



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 26 July 2016

location: council chambers

time: 6:30 p.m.



mission statement

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

How Council Operates

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

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

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

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

Meeting Procedure

The Mayor is Chairperson of the meeting.

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

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

Public Participation

Members of the public can register to speak on any items in the business paper other than the Confirmation of Minutes; Mayoral Minutes; Responses to Questions from Previous Meeting; Notices of Motion (including Rescission Motions); Mayoral Elections; Deputy Mayoral Elections; Committee Elections and Annual Committee Reports. To register, you must lodge an application form with Council prior to 3pm on the day of the meeting. The application form is available on Council's website, from the Customer Service Unit or by contacting the Manager - Corporate Services and Governance on (02) 4560 4444 or by email at council@hawkesbury.nsw.gov.au

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

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

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

Voting

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

Planning Decision

Under Section 375A of the Local Government Act 1993, voting for all Planning decisions must be recorded individually. Hence, the Chairperson will ask Councillors to vote with their electronic controls on planning items and the result will be displayed on a board located above the Minute Clerk. 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. This electronic voting system was an innovation in Australian Local Government pioneered by Hawkesbury City Council.

Business Papers

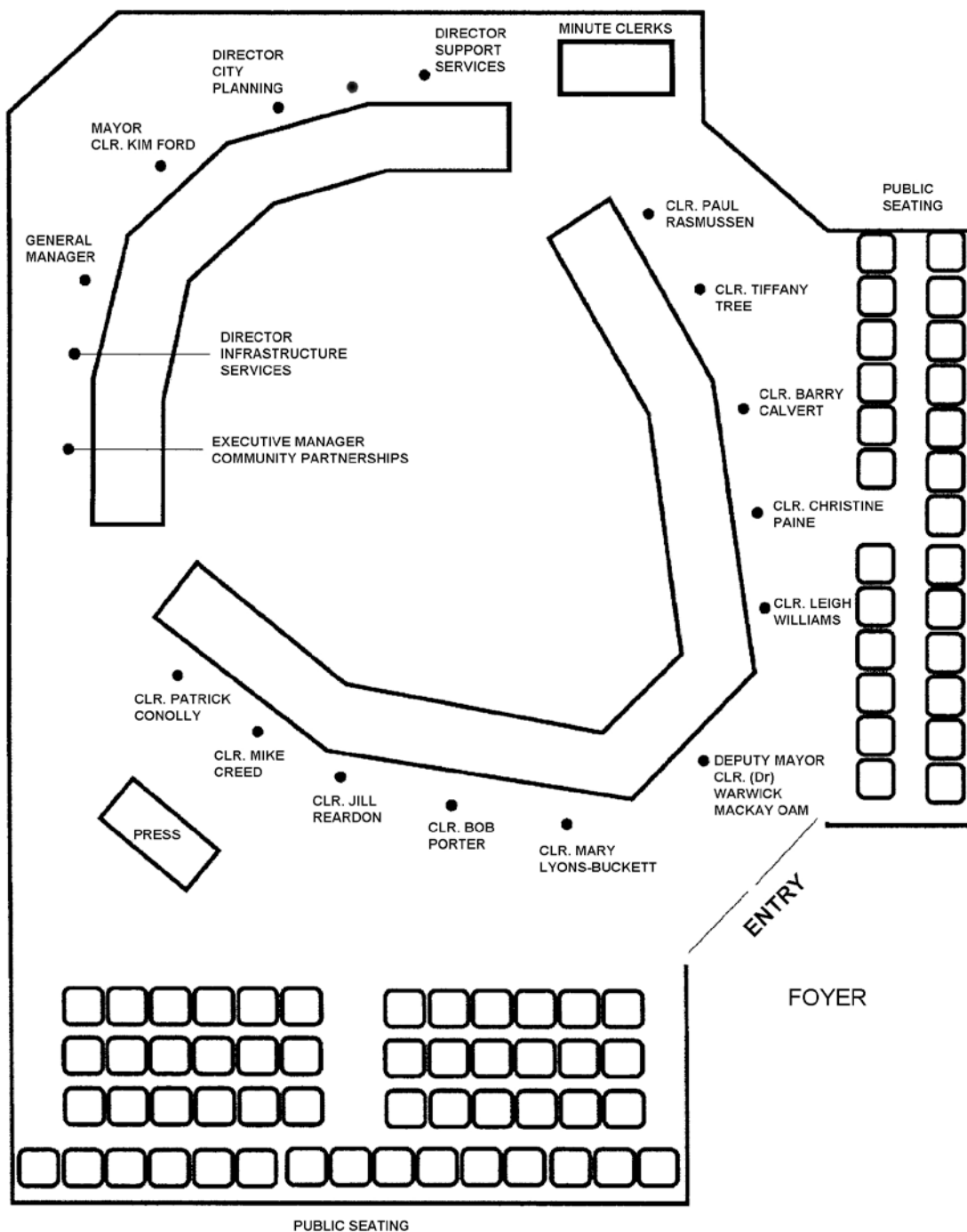
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

Hard copies of the business paper can be viewed at Council's Administration Building and Libraries after 12 noon on the Friday before the meeting, and electronic copies are available on CD to the public after 12 noon from Council's Customer Service Unit. The business paper can also be viewed on the public computers in the foyer of Council's Administration Building.

Further Information

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

Hawkesbury City Council



ORDINARY MEETING

Table of Contents

Meeting Date: 26 July 2016

AGENDA

- **WELCOME**
 - Prayer**
 - Acknowledgement of Indigenous Heritage**
- **APOLOGIES AND LEAVE OF ABSENCE**
- **DECLARATION OF INTERESTS**
- **SECTION 1 - Confirmation of Minutes**
- **ACKNOWLEDGEMENT OF OFFICIAL VISITORS TO THE COUNCIL**
- **SECTION 2 - Mayoral Minutes**
- **EXCEPTION REPORT - Adoption of Items Not Identified for Discussion and Decision**
- **SECTION 3 - Reports for Determination**
 - Planning Decisions**
 - General Manager**
 - City Planning**
 - Infrastructure Services**
 - Support Services**
- **SECTION 4 - Reports of Committees**
- **SECTION 5 - Notices of Motion**
- **QUESTIONS FOR NEXT MEETING**
- **REPORTS TO BE DISCUSSED IN CONFIDENTIAL SESSION**

ORDINARY MEETING

Table of Contents

Meeting Date: 26 July 2016

ORDINARY MEETING**Table of Contents****Meeting Date:** 26 July 2016**TABLE OF CONTENTS**

ITEM	SUBJECT	PAGE
SECTION 1 - Confirmation of Minutes		3
SECTION 3 - Reports for Determination		7
PLANNING DECISIONS		7
Item: 145	CP - DA0697/15 - 74 Bathurst Street, Pitt Town - Lot 74 DP1115117 - Four lot Torrens title subdivision - (94598, 73916, 89429, 135917, 130488)	7
GENERAL MANAGER		30
Item: 146	GM - Revised Fit For The Future Proposal - (79351, 95496)	30
CITY PLANNING		35
Item: 147	CP - Fire Safety Matter - Hannapak - 32 Beaumont Avenue and 24 Bells Line of Road, North Richmond - (95498, 75170)	35
SUPPORT SERVICES		39
Item: 148	SS - Monthly Investments Report - June 2016 - (95496, 96332)	39
Item: 149	SS - Community Sponsorship Program - 2016/2017 - Round 1 - (95496, 96328)	42
Item: 150	SS - Council Resolution Summary - January to June 2016 - (95496, 96333)	47
SECTION 4 - Reports of Committees		51
ROC	Audit Committee Meeting Minutes - 11 May 2016 - (91369, 79351, 95496)	51
ROC	Hawkesbury Access and Inclusion Advisory Committee Minutes - 12 May 2016 - (124569, 96328)	58
ROC	Local Traffic Committee - 11 July 2016 - (80245)	63
QUESTIONS FOR NEXT MEETING		95
Councillor Questions from Previous Meetings and Responses - (79351)		95
CONFIDENTIAL REPORTS		97
Item: 151	IS - Tender No. 00978 - Hire and Maintenance of Landfill Plant at Hawkesbury City Waste Management Facility - (95495, 112179, 82995) CONFIDENTIAL	97
Item: 152	IS - Tender No. 00981 - McLeod Park, South Windsor Landscape Construction Works - (95495, 79354) CONFIDENTIAL	98
Item: 153	GM - Staff Matter - (79351) CONFIDENTIAL	99

ORDINARY MEETING

Table of Contents

Meeting Date: 26 July 2016

ordinary

section 1

confirmation of minutes

ORDINARY MEETING
Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

SECTION 1 - Confirmation of Minutes

ORDINARY MEETING
Confirmation of Minutes

ordinary

section

3

reports
for determination

ORDINARY MEETING

Meeting Date: 26 July 2016

ORDINARY MEETING

Meeting Date: 26 July 2016

SECTION 3 - Reports for Determination

PLANNING DECISIONS

Item: 145 CP - DA0697/15 - 74 Bathurst Street, Pitt Town - Lot 74 DP1115117 - Four lot Torrens title subdivision - (94598, 73916, 89429, 135917, 130488)

Previous Item: 92, Ordinary (31 May 2016)

Development Information

File Number: DA0697/15
Property Address: 74 Bathurst Street, Pitt Town
Applicant: McKinlay Morgan & Associates Pty Ltd
Owner: Ms LM Snowdon, Mr CM Strudwick, Ms TE Teelow
Proposal Details: Four lot Torrens title subdivision
Estimated Cost: N/A
Zone: R2 Low Density Residential under Hawkesbury Local Environmental Plan 2012
Date Received: 6 November 2015
Advertising: 6 November 2015 - 30 November 2015

Key Issues:

- ◆ Consistency with the aims and objectives of Hawkesbury Local Environmental Plan 2012
- ◆ Consistency with Hawkesbury Development Control Plan 2002
- ◆ Residential development on flood affected land
- ◆ Amenity impact

Recommendation: Approval

REPORT:

The application seeks approval for a four lot Torrens title subdivision of Lot 74 DP 1115117, 74 Bathurst Street Pitt Town.

This application was originally reported to Council on 31 May 2016 with a recommendation for refusal. The matter was deferred at the Council meeting and since that time discussions have been held with the applicant and amendments have been made to the proposal. The amendments have overcome the principal concerns raised with the original application and the application is now recommended for approval subject to conditions.

This application is being reported to Council at the request of Councillor Mackay.

ORDINARY MEETING

Meeting Date: 26 July 2016

Description of Proposal

The application proposes the subdivision of Lot 74 DP 1115117, 74 Bathurst Street Pitt Town into four separate allotments. The following table compares the original application with the amended application:

Original Application	Amended Application
Lot 41 – 553m ²	Lot 71 – 480 m ²
Lot 42 – 1,212m ² (1,113m ² exclusive of access handle and right of carriageway)	Lot 72 – 1,283m ² (1,218m ² exclusive of access handle and right of carriageway)
Lot 43 – 852m ² (752m ² exclusive of access handle and right of carriageway)	Lot 73 – 923m ² (858m ² exclusive of access handle and right of carriageway)
Lot 44 – 556m ²	Lot 74 - 485 m ²

The existing single residence, attached carport, outbuilding, existing septic system and two concrete driveways are proposed to be demolished.

A centrally located new access way is proposed to serve the rear two lots, lots 72 and 73 (formally Lots 42 and lot 43). Lots 71 and 74 (formally Lots 41 and 44) are proposed to have individual access from Bathurst Street. The locations of these individual accesses are proposed to be determined later, during the development application stage for dwellings on these allotments.

It is noted that the front two lots will be above 1 in 100 year flood level of 17.3m AHD. However, the majority of the current area of the rear two lots will be below 1 in 100 year flood level. The land level of the rear two lots ranges from approximately 13.5m AHD to 19m AHD.

The purpose of this subdivision is to create three additional allotments for residential use. The original application did not propose land filling as part of this subdivision proposal. However, the amended proposed layout has made the front two allotments smaller (but still within the minimum allotment size for the locality) to enable the building envelopes for the proposed rear allotments to be located closer to the front of the site on higher land. The relocation of the building allotments has also proposed some cut and fill on the site that enables the building envelopes for proposed Lots 72 and 72 to be constructed at the 1 in 100 year flood level of 17.3m AHD. This construction work would be undertaken without the need to import or export any fill material to the site.

Description of the Land

The subject site is located on the north-western side of Bathurst Street close to the intersection of Bathurst Street and Chatham Street. The site currently contains a single dwelling with attached garage and an existing outbuilding. The site is irregular in shape and is approximately 3,173m² in area. The site has a frontage of 42.6m to Bathurst Street with two existing vehicular crossing entrances. The site shares its western and eastern boundaries with single storey dwellings. The site is opposite the Pitt Town service station and village shops.

Part of the subject site (approximately 55%) is flood affected being at levels ranging from zero to 3.8m below the adopted flood planning level for the area of 17.3m AHD. The site slopes from north east to south west and varies from approximately 13.5m AHD at the south western end of the lot to 20.9m AHD along the north eastern boundary.

The property is serviced by reticulated water from Sydney Water and a gravity fed sewer connected to Council's sewer main. Council's sewer main runs approximately through the middle of the property.

Attachments to this report have been provided to show an aerial photograph of the site, the amended subdivision plan and a map showing the extent of the 1 in 100 year flood level.

ORDINARY MEETING

Meeting Date: 26 July 2016

Background

A meeting was held with the applicant on 13 April 2016 to discuss the potential reduction in lots to exclude the rear flood affected lots. In the meeting Council raised no issue with approving the front two lots as they are above the 1:100 year flood level. The applicant's response to this meeting was to not consider any amendment to the proposal and requested that the application be determined at a Council meeting.

The application was reported to the Council meeting of 31 May 2016 with a recommendation for refusal on five separate grounds. The principle reason for the refusal recommendation was due to the fact that the proposed building envelopes for the proposed rear allotments (Lots 72 and 73) were below the 1 in 100 year flood level and there were no details provided with the application to indicate how a dwelling was to be constructed on these allotments.

The resolution of the Council meeting of 31 May 2016 was as follows:

"That consideration of this matter be deferred to a future Councillor Briefing Session, with the issues raised be Mr Falson in his presentation being addressed in a further report to Council."

The application was discussed at the Councillor Briefing Session of 5 July 2016 and the issues raised during the debate at that meeting were also discussed.

Following the Council meeting of 31 May 2016 the applicant submitted via email an amended subdivision layout plan. That amended plan is attached to this report. The amended plan was presented at the briefing session of 5 July 2016.

Following discussions with the applicant, regarding the proposed cut and fill operations and proposed dwellings for the site, the applicant submitted cross sectional details for the cut and fill of the building envelopes and also concept drawings for dwellings on the site. These additional details, formally amending the application, were submitted via email on Thursday 14 July 2016. The applicant was advised that the amended details submitted were sufficient to formally amend the application and was also advised that the Statement of Environmental Effects (SEE) did not require amendment in this case. In this regard some of the SEE comments and justification would now not be relevant to the amended proposal.

Council Policies, Procedures and Codes to which the matter relates

- Hawkesbury Local Environmental Plan 2012 (HLEP 2012)
- State Environmental Planning Policy No. 55 – Remediation of Land (SEPP No. 55)
- Sydney Regional Environmental Plan No. 20 – Hawkesbury-Nepean River (SREP No. 20)
- Hawkesbury Development Control Plan 2002 (HDCP 2002)
- Hawkesbury City Council Development of Flood Liable Land Policy 2012

Matters for Consideration under Section 79C of the Environmental Planning and Assessment Act 1979 (EPA Act)

In determining the application, Council is required to take into consideration the following matters as are relevant to the development that apply to the land to which the development application relates:

a. The provisions of any:

i. Environmental Planning Instrument:

Hawkesbury Local Environmental Plan 2012 (HLEP 2012)

The application has been assessed against the HLEP 2012 and is found to be generally consistent with the applicable clauses and objectives. An assessment against specific clauses is provided below:

ORDINARY MEETING

Meeting Date: 26 July 2016

Zone objectives and permissibility

The subject site is located within the R2 Low Density Residential zone. The proposed subdivision is a permissible form of development within the zone.

Clause 2.3(2) stipulates that Council must have regard to the zone objectives prior to the granting of development consent within that zone. Objectives of the R2 Low Density Residential zone include:

- "a) To provide for the housing needs of the community within a low density residential environment*
- b) To enable other land uses that provide facilities or services to meet the day to day needs of residents*
- c) To protect the character of traditional residential development and streetscapes*
- d) To ensure that new development retains and enhances that character;*
- e) To ensure that development is sympathetic to the natural environment and ecological processes of the area*
- f) To enable development for purposes other than residential only if it is compatible with the character of the living area and has a domestic scale*
- g) To ensure that water supply and sewage disposal on each resultant lot of a subdivision is provided to the satisfaction of the council*
- h) To ensure that development does not create unreasonable demands for the provision or extension of public amenities or services."*

The original proposed four lot subdivision in a battle axe arrangement at the site was assessed against the objectives of the zone and was found to be generally inconsistent for the following reasons:

- the creation of new allotments on land affected by the 1 in 100 year flood event will have the potential for an increased demand for emergency services in the event of a flood
- the development is likely to result in detrimental and unreasonable negative impacts on the traditional pattern of development in the locality
- the location of the proposed building envelopes has the potential to adversely impact the privacy and amenity of adjoining properties, due to the possible need for filling to erect a dwelling or the height a dwelling would be required to be constructed to achieve the floor levels for flood liable land, and on the nature of water flows and flooding in the locality.

The amended proposed layout has addressed these concerns in the following manner:

- Although much of the proposed rear allotments are below the 1 in 100 year flood level, the building envelopes will now be at or above that flood level and the access to each future dwelling will be entirely above the flood level,
- The creation of battle axe allotments does have the potential to be detrimental to the traditional subdivision pattern in many of these localities. However, a review of the existing allotments along Bathurst Street between the subject site and Buckingham Street indicates that there are approximately 5 allotments that, if subdivided, could result in the creation of battle axe allotments. In this case, whilst there is a risk of a detrimental subdivision patterns, careful consideration and negotiations with applicants regarding a subdivision layout should be able to overcome this concern.
- As mentioned previously, the amended subdivision layout has moved the proposed rear allotment building envelopes to higher ground making the majority of these envelopes at or above the 1 in 100 year flood level rather than the previous, almost, entire envelope being below this level. In this regard the amended proposal is more suitable and should have less amenity impacts on adjoining properties as the required cut and fill is limited to less than 1.3m.

Clause 4.1 Minimum Subdivision Lot Size

Clause 4.1 of the HLEP 2012 states that the size of any lot resulting from a subdivision of any land shown on the Lot Size Map shall not be less than the minimum size indicated within the map.

ORDINARY MEETING

Meeting Date: 26 July 2016

The minimum lot size is 450m². The application seeks approval for the creation of four lots; all are in excess of the minimum lot size requirements. The proposed lot sizes do not include the access handle area and comply with the minimum lot size expressed for the site.

When assessing the original application it was considered that the proposed subdivision failed to comply with the objective 4.1(1)(b). This objective states the following:

"To ensure that each lot created in a subdivision contains a suitable area for the erection of a dwelling house, an appropriate asset protection zone relating to bush fire hazard and a location for on-site effluent disposal is sewerage is not available."

The reason for that non-conformance with the original application was due to the building envelopes not being considered suitable as they were located below the 1 in 100 year flood level. As discussed previously, the amended application proposes these envelopes to be relocated and additional, relatively minor, earthworks are proposed to make these envelopes at or above the 1 in 100 year flood level.

In this regard the amended proposal is considered to be consistent with Clause 4.1 of the LEP.

Clause 6.1 Acid Sulfate Soils

The subject site is located within an area identified as having Class 5 acid sulphate soils. As the development will not alter the water table and no excavation is proposed as part of the subdivision, an acid sulphate soils management plan is not required.

Clause 6.3 Flood Planning

This Clause applies to all land at or below the flood planning level. The flood planning level identified for the site is 17.3m AHD. Submitted survey plans indicate that levels vary across the site from 13.50m AHD to 20.9m AHD and as such the Clause applies.

Objectives of the Clause 6.3(1) include:

- "a) to minimise the flood risk to life and property associated with the use of land;*
- b) to allow development on land that is compatible with the land's flood hazard, taking into account projected changes as a result of climate change; and,*
- c) to avoid significant adverse impacts on flood behaviour and the environment."*

Clause 6.3(3) states that development consent must not be granted to development on land to which this clause applies unless Council is satisfied that the development is:

- "a) compatible with the flood hazard of the land; and*
- b) is not likely to significantly adversely affect flood behaviour resulting in detrimental increases in the potential flood affectation of other development or properties; and*
- c) incorporates appropriate measures to manage risk to life from flood; and*
- d) is not likely to significantly adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses; and*
- e) is not likely to result in unsustainable social and economic costs to the community as a consequence of flooding."*

The assessment of the original application found that it proposed the creation of two new residential allotments (lot 42 and lot 43) on land, 75% of which is located below the predicted 1 in 100 year flood level for the locality. The entire building envelopes of the then proposed lots 42 and 43 were to be below 1 in 100 year flood level. It was also noted that no filling had been proposed as part of the subdivision. The submitted original statement of environmental effects states the following;

"both lots can easily have a single storey dwelling erected with a ground floor above the 1 in 100 flood ARI as either bearer and joist, concrete infill or with minimal site filling."

