties outside of those two centres.
- As part of advertising of the program, information is to be forwarded to Committee members to promote and encourage participation through networks.

RECOMMENDATION TO COMMITTEE:

That:

1. The information contained in this report be received and noted.
2. Heritage Advisory Committee members provide feedback on the material utilized for the 2017/18 Local Heritage Assistance Grant funding program and provide input on any suggested changes or improvements to the documentation for use by potential applicants.

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MOTION:

RESOLVED on the motion of Mr Edds, seconded by Mr Edwards

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The information contained in this report be received and noted.
2. Heritage Advisory Committee members provide feedback on the material utilized for the 2017/18 Local Heritage Assistance Grant funding program and provide input on any suggested changes or improvements to the documentation for use by potential applicants.

ITEM: 2 **HAC - Update on Heritage Information/Assistance Guidelines - (124414, 80242)**

Previous Item: 3, HAC (23 November 2017)
 GB, HAC (3 August 2017)

Directorate: City Planning

DISCUSSION:

- Feedback in relation to the draft information sheets and guidelines was sought. The Committee agreed on the design and layout of the draft document and offered to provide photographs (local examples) to further enhance the document.

RECOMMENDATION TO COMMITTEE:

That the Heritage Advisory Committee provide feedback on the design and layout of the proposed Heritage Information/Assistance Guidelines currently being compiled.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Heritage Advisory Committee provide feedback on the design and layout of the proposed Heritage Information/Assistance Guidelines currently being compiled.

ITEM: 3 **HAC - Office of Environment & Heritage - Heritage Activation Grants - (124414, 80242)**

Directorate: City Planning

DISCUSSION:

- Discussion arose in regard to establishing a heritage gateway, being the Windsor Government Precinct inclusive of the Peninsular (incorporates Tebbutts barn).

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- The Hawkesbury has the most intact government domain in Australia. The earliest colonial government precinct that exists is in the Hawkesbury and has the potential to attract tourists.
- A grant application should include strategy, linkages and works for the Toll House which could potentially become an interpretation centre.
- Council's Parks Project Officer will commence developing the basis of the grants. Professor Jack and Mr Edds indicated that they would be able to provide advice in respect of the grant applications.

RECOMMENDATION TO COMMITTEE:

That:

1. The information contained in this report be received and noted.
2. Heritage Advisory Committee members consider the "Application Information and Guidelines Heritage Activation Grants 2018-19" and provide feedback and suggestions of possible projects for grant funding under the Heritage Activation Grants 2018-19 Program.

MOTION:

RESOLVED on the motion of Ms Mackay, seconded by Ms Newland.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the:

1. Information contained in this report be received and noted.
2. Heritage Advisory Committee consider submitting an application and will work with Council's Heritage Advisor and Parks Project Officer to work up a grant application(s) based on the government domain precinct.

SECTION 5 - General Business

OEH Heritage Near Me Funding

- It was advised the Grant Applications are with the Executive Department within the OEH and officers are awaiting determination. As there has been no indication of a timeframe for the outcome of the submission, a further email will be sent to the OEH in two weeks' time seeking a timeframe.
- Reference was subsequently made to an introductory letter which was to be drafted and sent to community groups and organisations (with an interest in history) to assist in identifying potential listings.

The Chair and Mr Kearns are to prepare the introductory letter and Committee members are to identify the various community groups and organisations.

Town Centres Project Group

A snapshot of the results of the Town Centres Survey was distributed. It was noted '*local history, heritage buildings or features*' ranked at number 1 though the Place Score process, which was the first time this had occurred.

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The facilitator of the Survey will provide a further session to the Town Centres Project Group, the Heritage Advisory Committee and the Tourism Committee which will consider not only the Master Plan for Richmond and Windsor, but also how we prioritise investment in our town centres in the Hawkesbury.

Signposting In and Near Heritage Items in Kurrajong Heights

- Concern was raised regarding the lack of communication from Council officers in relation to a request which sought feedback on the conformity with Council's Development Control Plan in relation to signage in and around heritage items in Kurrajong Heights. A submission was initially tabled in August and no feedback had been received regarding the status of the customer enquiry, apart from an automated acknowledgement. It is not only Lochiel House itself and adjacent properties which are affected by the signage, but also other properties in the area.

Mr Kearns will convey the frustration of a lack of response to Council's Environment and Regulatory Services Manager.

Subsequent to the meeting contact has been made, and a response was forwarded (via email) to the Committee member concerned advising that inspections have been made of the subject area and business owners have been advised of the rules and regulations in relation to signage and their placement.

With respect to Lochiel House itself, directions were given to the owner to remove a chalk board sign immediately as it did not have approval and all other non-approved signs have also been requested to be removed.

Should illegal signs reappear, Council's Environment and Regulatory Services Manager has suggested he be contacted directly and immediate arrangements would be made to undertake further action.

Jolly Frog Hotel

- It was advised the owners of the property are contemplating keeping the 1950's section of the building. Elements of windows and door openings will be preserved. Discussions are in train with the heritage architect for work relating to the roof replacement.

Preparation of Thompson Square Conservation Management Plan

- The brief for the CMP provides for the full extent of the area. The completion of the CMP will occur prior to the end of April 2018 (not 2019 as inadvertently stated in the report).

Heritage Council of Victoria Pilot Project: Technical Codes on Lime Mortars and Repointing

The information was provided for the Committee's reference.

International Council on Monuments and Sites (ICOMOS)

- Suggestions were invited from members regarding ways the Committee could support and contribute to the ICOMOS General Assembly as well as benefit from this event.

The Hawkesbury has many attributes such as vernacular buildings, early barns, Tebbutts Observatory, the first pub (Macquarie Arms), the first Church (Ebenezer) etc that would be of interest to the Assembly.

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MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That Council consider hosting a site visit or possibly a two day tour to the Hawkesbury from the ICOMOS General Assembly and participate in other associated activities.

Bowman Flag

- Last year was the 200 year anniversary of the completion of Bowman Cottage, Richmond.

The 'Bowman' flag was created by John and Honor Bowman in 1806, the original of which is in the collection of the State Library of NSW.

It was suggested by the Committee that Council consider joint funding with the Bowman family to reproduce the flag to be flown at Bowman Cottage, Richmond.

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That Council support a request to consider joint funding with the Bowman family for the replication of the Bowman flag to be flown on the Bowman property.

Insurance - Heritage Properties Subject to Flooding

- A query was raised in relation to insurance cover for a heritage property which is below the 1:100 flood level. It was stated only one insurance company in Australia would insure the property, at a cost of \$20,000.

It was suggested the National Trust be contacted for advice, as well as the Heritage Office and Insurance Council of Australia.

The Chair advised she would contact Maitland Council to ascertain how flooding in that area had affected insurance coverage for heritage listed properties.

Mr Edwards has some research papers on the topic which he would provide to the Chair and the matter will be brought back to the next meeting.

Photographs from the Archaeological Dig - Thompson Square

- The Committee generally was of the understanding that the RMS had indicated that the photographs taken at the archaeological dig site were not to be shared by Committee members.

It was reiterated that the advice from the RMS was that the photographs could be utilised for purposes relevant to the role of the Committee. Committee members were reminded of the adopted objectives of the Committee, including Objective (d) of the Heritage Advisory Committee Constitution which states:

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"To advise Council and work with the community to increase awareness of heritage matters through education such as publications, seminars, public displays and award recommendations."

It should be noted that photographs of people and videos taken without consent would be an issue.

- Library staff will be approached to make a central repository for photos taken by the Committee.

108 Lennox Street, Richmond

- Mr Edwards provided an update with respect to this property as he had been appointed to undertake the photographic record. That process had highlighted that the building had timber shingles and Australian cedar tongue-in-groove which would date the building back to approximately 1850-1870's. Those details will form the archive.

7:47pm - Helen Mackay left the meeting.

Further Business Arising in relation to OEH Heritage Near Me Funding

- Council targeted the community (under the *Privately Owned Heritage Remediation* project heading) and approximately 20 applications were to be assessed by the OEH. It was agreed the owners of the subject properties would be extremely disappointed with the lack of response from OEH thus far and it was agreed owner/applicants should be sent a letter advising them that the HAC have expressed a great interest in this funding opportunity and it is an extremely positive move that 20 items could be restored and that officers look forward to an early response from OEH.

Mr Edwards and Mr Edds declared a conflict of interest in this matter.

Macquarie Towns - the Case for Heritage Listing

Professor Jack tabled a case for heritage listing of the Macquarie Towns and it was agreed the case should be put to Council. It was proposed Professor Jack and Mr Edds would present the case to Council.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That Council:

1. Receive a presentation on the potential State Listing of the Macquarie Towns and that the Committee be invited to attend the presentation.
2. Enter into discussions in relation to moving forward with that listing.

Boar War Memorial - Successful Funding for Conservation Works

It was advised works will commence in the near future.

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Conference - Blue Mountains Association of Cultural and Heritage Organisations - 12 May 2018 - Mt Victoria

The theme for the Conference is Cultural Landscapes - further information can be found at:
<http://www.bluemountainsheritage.com.au/event.asp?pid=5&id=303>

Bathurst Heritage Trades Trail - 12 & 13 May 2018

Mr Edwards advised of an upcoming event at Bathurst - Heritage Trades Trail which is on 12 and 13 May 2018.

A link to a facebook page was provided post-meeting as follows:
https://www.facebook.com/bathurstheritagetradestrail/?ref=page_internal

It was advised a similar 'Lost Trades Fair' was recently held in Melbourne which provided fabulous opportunities to discover contacts for bespoke heritage projects.

Kurrajong Comleroy Historical Society - Signage for Kurrajong Village Heritage Walk

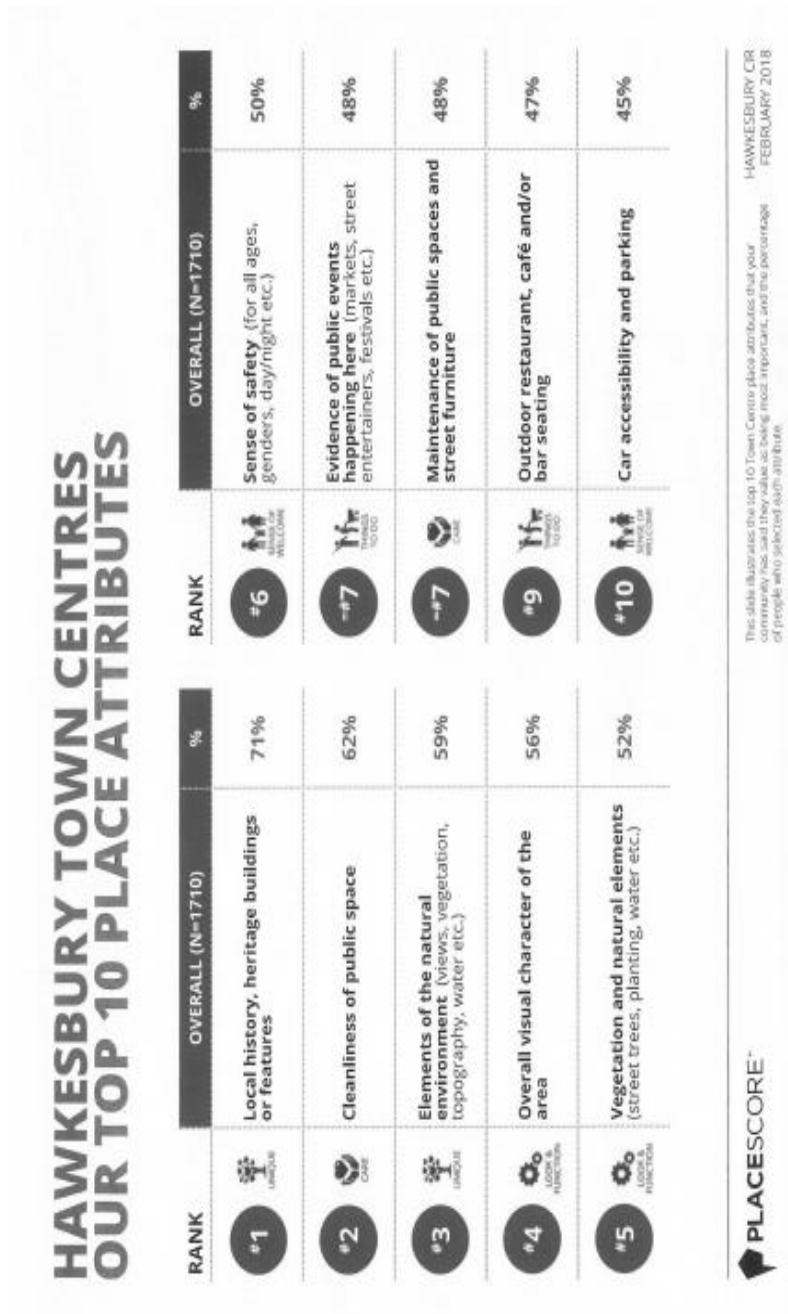
Council's Parks and Project officer is assisting the Society with the design and installation of signage across the Village as part of a Heritage Walk commencing at the Mill Stone Memorial Park and looping around to cover various sites in the Village.

A design has been drafted and once agreed with the Society, the next stage is to develop fully with wording (the Society to provide) and present the full package back to the Committee and the Society.