The original proposal was not supported due to the fact that the proposed building envelopes would require up to 2.5m of fill or any future dwelling would require a similar height to be constructed before any habitable floorspace could be constructed. This could have resulted in a dwelling that would have the appearance of a three storey structure to achieve a single level habitable floor area. This building envelope layout resulted in a number of areas that were considered to be non-compliant with Clause 6.3 of the LEP.

The amended proposal, through moving the location of the building envelopes and proposing limited (approximately 1.3m) cut and fill on the site has overcome the majority of the original concerns. This amendment results in building envelopes that are at or above the 1 in 100 year flood level and the submitted concept building designs, although not approved as part of this subdivision application, indicates that the potential for adverse amenity impacts on surrounding properties is possible to mitigate.

The original assessment found that there is a potential cumulative impact associated with supporting increased residential development on flood liable land. It was considered that the increase in intensity of development of land affected by a 1 in 100 year flood does not allow for the orderly and economic development of land within the Hawkesbury or for the provision of appropriate land for residential uses. This is also evidenced by the provisions in Council's adopted Residential Land Strategy which does not consider land below the 1 in 100 year flood level as suitable for future development. This is also consistent with the advice recently obtained from the Department of Planning and Environment in regards to planning proposals for flood liable land.

The above comments are still relevant to future development within areas affected by flood, either directly or indirectly where they exist on 'flood islands' (land that is not directly flooded in 1 in 100 year floods but does require evacuation due to servicing and access loss). This is particularly relevant when the land to be developed is below the flood level and there is no suitable building envelope available on the land above the flood level. The amended proposal on the subject land has addressed this issue and, whilst not acceptable in all cases, is considered acceptable in this case.

State Environmental Planning Policy No. 55 – Remediation of Land – (SEPP No. 55)

Clause 7(1) of SEPP No. 55 outlines a consent authority "must not consent to the carrying out of any development on land unless:

- "(a) *it has considered whether the land is contaminated, and*
- (b) *if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and*
- (c) *if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose".*

A review of Council records indicates the site has been used for residential purpose previously. No previous use is noted to have been in existence at the site for which contamination would prevent development for residential use.

Sydney Regional Environmental Plan No. 20 (No.2 – 1997) – Hawkesbury – Nepean River (SREP No. 20)

The proposal is consistent with the aims and objectives of SREP No. 20. It is considered that the proposed development will not significantly impact on the environment of the Hawkesbury-Nepean River either in a local or regional context and that the development is not inconsistent with the general and specific aims, planning considerations, planning policies and recommended strategies contained in this plan.

The assessment of the original proposal considered that should this subdivision be approved and the additional allotments be created, future development has the real potential to be inconsistent with the scenic values and provisions of this SREP. The amended proposal, through amending the building envelope design and location, is considered to have addressed this concern.

ii. Draft Environmental Planning Instrument that is or has been placed on exhibition and details of which have been notified to Council:

No Draft Environmental Planning Instrument that has been placed on public exhibition applies to the subject application.

iii. Development Control Plan applying to the land:

Hawkesbury Development Control Plan (HDCP) 2002

An assessment of the proposal against the relevant provisions of this plan follows:

Part A Chapter 2 - General Information

The subject application provides adequate information for the assessment of the proposal and therefore complies with this chapter.

Part A Chapter 3 - Notification

The application was notified to adjacent property owners in accordance with this plan. Two submissions were received in response to the application and are discussed under the public submission section of this report.

Part D Chapter 1 - Residential development

The assessment of the original proposal raised concern with the ability of future development on the proposed allotments to comply with the requirements of this Chapter. The amended building envelope details and the concept dwelling plans submitted have addressed this concern.

Part D Chapter 3 - Subdivision

The development has been assessed to be inconsistent with principles and rules stipulated within the plan specifically:

- *Clause 3.1 General Principles*
 - *Ensure all lots created are physically capable of development.*

The original assessment of the application, prior to amendment, considered that the flood affectation of the land was such that an intensification of development at the site as proposed was considered to be unreasonable. However, the amended application, as attached to this report, is considered to have addressed these concerns.

- *Clause 3.6 Flooding, landslip and contaminated land*
 - *Subdivision of flood prone land should not result in increased risk to life or property both on the subject land and adjoining land.*
 - *Access to the subdivision shall be located above the 1% AEP flooding level.*

The amended building envelope details have addressed the concern relating primarily to the risk to property that was proposed by the original proposal to have building envelopes below the 1 in 100 year flood level.

- *Rule 3.7.5 – Lot Size and Shape*
 - *Lots should be designed to allow the construction of a dwelling with a maximum cut or fill of 1 metre from the natural ground level.*

The amended proposal is considered to satisfy this section of Hawkesbury Development Control Plan.

In the SEE the applicant has made the following statement in the application as a justification for variations to Council's DCP:

"Regardless of compliance or not, the DCP is a guide only and not a planning control and council can vary compliance with the DCP if there is a better outcome."

Whilst it is true that the Council can vary the provisions of the DCP, the provisions in the DCP have been adopted by Council following extensive public consultation. The fact that it is not a formal statutory provision is not a relevant issue. The provisions of a DCP have always been in place to be used as a guide for applicants and to provide some certainty to the community about the development requirements. Variations to the DCP can/should only be considered when the result is a better, more desirable development outcome than one that strictly complies with the DCP.

In many cases, including the original subject application, numerous current and future variations to the DCP provisions are generally required when a development outcome is an overdevelopment or undesirable outcome. In the case of the original application the proposed variations to the DCP and Council policies would result in an undesirable and unsustainable outcome for the community. It is considered that the amended application has addressed these concerns.

iv. Planning agreement that has been entered into under section 93F, or any draft planning agreement that a developer has offered to enter into under section 93F:

Not applicable.

v. Matters prescribed by the Regulations:

Not applicable.

b. The likely impacts of that development, including environmental impacts on both the natural and built environments and the social and economic impacts in the locality:

Context & Setting

The area surrounding the subject land comprises lots in varying sizes and configuration ranging from 590m² and greater. The proposed subdivision is considered to be consistent with the lot sizes in the locality.

Streetscape

The development creating battle axe style allotments can be considered to be incompatible with the existing and desired future character of the area. However, as stated previously in this report, the potential for similar developments in the locality will need to be carefully considered and suitable outcomes should be negotiated with applicants should such development be proposed.

Natural hazards

The subject site is affected by 1 in 100 year flood which is predicted at 17.3m AHD. The original proposed building envelope level for the two rear lots was below the flood level and ranged from 14.8m AHD to 17m AHD. Access to the lots would have been above 17.3m AHD, however access to the building envelopes would have been partly below 17.3m AHD. Attachment 3 of this report is a map showing the area affected by the 1 in 100 year flood event.

As mentioned previously in this report, the amendment to the application, particularly the relocation and minor cut and fill proposed for the building envelopes have reduced, but not eliminated, the potential for adverse impacts from the development to an acceptable level.

Hawkesbury City Council Development of Flood Liable Land Policy 2012

It is noted that at the meeting of 31 May 2016 Council, as part of the consideration of another development on flood affected land, resolved to review the provisions of the *Development of Flood Liable Land Policy* to clarify the content and application of the Policy. In this regard, new development that creates new allotments should utilise the principles within the Hawkesbury Residential Land Strategy. This Strategy contains specific provisions about flood prone land that states that land "*affected by the 1:100 flood event is not considered suitable for intensification of residential development*".

The assessment of this development application has considered the relevant provisions of the *Development of Flood Liable Land Policy 2012*. However, this Policy was originally intended to deal with development on existing, approved allotments and not necessarily to enable further intensification of subdivision development on flood liable land as the Policy provisions primarily deal with building heights, flood compatible building materials and legality of building new or replacement structures on existing allotments in flood areas. The Policy intent was to ensure that existing allotments were not sterilised from development due to changes to flood controls over the previous years. In this regard the Policy aims to address the controls for building on existing vacant allotments or for replacing structures in flood liable areas and not to permit additional density in flood areas.

The future residential development of the subject land, when considering the amended proposal, will be able to be constructed consistent with the flood requirements of Council's Flood Liable Land Policy.

Flora and fauna

The application is not likely to result in the impact of any significant flora or fauna communities within the locality.

Cumulative impacts

The cumulative impact of approving subdivisions below the 1 in 100 year flood level would compromise the ability of State Emergency Services (SES) and other emergency services to serve the community and would adversely impact on overall community safety. However, the amended proposal is considered to be consistent with the previous advice from the SES and the development would be within the acceptable limits for evacuation timeframes.

When assessing development of flood prone land it is accepted practice, as detailed in the NSW *Floodplain Development Manual*, to assess proposals on their individual merits rather than on previous or similar cases. This approach is taken due to the very different circumstances of each case of flood prone land and also, as information improves, it is not good practice to perpetuate poor or marginal decisions made in the past that did not have the benefit of up to date information.

c. Suitability of the site for the development:

The amended proposal is generally consistent with the various planning controls affecting the site and the amended site development is considered suitable for a four lot subdivision.

d. Any submissions made in accordance with the Act or the Regulations:

The proposed development was placed on public exhibition from 16 November 2015 to 30 November 2015. Two submissions were received. The matters raised in these submissions are listed below:

- *Existing metal shed structure contributes to the heritage character of Pitt Town.*
- *Property is located at the busy intersection of Bathurst Street and Chatham Street. Street parking is very limited on this section of Bathurst Street.*
- *The proposed rear two lots are flood affected. Fill would be required for house platform.*
- *Excess runoff will affect the neighbours. Large absorption trenches would divert any run off onto neighbouring properties.*
- *Four additional dwellings will alter the tranquil setting viewed from neighbour's property.*

ORDINARY MEETING

Meeting Date: 26 July 2016

The applicant has provided a response to the issues raised by the submissions as follows:

- *the current owners have queried the previous owner (a Stubb's and a family friend) who advised that the shed was built in 1964 and the house in 1965, neither can be considered as being of heritage significance.*
- *Traffic entering can only turn left and traffic exiting can only turn left. It is likely to prevent far fewer accidents and congestion or traffic queuing behind vehicles turning right into the lots than if traffic could turn across opposing traffic.*
- *The proposed will have ample space for off street parking*
- *No filling proposed as part of the subdivision. The impact of possible filling can be better considered once a development application for a dwelling on the proposed lots is submitted, (NOTE: this has been amended to be included in the proposed development),*
- *Water flows downhill and will not flow into the properties on either side*
- *Loss of views / tranquillity due to development creating lots of similar size is not an argument for refusal.*

Comment: In relation to the applicant's response to the issues raised by the submissions, the following comments are provided:

Council records indicate that neither the existing outbuilding nor the subject site is listed as an item having local or state heritage significance. Council's Slab Barn Study also did not recognise this existing outbuilding as an item of heritage significance. Council therefore does not raise concern in demolishing this outbuilding.

As stated previously, the application amendment is now proposing minor earthworks and relocation of the building envelopes to ensure that they are above the flood level.

It is true that the impact of filling can be considered in detail in future development applications for dwellings. However, in this original case the issues were so significant that they are readily identifiable at the subdivision stage. It would be very poor practice to approve a subdivision that creates an allotment where it is known that future development of that allotment will likely result in adverse impacts on adjoining properties. In this regard, the amendment has enabled this preliminary assessment to be undertaken and has addressed this issue.

It is also true that the creation of new lots below the 1 in 100 year flood level is considered to be inappropriate. However, it is considered that the amendment has addressed this concern.

At the Council meeting of 31 May 2016, Council also resolved to address the issues raised by Mr Falson in his presentation to the Council meeting. These issues related directly to the original development application proposal and the assessment report for that application. They were also discussed in detail at the Councillor Briefing Session on 5 July 2016. As the application has been amended, many of the issues raised are now no longer relevant. However, the following comments are made in relation the issues that are still relevant to the amended application.

Comparisons made between the subject (original) application and other applications for flood prone land on the Council meeting agenda.

Comment: The other two applications on flood affected land that were on the Council agenda for the meeting of 31 May 2016 related to building matters, being the replacement of an existing dwelling and the use of an existing dwelling. Flood matters, in accordance with the NSW Floodplain Development Manual require each application to be considered on its merits. The other applications related to the use or replacement of existing structures and the subject application related to the creation of additional allotments and additional structures that (were) to be constructed below the flood level. In this regard the merits of these cases are very different and cannot be readily compared on flood merits.

ORDINARY MEETING

Meeting Date: 26 July 2016

The proposal is permitted by the LEP and DCP and should be approved.

Comment: The permissibility of a development is defined in the LEP. A DCP (Development Control Plan) does not permit or prohibit development in the zone. The DCP provides the details that a permissible development should comply with. However, the permissibility alone of a development does not in any way guarantee the approval of that development. All development applications must be assessed under the provisions of the Environmental Planning and Assessment Act 1979, section 79C. The legal permissibility of a proposal, whilst a fundamental consideration in the acceptance or rejection of an application, is only one aspect that is required in this assessment. The majority of assessment of an application relates to the individual merits of the proposal. In this regard, whilst this was not the sole claim by Mr Falson, a claim that a development is permissible and therefore should/must be approved is a fundamentally flawed claim.

Area of parent lot is sufficient to subdivide

Comment: This type of statement is similar to the above. Whilst this type of statement is true it would need to be considered in the context of the merits of a proposal.

Council Policy or a DA cannot overtake the provisions of the LEP and DCP

Comment: Again this is true but it is a similar case to the above. Council Policy does not permit or prohibit development as the LEP is the Instrument that undertakes this task. However, a Council Policy is an important merit consideration as the Policy has usually been publically exhibited and considered in an open Council meeting and it sets out the direction or guidelines as determined by Council.

Reference to filling works undertaken on other properties in Pitt Town

Comment: The development area in Pitt Town was the subject of a Part 3A Concept approval by the then Minister for Planning (July 2008). One of the conditions of that approval was for the dwellings in part of the development area (generally north of Hall St) must have a floor level at or above the 1 in 200 year flood level to account for climate change. In this regard the State Government control required much of that filling to comply with the 1 in 200 year floor level requirement. It is interesting to note that the State Government does not allow Council to impose flood related development controls above the 1 in 100 year level. Whilst it is unfortunate that there are these differences in the State and Local Government controls, this issue has no relevance to the subject application.

e. The Public Interest:

The current planning controls require subdivisions to minimise the flood risk to life and property associated with the use of land and sufficient area for the erection for a dwelling.

The amended development has been assessed against the applicable plans and policies and is considered to be generally compliant with the principle development controls.

Developer Contributions

The development is exempt from contributions under Council's Section 94A Contributions Plan.

Conclusion

An assessment of the proposal has revealed that the amended development is generally consistent with the aims and objectives of Hawkesbury Local Environmental Plan 2012.

ORDINARY MEETING

Meeting Date: 26 July 2016

The circumstances of this application are not unique to the site and therefore approval of the proposed subdivision rely heavily on the individual merits of the site and amended application and would not necessarily directly translate when considering the subdivision of other flood affected lots.

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 Development Application DA0697/15 at Lot 74 DP 1115117, 74 Bathurst Street, Pitt Town for a four lot Torrens title subdivision be approved subject to the following conditions:

General

1. The development shall take place generally in accordance with the stamped plans, specifications and accompanying documentation submitted with the application except as modified by these further conditions.
2. No excavation, site works or building works shall be commenced prior to the issue of an appropriate Construction or Design Compliance Certificate.
3. The accredited certifier shall provide copies of all Part 4A Certificates issued under the Environmental Planning and Assessment Act, 1979 relevant to this development to Hawkesbury City Council within seven days of issuing the certificate. A registration fee applies.
4. All vegetative debris (including felled trees) resulting from the approved clearing of the site for construction, is to be chipped or mulched. Tree trunks are to be recovered for posts, firewood or other appropriate use. No vegetative material is to be disposed of by burning.
5. This development falls within the Sewerage Scheme controlled by Hawkesbury City Council. Therefore Hawkesbury City Council is the approving authority for all sewer works. As this development involves additions to the existing Sewer System, a payment of the prescribed inspection fee for sewer works is required to be paid prior to the issue of the Construction Certificate.

Prior to Issue of Construction Certificate

The following conditions in this section of the consent must be complied with or addressed prior to the issue of any Construction Certificate relating to the approved development, whether by Council or an appropriately accredited certifier. In many cases the conditions require certain details to be included with or incorporated in the detailed plans and specifications which accompany the Construction Certificate. The Construction Certificate shall be obtained prior to the commencement of any civil construction works or building works.

6. An Environmental Management and Rehabilitation Plan for the development site shall be prepared by an appropriately qualified person. The Plan shall address (without being limited to) the clearing of vegetation, lopping and removal of trees, earthworks, erosion control, site rehabilitation and landscaping.

All site works shall be carried out in accordance with the Plan. Implementation of the Plan shall be supervised by an appropriately qualified person.

ORDINARY MEETING

Meeting Date: 26 July 2016

7. Payment of the prescribed inspection fee for both internal and external sewer drainage work is required to be made to Hawkesbury City Council prior to the issue of a construction certificate.
8. Where required payment of a contribution to Council towards sewer headworks in accordance with Council's fees and charges must be paid prior to the issue of a Construction Certificate.
9. The applicant must submit a Major/Minor Works Sewer Application showing provision of a sewer connection for each lot in the subdivision. This application is to also provide details of the proposed sewer main encasement for approval prior to commencement of any works on the site.

The applicant must submit a copy of the approved plans associated with the Major/Minor Sewer Works application to the Principal Certifying Authority. (This plan will be marked with a green stamp and be signed and dated).

10. Construction of the driveway and retaining walls are not to commence until three copies of the plans and specifications of the proposed works are submitted to and approved by Council or an Accredited Certifier.
11. The payment of and a Compliance Certificate Inspection Fee are required when submitting Civil Engineering Plans to Hawkesbury City Council for Approval. A fee quote will be provided by Hawkesbury City Council on request.
12. A Traffic Guidance Scheme prepared in accordance with AS1742-3 2002 by an appropriately qualified person shall be submitted to Council. Where the works affect Roads and Traffic Authority controlled roads, the traffic guidance scheme is to be approved by the Roads and Traffic Authority before submission to Council.
13. A vehicular driveway and layback/crossing must be constructed. The driveway must:
 - (a) have a minimum width of 6m within the road reserve, 6m for the first 6m within the boundary and 3m within the remainder of the property
 - (b) not interfere with the existing public utility infrastructure
 - (c) be constructed of concrete with a slip resistant finish
 - (d) be in accordance with Hawkesbury Council's Development Control Plan Appendix E.

Details are to be provided on plans submitted to the certifying authority prior to issue of a Construction Certificate.

14. To verify that vehicular access will comply with AS2890.1:2004 Parking Facilities Part 1 Off Street Parking requirements, a scaled long section of the proposed driveway from the boundary to the garage must be submitted for the Construction Certificate and shall include:
 - (a) existing natural surface levels
 - (b) proposed grades and finished surface levels of the driveway
 - (c) preliminary details of the method of treatment of any fill/retaining wall which may be required in conjunction with the proposed driveway.

ORDINARY MEETING

Meeting Date: 26 July 2016

15. A drainage design of the site must be submitted and approved prior to the release of the Construction Certificate. The plan must:
- (a) be to the satisfaction of the Certifying Authority
 - (b) comply with Council's Hawkesbury Development Control Plan (Part I & Chapter 8) and Australian Standard AS3500 – Plumbing and Drainage unless variation is specifically noted and approved on DA concept drainage plan,
 - (c) clearly show how proposed lots 72 and 73 legally drain to an easement or if no easement exists then an appropriately sized level spreader or infiltration trench must be included in the drainage design
 - (d) clearly show how proposed lots 71 and 74 legally drain the rear of those lots to an easement or if no easement can be created then an appropriately sized level spreader or infiltration trench must be included in the drainage design covered by appropriate easements if required
 - (e) clearly show how overland flow along the Eastern boundary will be collected and directed into a satisfactory stormwater discharge system in order to minimise effects on neighbouring properties.
16. All earthworks on site must comply with the following:
- (a) topsoil shall only be stripped from approved areas and shall be stockpiled for re-use during site rehabilitation and landscaping
 - (b) all disturbed areas are to be stabilised/revegetated, using a minimum 300mm surface layer of topsoil, as soon as practicable after the completion of filling works
 - (c) once the topsoil has been removed the natural batter should be suitably stepped, scarified or roughened to prevent slipping and the fill is to be keyed in to hold the toe of the fill batter in place
 - (d) where batters exceed a ratio of three horizontal to one vertical, retaining walls, stone flagging or terracing shall be constructed
 - (e) all fill within the site shall be placed in layers not exceeding 300mm thickness and compacted to achieve a minimum dry density ratio of 98% when tested in accordance with Australian Standard AS 1289: Methods of testing soils for engineering purposes unless otherwise specified.