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TABLED CORRESPONDENCE

Hawkesbury Town Centres Survey Results



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ICOMOS General Assembly - Sydney 2020



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Dear Australia ICOMOS Members,

Expressions of Interest: ICOMOS General Assembly, Sydney 2020 ('GA 2020')

Australia ICOMOS has been selected to host the 20th Triennial General Assembly of ICOMOS in Sydney in October 2020 (GA 2020) and many opportunities will be provided to Members of Australia ICOMOS to participate in the General Assembly and its related events. Expressions of Interest (EOI) are being invited from Members, Committees or other groups.

EOIs will be invited in a staged process over the next two and a half years. The general sequence for these invitations will be:

- Organising and Executive Committee¹ and Convenor roles (this call for EOI).

Then later calls for EOI will include the following:

- Sub-committees with responsibility for specific GA 2020 program content;
- Core GA 2020 program events, including hosting International Scientific Committee Meetings;
- Other events including (for example) interstate events and site visits, Sydney site visits, pre and post tours;
- Scientific Symposium sessions and roles; and
- Volunteer participation in the staging of GA 2020

We are advising Australia ICOMOS Members about this staging now, so that all Members and Committees can decide the ways in which they would like to offer to participate. At this time, the first call for Expressions of Interest relates to the two committees that will have overall responsibility for GA 2020: the Organising Committee and Executive Committee, and the appointment of the Convenor GA 2020 and the Convenor of the GA 2020 Youth Forum.

Background, Theme and Goals

ICOMOS holds a General Assembly every three years. The General Assembly and the associated Scientific Symposium provide great opportunities for local authorities, decision-makers, administrators, professionals, heritage building owners, tourism experts as well as the wider community to come together to deliberate about heritage conservation and management. Emerging professionals and enthusiasts have an opportunity to interact with international experts and comprehend the emerging issues and case studies of conservation and management of cultural resources.

The first ICOMOS Triennial General Assembly was held in Poland in 1965. Since then, ICOMOS General Assemblies have been held generally every three years. The most recent one was the 19th General Assembly, held in New Delhi, India, 2017 with the theme of "Heritage and Democracy". GA 2020 will be the first ICOMOS General Assembly to be held in the Pacific Region.

¹ NOTE - For the purposes of this call, the Australia ICOMOS national Executive Committee is referred to as the 'EC'. In

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The theme of the Scientific Symposium to be held as part of GA 2020, 'Shared Cultures – Shared Heritage – Shared Responsibility' provides a major opportunity to focus on the 'Nature-Culture Journey' theme that has been a recent focus of both ICOMOS and the International Union for the Conservation of Nature (IUCN).

We hope that GA 2020 will leave a lasting legacy to the management of cultural heritage and the communities that value and care for it in Australia and globally. In particular we are aiming to raise the profile of the cultural heritage sector and provide a powerful stimulus for renewed interest and activity, through:

- A boost in 'grass roots' interest in heritage, which can only assist in conservation work;
- The provision of educational opportunities for local tertiary, and possibly secondary, students;
- Opportunities for local practitioners (at all levels) to benchmark, learn and grow, building relationships with counterparts from across the globe and creating opportunities for exchange of information and experience; and
- Attracting increased government interest and support for heritage conservation.

Draft Program

Although the final program remains under development and may need to be flexible, the following preliminary program provides a general guide:

Day	Date	Time	Event
Thursday	1 Oct.	pm	Bureau meeting
		eve	Board reception
Friday	2 Oct.	am	Board meeting
		pm	Regional Group meetings
		eve	Lord Mayoral Reception
Saturday	3 Oct.	am	National Committees meeting
		pm	Scientific Council meeting
		eve	International Scientific Committee (ISC) meetings
		all day	Youth Forum
Sunday	4 Oct.	am	Advisory Committee: Plenary
		pm	Advisory Committee: Plenary
		eve	Board meeting
		all day	Youth Forum
Monday	5 Oct.	am	General Assembly Opening: Plenary
		pm	Scientific Symposium Opening: Plenary
		eve	Meetings of Candidatures, Credentials and Resolutions Committees
		all day	ISC Forum
Tuesday	6 Oct.	am	Scientific Symposium: Parallel sessions
		pm	Scientific Symposium: Parallel sessions
		eve	ISC Forum
		eve	Youth Forum Exposition
Wednesday	7 Oct.	am	Scientific Symposium: Parallel sessions
		pm	General Assembly Plenary: Statutory issues and elections
		eve	Reception and Party
Thursday	8 Oct.	am	Site visits (all day)
		eve	Side events
Friday	9 Oct.	am	General Assembly Plenary: Resolutions
		pm	Scientific Symposium Plenary: Concluding presentations
		eve	Closing ceremony, invitation to next triennial General Assembly and dinner
Saturday	10 Oct.	am	Meeting of newly elected Board
		pm	Post General Assembly tours depart

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Youth Forum and Expo

The Youth Forum, which has been so successful at past General Assemblies, will be held over two days. The Youth Forum would be guided by emerging professionals from Australia ICOMOS, providing them with opportunities to learn, grow and create global connections. The Youth Forum will culminate in a 'Youth Forum Expo', which will provide an opportunity for emerging professionals to present their views, contribute to contemporary debate and establish connections and networks.

Please note that the 'Young Professional' category of Australia ICOMOS membership (under 30 years of age) will soon be known as 'Emerging Professionals' to match International ICOMOS terminology. The Youth Forum is aimed at this age group.

Organising and Executive Committee and Convenor Roles

This first call for Expressions of Interest relates to Organising and Executive Committee roles. These are listed below.

Organising Committee

The Organising Committee for GA 2020 will meet at least quarterly and provide regular reports to the ICOMOS Board, the Australia ICOMOS national Executive Committee² and to the principal funding agencies from the Australian and NSW Governments; (i.e. this is the oversight committee). It is expected that the Organising Committee will meet in Sydney but will include one or more interstate people. It will comprise:

- Chair: President of Australia ICOMOS (ex officio)
- The Convenor of GA 2020 (an Australia ICOMOS Member)
- Commonwealth Government nominee
- NSW Government nominee
- Representative of International ICOMOS
- Up to two GA 2020 partner agency nominees
- An Australia ICOMOS EC Member
- An Australia ICOMOS Member who is an Emerging Professional
- An Australia ICOMOS Member who is not on the Australia ICOMOS EC
- A member co-opted by the Chair (if necessary).

Executive Committee³

The Executive Committee for GA 2020 will be responsible for the content and delivery of GA 2020 and its associated events; (i.e. this is the working committee). It is expected that the Organising Committee will meet monthly in Sydney, together with the Professional Conference Organiser for GA 2020. It will include one or more interstate people. It will comprise:

- Chair: The Convenor of GA 2020 (an Australia ICOMOS Member)
- Professional Conference Organiser project manager
- A GA 2020 project partner (e.g. government agency supporter) nominee
- GA 2020 Secretariat Officer (to be appointed)
- The Australia ICOMOS EC member from the Organising Committee

² NOTE - For the purposes of this call, the Australia ICOMOS national Executive Committee is referred to as the 'EC', in order to differentiate it from the GA 2020 'Executive Committee' to which this call for EOI applies.

³ As above

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- Convenor of the GA 2020 Youth Forum (an Australia ICOMOS member)
- Independent Australia ICOMOS member (not on the Australia ICOMOS EC or Organising Committee)
- Chair (from Australia) of the GA 2020 Scientific Committee (once appointed)
- Up to 2 other members co-opted by the GA 2020 Convenor.

(In due course a series of sub-committees will be established – again via an EOI process – to manage all aspects of the GA 2020, such as the Scientific Symposium, ISC meetings and Forum, site visits and tours, the Opening Ceremony, the Youth Forum and Expo and a Public Lecture and Heritage Exhibition.)

Convenor of GA 2020

This is a voluntary position that will involve overall leadership of the GA 2020 project, including chairing of the Executive Committee, liaison with governments and partner agencies, involvement in budget preparation and financial management, co-ordination of all program elements and collaboration with the Professional Conference Organiser.

Convenor of the GA 2020 Youth Forum

This is a voluntary position that will involve overall leadership of the Youth Forum, including establishing a sub-committee, organising the program including sessions, site visits, and Youth Expo, liaison with the GA 2020 Convenor and Professional Conference Organiser and participating as a member of the Executive Committee.

This Call for Expressions of Interest

Members of Australia ICOMOS are invited to submit an EOI for the Following Roles:

- Convenor GA 2020
- Convenor of the GA 2020 Youth Forum
- Organising Committee:
 - An Australia ICOMOS EC Member
 - An Australia ICOMOS member who is an Emerging Professional
 - An Australia ICOMOS Member who is not on the Australia ICOMOS EC.
- Executive Committee:
 - Independent Australia ICOMOS member (not on Australia ICOMOS EC or Organising Committee).

Expressions of interest should:

- Be of no more than 2 pages in length (plus attachments if appropriate of up to 3 pages);
- State the reason why the applicant seeks appointment to the nominated role (or roles);
- Indicate the relevant skills and experience of the applicant;
- Indicate your availability to carry out the role, acknowledging that the work load may increase as GA 2020 approaches;
- Refer to previous involvement in similar roles (where applicable);
- Nominate two referees; and
- Be sent by email to the Australia ICOMOS Secretariat (at the address at the top of this letter) by 4pm (AEST) on 16 March 2018.

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These appointments are expected to be made by the Australia ICOMOS EC during March 2018, based on evaluation of EOIs by the President, Secretary and Membership Secretary (plus the GA 2020 Convenor when appointed).

The selection process will have regard to the requirements of each role, the experience of the applicant, and the need for balance and diversity in the committees, including specific skills, interstate representation, gender, cultural background and involvement with Australia ICOMOS.

We look forward to hearing from you and embarking on this extremely exciting project!

With kind regards

IAN TRAVERS
President, Australia ICOMOS

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Case for Heritage Listing of Macquarie Towns - Professor Ian Jack

The Macquarie Towns on the Hawkesbury-Nepean: the Case for Heritage Listing

R. Ian Jack, March 2018

Governor Macquarie's creation in 1810-1811 of the country towns of Windsor, Richmond, Pitt Town, Wilberforce and Castlereagh is a critical step in Australian urban planning. When Governor Macquarie arrived in 1810 there were no towns on the mainland of Australia other than Sydney and Parramatta. In contrast to these existing centres, the five new towns on the Hawkesbury-Nepean were created with a simple, efficient grid-pattern, moderated to suit the terrain. They all contained provision for a civic square, a church and a cemetery. The layout for Windsor, Richmond and Wilberforce is still entirely legible today as the core of the present town, as is the 1815 street pattern of the relocated Pitt Town. Castlereagh did not develop but the street system is still discernible.

Unlike Liverpool, the only other country town created in 1810, the Hawkesbury-Nepean towns were laid out in allotments on high land primarily reserved for existing settlers whose farms on the river flats were liable to flood and the size of the allotments was adjusted to reflect the size of the existing farms. The width of the streets in all the towns was specified.

All these characteristics are still clearly visible in the four Hawkesbury towns. Although the towns have expanded beyond the original grid-plan, the Macquarie streets still define the towns and the main Macquarie-period planning features, such as the town squares in Windsor, Richmond and Wilberforce, St Matthew's Anglican Church and the Court House in Windsor have been recognized as having high significance at the State level.

The street-plans of these towns are a vital part of the heritage of the state. They are important in terms of urban planning generally, the formation of country towns as New South Wales expanded and in their thoughtful attention to the social and economic problems created by recurrent flood. Unlike buildings, the town-plans are intangible heritage. They exist, they are visible in the streetscape, but their recognition has no implications for the continuing development of the towns or for changes in individual elements within them.

These street-plans are the earliest of their sort in the colony and stimulated the further planning of country-towns, with modifications, under subsequent governors. They satisfy the criteria for establishing heritage significance at the state level in at least four of the seven criteria: historical, associational, community, rarity.

I urge the Hawkesbury Heritage Advisory Committee to recommend to the City Council that discussions with the Heritage Division be undertaken to advance the case for state listing of the four Hawkesbury towns and that discussions with Penrith City Council proceed to discuss whether Penrith will support the inclusion of Castlereagh in this proposed listing.

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Drainage System in Thompson Square, Windsor - Professor Ian Jack, March 2018

The Drainage System in Thompson Square, Windsor

Ian Jack, March 2018

Thompson Square in Windsor is recognized as having very high heritage values. Dating from 1795, it is the oldest civic square in Australia, the centre for government control and economic management in the newly settled area. Adjacent to the early farms which fed early colonial Sydney, its wharfage made it an important entrepôt at the head of Hawkesbury River navigation throughout the nineteenth century. It was named by Governor Macquarie in 1811 in memory of the first emancipist magistrate in Australia.

The heritage significance of Thompson Square has in 2018 been dramatically enhanced by the archaeological excavation of its early drainage system. What has been revealed under the surface in the lower part of the square is a complex and sophisticated series of brick drains which can be documented in an exceptionally detailed way. A contract for public works in the square, involving drainage, levelling and wharfage, was issued by Governor Macquarie in 1814 to two prominent, entrepreneurial Hawkesbury men. John Howe (who was the chief constable) and James McGrath. This original document and a related contract made in April 1815, both signed by Macquarie himself, were retained by the Howe family and are now in the State Library of New South Wales.¹

On 8 August 1814 Howe and McGrath agreed to complete three separate commissions within twelve months. One of these was:

To Sink and Erect one Sewer in the middle of the Square with Channels leading thereto or to Sink and Erect two sewers one on each side of the Square as laid down in the Plan in the possession of His Excellency Governor Macquarie and as His Excellency may please to direct.