Details satisfying the above requirements are to be submitted to the Principal Certifying Authority prior to the issue of the Construction Certificate.

17. Any retaining walls having a height exceeding 600mm proposed in conjunction with the development are required to be designed by a practicing structural engineer.

The design must be submitted to the Principal Certifying Authority prior to issue of the Construction Certificate.

18. A Section 73 "Notice of Requirements" under the Sydney Water Act 1994 must be obtained from Sydney Water Corporation.

Application must be made through an authorised Water Servicing Coordinator. Please refer to the Building Developing and Plumbing section of the web site www.sydneywater.com.au then refer to "Water Servicing Coordinator" under "Developing Your Land" or telephone 13 20 92 for assistance.

ORDINARY MEETING

Meeting Date: 26 July 2016

Following application a "Notice of Requirements" will advise of water infrastructure to be built and charges to be paid. Please make early contact with the Coordinator, since building of water infrastructure can be time consuming and may impact on other services and building, driveway or landscape design.

Prior to Commencement of Works

19. All traffic management devices shall be installed and maintained in accordance with the approved traffic guidance scheme.
20. Erosion and sediment control devices are to be installed and maintained until the site is fully stabilised in accordance with the approved plan and Hawkesbury Development Control Plan chapter on Soil Erosion and Sedimentation.
21. The applicant shall advise Council of the name, address and contact number of the principal certifier, in accordance with Section 81A 2(b) of the Environmental Planning and Assessment Act 1979.
22. At least two days prior to commencement of works, notice is to be given to Hawkesbury City Council in accordance with the Environmental Planning and Assessment Regulation.
23. Measures shall be implemented to prevent vehicles tracking sediment, debris, soil and other pollutants onto any road.
24. Toilet facilities (to the satisfaction of Council) shall be provided for workmen throughout the course of building operations. Such facility shall be located wholly within the property boundary.
25. The approved plans must be submitted to Sydney Water for approval. Following this assessment, the approved plans are to be appropriately stamped. The approved stamped plans must be provided to the Principal Certifying Authority prior to the commencement of works.

Please refer to the web site <http://www.sydneywater.com.au/tapin/index.htm> or telephone 1300 082 746 Monday to Friday 8:30am to 5:30pm.

During Construction

26. Site and building works (including the delivery of materials to and from the property) shall be carried out only on Monday to Friday between 7am – 6pm and on Saturdays between 8am – 4pm.
27. The development shall not create adverse impacts to neighbouring properties in relation to overland flow and must meet the following requirements:
 - (a) Water flowing from the property must not be redirected or concentrated to adjoining properties,
 - (b) Water flowing into the property from adjoining lots shall not be impeded or diverted.
 - (c) Water flow shall follow the natural flow directions without increasing velocity.
28. No fill shall be brought onto the site as part of this development.
29. The property entry and exit points shall be secured at all times to prevent the unauthorised entry of vehicles, and to ensure that the site manager can control and prevent dumping of waste and potentially contaminated material whilst fill material is being imported or managed on site.
30. Dust control measures, e.g. vegetative cover, mulches, irrigation, barriers and stone shall be applied to reduce surface and airborne movement of sediment blown from exposed areas.

ORDINARY MEETING

Meeting Date: 26 July 2016

31. All redundant vehicular concrete driveways must be removed and the area appropriately turfed and/or paved in a manner that conforms with adjoining road reserve. The area forward of the front boundary must be kept smooth, even and free from any trip hazards. This work must be carried out at the developer's expense, including all alterations of public infrastructure where necessary.
32. All redundant vehicular layback crossing/s must be removed and replaced with kerb and gutter to match existing. This work must be carried out at the developer's expense, including all alterations of public infrastructure where necessary.
33. All retaining walls must be located wholly within the property, including footings and agricultural drainage lines. Construction of retaining walls or associated drainage work along common boundaries must not compromise the structural integrity of any existing structures.
34. Sewerage Reticulation, including junctions, shall be constructed to each lot in the subdivision where not already provided and to the satisfaction of the sewer authority.
35. All civil construction works required by this consent shall be in accordance with Hawkesbury Development Control Plan 2002 – Appendix E Civil Works Specification.
36. Inspections shall be carried out and compliance certificates issued by Council or an accredited certifier for the components of construction detailed in Hawkesbury Development Control Plan 2002 – Appendix E Civil Works Specification, Part II, Table 1.1.
37. The site shall be kept clean and tidy during the demolition and construction period and all unused building materials and rubbish shall be removed from the site upon completion of the project. The following restrictions apply during construction:
 - (a) Stockpiles of topsoil, sand, aggregate, spoil or other material shall be stored clear of any drainage path or easement, natural watercourse, footpath, kerb or road surface and shall have measures in place to prevent the movement of such material off site
 - (b) Building operations such as brick cutting, washing tools, concreting and bricklaying shall be undertaken only within the site.
 - (c) Builders waste must not be burnt or buried on site. All waste (including felled trees) must be contained and removed to a Waste Disposal Depot.
38. At all times during demolition a competent person shall directly supervise work. It is the responsibility of the person to ensure that:
 - (a) adjoining owners are given 24 hours' notice, in writing, prior to commencing demolition
 - (b) utility services within the structure not required to be maintained during the demolition work shall be properly disconnected and sealed before any demolition commences
 - (c) the site shall be secured at all times against the unauthorised entry of persons or vehicles
 - (d) safe access and egress from adjoining buildings is to be maintained at all times for the duration of the demolition work
 - (e) precautions are taken to ensure that the stability of all parts of the structure and the safety of persons on and outside the site are maintained, particularly in the event of sudden and severe weather changes
 - (f) the structure and all components shall be maintained in a stable and safe condition at all stages of the demolition work
 - (g) demolition activity shall not cause damage to or adversely affect the structural integrity of adjoining buildings

ORDINARY MEETING

Meeting Date: 26 July 2016

- (h) removal of dangerous or hazardous materials shall be carried out in accordance with the provisions of all applicable State legislation and with any relevant recommendations published by the National Occupational Health and Safety Commission (Worksafe Australia)
 - (i) all work shall be carried out in accordance with AS2601 and the Work Plan submitted with the development application
 - (j) unless otherwise permitted by Council, the structure is to be demolished in reverse order of construction, being progressive and having regard to the type of construction, to enable the maximum separation and recycling of demolished materials to take place
 - (k) no material is to be burnt on site.
39. An appropriately qualified licensed asbestos removalist shall be engaged to remove any asbestos material associated with the demolition of existing structures onsite.
40. All asbestos waste material shall be disposed of at an appropriate waste facility. Receipts shall be provided to the principal certifying authority confirming where the asbestos waste has been sent to.
41. If an excavation associated with the erection or demolition of a building or building envelope extends below the level of the base of the footings of a building on an adjoining allotment of land, including a public road or place, the person causing the excavation to be made:
- (a) must preserve and protect the building from damage; and
 - (b) if necessary, must underpin and support the building in an approved manner; and
 - (c) must, at least seven days before excavating below the level of the base of the footings of a building on an adjoining allotment of land, give notice of intention to do so to the owner of the adjoining allotment of land and furnish particulars of the excavation to the owner of the building being erected or demolished.
- The person acting in accordance with this Consent is liable for any part of the cost of work carried out for the purposes of this condition, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.
42. There must be an area of land on the lot that is above the 1 in 100 year flood level of RL 17.3m AHD that is sufficient for the erection of a dwelling house without the requirement for importing additional fill material to the site.

Prior to issue of Construction Compliance Certificate

43. Prior to the issue of a Construction Compliance Certificate all works must be completed in accordance with the approved Construction Certificate Plans, approved supporting documentation and to the satisfaction of the Principal Certifying Authority.
44. The retaining walls are to be certified on completion by a suitably qualified and experienced Structural Engineer.
45. A survey plan showing all existing services on the lots including sewer connections, water connections and stormwater disposal shall be submitted. The plan shall demonstrate that there are no encroachments over remaining or proposed boundaries.

Prior to issue of Subdivision Certificate

46. A Construction Compliance Certificate for works approved under the Construction Certificate is required prior to the Issue of a Subdivision Certificate.
47. A soil contamination report certifying that all lots are suitable for their intended uses.

ORDINARY MEETING

Meeting Date: 26 July 2016

48. Documentary evidence from a Telecommunications Carrier confirming that services are available for the development shall be provided to the Principal Certifying Authority prior to issue of the Subdivision Certificate.
49. A Section 73 Compliance Certificate under the Sydney Water Act 1994 must be provided to the Principal Certifying Authority prior to issue of the Subdivision Certificate. For details refer to Sydney Water's website.
50. A written clearance from Hawkesbury City Council (as the local sewer authority) that the development is suitably connected to the reticulated sewerage is required to be submitted to the Principal Certifying Authority prior to the issue of an interim occupation certificate.
51. Documentary evidence from an Energy Provider confirming that satisfactory arrangements have been made to service the proposed development shall be provided to the Principal Certifying Authority prior to the issue of the Subdivision Certificate.
52. A plan of subdivision prepared to the requirements of the Land Titles Office, shall be submitted to Council, with four copies.
53. Payment of a Subdivision Certificate Release Fee in accordance with Council's Fees and Charges at the time of lodgement of the linen plan.
54. Lots affected by new easements must be burdened with easements and restrictions on the use of land to the satisfaction of the Principal Certifying Authority and the relevant utility provider.
55. Prior to the release of the subdivision certificate it will be necessary to submit:
 - (a) four paper prints of the final plan of subdivision prepared to the requirements of The Lands & Titles Office and incorporating Council approved road names,
 - (b) the original and three paper copy of the 88B Instrument and Administration Sheet.
56. Works As Executed plans must be submitted to the Principal Certifying Authority by a Registered Surveyor with the Subdivision Certificate application. The Works As Executed dimensions and levels must be shown in red on a copy of the approved Construction Certificate plans. As a minimum the plan must show:
 - (a) compliance with the approved design plans of all drainage works within council land, road reserve and drainage easements including connection into the subject lot/s, surface and invert levels of all pits, invert levels and sizes of all pipelines
 - (b) certification from a registered surveyor that all storm water pipes and other services are wholly within an appropriate easement
 - (c) compliance with the approved design plans of paved areas within rights of carriageway and road reserve
 - (d) the extent, depth and final levels of filling
 - (e) the location of all underground service conduits
 - (f) all deviations from the approved Civil Engineering Plans.

All levels must relate to Australian Height Datum.

ORDINARY MEETING

Meeting Date: 26 July 2016

57. A plan prepared by a registered surveyor shall be submitted to ensure that there are no unlawful encroachments and that the subdivision complies with easement restrictions and boundary setback requirements. The plan must show:
- (a) all existing, services on the lots including septic tank and effluent disposal area, sewer connections, water connections and stormwater disposal,
 - (b) all existing buildings and significant structures,
 - (c) proposed and existing easements,
 - (d) lot boundaries.

Advisory Notes:

- i. The applicant shall make themselves aware of any User Restriction, Easements and Covenants to this property and shall comply with the requirements of any Section 88B Instrument relevant to the property in order to prevent the possibility of legal proceedings against them.
- ii. Private Accredited Certifiers do not have any authority to issue Engineering Approvals or carry out inspections for works on Public Roads under the Roads Act 1993.
- iii. The developer is responsible for all costs associated with any alteration, relocation or enlargement to public utilities whether caused directly or indirectly by this proposed subdivision. Such utilities include water, sewerage, drainage, power, communication, footways, kerb and gutter.
- iv. The applicant is advised to consult with the relevant:
 - (a) water and sewer provider
 - (b) electricity provider
 - (c) natural gas provider
 - (d) telecommunications carrier
 - (e) road authority

regarding their requirements for the provision of services to the development and the location of existing services that may be affected by proposed works, either on site or on the adjacent public roads.

ATTACHMENTS:

- AT - 1** Aerial Photograph
- AT - 2** Subdivision and Earthworks Plan
- AT - 3** Plan Showing 1 in 100 year flood level

ORDINARY MEETING

Meeting Date: 26 July 2016

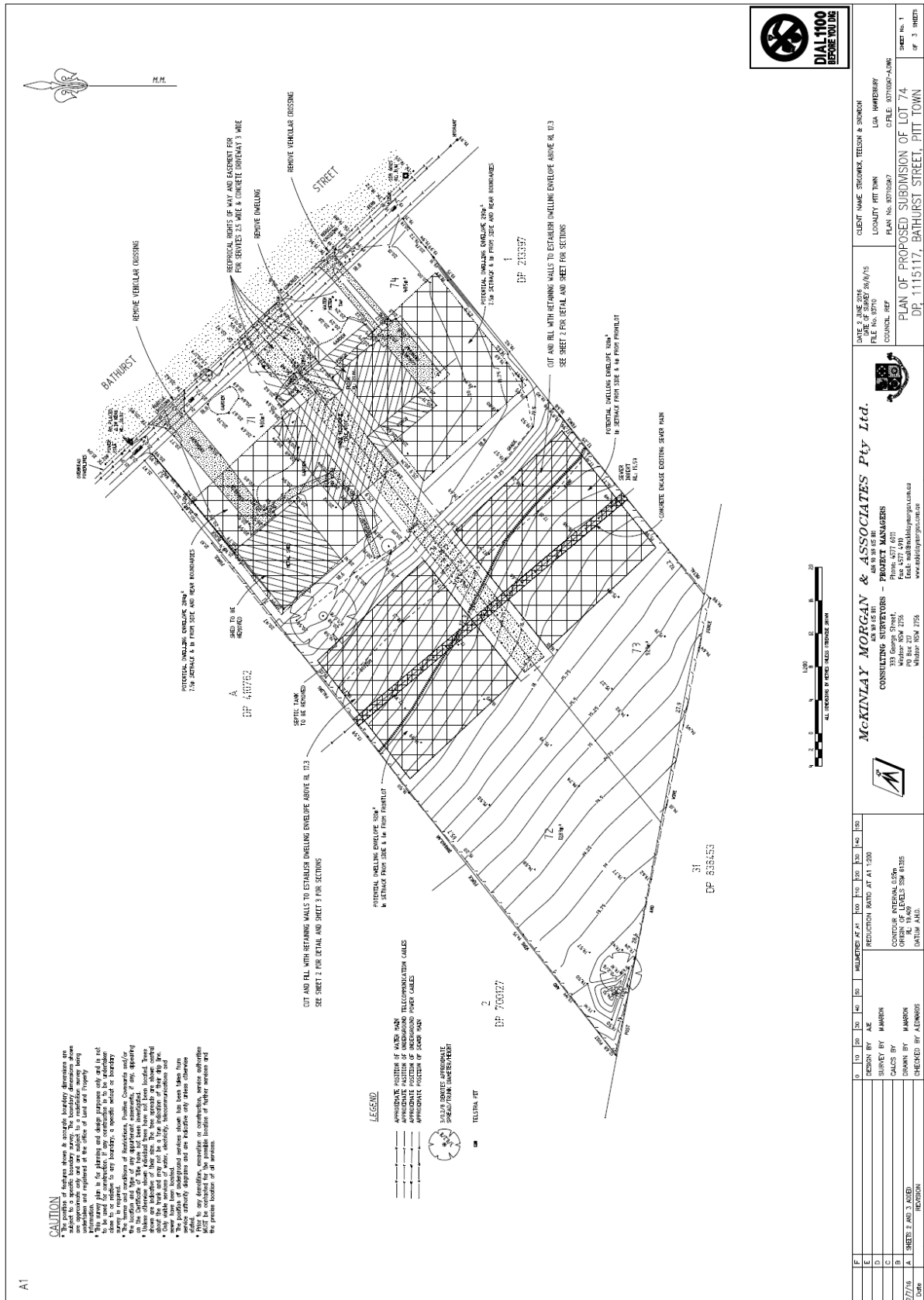
AT - 1 Aerial Photograph



ORDINARY MEETING

Meeting Date: 26 July 2016

AT - 2 Subdivision and Earthworks Plan



Meeting Date: 26 July 2016



ORDINARY MEETING

Meeting Date: 26 July 2016

AT - 3 Plan Showing 1 in 100 year flood level



oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 26 July 2016

GENERAL MANAGER

Item: 146 **GM - Revised Fit For The Future Proposal - (79351, 95496)**

Previous Item: 138, Ordinary (12 July 2016)
 4, Ordinary (2 February 2016)
 NM, ordinary (27 October 2015)
 RM, Ordinary (30 June 2015)
 85, Extraordinary (23 June 2015)

REPORT:

Executive Summary

This report has been prepared to table the revised Fit for the Future (FFTF) Proposal prepared in accordance with the amendments approved by Council at its Ordinary Meeting of 12 July 2016. The report recommends that the revised FFTF Proposal be endorsed for submission to the Office of Local Government (OLG).

Consultation

As Council has been previously advised, the revised FFTF Proposal includes provision for a two-stage, comprehensive community engagement strategy to be conducted between July 2016 and November 2016. The community engagement strategy will provide residents with the opportunity to consider and discuss the matters raised in the revised FFTF Proposal. However, at this time, the report deals with issues which do not require community consultation under Council's Community Engagement Policy.

Background

As required under the NSW Government's Local Government Reform Program, Council lodged its original FFTF Proposal on 30 June 2015.

On 20 October 2015, the Independent Pricing and Regulatory Tribunal (IPART) assessed Council's original FFTF Proposal as 'Not Fit' as it did not meet the required FFTF benchmark in relation to its Operating Performance Ratio (OPR).

Following the State Government's decision to not proceed with the proposed merger of Hawkesbury City Council with part of The Hills Shire Council, in May 2016, Council has been advised by the OLG that as a 'Not Fit' Council, it is now required to revise its original FFTF Proposal and submit it to the OLG for reassessment.

At its Ordinary Meeting of 12 July 2016, Council considered a report which outlined proposed amendments to Council's original FFTF Proposal, which were developed in consultation with Councillors. Council subsequently resolved to approve the preparation of a revised FFTF Proposal based on these amendments.

Current Situation

The Fit for the Future Financial Criteria Reassessment Guidelines issued by the OLG in May 2016, requires councils to submit the following documentation for FFTF reassessment:

- a copy of the Council Resolution endorsing the revised Proposal
- a copy (or hyperlink to) Council's original Fit for the Future submission

ORDINARY MEETING

Meeting Date: 26 July 2016

- a statement (two pages maximum) for each criterion not achieved, explaining what actions Council will be taking to address the issues raised by IPART (Statement is appended in Attachment 1)
- a revised Improvement Action Plan demonstrating how Council can now satisfy the three financial criteria.

In relation to the last dot point, the OLG Guidelines outline which sections of the original FFTF Proposal are required to be updated. As the OLG has yet to issue the new version of the required template for reassessment, Council staff have updated Council's original FFTF Proposal (distributed under separate cover). Should Council approve the revised FFTF Proposal, its content will be inserted into the required OLG reassessment template when it is released.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping our Future Together CSP Theme:

- The Council be financially sustainable to meet the current and future needs of the community based on a diversified income base, affordable and viable services;
- Have transparent, accountable and respected leadership and an engaged community;
- Maintain its independent identity and voice through strong local government and community institutions;
- Have constructive and productive partnerships with residents, community groups and institutions;

and is also consistent with the nominated strategy in the CSP being:

- Improve financial sustainability;
- Broaden the resources and funding available to our community by working with local and regional partners as well as other levels of government;
- Achieve community respect through good corporate governance and community leadership and engagement;
- Work with the community to determine affordable levels of service and facilities;
- Make decisions in ways that are transparent, fair, balanced and equitable supported by appropriate resource allocations.

Financial Implications

There are no financial implications arising from this report.

ORDINARY MEETING

Meeting Date: 26 July 2016

RECOMMENDATION:

That the Statement of Actions, as appended in Attachment 1 to this report, and the revised Fit for the Future Council Improvement Proposal, as appended in Attachment 2 to this report, prepared in accordance with amendments previously approved by Council, be endorsed for submission to the Office of Local Government.

ATTACHMENTS:

- AT - 1** Statement of Actions taken to address IPART assessment of Hawkesbury City Council's original FFTF Proposal.
- AT - 2** Revised Fit For the Future Council Improvement Proposal – Reassessment (*Distributed under separate cover*).

AT - 1 Statement of Actions taken to address IPART assessment of Hawkesbury City Council's original FFTF Proposal

Fit for the Future Reassessment

July 2016

Hawkesbury City Council Fit for the Future Reassessment Statement of Actions taken to address IPART assessment of original FFTF Proposal

IPART Assessment (Extract from IPART Assessment)

Assessment summary	Scale and capacity	Satisfies
	Financial criteria:	Does not satisfy
	• Sustainability	Does not satisfy
	• Infrastructure and service management	Satisfies
	• Efficiency	Satisfies
Fit for the Future – NOT FIT		
<ul style="list-style-type: none"> • The council satisfies the scale and capacity criterion. • The council does not satisfy the financial criteria overall. Although it satisfies the infrastructure and service management and efficiency criteria, it does not satisfy the sustainability criterion. • The council does not satisfy the sustainability criterion as a result of its forecast for a negative operating performance ratio by 2019-20. • We consider the operating performance ratio benchmark is a key measure of financial sustainability that all Fit for the Future (FTFF) councils should meet, therefore the council is not fit. 		

Area of non-conformance

Council's original FFTF Proposal was assessed as 'Not Fit' by IPART in that it did not meet the required Operating Performance Ratio (OPR) by 2019/2020. Council's original FFTF Proposal projected that Council would achieve the OPR benchmark by 2020/2021. To meet the OPR benchmark by 2019/2020, Council will be required to reduce its projected operating result for the three financial years leading up to 2019/2020 by an average of \$736,334 in each of these years. Based on its original FFTF Proposal, the required reductions are \$1.4M in 2017/2018, \$505,000 in 2018/2019 and \$351,000 in 2019/2020.

Council's revised FFTF Proposal is therefore primarily directed at addressing this OPR shortfall, while also consolidating its capacity to achieve the asset related FFTF benchmarks by 2019/2020.

Revised FFTF Proposal

Council's original FFTF Proposal incorporated an integrated mix of 20 revenue and expenditure strategies and included actions to consolidate its strategic capacity primarily through a Regional Strategic Alliance with the Blue Mountains and Penrith City Councils.

In July 2015, Council commenced the implementation of 8 of the 20 FFTF strategies in its original FFTF Action Plan. Following the Minister's announcement, in December 2015, of a proposed merger of Hawkesbury City Council and part of the Hills Shire Council, the implementation of a number of the strategies within the Action Plan were suspended pending the outcome of the merger proposal.

Following the decision of the NSW Government not to proceed with the proposed merger, Council recommenced the implementation of its FFTF Action Plan. In addition to reviewing the FFTF Action Plan to address the Operating Performance Ratio shortfall, Council had resolved to review the original FFTF Proposal to identify additional cost savings to achieve a reduced Special Rate Variation (SRV). Accordingly, Councillor Briefing Sessions were held on 15 June 2016 and 5 July 2016, to identify and model the proposed amendments. The proposed amendments were subsequently approved by Council at its Ordinary Meeting of 12 July 2016. Of the 20 strategies in Council's FFTF Proposal, 13 strategies were amended or adjusted (as outlined in Table 1) which were aimed at:

- achieving more substantial expenditure reductions than those outlined in the original FFTF Proposal;
- the inclusion of expenditure/revenue targets for strategies not costed in the original FFTF Proposal;
- the adjustment of expenditure/revenue targets for some of the original FFTF strategies.

ORDINARY MEETING

Meeting Date: 26 July 2016

Fit for the Future Reassessment

July 2016

FFTF Strategy		Description - Original FFTF Proposal	Amendment to Original FFTF Proposal
1.2	Review of Service Delivery Models	Efficiency target applied to all corporate and discretionary spending.	Increase annual efficiency target from 1% to 2.5% for corporate and discretionary spending for 3 years to 2019/2020. Projected 2019/2020 annual savings increased from \$101K (original proposal) to \$918K (revised proposal).
1.3	Review of Plant and Fleet Management	Efficiency target applied to savings on leaseback fleet and works plant.	Transition from outright purchase of fleet to leasing arrangement to commence 2017/2018. Projected to increase operating costs by \$198K - offset by \$528K reduction in capital expenditure.
1.4	Property and Asset Review	Identification of under-performing and surplus properties to realise \$1M by 2019/2020.	Increase 2019/2020 capital income target from \$1M (original proposal) to \$1.5M (revised proposal). Revised proposal also includes additional annual revenue of \$219K which has been achieved through leasing of vacant properties and \$15K in depreciation savings.
1.5	Review of Insurance and Self - Insurer Model	External review of insurance model and insurance costs against industry benchmarks.	Modest annual expenditure reduction target of \$37K (1.8% of total costs) to be applied to insurance and workers compensation programs commencing in 2016/2017 – based on operational review of program.
2.1	Resourcing Strategy (including SRV options)	Application to IPART for 29.7% rate increase (including rate peg) over five years commencing in 2017/2018.	Notional SRV of 14.9% (above the projected rate peg) over 2 years commencing in 2017/2018. To provide indicative benchmark for required additional investment in asset renewal and maintenance – final SRV figure to be determined following consultation with the community.
2.2	Stormwater Management Charge	\$25 annual levy for properties connected to stormwater network commencing 2017/2018.	Commencement deferred to 2018/2019
2.4	Waste Management and Sewer Dividend	6% rate of return on value of assets in Waste Management Facility and Sewer Scheme.	Rate of return increased to 12% in line with industry standards (to be applied to WMF). Dividend increased from 309K (original proposal) to \$621K (revised proposal).
2.5	Review of Pricing Structures	Review operations of income generating business units to achieve increase cost-recovery from user fees.	Modest improvement of \$32K based on update information.
4.2	Sinking Fund for Community Facilities	Annual building renewal and maintenance charge to be levied on child care centres.	Originally calculated at 25% of annual depreciation of building. Increased to 50% (revised proposal) commencing 2017/2018. Projected annual revenue increased from \$115K to \$230K
4.3b	Infrastructure Borrowings (Energy Efficiency)	Loan facility to invest in energy efficiency infrastructure.	Revised proposal includes \$336K savings in annual energy costs achieved through energy saving initiatives to date. Additional projected \$46K to be achieved through replacement of residential street lights with LED.
5.1	OPEX expenditure reduction	Review operations to identify savings achieved through adoption of new technology	Modest annual expenditure reduction target of \$210K (0.8% of total employee costs) to be achieved through reduction in staffing levels (non-replacement of staff vacancies) commencing in 2016/2017.
5.2	Regional Strategic Alliance	Formal partnership with Blue Mountains and Penrith Councils.	Modest efficiency dividend, equivalent to a 0.8% reduction in corporate costs has been factored into proposal - a projected annual saving of \$114K. Commencing in 2017/2018.
5.3	Sustainable Population Growth	Implementation of Residential Land Strategy (sustainable development to increase net rating revenue).	Based on analysis and trajectory of release of new residential housing lots, \$126K in net rating revenues by 2019/2020 has been factored into revised proposal.

Outcome of Revised FFTF Proposal

In 2019/2020, the revised FFTF proposal will deliver an annual net benefit of \$3.4M to Council's operating position. This amount is sufficient to achieve the required FFTF Benchmarks, inclusive of the OPR, by 2019/2020.

The net benefits of the revised FFTF proposal will also offset the negative impact on Council's projected operating result arising from increased depreciation charges, the lower than expected 2016/2017 rate peg of 1.8%, and the further reduction in Council's Financial Assistance Grant (these negative impacts were not accounted for in Council's original FFTF Proposal).

ORDINARY MEETING

Meeting Date: 26 July 2016

CITY PLANNING

Item: 147 **CP - Fire Safety Matter - Hannapak - 32 Beaumont Avenue and 24 Bells Line of Road, North Richmond - (95498, 75170)**

REPORT:

Executive Summary

Council has received a letter from Fire and Rescue NSW (FRNSW) advising of fire safety concerns with a building at 32 Beaumont Avenue and 24 Bells Line of Road, North Richmond, known as Hannapak (the premises). The issues relate to construction concerns, access and egress for the occupants of the building, fire fighting services and equipment and general housekeeping and safety related obligations.

The owner of the premises is aware of the letter and has requested some time to identify and address the issues with his fire consultant. It is recommended that Council allow a period of 30 days and then arrange a meeting with the owner and carry out an inspection of the premises. It is also recommended that following the inspection, Council take action as appropriate with a view to resolving the matter.

This subsequent action may involve the issue a Fire Safety Order requiring the owner to carry out certain work, which will be specified in the Order.

It is also recommended that Council write to the Commissioner of Fire and Rescue NSW (FRNSW) and advise of Council's findings and intended course of action.

Consultation

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

Background

Council received correspondence from FRNSW, dated 18 May 2016 advising that there is inadequate provision for fire safety at 32 Beaumont Avenue and 24 Bells Line of Road, North Richmond.

Council is the regulatory authority in relation to building fire safety. Section 119T(6) of the Environmental Planning and Assessment Act 1979 requires a council at the request of the Commissioner to inspect any building specified in the request for the purpose of determining if adequate provision for fire safety has been made in connection with the building. Further, a council must send a report of the inspection to the Commissioner.

Pursuant to the provisions of Section 121ZD(2) of the Environmental Planning and Assessment Act, a council must table any report and recommendations it receives from the Commissioner of FRNSW at the next meeting of council. The council must (either at the same meeting or the next meeting) determine whether it will exercise its powers to give an order to require upgrading work. The council is required to notify the Commissioner of its determination.

The Commissioner of FRNSW has requested that Council investigate the matter and inspect the remainder of the building for any other fire safety related issues and carry out an audit of the premises. The request also involves the tabling of the report at a meeting of the Council and then reporting back to the Commissioner of any determination made with respect to the request.

Hannapak is a local packaging manufacturer supplying large brewing companies, grocery lines and cereal producers with specialised cardboard packaging. The premises contain offices, storage areas, factory areas and warehousing of finished products.

ORDINARY MEETING

Meeting Date: 26 July 2016

A major addition was approved and constructed within the last four years and the issue of fire safety and hydrant coverage was considered as part of that approval. Council staff are reasonably confident the building will largely comply and that some minor rectification or housekeeping may be all that is required to address the concerns raised.

The owner of the building has been made aware of the correspondence received and he has committed to working with Council to resolve the matter. The owner has advised Council staff that he will be engaging a Fire Safety consultant to assist. The owner is keen to have the issue resolved in the interests of the safety of his employees and the interests of his business.

The owner requested that Council allow him time to identify and address the issues raised (and any other issues that may become apparent) and after that time to then meet with Council staff to carry out an inspection of the premises. This request is considered reasonable.

The issues of concern (as raised by FRNSW) relate to the following:

1. It appears the building does not comply with the Large Isolated Building provisions of the Building Code of Australia (BCA) (Clauses C2.3 and C2.4).
2. It is unclear if fire separation exists within the building (Clause C2.8 of the BCA).
3. Concerns at the fire-rating of various forms of construction used within different parts of the building.
4. It appears that travel distances for occupants exceed the maximum permitted (Clause D1.4 of the BCA).
5. Paths of travel to exits are compromised (Clause D1.6 of the BCA).
6. Appears to be non-compliant path of travel to the North-Eastern side of the building (Clause D1.10 of the BCA).
7. Exit doors on the North-Eastern side of the building would open into the path of travel of persons using the escape route which is contrary to the requirements of Clause D2.20 of the BCA.
8. The type of latching device (Redlam Panic Bolt) may not satisfy the requirements of Clause D2.21 of the BCA.
9. Concern that the hydrant system on site is inadequate to effectively extinguish a fire.
10. Concern that the building may be an "Occupancy of Excessive Hazard" requiring a sprinkler system, a Fire Control Centre, a smoke hazard management system and a smoke detection system which is monitored externally.
11. Concern that the building Occupant Warning System (OWS) does not comply with Specification E2.2a of the BCA.
12. Concern that the existing smoke detection system is improperly monitored by a security company in lieu of a FRNSW endorsed back-to-base monitoring system.
13. Concern there is a lack of emergency lighting throughout the building.
14. Concern there is a lack of required exits and associated illuminated exit signage.
15. Concern that the emergency evacuation diagrams are inadequate.
16. Concern that caustic material storage is not in accordance with accepted environmental practice (requiring containment in the event of a spill).

ORDINARY MEETING

Meeting Date: 26 July 2016

17. A Fire Safety Schedule and Annual Fire Safety Statement were not displayed as required by Clause 177 of the Environmental Planning and Assessment Regulation 2000.

FRNSW recommended to Council that Council staff address the items identified by FRNSW and to inspect the premises for any other deficiencies that may be identified.

Section 121ZD commenced on 21 March 2016.

Investigation of Complaint

The owner of the property was contacted on Friday, 8 July 2016 and advised of the complaint. He requested a copy of the correspondence so as to be able to understand what was expected. He advised at that time that due to insurance issues he had a regular audit and inspection program in place.

On Monday, 11 July 2016 the correspondence from FRNSW was forwarded to the owner. Later that day, the owner contacted Council staff and advised he had arranged for certain housekeeping and general maintenance to be carried out to address some of the more minor and easily fixed matters and was in the process of engaging a Fire Safety consultant to assist with the more difficult issues and sought the guidance of Council staff.

He requested time to address and resolve certain matters prior to Council carrying out an inspection of the property.

The owner has previously demonstrated goodwill and willingness to work with Council and it is reasonable in the circumstances of the case to provide the opportunity for him to resolve as many issues as possible prior to further involvement by Council.

A period of 30 days is considered a reasonable period of time after which a meeting will be arranged with the owner and an inspection of the premises carried out.

Procedure for Follow-up Action

Council has at its disposal powers under the Environmental Planning and Assessment Act to issue Orders to property owners to ensure building owners meet their obligations and provide buildings that are safe for the occupants and members of the public.

A Notice of Intention to serve an Order must first be given to the building owners as a matter of procedural fairness under the provisions of the Environmental Planning and Assessment Act. Depending on any representations received from the owner, Council may decide to issue the order as proposed, or to amend the order or to not issue the order.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the theme of Looking After People and Place.

- Have an effective system of flood mitigation, fire and natural disaster management and community safety which protects life, property and infrastructure.

and is also consistent with the nominated strategy in the CSP being:

- Provide for a safer community through planning, mitigation and response.

Financial Implications

No financial implications applicable to this report.

ORDINARY MEETING

Meeting Date: 26 July 2016

RECOMMENDATION:

That:

1. Council receive and note the inspection report and recommendations from the Commissioner of Fire and Rescue NSW regarding the premises at 32 Beaumont Avenue and 24 Bells Line of Road, North Richmond.
2. An inspection of the premises be undertaken in mid-August 2016.
3. If appropriate, a Fire Safety Notice and Order be issued to the owner of the subject property requiring certain actions be carried out. The period for compliance with the Order is recommended to be 30 days.
4. Delegation to amend any Order given and/or resolve the outstanding matter be given to the General Manager.
5. Council write to the Commissioner of Fire and Rescue NSW and advise of the inspection findings and action taken.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 26 July 2016

SUPPORT SERVICES**Item: 148****SS - Monthly Investments Report - June 2016 - (95496, 96332)****REPORT:****Executive Summary**

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

This report indicates that Council held \$43.10 million in investments at 30 June 2016.

It is recommended that this report be received and noted.

Consultation

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

Background

The following table indicates that Council held \$43.10 million in investments as at 30 June 2016. 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-			1.50%	4,300,000	9.98%	
Total On-call Investments								4,300,000
Term Investments								
ANZ	A1+	AA-	19-Aug-15	17-Aug-16	2.95%	2,000,000	4.64%	
ANZ	A1+	AA-	02-Mar-16	07-Sep-16	2.95%	2,500,000	5.80%	
ANZ	A1+	AA-	24-Feb-16	14-Sep-16	3.05%	1,000,000	2.32%	
ANZ	A1+	AA-	24-Feb-16	14-Sep-16	3.05%	2,500,000	5.80%	
ANZ	A1+	AA-	02-Mar-16	21-Sep-16	2.95%	2,500,000	5.80%	
Bankwest	A1+	AA-	18-May-16	20-Jul-16	2.70%	800,000	1.86%	
Bankwest	A1+	AA-	08-Jun-16	20-Jul-16	2.50%	2,000,000	4.64%	
Bankwest	A1+	AA-	15-Jun-16	20-Jul-16	2.50%	1,000,000	2.32%	
NAB	A1+	AA-	08-Jul-15	06-Jul-16	3.00%	2,000,000	4.64%	
NAB	A1+	AA-	13-Jan-16	20-Jul-16	3.10%	1,000,000	2.32%	
NAB	A1+	AA-	27-Jan-16	03-Aug-16	3.00%	1,500,000	3.48%	
NAB	A1+	AA-	17-Feb-16	17-Aug-16	3.00%	1,000,000	2.32%	
NAB	A1+	AA-	31-May-16	23-Nov-16	2.95%	2,000,000	4.64%	
NAB	A1+	AA-	18-May-16	14-Dec-16	2.95%	2,000,000	4.64%	
NAB	A1+	AA-	16-Mar-16	08-Feb-17	3.09%	2,000,000	4.64%	
NAB	A1+	AA-	27-Apr-16	30-Mar-17	3.10%	1,000,000	2.32%	

ORDINARY MEETING

Meeting Date: 26 July 2016

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
NAB	A1+	AA-	27-Apr-16	27-Apr-17	3.10%	2,000,000	4.64%	
Westpac	A1+	AA-	04-Feb-16	28-Sep-16	3.00%	1,000,000	2.32%	
Westpac	A1+	AA-	02-Oct-15	05-Oct-16	3.00%	1,000,000	2.32%	
Westpac	A1+	AA-	02-Oct-15	05-Oct-16	3.00%	1,000,000	2.32%	
Westpac	A1+	AA-	07-Oct-15	19-Oct-16	3.00%	1,000,000	2.32%	
Westpac	A1+	AA-	07-Oct-15	19-Oct-16	3.00%	1,500,000	3.48%	
Westpac	A1+	AA-	10-Dec-15	14-Dec-16	3.00%	1,000,000	2.32%	
Westpac	A1+	AA-	30-Mar-16	30-Mar-17	3.10%	500,000	1.16%	
Westpac	A1+	AA-	06-Apr-16	14-Apr-17	3.10%	1,000,000	2.32%	
Westpac	A1+	AA-	04-May-16	04-May-17	3.05%	2,000,000	4.64%	
Total Term Investments								38,800,000
TOTAL INVESTMENT AS AT 30 June 2016								43,100,000

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	4,300,000	1.50%	Reserve Bank Cash Reference Rate	1.75%	-0.25%
Term Deposit	38,800,000	2.97%	UBS 90 Day Bank Bill Rate	2.00%	0.97%
Total	43,100,000	2.82%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	6,383,035
External Restrictions - Other	4,450,360
Internal Restrictions	20,424,966
Unrestricted	11,841,639
Total	43,100,000

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.

ORDINARY MEETING

Meeting Date: 26 July 2016

Investment Commentary

The investment portfolio decreased by \$1.90 million for the month of June 2016. During June 2016, income was received totalling \$5.31 million, including rate payments amounting to \$2.75 million, while payments to suppliers and staff costs amounted to \$7.76 million.

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

Council has a loan agreement for an amount of \$5.26 million under the Local Government Infrastructure Renewal Scheme (LIRS). The full amount was drawn down upon signing the agreement in March 2013, with funds gradually being expended over the period during which the program of works is being delivered. The loan funds have been placed in term deposits, with interest earned on unexpended invested loan funds being restricted to be used for works relating to the LIRS Program projects.

As at 30 June 2016, Council's investment portfolio is all invested with major Australian trading banks or wholly owned subsidiaries of major Australian trading banks and in line with Council's Investment Policy.

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

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

Investment Certification

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

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions statement:

- The Council be financially sustainable to meet the current and future needs of the community based on a diversified income base, affordable and viable services.

Financial Implications

Funds invested achieved the budgeted income in 2015/2016.

RECOMMENDATION:

The report regarding the monthly investments for June 2016 be received and noted.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 149**SS - Community Sponsorship Program - 2016/2017 - Round 1 - (95496, 96328)**

REPORT:**Executive Summary**

This report has been prepared to advise Council of applications for financial assistance to be determined under Round 1 of the Community Sponsorship Program for 2016/2017. The report lists the applications received, the proposed level of financial assistance, and those applications that will require the execution of Council's standard Sponsorship Agreement.

Consultation

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

Background

On 13 March 2007, Council resolved to adopt a Community Sponsorship Policy, prepared in accordance with the guidelines issued by the Independent Commission Against Corruption. Criteria and administrative arrangements for the Community Sponsorship Program (CSP) were subsequently developed with implementation commencing 2007/2008.

The CSP provides the opportunity for community groups and individuals to seek financial assistance from Council. The CSP currently provides six categories of assistance:

- Minor Assistance (up to \$500)
- Event Sponsorship (for up to three years)
- Seeding Grants (for community based programs)
- Access to Community Facilities (to subsidise the cost of hire for community facilities)
- Improvements to Council Facility (reimbursement of Development Application fees for renovations or additions to Council owned buildings or facilities)
- Accessibility Improvements.

The adopted budget for 2016/2017 includes an allocation of \$71,866 for the CSP. Pursuant to Council's resolution of 17 June 2014, \$22,318 of this amount has been set aside as a contribution to the staging of the Hawkesbury City Eisteddfod.

Community Sponsorship Program (2016/2017)

In accordance with Council's Community Sponsorship Policy, applications for community sponsorship under Round 1 of the Community Sponsorship Program 2016/2017 were called for in May 2016 and closed on 1 July 2016. 24 applications were received. In addition to these applications, a further three applications, representing various years of approved three and five year sponsorship events, have been included for Council's determination.

ORDINARY MEETING

Meeting Date: 26 July 2016

Assessment of 2016/2017 Round 1 Applications

In total, 27 applications have been presented for Council's consideration under Round 1 of the 2016/2017 CSP. Table 1 summarises the applications received and the proposed level of financial assistance.