This plan has not been located, but it is clear from local knowledge and confirmed by the current excavations that in 1814 Howe and McGrath elected to build a single central drain, with ancillary channels. The governor permitted the contractors to manufacture between 120,000 and 150,000 bricks ‘on the Brick Ground now making at Windsor for Government’. Since bricks were not relevant to the other works in the contract, this substantial number was earmarked for the drains.

By 24 April 1815, the date of the second contract, well ahead of schedule, both the new wharf and the barrel drain had been completed.² The new contract gives details of the

1

State Library of NSW, Mitchell Library, ML MSS 106, items 37. 38.

2

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remaining work. This was the very large enterprise of extending the wharf and reducing the steep angle of the square as it dropped down from George Street to the river.

It is this levelling of Thompson Square which explains why the barrel drain was found no less than 3.5 metres under the present surface. It also offers a satisfying interpretation of the archaeologists' discovery of a series of brick-lined sump-walls going vertically up some two metres from the barrel drain to a brick box drain on the surface. The nature of the bricks found in all three strata is consistent with a Macquarie-period date.

Levelling the square was a substantial operation. Although only six months were allowed for completion, the fee was almost double that for stage 1 in 1814-1815 (£600 against £350, plus spirits in each case). The magnitude of the task was recognized by Macquarie, who added to Howe's copy of the contract a note in his own handwriting, allowing the starting-date for the six months to be postponed for two months until 24 June 1815.

The methods to be used by Howe and McGrath were carefully specified. A new wooden 'Wharf or Platform' was to be created along the whole length of the riverside part of the square 'in a line with the present Jetty or Wharf but three feet higher [than the deck of the wharf]'. There were to be three rows of piles, 550 in all, to support the new structure. The improved wharf was 276 feet long and 33 feet wide, according to the *Sydney Gazette*, whereas the first Howe wharf was only 50 by 18 feet.³ The piles on the landward side, taking the full weight of the infill, which was to reach the top of the new wharf, were to be:

well secured with Land Ties and Caps and planked with sound two inch Planks and not more than six inches wide to be spiked with five inch spikes.

It was envisaged that 5,000 such spikes would be needed from government stores. Although the dimensions of the vertical piles were not specified in 1815, the earlier contract had stipulated that each pile should measure between 16 and 18 inches and that the piles should be placed from three to four feet apart. Standing at least three feet above the land-surface, the reinforced landward side of the wharf was a substantial buffer for the weight of the fill required to diminish the slope.

Obviously the greatest quantity of fill would be required in the lower part of the square. Howe had already in 1814 and early in 1815 built the large barrel drain just below the

³ The wharf was in use by early March 1815 (*Sydney Gazette*, 4 March 1815, p.2); the completion of the barrel drain is inferred since it is not included in the new contract in April 1815.

3

Sydney Gazette, 3 June 1815, p.2; State Library, ML MSS 106. 3+ item 37.

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original surface. To maintain an efficient drainage system, as the barrel drain was to be covered with a great deal of fill, an additional drainage channel on the surface would be necessary, connected to the barrel drain by a series of brick-lined sumps. The box drain now excavated was therefore added by Howe once the land-fill had altered the landscape of the square, particularly the part closer to the river. Further minor brick drains running to the surface box drain have been identified by the archaeologists. These are the 'Channels' stipulated in 1814 but first constructed only after the initial levelling of the square was complete in 1815.

The 1815 wharf was, however, severely damaged in the 14-metre flood of June 1816, when it was reported that:

all the planking is carried away and there is no part of the wharf that can be built on again.⁴

The 1816 flood would have implications for the new landfill and for the new surface drains. Under the direction of Francis Greenway, Howe and McGrath constructed a third wharf between 1816 and 1820 and it is probable that replacement infill, new box drains and new side-channels were required, with further repairs likely after the 14-metre flood of February 1817 and the 12-metre flood of March 1819 which postponed completion of the new wharf. Howe and McGrath received their final payment for 'filling in Thompson Square and Erecting a Sewer and laying drains' only on 15 February 1820.⁵

Since 1820, there have, of course, been further changes in the topography and soils of Thompson Square through recurrent floods, the creation of road cuttings to reach Windsor Bridge after 1874 and various uses of the open parts of the square. These have affected the context of the drains, but they do not affect the interpretation.

The very precise terms of the contracts make the conclusion inescapable that both the barrel drain and the box drain were conceived and built between 1814 and 1820 as a striking realisation of challenging commissions to two local entrepreneurs.

What has been partially uncovered in Thompson Square early in 2018 should be understood as remarkable physical evidence of a complex drainage and land-fill system conceived under Governor Macquarie in 1814 and completed by 1820 through the energy

4

Report by Cox, Mileham and Fitzgerald, 4 July 1816, State Archives NSW, Reel 4045, 4/1735, p.83, D.G. Bowd, *Macquarie Country*, rev. ed, 1973, p.42.

5

Colonial Secretary Correspondence, State Archives NSW, Reel 6050, 4/1746, p.209.

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of John Howe and James McGrath. This is the earliest public works of its sort surviving in the colony and the barrel drain is the key element in the sophisticated water management system. There is an overwhelming case for conservation, preservation and display.

Links to Publications arising out of Discussion

Good Design and Heritage Publication from the Office of the Victorian Government Architect

This publication aims to raise awareness of good design and promote discussion about its benefits and value. Further information can be found at:

http://www.ovga.vic.gov.au/images/17008_07_Good_Design_and_Heritage_221117_Web.pdf

Residential Design in Flood Affected Heritage Areas - Maitland City Council

Maitland City Council is currently updating its planning controls for residential development in its flood affected heritage conservation areas.

More information can be found at:

http://www.jamesdavidsonarchitect.com.au/JDA_MAITLAND%20REPORT_FINAL_161130.pdf

The meeting closed at 7:59pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 08 May 2018

Item: 113 **ROC - Waste Management Advisory Committee - 21 March 2018 - (124414, 95249)**

Directorate: City Planning

PURPOSE OF THE REPORT:

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

RECOMMENDATION SUMMARY:

Items 1 and 2 along with matters raised in General Business contained within the attached minutes of the Waste Management Advisory Committee have policy or financial implications to Council, and as such requires specific consideration by Council.

Item 3 has no policy or financial implications for Council and is presented for information only.

REPORT:

Discussion

The Committee considered staff reports on a range of matters as shown in the attached minutes (Attachment 1). The following items require specific consideration by Council.

Item: 1 Waste Education Projects Update 2017/18

The Committee considered an update report on specific Environment Protection Authority Better Waste and Recycling funded waste education projects. The report also highlighted the results from the recent Clean Up Australia Day event on 4 March 2018, outlined the progress on the Responsible Cafes Program, Public Place Recycling Program including the Hawkesbury Show, new Monthly Waste Workshop Series (held at Windsor Library) and Container Deposit Scheme Projects. Advice was also sought from the Committee in terms of whether or not Council should continue membership of the Garage Sale Trail Program.

The following points formed the basis for this report:

- It was advised that the Clean Up Australia Day event was a huge success and it was expected a record total tonnage of materials was collected (at the time of the meeting the final figures were yet to be confirmed). There was significantly more interest from the community to participate this year than ever before.

Subsequent to the meeting, a figure of 16.7 tonnes was confirmed as being collected from 50 sites in the Hawkesbury LGA (comprising of 30 community sites, 8 youth group sites and 12 school sites).

These figures confirm there was a significant increase in the tonnage of material collected and the number of sites compared to last year, where approximately 7 tonnes of material was collected from 28 sites in the Hawkesbury LGA (comprising of 11 community sites and 17 schools/youth group sites).

- It was advised there has been more community interest in waste after the *War on Waste* series on the ABC. Council has partnered with Hawkesbury Environment Network (HEN) and Responsible Cafes to deliver the Responsible Cafes program.

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It was highlighted that approximately 70 cafes in the Hawkesbury were visited by HEN volunteers and a positive response was received from most cafes. To date approximately 11 cafes have registered with the Responsible Cafes program (ie. completed registration and accepted).

Michelle's Patisserie in Richmond is trialling the Program for eight weeks and if successful will possibly roll out state-wide. McDonalds at Richmond was also positive and advised that they would like to put the promotional material (signs, stickers and posters) in other outlets.

The Program will also be promoted at the Hawkesbury Show where reusable cups will be given away upon the signing of a pledge board.

In terms of the Plastic Free Hawkesbury Program it was highlighted that Coles and Woolworths had announced a date for the withdrawal of plastic bags from the end of June 2018. The importance of managing change and being ready with alternatives was also highlighted.

- The Container Deposit Scheme "Return and Earn" will also be a focus at the Hawkesbury Show, the proceeds of which will be donated to the Autism Advisory and Support Service.

The importance of avoiding litter and cleanliness was also highlighted as part of the Town Centres Survey.

- Enquiries were made as to whether a cost benefit analysis had been undertaken for participating in the Garage Sale Trail.

Staff will investigate if it is economically viable to continue with the subscription to the Garage Sale Trail's online platform.

It was suggested staff investigate the feasibility of Council facilitating a portal where residents can list details of their private garage sales on Council's website (ie. Second Hand Saturdays).

- It was noted there have been issues with individual collection points where Reverse Vending Machines have been installed. The main complaint with the McGraths Hill site is that it is often full and people are leaving other rubbish (including the boxes they carried the items in) around the site as well.
- It was advised negotiations are in place with TOMRA - Cleanaway to install a Reverse Vending Machine in the Kable Street carpark at Windsor (vicinity of Woolworths). Strict clauses will be included in any Contract to ensure the site is managed appropriately.

It was advised that potential issues had been raised with the proposal at the Kable Street site including:

- Cleaning (clause to ensure daily cleaning to be included in the Contract)
- Car parking (the loss of four car parking spaces)
- Queuing - (overall impact of traffic in and around the car park)
- Exit clause to be included in the Contract

Following consideration of these matters, the Committee resolved as follows:

"That:

1. *The report regarding the update on specific Better Waste and Recycling funded projects be received and noted.*
2. *Staff will investigate continuation of Garage Sale Trail membership after analysing the cost benefit of being involved and the possible alternate initiatives such as Second Hand Saturday."*

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Item: 2 EPA Funding: Better Waste and Recycling Projects 2018/2019

The Committee considered a report in relation to Council receiving annual Environment Protection Authority (EPA) funding, known as the Better Waste and Recycling funding program which is dedicated to projects and programs that focus on achieving better waste management outcomes. The report provided an outline of potential projects that could be implemented in 2018/2019 utilising the \$101,000 funding allocation.

A number of projects were proposed including:

Clean Up Australia Day \$5,000

Continue to support and promote this annual event to the community. This does not cover the cost to Council of collecting and disposing of the waste, which is absorbed by other business units.

Clean Up Australia- all year-round community clean ups \$20,000

Continue to implement a program which allows community groups to register with Clean Up Australia and conduct clean ups at public places at any time of the year. Blacktown City Council offers community groups this option and advises it is a program the community values. Following Clean Up Australia Day last year and this year, a number of groups including Pitt Town Progress Association and Colo Heights Progress Association have expressed a desire to undertake regular community clean ups during the year but need support from Council. Council has already built relationships with these groups in relation to this project and will work with these groups in the first instance. Council will then assess whether this project can be fully implemented across the whole LGA.

Public Place Recycling \$30,000

Continue to implement the public place recycling program at the Hawkesbury Show building on the achievements and knowledge from previous years.

Waste 2 Art \$5,000

Continue to organise this art competition with primary school aged children based on reuse and recycling, which has been running since 2014.

Garage Sale Trail (or equivalent) \$15,000

Continue to participate in this nation-wide event by promoting the event to the community, which has been running since 2010, noting the resolution from the Committee in terms of staff undertaking a cost benefit analysis of continuing with the same online platform.

Responsible Cafes \$10,000

Council and HEN through their partnership will continue to work with cafes and particularly customers to reduce disposable coffee cup usage.

Hawkesbury War on Waste Projects \$16,000

Continue to develop and implement a range of projects aimed at improving waste management in the Hawkesbury. This will include Plastic Bag Free Hawkesbury and the monthly waste workshop series.

The proposed projects listed were generally supported by the Committee.

Concern was raised at the volume of plastic water bottles used generally in the community and at large events. It was agreed the Hawkesbury should have more bubblers in parks and community spaces, as well as water refill stations and water vans/trailers at large events. This feedback is to be provided to the Town Centres Masterplan Project Group.

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Following consideration of these matters, the Committee resolved as follows:

"That the Waste Management Advisory Committee endorses the projects proposed for the 2018/2019 Environment Protection Authority's Better Waste and Recycling funding."

Matters Raised in General Business

Possible Impacts of China's Ban on Receiving Recyclable Products From Australian Materials Recovery Facilities (MRFs)

Although there is uncertainty as to the impact China's ban on receiving certain foreign waste will have on the Australian recycling industry, it was anticipated the issues would be short term and other opportunities may open up out of the ban, eg. there may be potential for the revival of paper mills to process recycled material.

Under the contractual agreement with Council's recycling contractor, the onus of finding alternative homes for materials collected falls to the contractor (up until the end of the contract) as they own the material.

It was suggested a series of media releases be prepared to reinforce to the community that it is 'business as usual' and that they should continue to 'keep doing their bit' in regards to recycling.

A question was raised as to whether the percentage of use of large bins compared to small bins is known.

Officers will report back to the Committee once that figure is ascertained from Council's finance section.

The following item has no policy or financial implications for Council and are presented for information only.