Applicant	Type (1)	Proposal	Recommended Amount \$
1. Hawkesbury City Eisteddfod Society	ES	Hawkesbury City Eisteddfod	22,318
2. Sydney Sheepdog Club Inc.	ES	Sheepdog Championship trials	3,000
3. Colo Wilderness Area Family Picnic Day	ES	Family picnic day at Colo	1,500
4. Megan Bertenshaw	MA	Representative Oztag	150
5. Brayden Rodrigues	MA	Representative martial arts	150
6. St Albans Writer's Festival	SG	St Albans Writer's Festival	3,000
7. Hawkesbury District Agricultural Association	ES	Hawkesbury Show	Nil
8. Glossodia Public School	CF	Annual Presentation Night	393
9. Kurrajong Community Forum	SG	Kurrajong-a-buzz	1,000
10. Friends of Hawkesbury Art Community & Regional Gallery Inc.	MA	"Barns" Art Exhibition	500
11. Windsor Public School	CF	Annual Presentation Night	393
12. Tara Fidock	MA	Representative trampolining	150
13. North Richmond Community Centre Inc.	MA	Paint Hawkesbury REaD	500
14. Nicholas Brincat	MA	Representative karate	150
15. Freemans Reach School of Arts Inc.	SG	Carpeting of hall	3,000
16. Ethan Treble	MA	Representative baseball	150
17. Roan North	MA	Representative baseball	150
18. Hawkesbury Creative Arts Centre Inc.	MA	Young Artists in the Making	500
19. Hawkesbury Cancer Support Network	CF	Hall hire – North Richmond Community Centre	121
20. Hawkesbury & District Basketball Association	CF	Court hire - Windsor Indoor Stadium for school holiday workshops	480
21. Hawkesbury Combined Probus Club Inc.	SG	Purchase of laptop computer	2,000
22. Liam Moss	MA	Representative basketball	150
23. Greer Johnson	MA	Representative trampolining	150
24. Peppercorn Services Inc.	SG	Senior's activities	2,000
25. Hawkesbury District Health Service	MA	Sound system for lighting of Christmas tree celebration	500
26. Hawkesbury Skills Inc.	SG	Upgrade access to toilets	3,000
27. LEEP Ngo Inc	ES	Hawkesbury E-news	3,000
		TOTAL	48,405

(1) MA = Minor Assistance ES=3 Year Event Sponsorship SG = Seeding Grant CF = Access to Community Facilities ICF = Improvements to Council owned Community Facilities

There are sufficient funds to cover the total recommended amount of \$48,405 for Round 1 of the 2016/2017 Community Sponsorship Program, leaving a balance of \$23,461 for allocation in further rounds.

Applications Not Recommended for Funding

Application 7: Hawkesbury District Agricultural Association (HDAA) - Amount requested \$3,000. Applicant is seeking funding for the annual Hawkesbury Show. The applicant's request falls outside of the CSP guidelines in that the HDAA generates substantial income from gate takings which would seem to exclude the application as Council's CSP guidelines accord preference to sponsoring local community groups with limited access to alternate sources of funding. In this context, the applicant is a well-established entity with approximately 30 major sponsors. Given the importance and significance of the Hawkesbury Show to the community, Council may wish to take this into account in determining this application.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Direction statement:

- Have constructive and productive partnerships with residents, community groups and institutions;

and is also consistent with strategy in the Community Strategic Plan being:

- Broaden the resources and funding available to our community by working with local and regional partners as well as other levels of government.

Financial Implications

There are no financial implications arising from this report. The recommended level of financial assistance can be met from the approved funding allocation for the 2016/2017 financial year.

RECOMMENDATION:

That Council:

1. Approve payments of Section 356 Financial Assistance to the organisations and individuals listed, and at the level recommended in Table 1 of this report.
2. Note that the required Sponsorship Agreements for Applicants 1 through 3 have been previously executed to provide for the continuation of funding for these proposals.
3. Approve the execution of Council's standard Sponsorship Agreement for the applications 6, 9, 15, 21, 24, 26 and 27, identified in Table 1 of this report.

ATTACHMENTS:

AT - 1 Assessment of Applications under Round 1 of Community Sponsorship Program 2016/2017

ORDINARY MEETING

Meeting Date: 26 July 2016

AT - 1 Assessment of Applications under Round 1 of Community Sponsorship Program 2016/2017

Applicant	Sponsorship Type (1)	Description	Assessment Criteria								Amount requested (or previously approved for ES Sponsorship)	Amount recommended	Comments
			Local service	Not-for-profit	Not funded by State/Federal Agency	Co-contribution provided	Reflects agreed community priority	Meets sponsorship criteria	Financially sustainable	Documentation provided			
1. Hawkesbury City Eisteddfod Society	ES	Hawkesbury City Eisteddfod	✓	✓	✓	✓	✓	✓	✓	✓	22,318	22,318	Year 4 of approved 5 year Sponsorship Agreement
2. Sydney Sheepdog Club Inc.	ES	Sheepdog Championship trials	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Year 3 of approved 3 year Sponsorship Agreement
3. Colo Wilderness Area Family Picnic Day	ES	Family picnic day at Colo	✓	✓	✓	✓	✓	✓	✓	✓	1,500	1,500	Year 2 of approved 3 year Sponsorship Agreement
4. Megan Bertenshaw	MA	Representative Oztag - World Cup, Sunshine Coast, Queensland	✓	✓	✓	✓	✓	✓	n/a	✓	150	150	Meets requirements of the Minor Assistance category
5. Brayden Rodrigues	MA	Representative martial arts - 2016 US Open ISKA World Martial Arts Championships, Orlando, Florida	✓	✓	✓	✓	✓	✓	n/a	✓	150	150	Meets requirements of the Minor Assistance category
6. St Albans Writer's Festival	SG	St Albans Writer's Festival - 16-18 September 2016	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Meets requirements of Seeding Grant category
7. Hawkesbury District Agricultural Association	ES	Hawkesbury Show - 15-17 April 2016	✓	✓	✓	✓	✓	x	✓	✓	3,000	Nil	
8. Glossodia Public School	CF	Annual Presentation Night - Windsor Function Centre, 8 December 2016	✓	✓	✓	✓	✓	✓	✓	✓	393	393	Meets requirements of Access to Community Facilities category
9. Kurrajong Community Forum	SG	"Kurrajong-a-buzz" Promoting Pollinator Week 19 November 2016	✓	✓	✓	✓	✓	✓	✓	✓	1,000	1,000	Meets requirements of Seeding Grant category
10. Friends of Hawkesbury Art Community & Regional Gallery Inc	MA	Art Exhibition "Barns" - Stan Stevens Studio	✓	✓	✓	✓	✓	✓	✓	✓	480	480	Meets requirements of the Minor Assistance category
11. Windsor Public School	CF	Annual Presentation Night - Windsor Function Centre, 13 December 2016	✓	✓	✓	✓	✓	✓	✓	✓	393	393	Meets requirements of Access to Community Facilities category
12. Tara Fidock	MA	Representative trampolining - 2016 NSW Trampoline Gymnastics State Team, Melbourne.	✓	✓	✓	✓	✓	✓	n/a	✓	150	150	Meets requirements of the Minor Assistance category

ORDINARY MEETING

Meeting Date: 26 July 2016

13. North Richmond Community Centre Inc.	MA	Paint Hawkesbury Read	✓	✓	✓	✓	✓	✓	✓	✓	n/a	✓	500	Meets requirements of the Minor Assistance category
14. Nicholas Brincat	MA	Representative karate – Australian National Karate Championships, Melbourne	✓	✓	✓	✓	✓	✓	✓	✓	n/a	✓	150	Meets requirements of the Minor Assistance category
15. Freemans Reach School of Arts Inc.	SG	Carpeting of hall	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	3,000	Meets requirements of Seeding Grant category
16. Ethan Treble	MA	Representative baseball – Little League Baseball World Series - Pennsylvania	✓	✓	✓	✓	✓	✓	✓	✓	n/a	✓	150	Meets requirements of the Minor Assistance category
17. Roan North	MA	Representative baseball – Little League Baseball World Series - Pennsylvania	✓	✓	✓	✓	✓	✓	✓	✓	n/a	✓	150	Meets requirements of the Minor Assistance category
18. Hawkesbury Creative Arts Centre Inc.	MA	Art Exhibition "Young Artists in the Making"	✓	✓	✓	✓	✓	✓	✓	✓	n/a	✓	500	Meets requirements of the Minor Assistance category
19. Hawkesbury & District Basketball Association	CF	Hire of courts at Windsor Indoor Stadium for school holiday workshops	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	480	Meets requirements of Access to Community Facilities category
20. Hawkesbury Cancer Support Network	CF	Hire of North Richmond Community Centre for meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	242	Meets requirements of Access to Community Facilities category
21. Hawkesbury Combined Probud Club Inc.	SG	Purchase of Lenovo laptop computer and peripherals	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	2,000	Meets requirements of Seeding Grant category
22. Liam Moss	MA	Representative basketball- Grassroots Hoops 2016 Invitational Tournament – California	✓	✓	✓	✓	✓	✓	✓	✓	n/a	✓	150	Meets requirements of the Minor Assistance category
23. Greer Johnson	MA	Representative trampolining – 2016 NSW Trampoline Gymnastics State Team, Melbourne.	✓	✓	✓	✓	✓	✓	✓	✓	n/a	✓	150	Meets requirements of the Minor Assistance category
24. Peppercorn Services Inc	SG	Melbourne Cup luncheon, Christmas Luncheon and Grandparents Day functions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	2,000	Meets requirements of Seeding Grant category
25. Hawkesbury District Health Service	MA	Hire of sound system for annual Lighting of the Christmas Tree celebration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	500	Meets requirements of the Minor Assistance category
26. Hawkesbury Skills Inc	SG	Upgrade entrance to toilet area at 23 Bosworth Street Richmond	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	3,000	Meets requirements of Seeding Grant category
27. LEEP NGO Inc	ES	Hawkesbury e-News	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3 year Sponsorship Agreement (approved as part of consideration of 2016/2017 financial estimates)
		TOTAL											48,405	

(1) MA = Minor Assistance ES=3 Year Event Sponsorship SG = Seeding Grant CF = Access to Community Facilities ICF = Improvements to Council owned Community Facilities

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 26 July 2016

Item: 150 **SS - Council Resolution Summary - January to June 2016 - (95496, 96333)**

Previous Item: NM2, Ordinary (24 June 2014)

REPORT:

Executive Summary

At the Ordinary meeting on 24 June 2014, Council resolved as follows:

"That Council prepare a six-monthly report summarising the resolutions passed by Council in the preceding six months, excluding resolutions not requiring action or procedural resolutions, and assigning a status to such resolutions to indicate if the action has commenced, has been completed, or a likely timeframe for completion."

This report and the attachment to the report summarises the resolutions passed by Council for the period from 1 January 2016 to 30 June 2016, excluding resolutions as outlined in the above resolution.

The report recommends the information be received and noted.

Consultation

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

Background

Council, at its meeting on 24 June 2014, gave consideration to a Notice of Motion regarding summarising Council resolutions. At that meeting, Council resolved, as follows:

"That Council prepare a six-monthly report summarising the resolutions passed by Council in the preceding six months, excluding resolutions not requiring action or procedural resolutions, and assigning a status to such resolutions to indicate if the action has commenced, has been completed, or a likely timeframe for completion."

Following the resolution of 24 June 2014, staff determined a means to capture the required information in line with the resolution. Accordingly, based on the excluded resolutions outlined in the above resolution, it was determined that the Council report would be prepared according to the following criteria for accuracy and consistency with the resolution:

A. Inclusions for the six-monthly report are:

1. Resolutions regarding Development Applications that:
 - a) are referred to a Councillor Briefing Session
 - b) are deferred to conduct a site visit
 - c) call for a further report to be submitted to Council.
2. Resolutions regarding Conference attendances that require a follow-up report.
3. Resolutions regarding Confidential items including:
 - a) all lease matters
 - b) all tender matters.
4. Resolutions not in the exclusions outlined in Part B, below.

ORDINARY MEETING

Meeting Date: 26 July 2016

B. Exclusions for the six-monthly report are:

1. Items with receive and note resolutions.
2. Procedural resolutions, including the adoption of reporting publications such as, Council's Operational Plan and adoption of Council Policies.
3. Resolutions regarding Development Applications which have been approved with conditions or refused.
4. Resolutions regarding Conference attendance without a follow-up report.
5. Reports of Committees where they are received and/or adopted.
6. Resolutions regarding park usage which have been approved or refused.

Included, as Attachment 1 to this report, is a Resolution Tracking Summary for the period from 1 January 2016 to 30 June 2016, based on the Council resolutions outlined in Part A above. The Resolution Tracking Summary contains information regarding each resolution including the Council Meeting Date, Item Number, Item Description, Resolution Number, Summary of the Resolution, Responsible Officer, and the Status. The Status column of the Summary has a set of options, being "Procedural / Completed / In Progress / Not Initiated" and a comments area to further expand on the progress or final actions of each resolution.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together Directions Statement:

- Have transparent, accountable and respected leadership and an engaged community;

and is also consistent with the nominated strategies in the CSP being:

- Achieve community respect through good corporate governance and community leadership and engagement;
- Make decisions in ways that are transparent, fair, balanced and equitable supported by appropriate resource allocations.

Financial Implications

There are no financial implications applicable to this report.

RECOMMENDATION:

That the report regarding Council resolutions for the period of 1 January 2016 to 30 June 2016 be received and noted.

ATTACHMENTS:

AT - 1 Council Resolution Summary - January to June 2016 (*Distributed under separate cover*)

oooO END OF REPORT Oooo

ordinary

section 4

reports
of committees

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

SECTION 4 - Reports of Committees

ROC Audit Committee Meeting Minutes - 11 May 2016 - (91369, 79351, 95496)

The meeting commenced at 4.08pm

Present: Harry Khouri
Ellen Hegarty (Deputy Chair)
Councillor Paul Rasmussen

Apologies: Councillor Patrick Conolly
Nisha Maheshwari

In Attendance: Laurie Mifsud - A/General Manager
Emma Galea - A/Director Support Services
Steven Kelly - Internal Auditor
Jan Readford - Minute Secretary

Meetings of 9 March and 20 April 2016

It is to be noted that the meeting of 9 March 2016 was postponed to 20 April 2016 as a number of apologies were received prior to the meeting indicating that there would not be a quorum. However, when the meeting was held on 20 April 2016, there were insufficient Committee members in attendance to provide a quorum for the meeting. The attendees at that meeting discussed the items on the agenda, however, no decisions could be made in the absence of a quorum.

REPORT:

RESOLVED on the motion of Councillor Paul Rasmussen and seconded by Mr Harry Khouri that the apologies be accepted.

Attendance Register of Audit Committee

Member	23/9/2015	25/11/2015	9/3/2016 [not held and postponed to 20/4/2016]	11/5/2016	
Councillor Patrick Conolly	A	A	A	A	
Councillor Paul Rasmussen	A	✓	x	✓	
Councillor Bob Porter (Alternate)	N/A	N/A	N/A	N/A	
Ms Ellen Hegarty	A	A	✓	✓	
Mr Harry Khouri	✓	✓	✓	✓	
Ms Nisha Maheshwari (Chair)	✓	✓	A	A	

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

In the absence of the Chairperson, Ms Maheshwari, the Deputy Chairperson, Ms Hegarty, assumed the Chair for this meeting.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Harry Khouri and seconded by Councillor Paul Rasmussen that the Minutes of the Audit Committee held on the 25 November 2015, be confirmed.

SECTION 3 - Reports for Determination

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

Mr Mifsud called for nominations for the position of Chairperson, one nomination was received, being:

Ms Nisha Maheshwari	Nominated by Councillor Paul Rasmussen
	Seconded by Mr Harry Khouri

There were no other nominations for the position of Chairperson.

In the absence of Ms Maheshwari from the meeting, and any other nominees, Ms Maheshwari was declared to have been appointed to the position of Chairperson, pending her acceptance.

RECOMMENDATION TO COMMITTEE:

That a Chairperson of the Audit Committee for 2016 be determined.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Harry Khouri.

Ms Nisha Maheshwari be nominated as Chairperson of the Audit Committee for 2016.

The motion was carried and Ms Nisha Maheshwari was declared Chairperson of the Audit Committee for 2016.

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

Mr Mifsud called for nominations for the position of Deputy Chairperson, one nomination was received, being:

Ms Ellen Hegarty	Nominated by Councillor Paul Rasmussen
	Seconded by Mr Harry Khouri

Ms Ellen Hegarty accepted the nomination for the position of Deputy Chairperson.

There were no other nominations for the position.

RECOMMENDATION TO COMMITTEE:

That a Deputy Chairperson of the Audit Committee for 2016 be determined.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Harry Khouri.

That Ms Ellen Hegarty be nominated as Deputy Chairperson of the Audit Committee for the 2016.

The motion was carried and Ms Ellen Hegarty was declared Deputy Chairperson of the Audit Committee for 2016.

Item: 3 AC - Status Report - Management Responses to Audit Recommendations - February 2016 - (91369, 95496, 79351)

DISCUSSION:

- Mr Kelly referred to Delegations and advised that the software package is now being implemented by Council's Human Resource staff.
- Ms Galea referred to Procurement and advised that these items will be completed shortly.

RECOMMENDATION TO COMMITTEE:

That the attached Status Report on Management Responses regarding Audit recommendations be noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Harry Khouri.

That the Status Report on Management Responses regarding Audit recommendations be noted.

Item: 4 AC - Open Access of Information to the Public - (91369, 95496, 79351)

DISCUSSION:

- Mr Kelly referred to the GIPA process and the increased number of requests for information. Some 700 informal requests were received last year, and of those, 70 were formal requests.
- Mr Mifsud advised that before the GIPA legislation existed, the volume of requests was minimal, and it was only necessary for Council to have one dedicated staff member working 1 - 1.5 days per week to process requests. However, it has become necessary for Council to have a dedicated resource to deal with GIPA requests, and changes in the Corporate Services and Governance area have been made to ensure that the majority of applications are processed in a timely manner.
- Mr Kelly advised that informal applications are generally processed within a 10-day turnaround. However, formal applications require more research resulting in a 20-day turnaround. If there is going to be delay processing an application, the applicant is advised and the timeframe is extended. Historical records beyond two years are stored offsite at the Government Records Repository located at Kingswood and are retrieved when required.
- Councillor Rasmussen enquired if any applications are rejected. Mr Kelly advised there had not been any applications rejected in the current calendar year.

ORDINARY MEETING
Reports of Committees

- Councillor Rasmussen referred to Council's website and noted that information is readily available for easy access.

RECOMMENDATION TO COMMITTEE:

That the Internal Audit Report – Open Access of Information to the Public be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Harry Khouri.

That The Internal Audit Report – Open Access of Information to the Public be received and noted.

Item: 5 AC - Selection and Recruitment - (91369, 95496, 79351)

DISCUSSION:

- Mr Kelly advised that Council appointed Ms Jane Nolan as the Human Resources Manager in November 2015 following the retirement of Ms Kerrie Watterson. Ms Nolan has acted in this position on numerous occasions over the past 10 years. Ms Nikki Griffiths has been appointed the Human Resources Coordinator. Ms Griffiths has worked in Payroll for a number of years.
- Mr Kelly advised that Council has implemented an online staff leave process which is working well. The process has eliminated paper forms. Indoor staff can access 'My Leave' from anywhere and can submit leave requests via the system that automates to managers for approval.

RECOMMENDATION TO COMMITTEE:

That the Internal Audit Report – Recruitment and Selection be received and noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Harry Khouri.

That the Internal Audit Report – Recruitment and Selection be received and noted.

Item: 6 AC - Merger proposal - Hawkesbury City Council and Part of The Hills Shire Council - (79351)

DISCUSSION:

- Mr Mifsud advised that at this stage, there has been no feedback following Council's Submission.
- Council's legal proceedings against the Minister for Local Government, in respect of the proposed merge of Hawkesbury City Council and part of The Hills Shire Council, will be held on 30 May 2016. The Crown solicitors have advised that a decision about the Hawkesbury is not expected until around 3 June 2016.

ORDINARY MEETING
Reports of Committees

- Councillor Rasmussen indicated that Council's Submission was excellent. Mr Mifsud agreed and noted that the Submission was prepared by Council's Executive Manager - Community Partnerships, Mr Joseph Litwin.

RECOMMENDATION TO COMMITTEE:

That the Committee notes the submission in response to the merger proposal of Hawkesbury City Council and part of The Hills Shire Council.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Harry Khouri.

That the Committee noted the submission in response to the merger proposal of Hawkesbury City Council and part of The Hills Shire Council.

Item: 7 AC - Office of Local Government - Towards New Local Government Legislation - (91369, 95496, 79351)

DISCUSSIONS:

- Councillor Paul Rasmussen referred to the amount of work involved and advised that Council had provided an excellent submission in respect of the Local Government's Explanatory paper 'Towards New Local Government Legislation Explanatory Paper: proposed Phase 1 amendments'.
- Mr Mifsud advised that this is the first phase of the changes proposed to the Local Government Act.
- Mr Kelly advised that it was suggested at the Committee's last meeting that the Committee should again review the content, particularly of Item 8, in as much as it refers to the Audit Committee.