Item: 3 Waste Management Facility Update

The Committee considered a report on trend data and general information related to Hawkesbury City Waste Management Facility. The report demonstrated stable waste receipt numbers, increased recycling numbers, and the net impacts of the garden waste bin system on domestic waste and drop-off garden waste receipt at Hawkesbury City Waste Management Facility. For the 2017 calendar year the facility saw a direct landfill greenhouse gas mitigation value of 15,967 tonnes of carbon dioxide equivalent emissions.

Details of the report are as follows:

Hawkesbury City Waste Management Facility receives a stable overall quantity of waste, of around 27,000 tonnes (Figure 1), each year. Of the waste received approximately 10% or 2,500 (Figure 2) tonnes of waste as recyclates or recycled product is sent out in respect to soil conditioner each year.

The largest recyclate streams are paper & cardboard, scrap metal and soil conditioner (Figure 3). The last two streams have been the most significant growth areas in recycling for the past three financial years, making up around 900 of the additional 1,000 tonnes of materials being sent offsite each year. These growth trends have been a result of a drop in the value of scrap metal and a particular focus on the production of high quality soil conditioner generated at the waste facility.

The primary areas of waste receipt growth have been in scrap metal (120%), concrete (100%), and general household waste drop-off (35%). The increased receipt of scrap metal is a direct result of reduced metal values at metal recycling facilities, leading customers to drop metal off at Hawkesbury City Waste Management Facility for free as opposed to travelling further for limited or no financial gain. The increase in concrete has been as a result of local market changes with local commercial concrete recyclers no longer receiving small volume concrete loads on an ongoing basis. The increase in general household waste drop-off is currently being looked in to. Societies generally see increases in household waste disposal with increased disposable incomes and/or increased population migration flows.

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Domestic household waste and drop-off garden waste have both generally trended downwards since the introduction of the kerbside garden waste bin system in 2013. Since its introduction an average annual reduction of 1,320 tonnes of domestic waste to landfill has been realised. Along with this trend is an average reduction of 419 tonnes of drop-off garden waste per year received at the Hawkesbury City Waste Management Facility. The combined average total reduction in waste received from these streams is 1,739 tonnes per annum. By contrast the kerbside green waste bin system generates an average of 4,079 tonnes of garden waste per annum (Figure 4). This net increase in overall waste generation has been seen across NSW where kerbside garden waste bins have been introduced. This increase stems from reduced home composting and mulching and increased garden maintenance works.

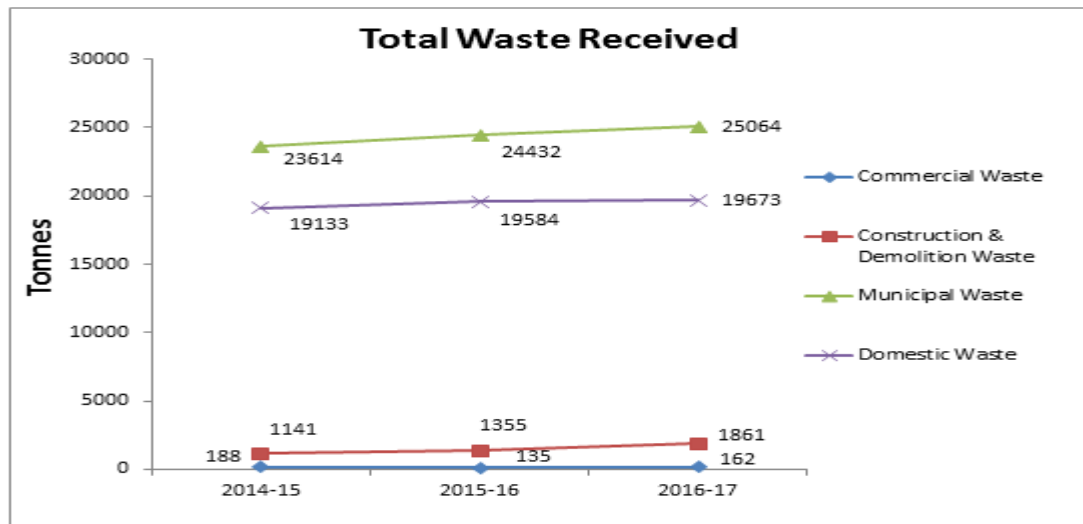


Figure 1: Total waste received at HCWMF by type

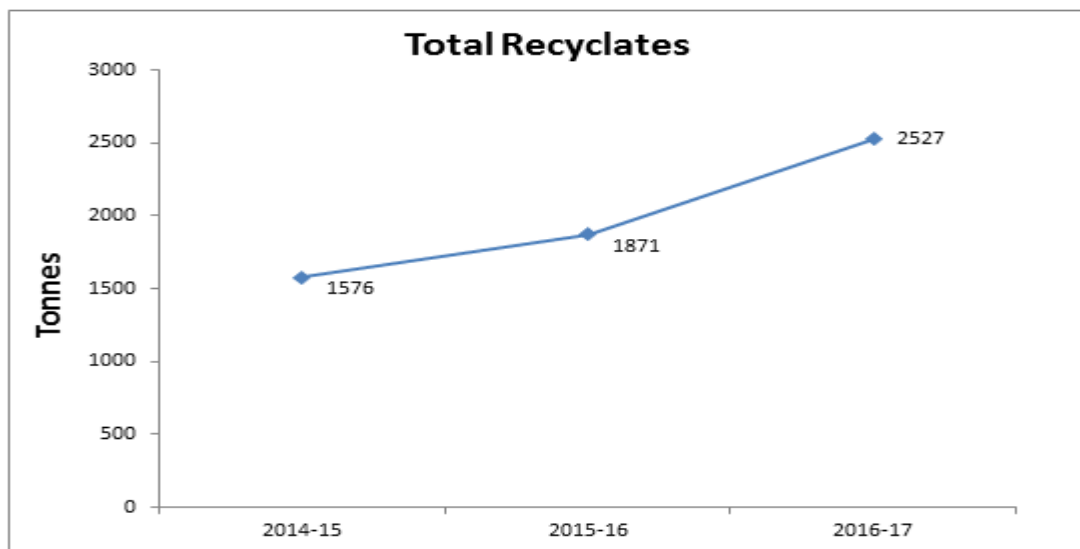


Figure 2: Total recyclates from HCWMF

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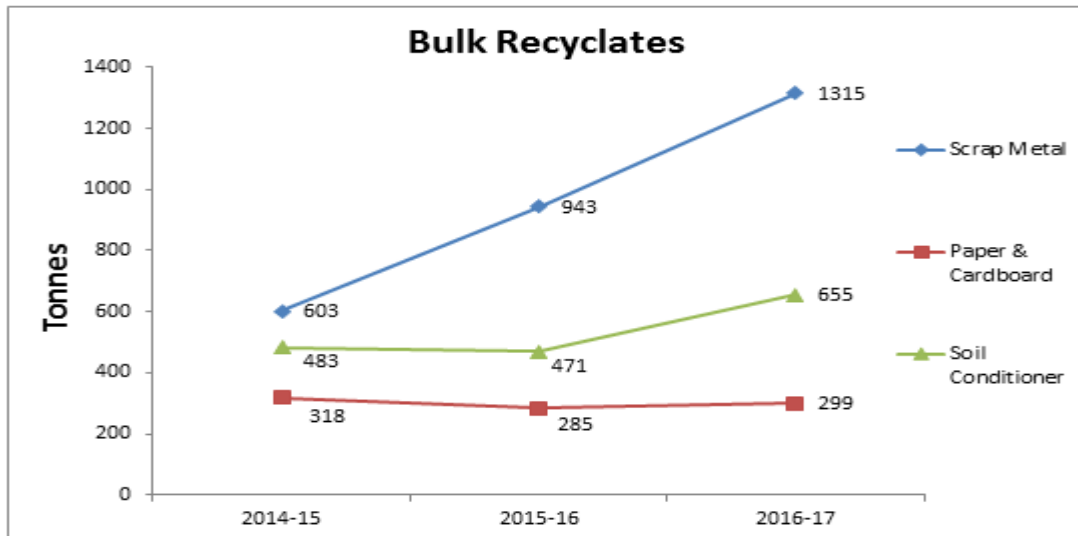


Figure 3: Bulk recycle streams from HCWMF

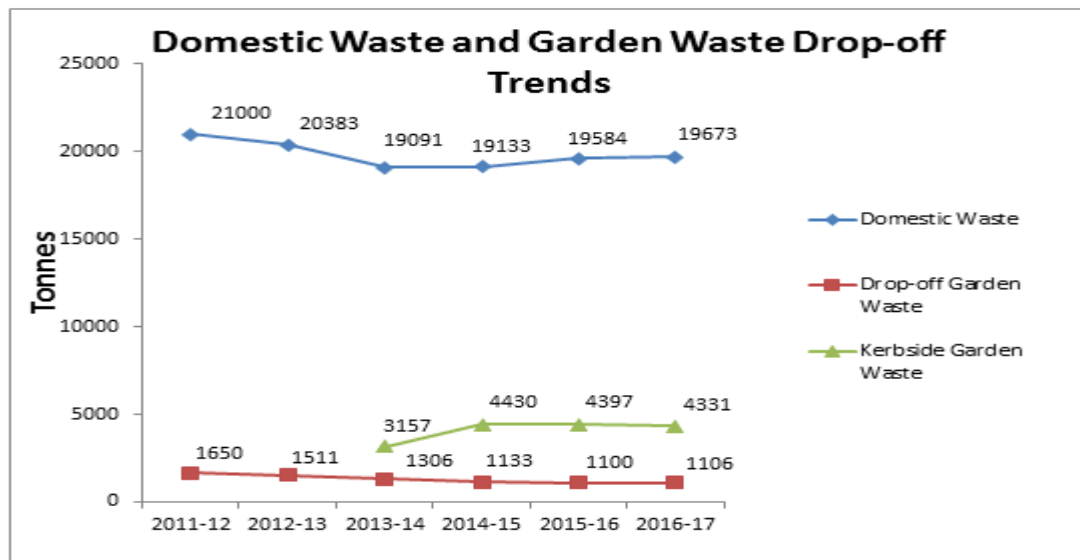


Figure 4: Domestic and garden waste drop-off trends at HCWMF

Since the installation of Council's Landfill Gas Flare system in February 2014, Council has also seen steady rises in the quantity of greenhouse gas emissions mitigated from the landfill operation. This has been due to a number of gas well installations at the facility raising the number of overall extraction wells from an initial 11 to now 30 wells across the landfill area. Through these well installations Council has seen a total carbon equivalent greenhouse gas mitigation of 15,967 tonnes of greenhouse gases for calendar year 2017. Additional wells are likely to be installed over the coming years as landfill cell areas are completed.

Remaining landfill void space at the Hawkesbury City Waste Management Facility was at 155,000m³ as of December 2017. This provides available landfill capacity until the 2023-2024 financial year based on a Business-as-usual scenario.

Following consideration of the matter, the Committee resolved as follows:

"That the Waste Management Advisory Committee receive this information and notes the report."

ORDINARY MEETING
SECTION 4 – Reports of Committees
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RECOMMENDATION:

That in relation to the Minute of the Waste Management Advisory Committee held on 21 March 2018:

1. Council receive and note the Committee Minutes in respect of item 3 and General Business.
2. Council endorse the Committee recommendations in respect of item 1, namely:

That:

1. *The report regarding the update on specific Better Waste and Recycling funded projects be received and noted.*
2. *Staff will investigate continuation of Garage Sale Trail membership after analysing the cost benefit of being involved and the possible alternate initiatives such as Second Hand Saturday.*
3. Council endorse the Committee recommendations in respect of item 2, namely:

That the Waste Management Advisory Committee endorses the projects proposed for the 2018/2019 Environment Protection Authority's Better Waste and Recycling funding.

ATTACHMENTS:

AT - 1 Minutes of the Waste Management Advisory Committee held on 21 March 2018.

ORDINARY MEETING
SECTION 4 – Reports of Committees
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AT - 1 Minutes of the Waste Management Advisory Committee

held on 21 March 2018

The meeting commenced at 4:04pm.

Present:	Councillor Mary Lyons-Buckett, Chairperson Councillor Danielle Wheeler, Deputy Chairperson Mr Eric Brocken, Community Representative Mr William Sneddon, Community Representative
Apologies:	Councillor Paul Rasmussen, Hawkesbury City Council Councillor Sarah Richards, Hawkesbury City Council
In Attendance:	Mr Andrew Kearns, Hawkesbury City Council Mr Jeff Organ, Hawkesbury City Council Mr Ramiz Younan, Hawkesbury City Council Mr Oliver Bradshaw, Hawkesbury City Council

REPORT:

The Chair opened the meeting and welcomed Ms Howden from HEN to the meeting and highlighted that Ms Howden was in attendance to brief the Committee on the Responsible Cafes Program.

RESOLVED on the motion of Mr Sneddon and seconded by Mr Brocken that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Sneddon, seconded by Mr Brocken that the Minutes of the Waste Management Advisory Committee held on the 4 October 2017, be confirmed.

Attendance Register of Waste Management Advisory Committee

Member	04/10/17	21/03/18		
Councillor Mary Lyons-Buckett	✓	✓		
Councillor Paul Rasmussen	A	A		
Councillor Sarah Richards	✓	A		
Councillor Danielle Wheeler	✓	✓		
Mr Bill Sneddon	✓	✓		
Mr Eric Brocken	✓	✓		
Prof. Basant Maheshwari	✓	✓		

A = Formal Apology

✓ = Present

x = Absent - no apology

SECTION 3 - Reports for Determination

ORDINARY MEETING
SECTION 4 – Reports of Committees
Meeting Date: 08 May 2018

Item: 1 **WMAC - Waste Education Projects Update 2017/2018 - (95249, 124414)**

Directorate: City Planning

DISCUSSION:

- It was advised that the Clean Up Australia Day 2018 event was a huge success and it was expected a record total tonnage of materials was collected (the final figures are yet to be confirmed). There was significantly more interest from the community to participate this year than ever before.

Subsequent to the meeting, a figure of 16.7 tonnes was confirmed as being collected from 50 sites in the Hawkesbury LGA (comprising of 30 community sites, 8 youth group sites and 12 school sites).

These figures confirm there was a significant increase in the tonnage of material collected and the number of sites compared to last year, where approximately 7 tonnes of material was collected from 28 sites in the Hawkesbury LGA (comprising of 11 community sites and 17 schools/youth group sites).

4:07pm - Councillor Wheeler arrived at the meeting.

4:08pm - Prof. Maheshwari arrived at the meeting.

- It was advised there has been more community interest in waste after the *War on Waste* series on the ABC. Council has partnered with HEN and Responsible Cafes to deliver the Responsible Cafes program.

Ms Howden highlighted that approximately 70 cafes in the Hawkesbury were visited by HEN volunteers and a positive response was received from most cafes. To date approximately 11 cafes have registered with the Responsible Cafes program (ie completed registration and accepted).

Michelle's Patisserie in Richmond is trialling the Program for eight weeks and if successful will possibly roll out state-wide. McDonalds at Richmond was also positive and advised that they would like to put the promotional material (signs, stickers and posters) in other outlets.

The Program will also be promoted at the Hawkesbury Show where reusable cups will be given away upon the signing of a pledge board.

In terms of the Plastic Free Hawkesbury Program it was highlighted that Coles and Woolworths had announced a date for the withdrawal of plastic bags from the end of June 2018. The importance of managing change and being ready with alternatives was also highlighted.

- The Container Deposit Scheme "Return and Earn" will also be a focus at the Hawkesbury Show, the proceeds of which will be donated to the Autism Advisory and Support Service.

The importance of avoiding litter and cleanliness was also highlighted as part of the outcomes of the Town Centres Survey.

- Enquiries were made as to whether a cost benefit analysis had been undertaken for participating in the Garage Sale Trail.

Staff will investigate if it is economically viable to continue with the subscription to the Garage Sale Trail's online platform.

It was suggested staff investigate the feasibility of Council facilitating a portal where residents can list details of their private garage sales on Council's website (ie Second Hand Saturdays).

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- It was noted there have been issues with individual collection points where Reverse Vending Machines have been installed. The main complaint with the McGraths Hill site is that it is often full and people are leaving other rubbish (including the boxes they carried the items in) around the site as well.
- It was advised negotiations are in place with TOMRA - Cleanaway to install a Reverse Vending Machine in the Kable Street carpark at Windsor (vicinity of Woolworths). Strict clauses will be included in any Contract to ensure the site is managed appropriately.

It was advised that potential issues had been raised with the proposal at the Kable Street site including:

- Cleaning (clause to ensure daily cleaning to be included in the Contract)
- Car parking (the loss of four car parking spaces)
- Queuing - (overall impact of traffic in and around the car park)
- Exit clause to be included in the Contract

RECOMMENDATION TO COMMITTEE:

That the:

1. Report regarding the update on specific Better Waste and Recycling funded projects be received and noted.
2. Waste Management Advisory Committee endorses the continuation of the Garage Sale Trail program due to the opportunities it provides in delivering positive environmental and social outcomes for the Hawkesbury.

MOTION:

RESOLVED on the motion of Mr Maheshwari, seconded by Mr Sneddon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. The report regarding the update on specific Better Waste and Recycling funded projects be received and noted.
2. Staff will investigate continuation of Garage Sale Trail membership after analysing the cost benefit of being involved and the possible alternate initiatives such as Second Hand Saturday.

Item: 2 **WMAC - EPA Funding: Better Waste and Recycling Projects 2018/2019 - (95249, 124414)**

Directorate: City Planning

DISCUSSION:

- An overview of the proposed projects to apply funding in 2018/2019 towards was provided to the Committee. The proposed projects listed in the report were generally supported by the Committee.
- Concern was raised at the volume of plastic water bottles used generally in the community and at large events. It was agreed the Hawkesbury should have more bubblers in parks and community

ORDINARY MEETING
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spaces, as well as water refill stations and water vans/trailers at large events. This feedback is to be provided to the Town Centres Masterplan Project Group.

RECOMMENDATION:

That the Waste Management Advisory Committee endorses the projects proposed for the 2018/2019 Environment Protection Authority's Better Waste and Recycling funding.

MOTION:

RESOLVED on the motion of Mr Sneddon, seconded by Mr Brocken.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Waste Management Advisory Committee endorses the projects proposed for the 2018/2019 Environment Protection Authority's Better Waste and Recycling funding.

SECTION 4 - Reports for Information

Item: 3 **WMAC - Waste Management Facility Update - (95249, 124414)**

Directorate: City Planning

DISCUSSION:

- An overview of the report was presented to the Committee in relation to the mitigation of landfill gas emissions from the Waste Management Facility.
- It was suggested a comparative story about landfill gas be publicised on social media, as well as other waste reduction initiatives including garbage bin inspections, reusable coffee cups, community clean ups etc.

RECOMMENDATION TO COMMITTEE:

That the Waste Management Advisory Committee receive this information and notes the report.

MOTION:

RESOLVED on the motion of Mr Sneddon, seconded by Mr Brocken.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Waste Management Advisory Committee receive this information and notes the report.

SECTION 5 - General Business

- Mr Sneddon acknowledged and thanked staff for the good work they do in the treatment and removal of sewerage and waste.

ORDINARY MEETING
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Possible Impacts of China's Ban on Receiving Recyclable Products From Australian Materials Recovery Facilities (MRFs)

- Although there is uncertainty as to the impact China's ban on receiving certain foreign waste will have on the Australian recycling industry, it was anticipated the issues would be short term and other opportunities may open up out of the ban, eg there may be potential for the revival of paper mills to process recycled material.

Under the contractual agreement with Council's recycling contractor, the onus of finding alternative homes for materials collected falls to the contractor (up until the end of the contract) as they own the material once collected.

It was suggested a series of media releases be prepared to reinforce to the community that it is 'business as usual' and that they should continue to 'keep doing their bit' in regards to recycling.

TABLED CORRESPONDENCE:

Container Deposit Scheme - Materials Recovery Facility (MRF) Processing Refund Protocol

Articles in relation to the Container Deposit Scheme - tabled by Mr Sneddon

hawkesburygazette.com.au

2 HAWKESBURY GAZETTE

Wednesday March 07, 2018

NEWS

A great little earner

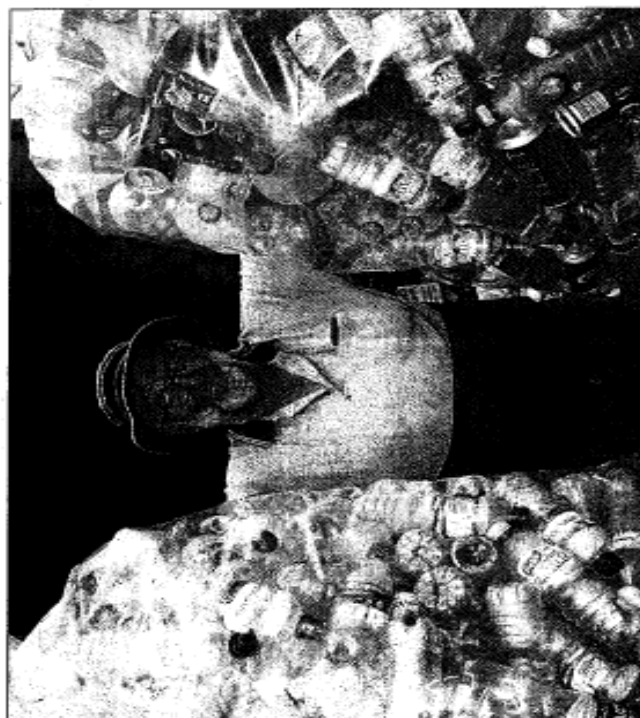
BY KRISTYNA POLLARD

KEN Bleakley is a busy man. Since the state government's Return and Earn scheme began on December 1, Mr Bleakley of Windsor Metal Recyclers has received nearly 250,000 empty drink containers, returning nearly \$25,000 to locals. It's made the South Windsor business the scheme's largest over-the-counter site in NSW, according to Hawkesbury City Council.

"It's been flat out," Mr Bleakley said. "I am getting a truck every day to collect the containers."

While council's director of city planning, Michael Owens, said the smaller over-the-counter operators had experienced some issues in the local area, Mr Bleakley has been so busy the scheme's operators were last week looking into installing a counting machine at his premises.

"We need to do something. It's not viable to do



TREASURE FOR TRASH: Ken Bleakley from Windsor Metal Recyclers. Locals have returned nearly 250,000 containers through his site. Picture: Geoff Jones.

it this way [manually]," Mr Bleakley said.

A new reverse vending machine installed at the car park of the Australian Hotel, McGraths Hill, could help

Mr Owens said two busi-

nesses, Thuy-Uyen Bakery operational last week. The in Richmond and Kurrajong Heights IGA, had left the scheme altogether, while others had reported issues including people bringing

in crushed containers that could not be accepted, and a lack of training for operators. "Many people who choose to participate cannot be refunded via card, so they are requesting cash," he said. "This is causing cash flow issues for the retailer, patrons of the scheme and store customers."

"In some instances, these collection sites are also being advertised by the Environmental Protection Authority's network operator before they are actually set up and ready to receive containers, as occurred with the Kurrajong Heights IGA."

Collection points accepting 100 containers at a time are: Friendly Grocer Glossodia, Rail Cafe Richmond, Windsor Newsagent, Food Works South Windsor, Khan's General Store, Hawkesbury Bakehouse Kurrajong, Wilberforce Newsagency, Windsor Metal Recyclers accepts more than 100 containers. To find sites, visit returnandearn.org.au.

Cash for cans on the way

bluemountaingazette.com.au

BY JENNIE CURTIN

THERE are plans afoot to install reverse vending machines in the Mountains – but less certainty about exactly where.

TOMRA/Cleanaway has approached council, hoping to install the machines on council owned or managed land.

While early talks canvassed using the Woolworths car parks at Katoomba and Leura, ultimately sites in the car parks beside Blaxland and Springwood IGAs were favoured.

But council has some concerns. It believes the loss of parking spaces to accommodate the machines would be keenly felt. It also doesn't want to be lumped with having to keep the area around the machines clean.

Cr Chris Van der Kley said one machine he had seen in action was surrounded by empty cardboard boxes which people had used to bring their cans and bottles and had just dumped afterwards.

Cr Don McGregor called it a "dog of a scheme".



RECYCLING FAN: Cr Brent Hoare in the Springwood IGA car park with cans and bottles that could be put through a reverse vending machine. He is a strong supporter of the scheme.

Negotiations will continue with the company to find alternative locations, such as sportsgrounds, road reserves and rail corridors.

Macksville, working with the same company.

He said concerns from the northern NSW council were alleviated by TOMRA/Cleanaway, which undertook to clean the area every day.

In the end, council voted to endorse the idea in principle but negotiations will continue with the company to find alternative locations.

Cr Hoare later told the Gazette that the Nambucca Shire Council just last week voted to install machines owned by the state, or at waste management facilities.

He said more than 100 million containers had already been returned and urged council to "look more positively at Nambucca Heads and the [council] report tends to the negative."

Cr Hoare later told the Gazette that the Nambucca Shire Council just last week voted to install machines owned by the state, or at waste management facilities.

"It collects a lot of rubbish around, it interferes with parking and it only collects cans in a pristine condition. I don't know how anyone can support it."

But Greens Cr Brent Hoare

- A question was raised as to whether the percentage of use of large bins compared to small bins is known.

Officers will report back to the Committee once that figure is ascertained from Council's finance section.

- A special thank you was extended to Jocelyn Howden from HEN for her attendance and input at the meeting.

The meeting closed at 5:47pm

oooO END OF REPORT Oooo

ORDINARY MEETING
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Item: 114 **ROC - Local Traffic Committee - 9 April 2018 - (80245)**

Directorate: Infrastructure Services

PURPOSE OF THE REPORT:

The purpose of this report is to present the Minutes of the Local Traffic Committee, held on 9 April 2018. The Local Traffic Committee is not a Committee of Council but a Statutory Committee.

RECOMMENDATION SUMMARY:

The matters contained within the attached minutes of the Local Traffic Committee have no policy or financial implications to Council. The recommendations contained in the attached minutes be adopted by Council.

REPORT:

Discussion

The Local Traffic Committee met on 9 April 2018 and discussed the following items:

- Special Event Traffic - Bilpin Bush Rush - August 2018
- Special Event Traffic - Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show - September 2018
- Special Event Traffic - The Hawkesbury 120 Ski Race Classic - September 2018

RECOMMENDATION:

That the minutes of the Local Traffic Committee held on 9 April 2018 be received and the recommendations therein be adopted and noted.

ATTACHMENTS:

AT - 1 Minutes - Local Traffic Committee - 9 April 2018

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AT - 1 Minutes - Local Traffic Committee - 9 April 2018

Minutes of the Meeting of the Local Traffic Committee held in the Small Committee Room, Windsor, on Monday, 09 April 2018, commencing at 3pm.