RECOMMENDATION TO COMMITTEE:

That the Committee notes Council's response to the Office of Local Government's Explanatory Paper – Towards New Local Government Legislation.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Harry Khouri.

That the Committee notes Council's response to the Office of Local Government's Explanatory Paper – Towards New Local Government Legislation.

ORDINARY MEETING
Reports of Committees

Item: 8 AC - Audit Committee Matters - (91369, 95496, 79351)

RECOMMENDATION TO COMMITTEE:

That the information be noted and received.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Harry Khouri.

That the information be received and noted.

SECTION 4 - General Business

1. Audit Committee Meeting Dates

Mr Kelly tabled a late report advising that in accordance with Clause 9.1(a) of the Audit Committee Charter, meetings of the Audit Committee are to be held no less than four times per year. Due to the number of meetings scheduled to date in 2016, it is recommended that the next meeting be held on 13 July 2016.

Mr Kelly advised that in the meantime, if there is an amalgamation of Council with The Hills Shire Council, then the Committees of Council will not exist.

Mr Mifsud advised that if this were to be the case, then a Local Council Election will be held in March or September 2017. In the meantime, Council will operate on a business as usual basis, as best as possible.

The next meeting, currently scheduled for 8 June 2016, will be moved to Wednesday, 13 July 2016.

MOTION:

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Mr Harry Khouri.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the next meeting of the Audit Committee meeting be held on Wednesday, 13 July 2016 commencing at 4pm.

ORDINARY MEETING
Reports of Committees

2. March 2016 Quarterly Review

Emma Galea advised that Council has just finished its March 2016 Quarterly Review. The review will be reported to Council at its meeting on 31 May 2016.

3. General Manager

Mr Mifsud advised that he has been appointment Acting General Manager following the retirement of Mr Peter Jackson.

The meeting terminated at 4.45pm.

Submitted to and confirmed at the meeting of the Audit Committee held on 13 July 2016.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC **Hawkesbury Access and Inclusion Advisory Committee Minutes - 12 May 2016**
- (124569, 96328)

The meeting commenced at 4pm.

Present: Mr Alan Aldrich, Community Representative
 Mr Robert Bosshard, Community Representative
 Ms Debbie Court, Community Representative
 Mr Desmond Crane, Community Representative
 Mr Gary London, Community Representative
 Ms Mary-Jo McDonnell, Community Representative
 Ms Kate Barlow, District Health Service Representative
 Councillor Leigh Williams, Hawkesbury City Council

Apologies: Mr Ken Ferris, Community Representative
 Ms Carolyn Lucas, Community Representative
 Ms Melanie Oxenham, Community Representative
 Councillor Barry Calvert, Hawkesbury City Council
 Joseph Litwin - Executive Manager - Community Partnerships
 Jan Readford - Minute Secretary

In Attendance: Bernard Sobiesiak - National Disability Coordination Officer
 Meagan Ang - Community Development Co-ordinator

REPORT:

RESOLVED on the motion of Mr Gary London and seconded by Mr Desmond Crane that the apology be accepted.

Attendance Register of Hawkesbury Access and Inclusion Advisory Committee

Member	22/10/2015	26/11/2015	25/2/2016	12/5/2016
Councillor Barry Calvert	A	✓	✓	A
Councillor Leigh Williams	✓	A	A	✓
Mr Alan Aldrich	A	✓	✓	✓
Ms Alison Baidon	✓	A	✓	✓
Mr Robert Bosshard	✓	✓	✓	X
Ms Debbie Court	✓	✓	✓	✓
Mr Desmond Crane	✓	✓	✓	✓
Mr Ken Ferris	A	A	A	A
Ms Carolyn Lucas	✓	✓	✓	A
Mr Gary London	✓	✓	✓	✓
Ms Melanie Oxenham	✓	A	✓	A
Ms Terri Mottram				✓

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Mr Desmond Crane and seconded by Ms Alison Baidon that the Minutes of the Hawkesbury Access and Inclusion Advisory Committee held on the 25 February 2016, be confirmed.

SECTION 2 - Presentations to the Committee

1. National Disability Coordination Officer Programme - Mr Bernard Sobiesiak

Ms Ang welcomed Mr Sobiesiak to the meeting to discuss the National Disability Coordination Officer Programme.

- The Programme is funded by the Department of Education and Training.
- The National Disability Coordination Officer (NDCO) Programme helps people with a disability to access and participate in tertiary education and subsequent employment, through a national network of regionally based NDCOs.
- The NDCO Programme goals are to:
 1. Improve links between schools, universities, vocational education and training organisations, job services and organisations that support people with disability.
 2. Improve transitions between school/ community and tertiary education and finding a job.
 3. Improve participation in tertiary education and work.
- Mr Sobiesiak also runs disability awareness training.
- Mr Aldrich asked what happens to a person with a disability who is over 65?
 - Mr Sobiesiak advised that there are so many reforms happening it's hard to say. There are uncertainties within both systems regarding NDIS, it is still unclear how people with mental health issues and people currently receiving supports in the school system that won't be eligible for NDIS, will be supported.
- The NDCO Programme are working with the National Disability Insurance Agency and acknowledge that the NDIS process is in transformation and is being refined in response to issues as they arise.
- Mr Aldrich notes that the people that are suffering as a result of reforms are the clients themselves and asks that his concerns be passed on.

ORDINARY MEETING
Reports of Committees

SECTION 3 - Reports for Determination

Item: 1 HAIAC - Draft Capital Works Program 2016/2017 - (124569, 96328)

DISCUSSION:

- Ms Ang to circulate the Draft Capital Works Program 2016/2017 to the Committee. Committee will provide feedback on items of interest via email, and relevant Managers will be invited to the June Committee meeting.

RECOMMENDATION TO COMMITTEE:

That the Committee review the attached Draft Capital Works Program 2016/2017.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Alan Aldrich, seconded by Mr Desmond Crane.

That:

1. The information be received.
2. Ms Ang to forward the Draft Capital Works Program 2016/2017 to the Committee.
3. The Committee identify any works of interest and relevant Council Officers be invited to a future Committee meeting.

Item: 2 HAIAC - Access and Inclusion Advisory Committee Audits Update - (124569, 96328)

DISCUSSION:

- Ms Mottram raises issues regarding the access from Windsor Mall to the entry of Windsor Woolworths shopping mall on Kable Street.
- Ms Ang will raise a works request and notify the committee of the outcome
- Ms Oxenham has asked that more detail be provided to the Committee on the expected date of works completion to track progress on upgrades identified through the Access and Inclusion Audits
- Ms Ang advised the Committee that all works are in the system however they're usually undertaken in a manner that's most cost effective (i.e. when other works are being undertaken in the precinct) and it's difficult to get a timeline from Construction and Maintenance section as to when works will be undertaken. Ms Ang will meet with this section prior to June meeting and advise the Committee if any accurate details can be obtained so as the Committee can better track progression of works.

RECOMMENDATION TO COMMITTEE:

That the matters raised by the Committee in relation to the Access and Inclusion Advisory Committee audits, be noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Alan Aldrich, seconded by Ms Alison Baildon.

That the matters raised by the Committee in relation to the Access and Inclusion Advisory Committee audits, be noted.

Item: 3 HAIAC - Progress on Access and Inclusion Plan - (124569, 96328)

DISCUSSION:

- Ms Ang updated the Committee on progressions on the actions in the 2nd year of the implementation of the Access and Inclusion Plan.
- To date there has been uptake from the business community with regards to the access audits and the funding available through the Community Sponsorship Program.
- The Committee requests that a report go to Council detailing the activities of Auburn Council and a recommendation that Council endorse a similar program in the Hawkesbury LGA, including promotion of businesses that have undergone an access audit on Council's website.

RECOMMENDATION TO COMMITTEE:

That the matters raised by the Committee relating to the progress of the Access and Inclusion Plan, be noted.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Alan Aldrich, seconded by Ms Alison Baildon.

That:

1. The matters raised by the Committee relating to the progress of the Access and Inclusion Plan, be noted.
2. A report be prepared outlining Auburn City Council's disability program and identified options for possible implementation by Hawkesbury City Council, for Council's consideration.

Item: 4 HAIAC - National Disability Coordination Officer Programme - (124569, 96328)

The content of this report was noted in conjunction with the presentation by Mr Bernard Sobiesiak earlier in the meeting.

RECOMMENDATION TO COMMITTEE:

That the information be received.

ORDINARY MEETING
Reports of Committees

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Alan Aldrich, seconded by Ms Alison Baidon.

That the information be received and noted.

SECTION 4 - General Business

- Mr Aldrich notified the Committee that he is moving away from Hawkesbury and will attend the June and August Committee meetings before resigning from the Committee.
- Mr Crane raised the matter of accessible parking in schools and stated that these facilities are not easily accessed for people requiring accessible parking.

RECOMMENDATION TO THE COMMITTEE:

1. That the information be received

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Desmond Crane, seconded by Mr Alan Aldrich:

That:

1. The information be received.
2. A report be prepared requesting Council to write to the State Minister for Education, The Hon. Adrian Piccoli, highlighting requirements for the provision of accessible parking within educational facilities, to ensure the need for students and families of people with disabilities can safely access educational facilities in the Hawkesbury Local Government Area, including details of the support that Council's Access and Inclusion Advisory Committee can provide in improving accessible parking in and around schools.

The meeting terminated at 5.54pm.

Submitted to and confirmed at the meeting of the Hawkesbury Access and Inclusion Advisory Committee held on 23 June 2016.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Local Traffic Committee - 11 July 2016 - (80245)

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on 11 July 2016, commencing at 3pm.

Present:	Councillor Kim Ford (Chairman) Inspector Ian Woodward, NSW Police Force Mr James Suprain, Roads and Maritime Services
Apologies:	Senior Constable Rob Wright, NSW Police Force Mr Steve Grady, Busways
In Attendance:	Mr Chris Amit, Manager, Design & Mapping Services Ms Judy Wong, Community Safety Coordinator Ms Sophie Barrett, Events Coordinator Ms Cathy Mills, Personal Assistant, Infrastructure Services Mr Ralph Harlander, Taxi Driver, Local Taxi Company Representative

RESOLVED on the motion of Inspector Ian Woodward, seconded by Mr James Suprain that the apologies be accepted.

SECTION 1 - Minutes

Item 1.1 Confirmation of Minutes

The Committee resolved on the motion of Mr James Suprain, seconded by Councillor Kim Ford that the minutes from the previous meeting held on Monday, 20 June 2016 be confirmed.

Item 1.2 Business Arising

There was no Business Arising.

SECTION 2 - Reports for Determination

Item: 2.1 LTC - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2016 - (Hawkesbury) - (80245, 86185, 114819)

REPORT:

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval (in traffic management terms) to conduct the Shahzada 400 kilometre Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held over five days from Monday, 22 August 2016 to Friday, 26 August 2016.

The event organiser has advised:

- This is an annual event which has been held for the past 35 years.

ORDINARY MEETING
Reports of Committees

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

400 kilometre Endurance Ride and 120 kilometre Training Ride:

- Monday, 22 August 2016: (Leg 1) The 400 kilometre ride starts at 4am and riders will travel out on Wollombi Road to Johnny's Hill, along the Transmission Road, down Blue Hill and Wrights Creek Road, right into Settlers Road and back to Town. (Leg 2), Later in the day riders will go out to Joe's Crossing, right into the Branch Road (Upper Macdonald Road), left into McKechnie's, left along the Woomerah Path, left into Jacks Track, back to the Branch Road, over Joe's Crossing and back to St Albans on Wollombi Road.
- Tuesday, 23 August 2016: (Leg 1) The 400 kilometre riders will leave town at 4am with the 120 kilometre Training riders at 6:30am, going around the Settlers Arms and down Bulga Street past the Fickle Wombat, along Settlers Road to Shepherds Gully Road, up the Great Northern Road, left into the 8 Mile track, left into Wrights Creek Road and back into Town on Settlers Road passing the front of the Pub. (Leg 2) Later in the morning the riders will go out again the same way on Settlers Road turning into Mary O'Toole's driveway and up Careflight Hill, right into the Great Northern Road, down Shepherds Gully and back to Town on Settlers Road.
- Wednesday, 24 August 2016: (Leg 1) The 400 kilometre riders will leave from 4am and the 120 kilometre training riders from 6:30am, go around the Settlers Arms, down Bulga Street and Settlers Road to the Word of Life Crossing, turning left into St Albans Road, right up Boyd's Hill, along the Woomerah Path and down McKechnie's to the Branch Road where the 400 kilometre riders will turn left and out to Clarie's Bridge, over Prestons, right into Wollombi Road and back to St Albans and the Training riders will turn right at the Branch Road, back over Joe's Crossing and right into Wollombi Road to return to St Albans. (Leg 2) Later in the day the 400 kilometre riders will leave St Albans, around Settlers Arms into Bulga Street and down Settlers Road, left into Wrights Creek Road, up Blue Hill, right into Transmission Road, left into Short Wellums, right into Settlers Road and back to Town.
- Thursday, 25 August 2016: (Leg 1) The 400 kilometre riders will leave town at 4am and the 120 kilometre Training riders will leave at 6:30am, all travelling the same way out of town to Wrights Creek Road, up Blue Hill, right into Transmission Road until Brown's Road, where the Training riders may elect to continue on Transmission Road, down Johnny's Hill and back to Town on the Wollombi Road but the majority will turn left and go down the Steps coming out on Wollombi Road closer to Town. (Leg 2) Later in the day, the riders will go out on Wollombi Road, left across Joe's Crossing, left into the Branch Road, up Jack's Track, along the Woomerah Path, left down Boyd's Hill, left into St Albans Road, right across Word of Life Crossing, left into Settlers Road back into St Albans turning left at Bulga Street and around the Settlers Arms to the timekeeper in Bulga Street via Wollombi Road.

ORDINARY MEETING

Reports of Committees

- Friday, 26 August 2016: (Leg 1) The 400 kilometre riders will leave at 4am going out on Wollombi Road to Joe's Crossing, left into the Branch Road, up Jack's Track, along the Woomeerah Path to a turnaround near Webbs Creek Hill, going back along the Woomeerah Path and right down McKechnie's, right into the Branch Road, left over Joe's Crossing, right into Wollombi Road and back to Town. (Leg 2) Later in the day, riders will go out on Wollombi Road, turning right at the old Quarry, up the Steps, along Brown's Road, left into the Transmission Road, left into Wollombi Road and back to Bulga Street in St Albans.
- Road Inventory

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

 - Bulga Street – Sealed section
 - Settlers Road – Sealed and Unsealed Road
 - Shepherds Gully Road – Unformed Road
 - St Albans Road - Sealed Road
 - Upper Macdonald Road (The Branch Road) – Unsealed Road
 - Webbs Creek Road - Unsealed Road
 - Webbs Creek Mountain Road – Unsealed Road
 - Wharf Street – Sealed Road
 - Wollombi Road – Sealed and Unsealed Road
 - Wrights Creek Road - Unsealed Road
 - Crossing of the Macdonald River at various locations.
- The event is also traversing along the Great Northern Road, which is under the care and control of the National Parks and Wildlife Service (Office of Environment and Heritage).
- St Albans Bridge, which is under the care and control of the Roads and Maritime Services - RMS (formerly RTA), will only be used in the event of flooding of the Macdonald River. All riders will be instructed to walk over the bridge.
- Road closures are not required.
- Parking of vehicles will be predominantly on private land.
- Warning signage shall be in place on all approaches to inform traffic of Horse and Riders ahead.
- All riders will be instructed to keep to the left hand side of the road and obey road rules.
- All riders will be wearing vests with reflective tape on the front and back.
- When riding in the dark on public roads all riders are required to wear head lights on their helmets.
- Wicens are at all checkpoints on the course, who will communicate with the ride base on the progress of all riders as they follow the course. This communication is also used to convey an emergency on the course.

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

Discussion:

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

ORDINARY MEETING
Reports of Committees

The event organiser has submitted the following items in relation to the event: Attachment 9 (ECM Document Set ID No: 5420216):

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

RECOMMENDATION TO COMMITTEE:

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 22 August 2016 to Friday, 26 August 2016 be classified as a "**Class 2**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

Prior to the event:

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

ORDINARY MEETING
Reports of Committees

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

During the event:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,

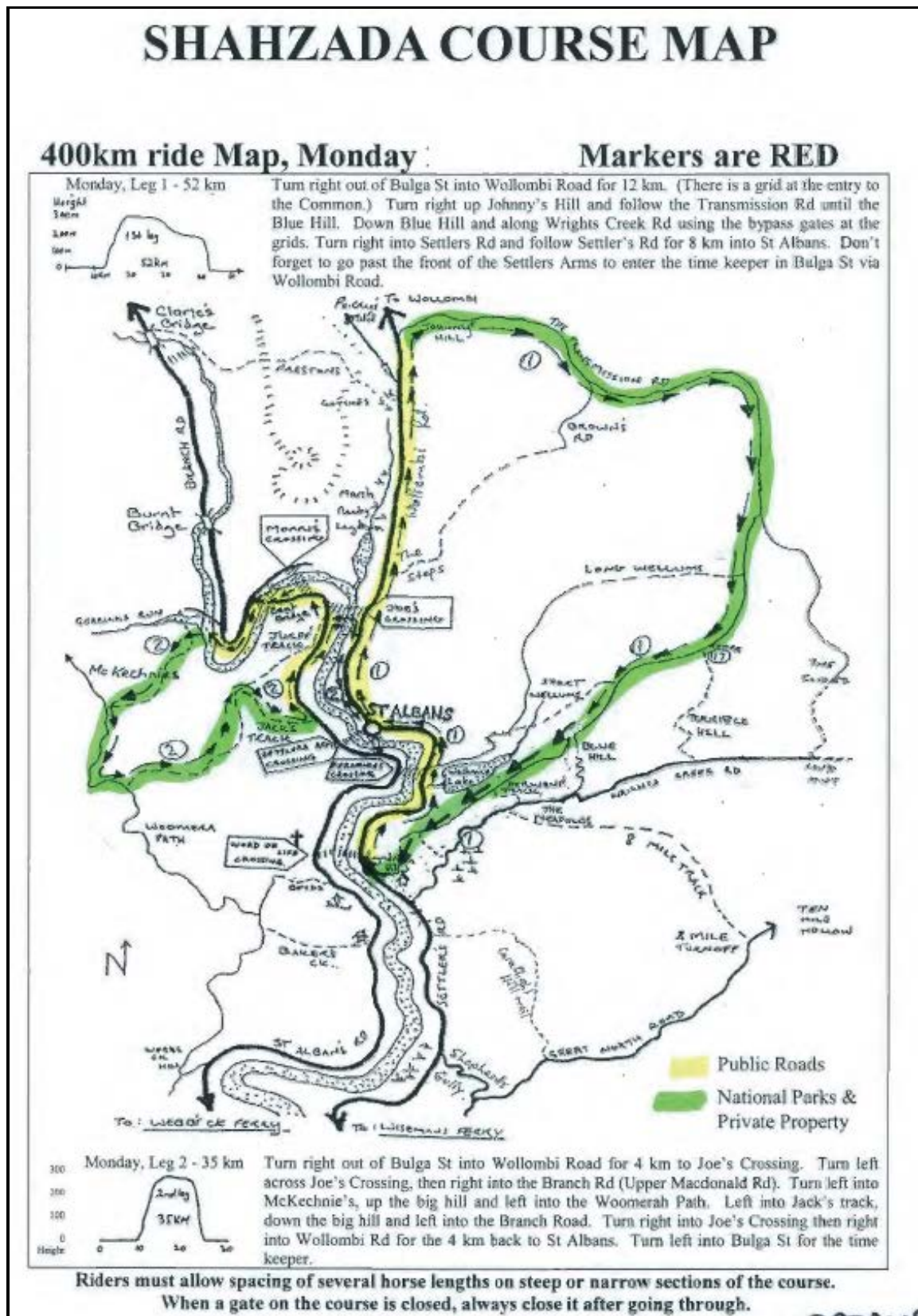
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

APPENDICES:

There are no supporting documents for this report.

- AT – 1** Event Course Map – 400 kilometre Endurance Ride - Monday - Leg 1 (52 kilometres) and Leg 2 (35 kilometres).
- AT - 2** Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres) and Leg 2 (33 kilometres).
- AT - 3** Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres) and Leg 2 (28 kilometres).
- AT - 4** Event Course Map - 400 kilometre Endurance Ride - Thursday - Leg 1 (50 kilometres) and Leg 2 (30 kilometres).
- AT - 5** Event Course Map - 400 kilometre Endurance Ride - Friday - Leg 1 (46 kilometres) and Leg 2 (30 kilometres).
- AT - 6** Event Course Map - 120 kilometre Training Ride - Tuesday - 47 kilometres.
- AT - 7** Event Course Map - 120 kilometre Training Ride - Wednesday - 28 kilometres.
- AT - 8** Event Course Map - 120 kilometre Training Ride - Thursday - 50 kilometres.
- AT – 9** Special Event Application - (ECM Document Set ID No: 5420216) - *see attached*.

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



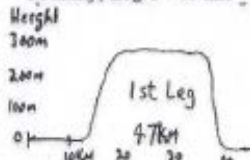
AT - 2 Event Course Map - 400 kilometre Endurance Ride - Tuesday - Leg 1 (47 kilometres) and Leg 2 (33 kilometres)

SHAHZADA COURSE MAP

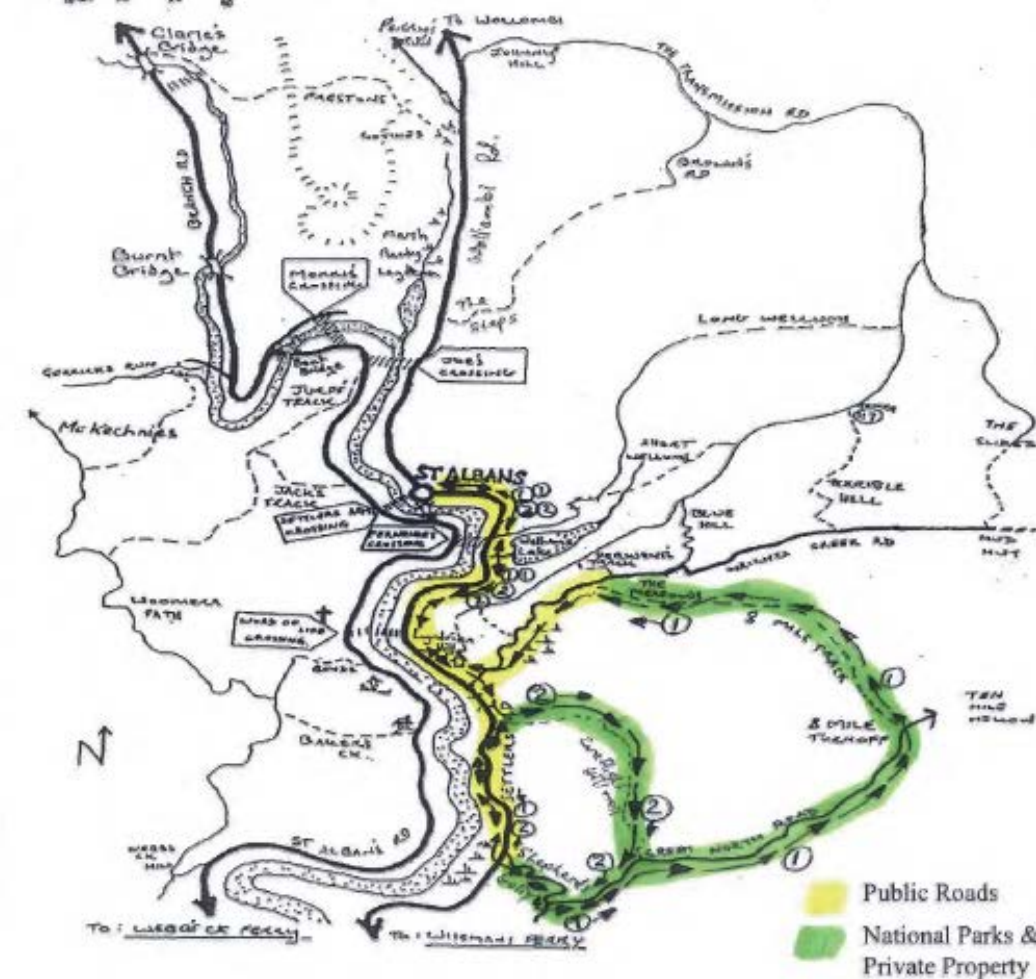
400km Ride Map, Tuesday:

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

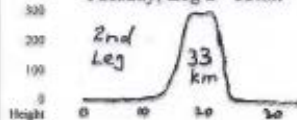
Tuesday, Leg 1 - 47 km



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



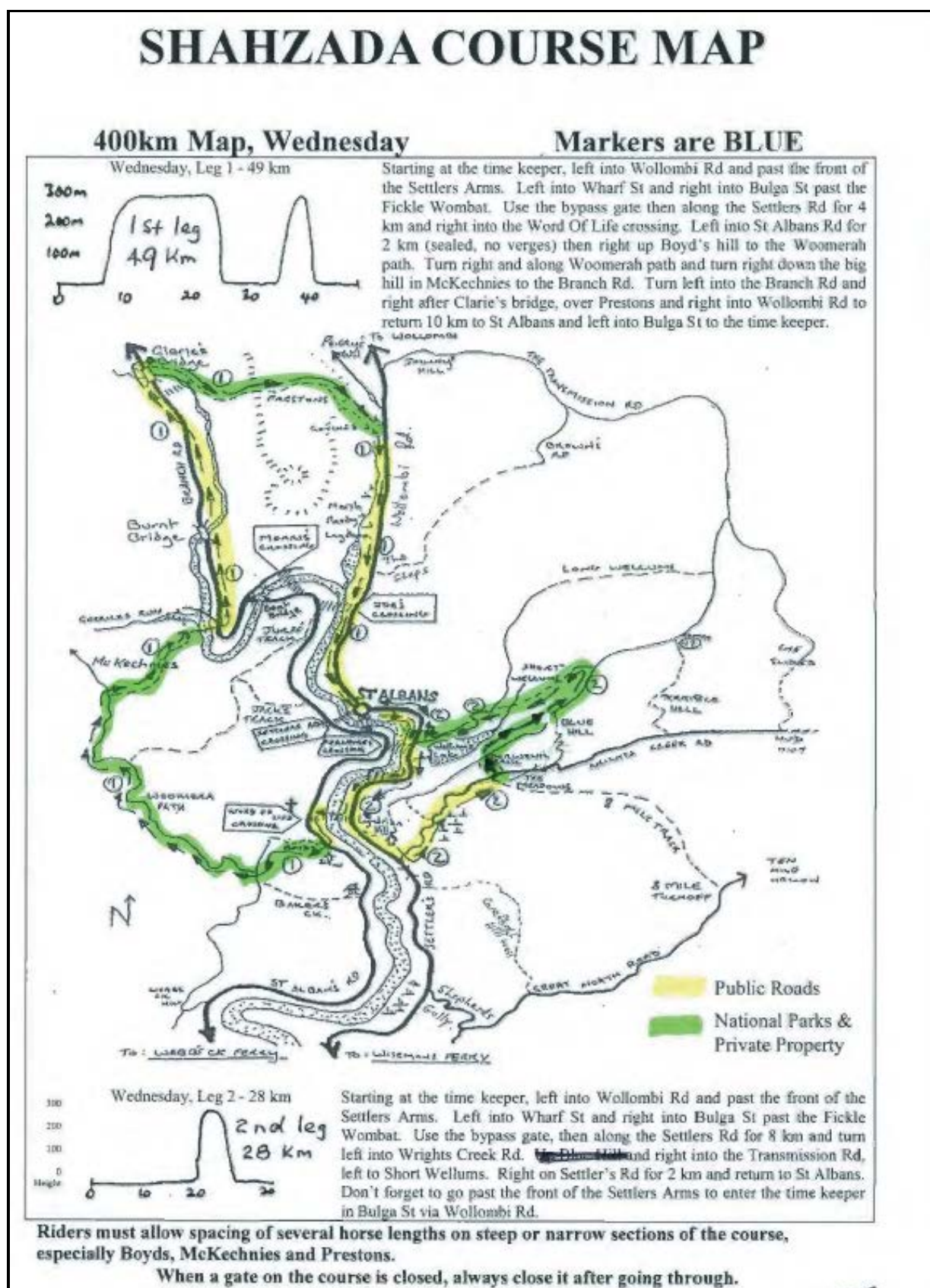
Tuesday, Leg 2 - 33km



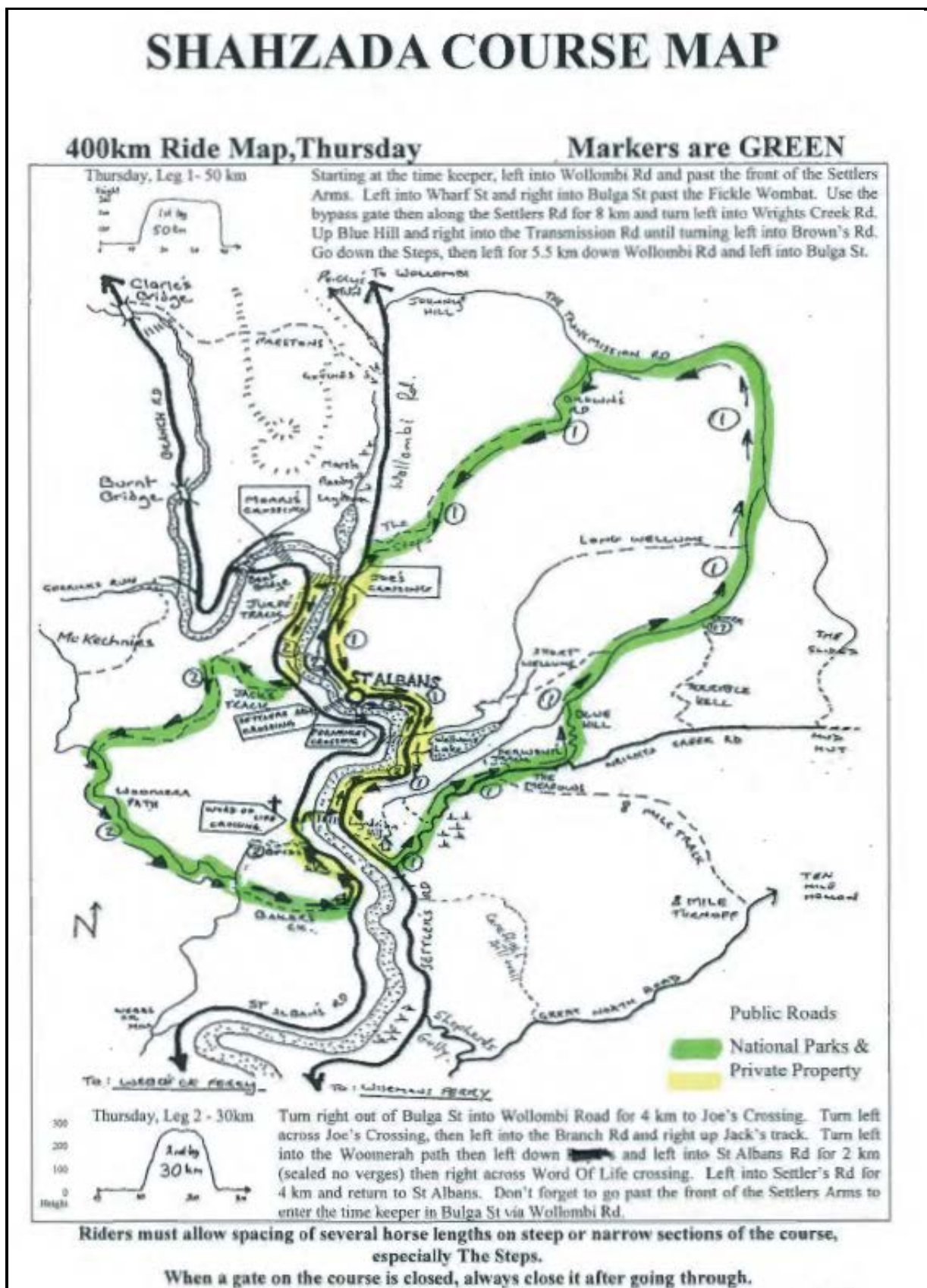
Starting at the time keeper, left into Wollombi Rd and past the front of the Settlers Arms. Left into Wharf St and right into Bulga St past the Fickle Wombat. Use the bypass gate then along the Settler's Rd for just over 8 km until Mary O'Toole's driveway about 100 metres past the Wrights Creek bridge, turn left then up CareFlight hill. Turn right into the Great North Rd then right down Shepherd's Gully and right into Settler's Rd and return 12 km to St Albans on Settlers Rd. Don't forget to go past the front of the Settlers Arms to enter the time keeper in Bulga St via Wollombi Rd.

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

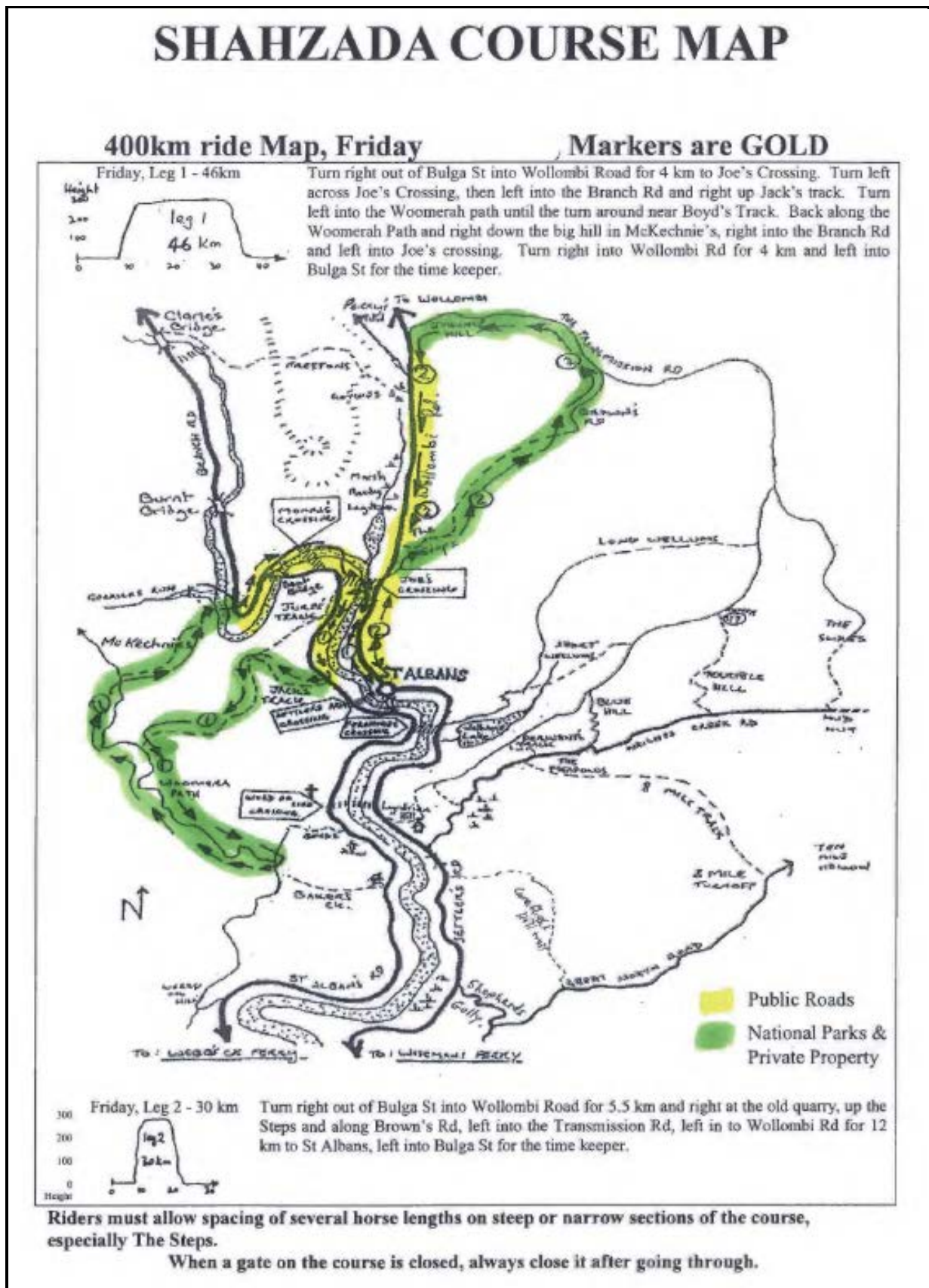
AT - 3 Event Course Map - 400 kilometre Endurance Ride - Wednesday - Leg 1 (49 kilometres) and Leg 2 (28 kilometres)



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



AT - 5 Event Course Map - 400 kilometre Endurance Ride - Friday - Leg 1 (46 kilometres) and Leg 2 (30 kilometres)



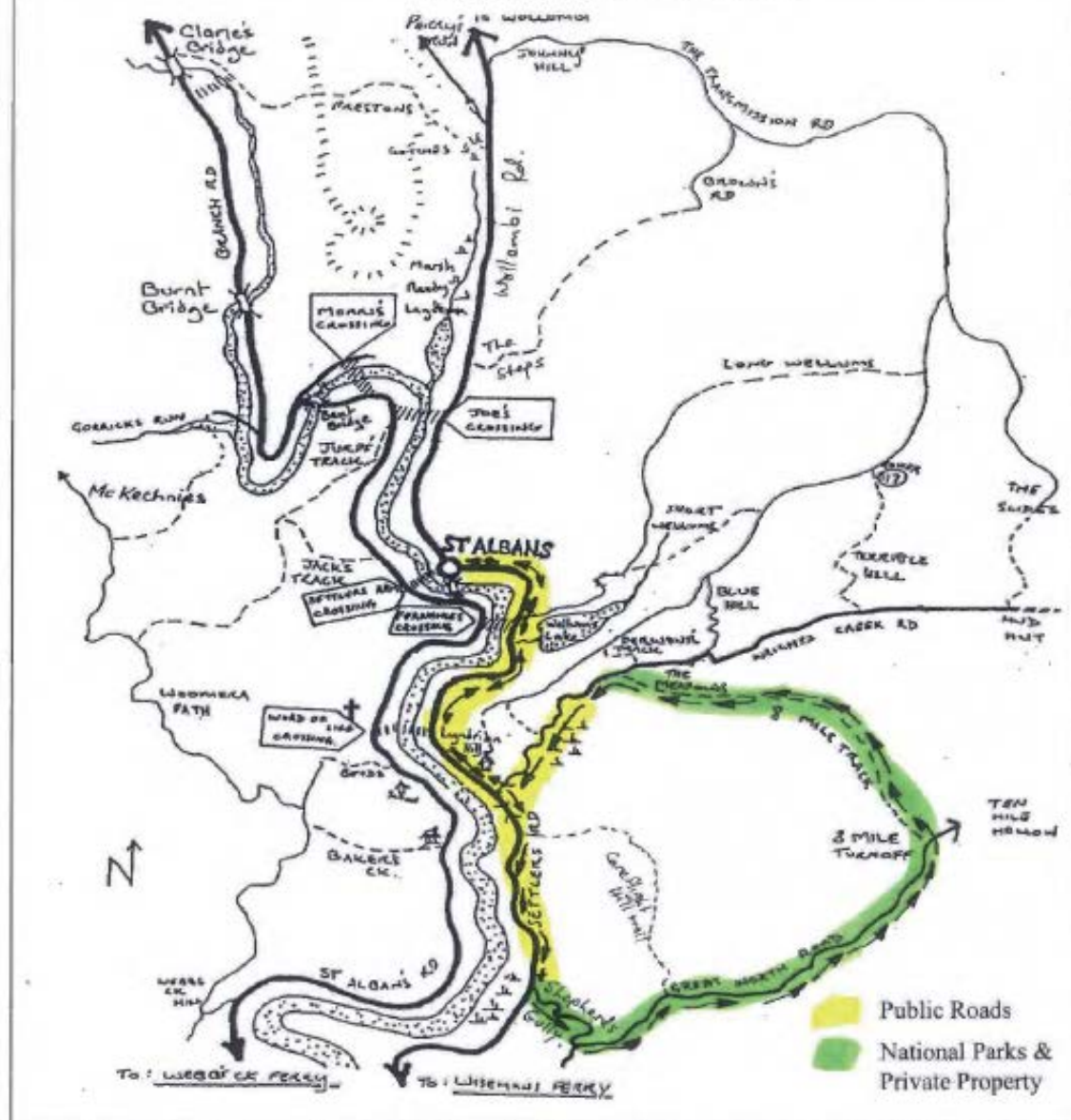
AT - 6 Event Course Map - 120 kilometre Training Ride - Tuesday - 47 kilometres**SHAHZADA COURSE MAP****MINI MARATHON MAP FOR TUESDAY****Markers are BLACK or WHITE.**