ATTENDANCE

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

Apologies: Inspector Peter Jenkins, NSW Police Force

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

Mr Christopher Amit advised the Committee that the position of Chair is to be undertaken in accordance with RMS (formerly RTA) Guidelines "Delegation to Councils for Regulation of Traffic" Section 5.3 which states that the meeting is to be convened by a Council Representative, either voting or non-voting. On this basis Mr Amit is to take up the position of the Chair for this meeting as agreed to with Councillor Reynolds.

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

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Councillor Peter Reynolds, seconded by Ms Tina Kaur that the minutes from the previous meeting held on Monday, 12 March 2018 be confirmed.

Item 1.2 Business Arising

There was no Business Arising from the previous minutes.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Bilpin Bush Run 2018, 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 2018 on Saturday, 18 August 2018.

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.

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- Since 2014 the events have been undertaken along a new course which is to be utilised for the 2018 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.
- 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 350 runners participating in the run.
- Approximately 100 spectators are expected to attend.

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- 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 2018, 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: 6170219):

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 Insurance Policy which is valid to 14 July 2018,
7. Copy of the correspondence to be forwarded to the Residents,
8. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, Fire and Rescue NSW, NSW Department of Industries – Lands, Office of Environment and Heritage – NSW National Parks and Wildlife Service (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 2018 event planned for Saturday, 18 August 2018, be classified as a “Class 2” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).

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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.
- 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 NSW 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 Industries - Lands 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;

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- 4k. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures 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);
- 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:

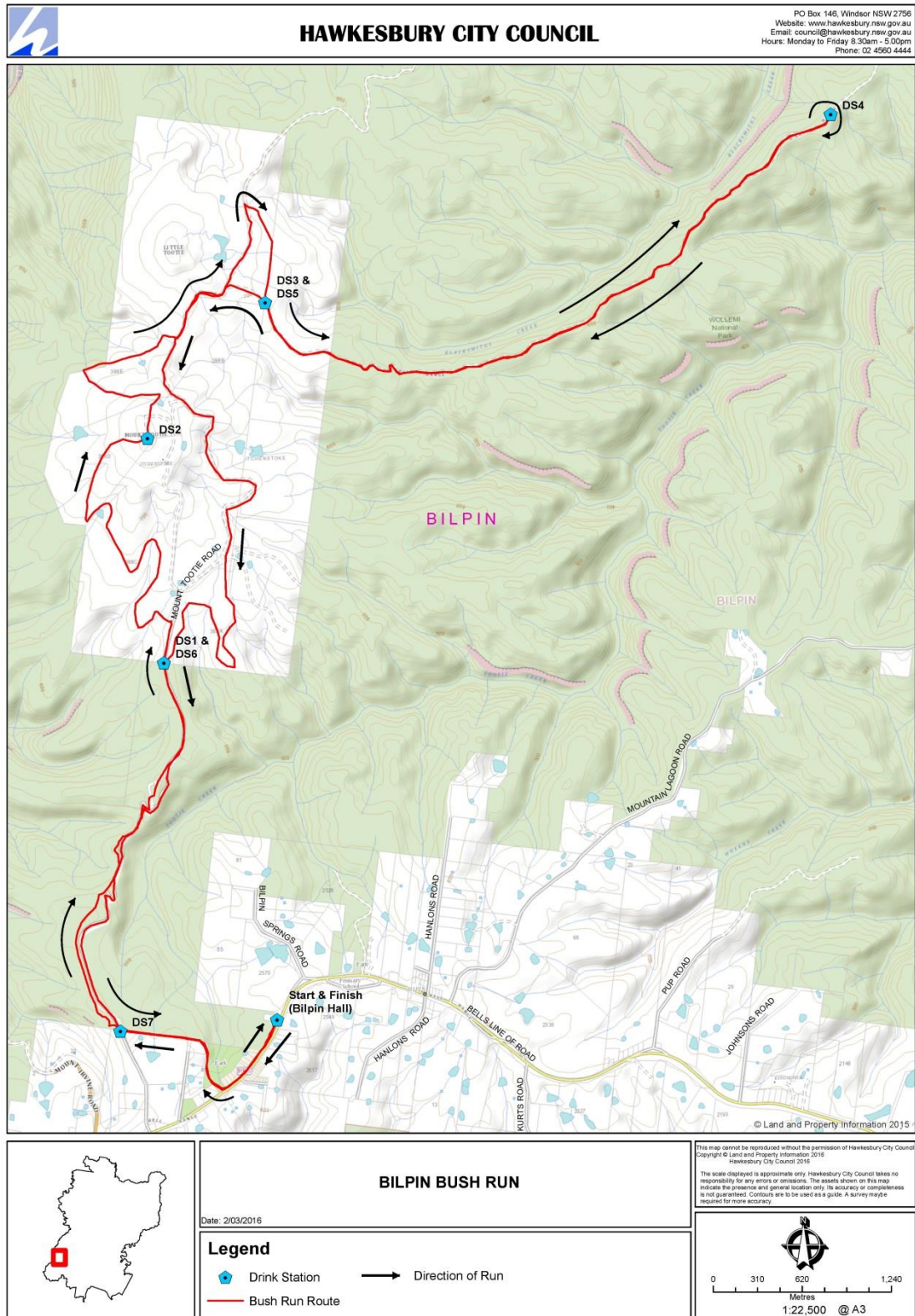
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AT - 1 Event Course Map for the Bilpin Bush Run 2018.

AT - 2 Special Event Application - (ECM Document Set ID No: 6170219) - *see attached.*

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AT - 1 Event Course Map for the Bilpin Bush Run 2018



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COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Bilpin Bush Run 2018 event planned for Saturday, 18 August 2018, be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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- 4d. the event organiser is to 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 NSW 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 Industries - Lands 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,

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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;
- 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.

Item: 2.2 LTC - Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2018 - Hawkesbury Showground, Clarendon - (Hawkesbury) - (80245, 143632)

REPORT:

Introduction

An application has been received from Rural Scene Promotions Pty Ltd seeking approval (in traffic management terms) to conduct the Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2018 within the Hawkesbury Showground, Clarendon, between Friday, 7 and Sunday, 9 September 2018.

The event organiser has advised:

- This is the first year the event is being held.
- The event is an outdoor recreational event featuring caravans, motorhomes, 4WD vehicles and accessories, camping equipment and various forms of entertainment such as reptile and fishing lure shows.
- The times for operation are proposed from 9am to 5pm for both Friday, 7 and Saturday, 8 September, and 9am to 4pm for Sunday, 9 September 2018.
- The Showground is located on Racecourse Road, with the Hawkesbury Racecourse and the Clarendon Railway Station located opposite.
- The event is expected to attract approximately 150 exhibitors and 10,000 visitors.
- It is anticipated that most visitors will travel by car. They will park within the Hawkesbury Showground car parking area, and will be directed into the site via Gate 1, by accredited traffic controllers. Exit from the showground will be via Gate 4.

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Discussion

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

Traffic congestion is likely to be concentrated in Hawkesbury Valley Way, from where the majority of vehicles will queue to enter Racecourse Road, and in Racecourse Road, as vehicles queue to enter parking areas. It is likely that some vehicles, to avoid the congestion at Hawkesbury Valley Way, will travel towards the showground along Racecourse Road from the Blacktown Road intersection.

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

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Set ID No: 6181179):

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. Copy of Insurance Policy which is valid to 31 August 2018 and also does not include Hawkesbury City Council and the Roads and Maritime Services as an Interested Parties,
5. Event Layout Plan,
6. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, NSW Rural Fire Service 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 Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2018 event within the Hawkesbury Showground, Clarendon, between Friday, 7 and Sunday, 9 September 2018 be classified as a “Class 2” special event, in terms of traffic management, under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.

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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 site as part of the risk assessment considering the possible risks for all participants. This assessment should be carried out by visual inspection of the site by the event organiser prior to preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to submit a Transport Management Plan (TMP) for the entire event incorporating a Traffic Control Plan (TCP) which needs to include details such as the specific position of barriers, signs etc, to Council and the Roads and Maritime Services - RMS (formerly RTA) for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of WHS legislation and associated Codes of Practice and Australian Standards;
- 4e. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
- 4f. as the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; a copy of this approval to be submitted to Council;
- 4h. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (indicating the advertising medium);
- 4i. the event organiser is to notify the details of the event to Fire and Rescue NSW at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4j. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed

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traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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

During the event:

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

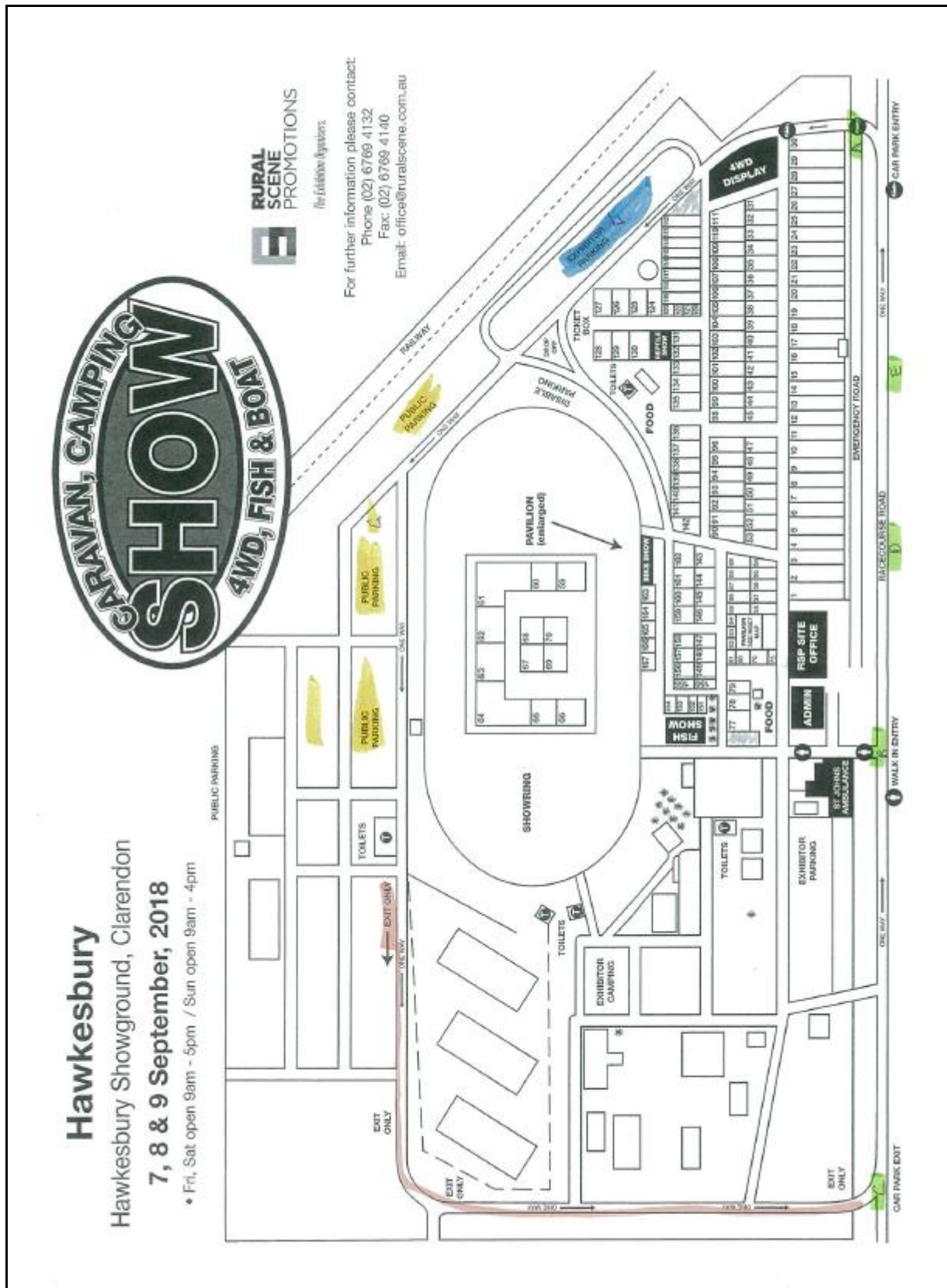
APPENDICES:

AT - 1 Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2018 - Event Layout Plan

AT - 2 Special Event Application – (ECM Document Set ID No: 6181179) - *see attached*

Meeting Date: 08 May 2018

AT - 1 Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2018 - Event Layout Plan



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Meeting Date: 08 May 2018

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury Caravan, Camping, 4WD, Fish and Boat Show 2018 event within the Hawkesbury Showground, Clarendon, between Friday, 7 and Sunday, 9 September 2018 be classified as a "Class 2" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

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

During the event:

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

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commencement of the event; and,

- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

Item: 2.3 LTC - The Hawkesbury 120 Ski Race Classic 2018 - (Hawkesbury) - (80245, 92138)

REPORT:

Introduction:

An application has been received from Ski Racing NSW Inc, seeking approval (in traffic management terms) to conduct the Hawkesbury 120 Ski Race Classic 2018 on Saturday, 8 and Sunday, 9 September 2018.

The event organiser has advised;

- The Hawkesbury 120 Ski Race Classic is an annual event initially undertaken in 2006.
- The Hawkesbury 120 Ski Race Classic is an annual water ski race on the Ski Racing Australia Calendar and is undertaken along the Hawkesbury River.
- The race is 120 kilometres in length.
- Event Schedule:
 - Saturday, 8 September 2018:
 - Ski Race from Governor Philip Park, Windsor to Sackville Ski Gardens, Tizzana Road, Sackville and return.
 - Start and Finish times: 8:30am to 5pm.
 - Set Up and Pack Down Times: 6am to 6pm.
 - Sunday, 9 September 2018:
 - Ski Race from Governor Philip Park, Windsor to NSW Ski Grounds Caravan Park (Known as NSW Ski Gardens) at River Road, Wisemans Ferry and return.
 - Start and Finish times: 8:30am to 5pm.
 - Set Up and Pack Down Times 6am to 8pm.
- The suspension of ferry services, controlled by Council and the Roads and Maritime Services - RMS (formerly RTA), is required on Sunday, 9 September 2018:
 - Lower Portland Ferry (HCC): 8am to 5pm
 - Sackville Ferry (RMS): 8am to 5pm
- Webbs Creek Ferry and Wisemans Ferry are located downstream to the NSW Ski Gardens, and subsequently these ferry operations are not affected.
- The suspension of the ferry services is required for safety reasons. Emergency vehicles will be allowed access at all times. The ferries will operate in the event of an emergency and competitors will be stopped to ensure the safety of all.
- Alternate routes for traffic are available which include travelling via Putty Road to Windsor on the western side and via Pitt Town, Cattai and Wisemans Ferry Roads to Windsor on the eastern side.

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- The event organiser acknowledges that either Council or the RMS on the day may have the need to alter the suspension of the ferries at their discretion.
- A river open boat will pass the entire course at the conclusion of the event.
- Windsor boat ramp will be closed to the public on both days.
- The number of participants expected is approximately 400, consisting of four groups of 100 participants.
- Approximately 1,000 to 2,000 spectators are expected at the start/finish venue at Governor Phillip Park, Windsor.
- Parking will be at Governor Phillip Park with additional parking available off street utilising vacant land adjacent to Governor Phillip Park.
- There will be an increase to traffic flow on roads surrounding Governor Phillip Park; however the effect on traffic is not expected to be significant.
- It is expected that the event will impact only marginally on traffic using Windsor Road, Bridge Street, Macquarie Street and Wilberforce Road, but historically there have been no issues with traffic in these areas.
- Road closures are not required other than the closure of the approach roads to the two ferries along the Hawkesbury River.
- The River will be closed for the duration of the event on each of the two days along the length of the event course.
- Advance warning with VMS will be located on Wilberforce Road and Richmond Road, Marsden Park.

Discussion:

The event organiser is seeking Council and RMS approval for the suspension of the following Ferry Services on Sunday, 9 September 2018:

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

Webbs Creek Ferry and Wisemans Ferry are located downstream of the NSW Ski Gardens, and subsequently these ferry operations are not affected on Sunday, 9 September 2018.

Ferry operations are not affected on Saturday, 8 September 2018, as Wisemans Ferry, Webbs Creek Ferry, Sackville Ferry and Lower Portland Ferry are all located downstream of the Sackville Ski Gardens.

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

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

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

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

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

The event organiser has submitted the following items in relation to the event: Attachment 1 (ECM Document Set ID No: 6180286):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Event Traffic Management Plan which requires updating in line with the information in the main application and updated for the 2018 event,
5. Signs to be placed at each Ferry,
6. Copy of the correspondence to be forwarded to the Residents,
7. Copies of correspondence forwarded to the NSW Police Force.
8. Copy of the Aquatic License Application to RMS.

Exclusive use of Governor Phillip Park is being reported to Council for its consideration at its meeting on 10 April 2018.

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury 120 Ski Race Classic 2018 event planned for Saturday, 8 and Sunday, 9 September 2018 be classified as a "Class 1" special event, in terms of traffic management, under

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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 preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as this is a "Class 1" event and the road closures resulting from the suspension of the HCC and RMS ferries; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
- 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP), which needs to include details such as the specific position of barriers, signs etc, required for the proposed ferry/road closures and traffic diversions, to Council and the Transport Management Centre (TMC) for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements WHS legislation and associated Codes of Practice and Australian Standards;
- 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council, the Transport Management Centre (TMC) and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;

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- 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
- 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from the Roads and Maritime Services - RMS (formerly NSW Maritime); a copy of this approval to be submitted to Council;
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park;
- 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 advise all adjoining Councils such as Gosford, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
- 4l. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (advertising medium to be advised);
- 4m. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4n. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
- 4o. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4p. 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:

- 4q. access is to be maintained for businesses, residents and their visitors;
- 4r. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4s. 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);

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- 4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route (including the road closure points for the ferry closures), during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 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,

Ferry Services

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

Suspension of the ferry services on Sunday, 9 September 2018 as listed below:

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

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

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

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

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

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APPENDICES:

AT - 1 Special Event Application - (ECM Document Set ID No. 6180286) – *see attached*.

COMMITTEE RECOMMENDATION:

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

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Hawkesbury 120 Ski Race Classic 2018 event planned for Saturday, 8 and Sunday, 9 September 2018 be classified as a "Class 1" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health 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 preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; a

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- copy of the Police Force approval to be submitted to Council;
- 4d. the event organiser is to obtain approval from the Transport Management Centre – TMC as this is a "Class 1" event and the road closures resulting from the suspension of the HCC and RMS ferries; a copy of the Transport Management Centre – TMC approval to be submitted to Council;
 - 4e. the event organiser is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP), which needs to include details such as the specific position of barriers, signs etc, required for the proposed ferry/road closures and traffic diversions, to Council and the Transport Management Centre (TMC) for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements WHS legislation and associated Codes of Practice and Australian Standards;
 - 4f. the event organiser is to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council, the Transport Management Centre (TMC) and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy and that Policy is to cover both on-road and off-road activities;
 - 4g. as the event requires traffic control on Council roads and the closure of public roads due to the suspension of Ferry services, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the roads;
 - 4h. the event organiser is to obtain the relevant approval to conduct the event along the Hawkesbury River from the Roads and Maritime Services - RMS (formerly NSW Maritime); a copy of this approval to be submitted to Council;
 - 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park;
 - 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 advise all adjoining Councils such as Gosford, The Hills and Hornsby of the event and in particular the suspension of the ferries and obtain any necessary approvals from these Councils; a copy of this approval to be submitted to Council;
 - 4l. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, two weeks prior to the event; a copy of the proposed advertisement to be submitted to Council (advertising medium to be advised);
 - 4m. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;
 - 4n. the event organiser is to directly notify relevant ferry operators, bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; a copy of the correspondence to be submitted to Council;

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- 4o. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures, road/ferry closures, the impact on ferry services and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; a copy of the correspondence to be submitted to Council;
- 4p. 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:

- 4q. access is to be maintained for businesses, residents and their visitors;
- 4r. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4s. 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);
- 4t. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route (including the road closure points for the ferry closures), during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 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,

Ferry Services

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

Suspension of the ferry services on Sunday, 9 September 2018 as listed below:

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

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

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

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

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

SECTION 3 - Reports for Information

There were no Reports for Information.

SECTION 4 - General Business

There was no General Business.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 14 May 2018 at 3pm in the Small Committee Room.

The meeting terminated at 4:42pm.

oooO END OF REPORT Oooo

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ordinary

section 5

notices of motion

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SECTION 5 – Notices of Motion

Item: 115 **RM - Resolution 375 - Conservation Management Plan - 1029 St Albans Road, Lower MacDonald - Lot 1 DP 605179 - (79351, 95498, 124414)**

Previous Item: 090, Ordinary Meeting (10 April 2018)

Submitted by: Councillor Reynolds

RESCISSION MOTION:

That Resolution No. 375 from Council's meeting held on 28 November 2017 be rescinded.

BACKGROUND:

Council, at its Meeting held on 28 November 2017, resolved to approve and adopt the Conservation Management Plan (CMP) for St Joseph's Church at St Albans.

However, it has since been brought to my attention that:-

- The boundary surveys are inaccurate.
- The CMP shows the cemetery is located within the St Joseph's property when 80% of the cemetery is located on neighbouring property.
- The CMP imposes obligations to upkeep the cemetery. Because of the above errors these obligations are now borne by a neighbour and not the owner of St Joseph's.
- The CMP states the policies in the document should be reviewed by "all relevant parties". The neighbour is a relevant party and was not given opportunity to review the document, leading to the issues generating this Rescission Motion.
- The CMP is inaccurate and misleading when it states the cemetery holds the remains of 40 First Fleeters. The Federation of First Fleeters State there are no graves of First Fleeters in the cemetery.

As this document is adopted by Council and becomes official including display in the Library for public viewing, it needs to be accurate for legal and historical reasons.

If this motion is adopted, I will be proposing to move a further motion, wherein Council will request the author of the Conservation Management Plan to correct and resubmit the Conservation Management Plan for endorsement by Council.

NOTE BY MANAGEMENT:

Council at its meeting on 10 April 2018 considered this Rescission Motion and resolved as follows

"That this matter be presented at a future Councillor Briefing Session and the Rescission Motion be deferred for consideration at the next Council Meeting".

This matter was presented at the Councillor Briefing Session on 1 May 2018.

Council's resolution of 28 November 2017 regarding the Conservation Management Plan - 1029 St Albans Road, Lower Macdonald - Lot 1 DP 605179, was as follows:

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"That:

1. Council as the consent authority approve the 'Conservation Management Plan for St Joseph's Catholic Church (Former) prepared by Edwards Planning and dated July 2017 for Lot 1 DP 605179, known as 1029 St Albans Road, Lower Macdonald.
2. The applicant be advised that the approval of the Conservation Management Plan does not approve any change of use or works to the property that require a separate planning approval. Any future application for change of use or works will be subject to the full merit assessment criteria, such as parking, traffic, noise, operating hours, number of persons at the site, etc., that is relevant to that application."

For background in respect of the matter, the link below provides access to the Report considered by Council at its Ordinary Meeting on 28 November 2017:

http://www.hawkesbury.nsw.gov.au/_data/assets/pdf_file/0012/101631/ORD_NOV2_2017_BP.pdf

Conservation Management Plan

The Dictionary of the Hawkesbury Local Environmental Plan 2012 provides the following definition for 'heritage conservation management plans':

***heritage conservation management plan** means a document prepared in accordance with guidelines prepared by the Public Service agency responsible to the Minister administering the Heritage Act 1977 that documents the heritage significance of an item, place or heritage conservation area and identifies conservation policies and management mechanisms that are appropriate to enable that significance to be retained*

Conservation Management Plans are heritage management documents that aim to help owners, managers and assessing authorities make sound decisions concerning the conservation and management of heritage items. Guidelines prepared by the Heritage Council (Office of Environment and Heritage) outline that Conservation Management Plans are to include an analysis of what makes the heritage item significant, develop policies to retain that significance and provide conservation strategies to achieve the long term viability of the item. A Conservation Management Plan can also help guide planning and expenditure when changes or works to a heritage item are proposed.

Approval of a Conservation Management Plan allows future development applications to be considered, if required and in addition to the usual merit assessment criteria for such applications, for works to implement the approved Conservation Management Plan.

Importantly in this instance, the Conservation Management Plan will also allow a development application to be assessed utilising the provisions of Clause 5.10 of the Hawkesbury Local Environmental Plan 2012. Until a Development Application that relies upon a Conservation Management Plan is approved, the document has no statutory effect, and then only to the subject site of the Development Application.

Approval of a Conservation Management Plan will not prejudice the future consideration of development applications for the property. In this regard the approval of the Conservation Management Plan does not guarantee the future approval of the premises as a function centre or any other permitted or prohibited use. Any future application would still be subject to a full merit assessment under the provisions of the Environmental Planning and Assessment (EP&A) Act 1979, Hawkesbury Local Environmental Plan 2012 and other relevant planning controls.

Former St Josephs Catholic Church Conservation Management Plan

The subject site contains the former St Joseph's Catholic Church and cemetery and is listed as items of local heritage significance under Schedule 5 of the Hawkesbury Local Environmental Plan 2012. The Conservation Management Plan was prepared to provide a framework for the ongoing management of this listed heritage items, including policies regarding its conservation, future use and development.

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The Conservation Management Plan was prepared in accordance with the 'Conservation Management Documents' guideline prepared by the Heritage Council and Dr Kerr's 'The Conservation Plan', which is a widely used publication guiding building conservation in Australia. The Conservation Management Plan includes a historical overview, analysis of physical evidence, comparative and thematic analysis, assessment of cultural heritage significance, constraints and opportunities, conservation policies and implementation guidelines. The conservation policies address matters such as maintenance and repair, the reinstatement of missing fabric, new work and adaptive re-use.

The approved Conservation Management Plan provides an assessment of the significance of the heritage item, identifies constraints and opportunities affecting the item, and finally provides a policy framework to guide the conservation and maintenance of the item. Approval of the Conservation Management Plan allows future development applications to be considered so as to implement parts of the approved Conservation Management Plan document. The approved document may also be used to access the provisions of Clause 5.10 of the Hawkesbury Local Environmental Plan 2012 to undertake development that would assist in the implementation of the approved Conservation Management Plan.

The approval of the Conservation Management Plan does not permit the change of use of the site or allow works at the site that require development consent. Similarly the approval of the Conservation Management Plan does not prejudice the future consideration of development applications for the property. Any future development application must still satisfy the full merit assessment criteria required by the development application assessment for matters such as noise, traffic, parking, hours of operation, etc., that are relevant to any such application.

The operation of the conservation incentives clause (Clause 5.10 of the Hawkesbury Local Environmental Plan 2012) is reliant on the approval of a Conservation Management Plan relating to the heritage item prior to the submission of a development application. This procedural requirement applies so that the application can, in addition to the usual full merit assessment criteria, be properly assessed against the provisions of the relevant approved Conservation Management Plan.

Subsequent Discussions with Property Owner and Heritage Consultant

Since Council considered the Rescission Motion at its Meeting on 10 April 2018 there have been ongoing discussions with the property owner and heritage consultant which has led to the preparation of additional material to assist Council. Most notable was the preparation of a plan by a Registered Surveyor to highlight the boundaries of the property with respect to the existing heritage items (former church building and cemetery). A copy of that plan is included below:

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- ii. There should be no perimeter fencing surrounding the cemetery, it should continue to retain its open landscaped setting with unobstructed views from the public domain.
 - iii. In the event that any property boundary/boundaries transect any part of the cemetery (that is, the cluster of graves /headstones), there should be no boundary fencing erected that would visual or physically sever any part of the cemetery.
3. An additional Policy to confirm the status of the amended draft document, so as to avoid any doubt in terms of the statutory effect of the Conservation Management Plan, namely:

Policy 2.3 - This Conservation Management Plan has no statutory effect until submitted as part of a Development Application, and then only relating to the subject site of that Development Application.

It should also be noted that on the basis of the Registered Surveyors Plan (April 2018) that Council now has clear evidence that part of the heritage item (cemetery) is located on the adjoining property (Lot 1 DP605173). This property is not currently listed in Council's Environmental Heritage Schedule of the Hawkesbury Local Environmental Plan 2012, and Council should consider separately whether or not to commence a process to include that property within the Environmental Heritage Schedule as an item of local significance.

Based on the above, Council could:

1. Delegate to the General Manager to endorse an amended draft document containing the modifications outlined above.
2. Request Council staff to initiate discussions with the owner of Lot 1 DP605173 with respect to the potential inclusion of the property within Schedule 5 Environmental Heritage of the Hawkesbury Local Environmental Plan 2012 as an item of Local Significance.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
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Item: 116

NM1 - Hawkesbury Relay for Life 2018 - (79351, 138879)

Submitted by: Councillor Richards

NOTICE OF MOTION:

That Council affirm its support for the 2018 Hawkesbury Relay for Life and commit to the following:

1. Raise the 'Relay for Life' Banner on the exterior of the Council Chambers leading up to the event (as provided to Council);
2. Share and promote 'Relay for Life' posts on Council related social media;
3. List the event on the Events Calendar and any other relevant section of Council's website; and
4. Allow for the possibility of electronic signage on Council owned land to promote the event. We note any signage costs would be borne by 'Relay for Life'.

BACKGROUND:

The 2018 Hawkesbury 'Relay for Life' will be held on 22 and 23 September 2018. This will be the 15th year the 'Relay for Life' has been run in the Hawkesbury. The Relay raises money to support the Cancer Council NSW. To date, over \$1,400,000 has been raised by Hawkesbury participants.

Every year, teams of local residents register to camp out over the weekend at the Hawkesbury Showground and walk for a 24 hour period to raise funds and awareness of cancer and offer support to individuals and families. Last year, 44 teams and 343 local residents participated and that weekend alone raised over \$85,000.

At the March 27 Council meeting, a Mayoral Minute was passed offering the same support to The Salvation Army Red Shield Appeal. This is another organisation that has the same level of state/national significance and whose campaigns are well known and respected.

The Mayoral Minute also endorsed a report to be brought back to Council detailing how we offer continued support to respected and established charities. This Notice of Motion has the same objective and is brought forward in the absence of receiving the completed report. It is also done with the hope of cementing Council's support in ways that are cost effective or bear little to no cost to Council.

It is noted that for the last few years, Council has registered a team of staff members who have participated in the weekend event. This support from Hawkesbury City Council staff who volunteer their time to do this is commendable and should be encouraged to continue with the support of Councillors.

FINANCIAL CONSIDERATIONS:

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
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Item: 117 **NM2 - Mount Irvine Bowens Creek Emergency Access Escape Route - (79351, 138879)**

Submitted by: Councillor Richards

NOTICE OF MOTION:

That:

1. Council acknowledge the \$100,000 recently provided to Hawkesbury City Council by the Federal Government to undertake investigation and design work on the Mt Irvine/Bowens Creek emergency access escape route, which was recently announced by the Hon Marise Payne, Liberal Senator for Western Sydney, Minister for Defence; and;
2. A briefing be held for all Councillors outlining the history of this issue and how Council intends to move forward with this funding and the further needs of this important safety access road.

BACKGROUND:

On 4 April 2018, the Hon Marise Payne, Liberal Senator for Western Sydney, Minister for Defence, met with Hawkesbury City Councillors Sarah Richards and Nathan Zamprogno, as well as members of the Mt Wilson/Mt Irvine Rural Fire Brigade Executive, to announce that \$100,000.00 of Federal Government funding had been delivered to Hawkesbury City Council as part of a 2016 election commitment by former Liberal Member for Macquarie Louise Markus.

This funding is specifically for the geotechnical investigation and design of an emergency access route for all emergency vehicles, intending to link Mt Irvine and Bells Line of Road near Bilpin. It will also detail plans and costings for future works.

The road has been closed for a significant period of time due to its poor condition. However in the past, it was a vital part of emergency services infrastructure that linked the Hawkesbury and Blue Mountains local communities in times of crisis. This funding provides a key investment in initiating the process to establishing this road again for this purpose.

In August 2017, Hawkesbury City Council commissioned a report titled 'Upgrade Investigation Scoping Report – Mount Irvine Road, Bilpin.' As Councillors, we have not had this information presented to us and therefore seek a briefing to detail this report, as well as discuss the current funding and ways forward for this project.

FINANCIAL CONSIDERATIONS:

There are no financial implications applicable to this report.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
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Item: 118 **NM3 - Disability Access - (79351, 138882)**

Submitted by: Councillor Wheeler

NOTICE OF MOTION:

That:

1. All events run by the Hawkesbury City Council shall include in any promotional material, information regarding disability access, including but not limited to wheelchair access, AUSLAN interpreters and hearing loops.
2. All event organisers for Hawkesbury City Council events shall give preference to venues with the following accommodations:
 - Wheelchair accessible entrances and exits
 - Accessibility throughout all spaces utilised
 - Corridors with adequate width for manual and electric wheelchair users
 - Fully functioning lifts, including but not limited to wheelchair specific devices
 - Wheelchair accessible restrooms
 - Non segregated entrances for wheelchair users
 - Level and uniform flooring, preferably non carpeted.
 - Microphones and other accommodations for hearing impaired participants
3. Council receive quotations to update the screen and projection system in the Council Chamber to ensure that members of the gallery can read both the motion and any amendments being discussed by Council to improve participation and information access for hearing and sight impaired people. Subsequent to this information being received, Council should make arrangements to ensure this upgrade in the next available budget.

BACKGROUND:

When disability access information is not included on event information, people with access requirements need to follow up each event individually, which can be quite time consuming. The aim of this Notice of Motion is to ensure that information about access requirements is clearly available and that Council events are as accessible as possible.

The Motion is not designed to prohibit ever using venues with limited access. Australia has so far to go in providing disability access that a stringent requirement is impractical. Instead, this Motion intends to make inaccessible venues the option of last resort, as well as placing the onus on event organisers to take the initiative for accessibility, rather than requiring people with disabilities to ask about accessibility for every event. This will assist in increasing awareness of the practicalities of accessible venues and will assist in increasing participation by people with disabilities.

A healthy, functioning society embraces diversity and removes barriers to provide for equitable access and participation by all. Council's Community Strategic Plan outlines our desire to value differences and to listen to the contribution of every individual. We cannot do this if some members of the community are unable to participate. Further, open and transparent decision making means that those who attend Council meetings should be able to follow the decision making process, including reading and understanding the motions and amendments Councillors are voting on. This is not possible with the current arrangement of a single screen showing either the items for discussion, the current motion, or an amendment or part of it. Observers are often left bewildered. This is no longer acceptable and particularly affects those with hearing or visual impairments.

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Once Council receives quotations to upgrade the screen and projection equipment, we can discuss possible budget mechanisms for funding this upgrade.

FINANCIAL CONSIDERATIONS:

None until quotations are received.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF NOTICE OF MOTION Oooo

ORDINARY MEETING
Questions for Next Meeting
Meeting Date: 08 May 2018

QUESTIONS FOR NEXT MEETING

Item: 119 **Councillor Questions from Previous Meetings and Responses - 30 January 2018 - (79351)**

REPORT:

Questions - 30 January 2018

#	Councillor	Question	Response
8	Wheeler	Enquired as to whether the Local Traffic Committee can investigate getting the speed limited dropped from 80km to 60km on Windsor Road between Mulgrave Road and Pitt Town Road.	The Director Infrastructure Services advised that RMS has replied that they have conducted a review of the speed limit on Windsor Road between Mulgrave Road and Pitt Town Road. The latest crash data over the five year period between 1 July 2012 and 30 June 2017 has two recorded crashes along this section of road however these were not speed related crashes. Based on the road type and surrounding conditions the existing speed limit of 80 km/h along Windsor Road, between Mulgrave Road and Pitt Town Road is considered appropriate by RMS at this time.
11	Garrow	Enquired as to whether 'Danger' Signage could be erected at the known river swing location.	<p>The Director Infrastructure Services advised that The Royal Life Saving Society are undertaking River Safety Assessments aiming to promote and educate River Safety along a number of rivers including the Hawkesbury River. The River Safety Assessment enables the development of a detailed report and a Safety Improvement Plan which provide recommendations for risk mitigation strategies to be implemented. This will provide land owners and operators guidance for best practice for public safety, management and operation in aquatic environments.</p> <p>Staff will work with the Royal Life Saving Society in developing these assessments as to how best to manage these sites and develop any relevant signage.</p>

oooO END OF REPORT Oooo

ORDINARY MEETING
Questions for Next Meeting
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Item: 120 **Councillor Questions from Previous Meetings and Responses - 10 April 2018 - (79351)**

REPORT:

Questions - 10 April 2018

#	Councillor	Question	Response
1	Kotlash	Enquired as to how Council purchases electricity, whether there is any power purchase agreements in place and if there is no agreements in place, why has this not been investigated.	The Director Infrastructure Services advised that Council currently purchases electricity through Local Government Procurement tenders which are undertaken across all retail suppliers. By way of background Power Purchase Agreements have been considered previously to fund the installation of solar panels to Council's operational buildings, however the return on investment is higher if this is funded internally rather than through a Purchase Power Agreement.
2	Wheeler	Enquired as to the process for the area on Macquarie Street between The Hawkesbury Valley Way and Baker Street to be declared a clearway or a no stopping zone.	The Director Infrastructure Services advised that the matter can be referred to RMS for their consideration, however this may ultimately preclude roadside amenity improvements if parking is fully removed and utilised full time for a traffic lane.
3	Wheeler	Requested that steps be taken to ensure that the parks that are involved in Memorial Services for Anzac Day are mowed.	The Director Infrastructure Services advised that the parks involved in the Memorial Services were programmed for mowing and general maintenance during the week prior to the week of Anzac Day. These works were carried out as scheduled.
4	Reynolds	Enquired as to whether Pitt Town residents can put neighbourhood watch stickers on their sulo bins and asked what the procedure was for the residents to put the neighbourhood watch signs on the Pitt Town entrance sign.	The General Manager advised the Neighbourhood Watch Program is supervised by the NSW Police. Whilst no objection is raised regarding the location of the stickers on Council bins, a meeting is being arranged between NSW Police and the Pitt Town Progress Association to discuss implementation.

ORDINARY MEETING
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#	Councillor	Question	Response
5	Garrow	Enquired as to the completion date for the Governor Phillip Park upgrade.	The Director Infrastructure Services advised that the upgrade for Governor Phillip Park is expected to be completed by the end of June.
6	Rasmussen	Enquired as whether the tunnels in the Thompson Square excavation are now covered over completely or are they still finding more of these tunnels.	The General Manager advised that the tunnels that were excavated as part of the archaeological works at Thompson Square have been covered.
7	Ross	Enquired as to what Council can do regarding the odour emissions from Elf Mushrooms.	<p>The General Manager advised that the NSW EPA is the Appropriate Regulatory Authority for the Elf Mushrooms site, and as such odour complaints should be referred to the NSW EPA pollution hotline 131555.</p> <p>Inquiries regarding this matter have confirmed the following details:</p> <ul style="list-style-type: none"> • The Complaints Facility run by ELF Mushrooms via their web site and telephone system has no recorded complaints for between 2 April and 6 April and for 9 April 2018 • The NSW EPA have confirmed that they have received the following Hawkesbury related complaints: <ul style="list-style-type: none"> o 2nd April 2018 – Chemical odour smell on Macquarie Street – unknown source o 9th April 2018 – Noise regarding a transport company o 19th April 2018 the NSW EPA received a complaint from a resident regarding an odour from ELF Mushrooms.

oooO END OF REPORT Oooo

ORDINARY MEETING
Confidential Reports
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CONFIDENTIAL REPORTS

Item: 121 **GM - Partnership Proposals on Community Land - (79351, 112106)**

Division: General Manager

Reason for Confidentiality

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) of the Act as it relates to details concerning an expression of interest for the supply of goods and/or services to Council and it is considered that should be regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.

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

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Item: 122 SS - Licence to Tomra Collection Pty Ltd - Part of 1 Kable Street, Windsor -
(95496, 92432, 112106)

Previous Item: 097, Ordinary (10 April 2018)

Directorate: Support Services

REASON FOR CONFIDENTIALITY

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

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

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



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