Tuesday - 47 km

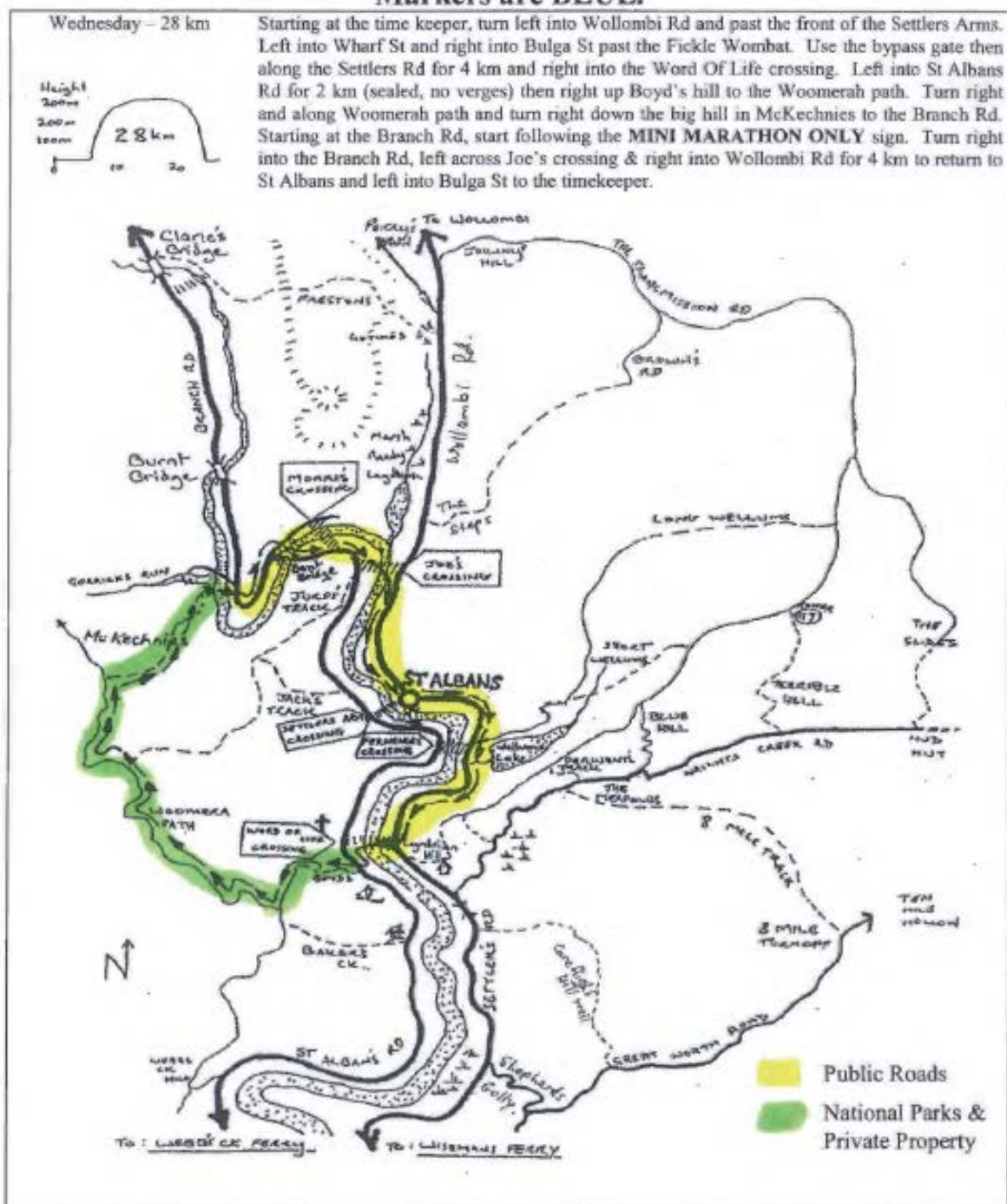
Height
300m
200m
100m

0 10km 20 40 77km

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

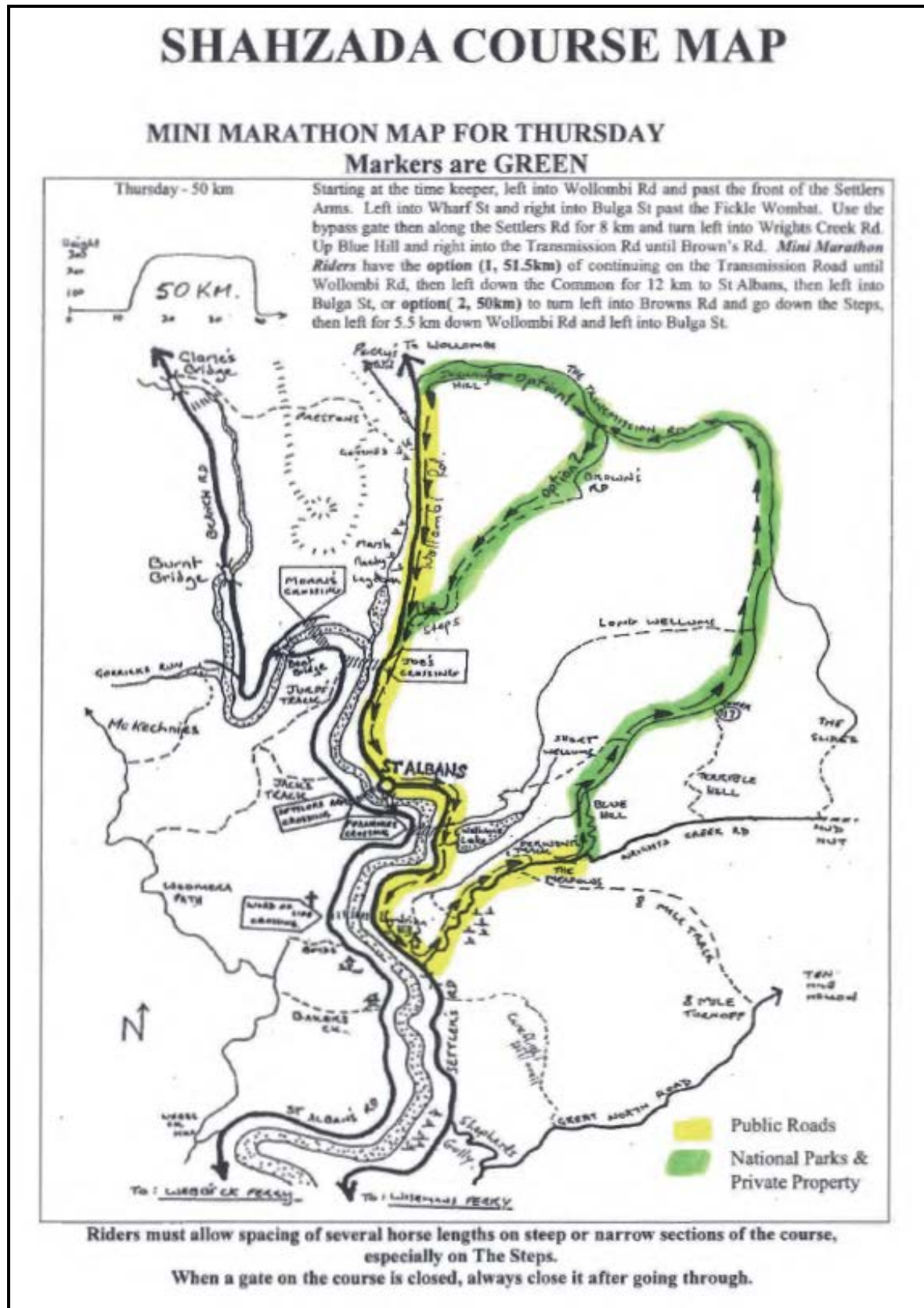


Riders must allow spacing of several horse lengths on steep or narrow sections of the course.
When a gate on the course is closed, always close it after going through.

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

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

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

AT - 8 Event Course Map - 120 kilometre Training Ride - Thursday - 50 kilometres

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr James Suprain, seconded by Inspector Ian Woodward.

Support for the Recommendation: Unanimous support

That

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 22 August 2016 to Friday, 26 August 2016 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;**

ORDINARY MEETING
Reports of Committees

- 4d. the event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as the event may traverse across the St Albans Bridge; **a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council;**
- 4e. the event organiser is to **submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road.
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be addressed and outlined in the TMP;
- 4h. the event organiser is to obtain the relevant approval to conduct the event from the Roads and Maritime Services - RMS (formerly NSW Maritime) to cross the Macdonald River; **a copy of this approval to be submitted to Council;**
- 4i. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to access and cross the Macdonald River; **a copy of this approval to be submitted to Council;**
- 4j. the event organiser is to obtain approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Parr State Conservation Area, Yengo National Park and the Great Northern Road. **a copy of this approval to be submitted to Council;**
- 4k. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4l. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; **a copy of this approval to be submitted to Council;**
- 4m. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; **a copy of this approval to be submitted to Council;**
- 4n. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4o. the event organiser is to notify the details of the event to Fire and Rescue NSW at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4p. the event organiser is to directly notify relevant 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;**

ORDINARY MEETING

Reports of Committees

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

During the event:

- 4s. access is to be maintained for businesses, residents and their visitors;
- 4t. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4u. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4v. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4w. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed along the route, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4y. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 4z. the event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling to the event are mitigated by providing a water cart for the duration of the event. The method and frequency of watering is to be undertaken as outlined in the TMP.

Item: 2.2 LTC - Winter Christmas Poker Run 2016 - Windsor 2016 - (Hawkesbury) - (80245, 137921)

REPORT:

Introduction

An application has been received from Great Australian Poker Run Pty Ltd seeking approval (in traffic management terms) to conduct the Winter Christmas Poker Run 2016 event on Saturday, 20 August 2016.

The event organiser has advised;

- This event has been held previously on one occasion, but not on this scale or in the Hawkesbury.
- The event is a fund raising event for Multiple Sclerosis (MS) and is similar to a rally.

ORDINARY MEETING

Reports of Committees

- The event involves boats and bikes (motor cycles) as part of the poker event.
- The event will commence and finish at Governor Phillip Park, Windsor.
- The boats and bikes (motor cycles) will be used to obtain poker cards from various locations, commencing from Governor Phillip Park, Windsor and travelling along either river or road to the turnaround point which is located at the Dargle Water Ski Resort at 312 River Road, Lower Portland.
- The event is not a race or competition but instead a chance for the boating and motor cycle community to enjoy a fun family oriented day.
- A brief explanation of what happens at a Poker Run event is:
 - Boats and Bikes receive four cards handed out over the course of the event,
 - At the end of the day, once everyone is back at Governor Phillip Park the presentation party commences,
 - At the presentation party, the fifth card is dealt.
- The boat leg will involve traversing the Hawkesbury River from Governor Phillip Park, past the Sackville Ferry crossing, to the turnaround point. The Boats leave Governor Phillip Park assisted by jet skis and lead boats as traffic control. The boats will maintain a single file formation for the whole journey. The return leg will follow the river back to Governor Phillip Park.
- The pickup points for the poker cards for the boat leg are in the following order:
 - Hawkesbury Hotel, 355 George Street, Windsor – for the Friday Night Briefing,
 - Sackville,
 - Dargle Water Ski Resort (half way turnaround point),
 - Sackville,
 - Governor Phillip Park, Windsor
- The bike (motor cycle) leg will involve traversing from Governor Phillip Park, across Windsor Bridge and travel along Wilberforce Road, King Road, Sackville Road and across the Sackville Ferry into the Hills Shire Council area into Sackville Ferry Road and to the turnaround point. The return leg will follow this route back to Governor Phillip Park.
- The pickup points for the poker cards for the motor cycle leg are in the following order:
 - Hawkesbury Hotel, 355 George Street, Windsor – during the Friday Night Briefing,
 - Sackville Ferry – while waiting for the ferry
 - Dargle Water Ski Resort (half way turnaround point)
 - Sackville Ferry – while waiting for the ferry
 - Governor Phillip Park, Windsor.
- Start and finish time for the event is 9:30am to 9:30pm.
- The aim is to achieve participant numbers in the order of 2000. The number of participants may change dependant on interest and ticket sales. The participants will be in three groups:
 - Group A – Boating = 600
 - Group B – Bike = 200
 - Group C – General Community = 1,200
- There will be approximately 1,000 spectators for the event.
- Parking will be at Governor Phillip Park with additional parking available off street utilising vacant land adjacent to Governor Phillip Park.

- Road closures are not required.

Refer to Attachment 1 to 3: Winter Christmas Poker Run; Boat Route, Bike Route and Site Plan.

Discussion

The event will be held within the Governor Phillip Park, along the Hawkesbury River and on roads leading to Dargle Water Ski Resort within the Hawkesbury and The Hills local government areas. The event and the spectators travelling to the event may impact heavily on the state road network on Windsor Road, Macquarie Street, Wilberforce Road, Bridge Street and local roads such as George Street and Court Street. 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).

Ferry operations are not affected by this event with only the Sackville Ferry crossing point being traversed. The Riders will use the Sackville Ferry to cross the River with the Boats passing across the Sackville Ferry crossing when it is at either end of the river bank. The other three ferries; Wiseman Ferry, Webbs Creek Ferry and Lower Portland Ferry are all located downstream of the Sackville Ferry and the Dargle Water Ski Resort.

The event organiser has submitted the following items in relation to the event: Attachment 4 (ECM Document Set ID No: 5447850):

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 Route and Site plans.

The event organiser has made application under separate cover to Council’s Parks and Recreation section for the exclusive use of Governor Phillip Park.

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 Winter Christmas Poker Run 2016 event, based at Governor Phillip Park, Windsor, planned for Saturday, 20 August 2016 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 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 route/event incorporating a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4e. If the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with the associated fee, to occupy the road;
- 4f. 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;**
- 4g. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park;
- 4h. 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;**
- 4i. the event organiser is to obtain approval from The Hills Council for the use of their roads and obtain any other necessary approvals from The Hills Council; **a copy of this approval to be submitted to Council;**
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);

ORDINARY MEETING

Reports of Committees

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

During the event:

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

APPENDICES:

AT - 1 Winter Christmas Poker Run 2016 – Boat Route Plan

AT - 2 Winter Christmas Poker Run 2016 – Bike Route Plan

AT - 3 Winter Christmas Poker Run 2016 – Proposed Event Site Plan

AT - 4 Special Event Application - (ECM Document Set ID No: 5447850) - *see attached*

AT - 1 Winter Christmas Poker Run 2016 – Boat Route Plan

.... GREAT AUSTRALIAN

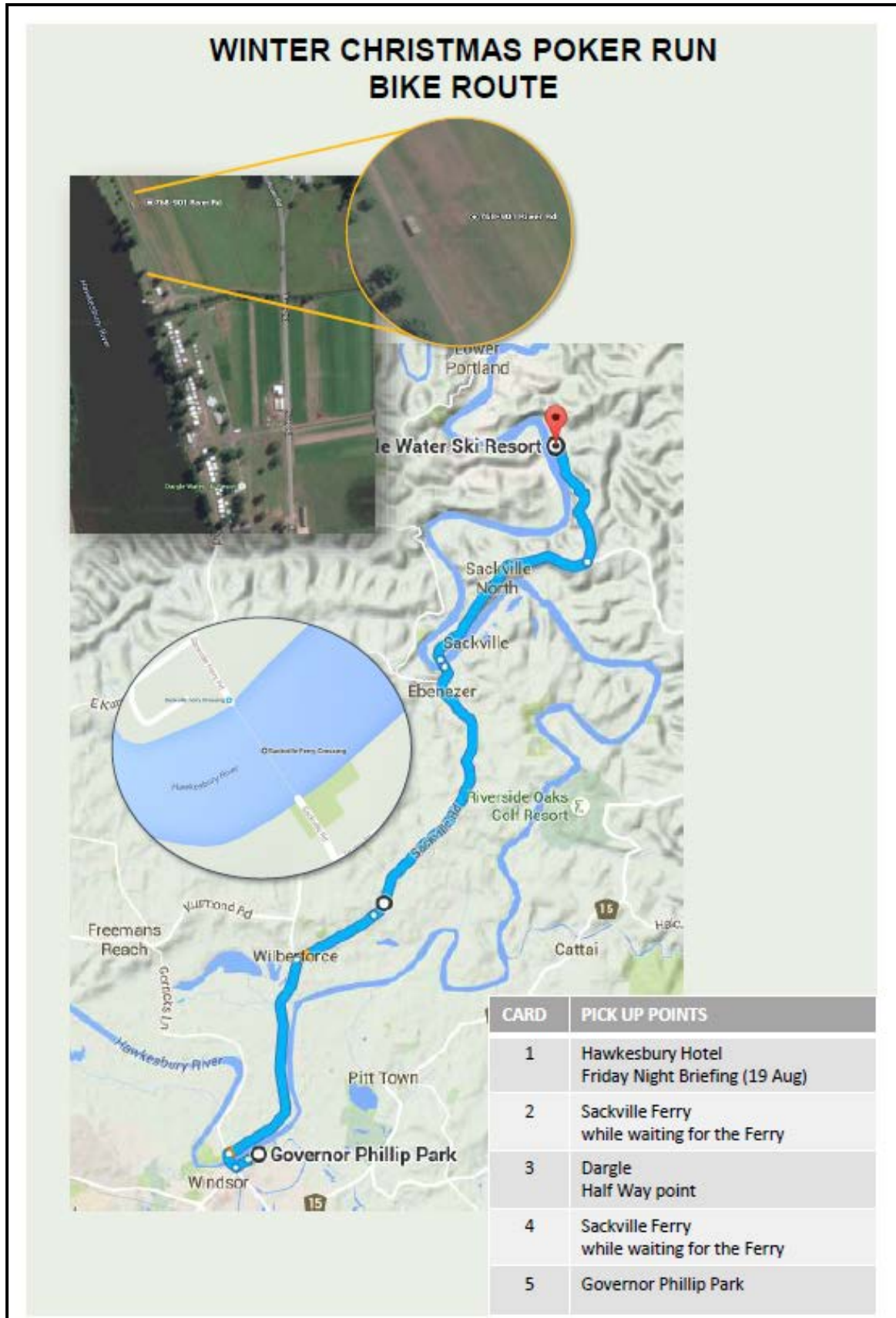
Poker Run

→ → ♠ ♥ ♣ ♦ ← ←

**WINTER CHRISTMAS
POKER RUN
BOAT ROUTE**

CARD	PICK UP POINTS
1	Hawkesbury Hotel Friday Night Briefing (19 Aug)
2	Sackville
3	Dargle Half Way point
4	Sackville
5	Governor Phillip Park

AT - 2 Winter Christmas Poker Run 2016 – Bike Route Plan



AT - 3 Winter Christmas Poker Run 2016 – Proposed Event Site Plan



COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Inspector Ian Woodward, seconded by Councillor Kim Ford.

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 Winter Christmas Poker Run 2016 event, based at Governor Phillip Park, Windsor, planned for Saturday, 20 August 2016 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 preparing the TMP and prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; **a copy of the Police Force approval to be submitted to Council;**

ORDINARY MEETING
Reports of Committees

- 4d. the event organiser is to **submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council 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 the relevant Work Cover legislation;
- 4e. If the event requires traffic control on a public road, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with the associated fee, to occupy the road;
- 4f. 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;**
- 4g. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of Governor Phillip Park;
- 4h. 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;**
- 4i. the event organiser is to obtain approval from The Hills Council for the use of their roads and obtain any other necessary approvals from The Hills Council; **a copy of this approval to be submitted to Council;**
- 4j. the event organiser is to advertise the event in the local press stating the entire extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4k. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4l. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4m. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
- 4n. the event organiser is to **submit** the completed "Traffic and Transport Management for Special Events – **Final Approval Application Form (Form C)**" **to Council;**

During the event:

- 4o. access is to be maintained for businesses, residents and their visitors;
- 4p. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4q. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);

ORDINARY MEETING
Reports of Committees

- 4r. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4s. in accordance with the submitted TMP and associated TCP, appropriate advisory signs and traffic control devices are to be placed during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4t. the participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4u. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

SECTION 3 - Reports for Information

There are no Reports for Information.

SECTION 4 - General Business

Item: 4.1 LTC - Proposed Installation of a Bus Stop - Boundary Road, Vineyard - (Hawkesbury) - (80245, 12358)

REPORT:

Mr Christopher Amit, on behalf of Mr Steve Grady from Busways, advised the Committee that there have been issues with buses travelling along Windsor Road and their ability to access the current Bus Stop located on Windsor Road, Vineyard.

Busways operate the 661 route from Riverstone to Windsor via McGraths Hill and the 662 route from Riverstone to Maraylya and Oakville. Both services turn right off Windsor Road at Boundary Road, however there are certain AM and PM peak 661 services that continue on Windsor Road. As the current Bus Stop is located at the intersection of Windsor Road and Boundary Road, Vineyard, the buses that need to turn right from Windsor Road into Boundary Road to continue their bus route are unable to access the current Bus Stop.

Mr Grady has requested that a Bus Stop be installed approximately 125 metres north of Windsor Road at the frontage of the Vineyard Hotel on Boundary Road, Vineyard. The existing Bus Stop on Windsor Road at the intersection of Boundary Road, Vineyard will be retained for the 661 service that continues on Windsor Road as well as the 608 route conducted by CDC Hillsbus.

There is formal kerb and gutter installed at the proposed Bus Stop location on Boundary Road and due to the large off road car park at the Vineyard Hotel, the installation of a Bus Stop will not impact on any on street parking.

Mr Grady has notified the management of the Vineyard Hotel by way of email informing them of the intention to request the installation of a Bus Stop at this location and a reply was received indicating that they have no issue with this proposal.

The Committee supported the installation of the Bus Stop approximately 125 metres north of Windsor Road along the frontage of the Vineyard Hotel on Boundary Road, Vineyard and agreed that loss of on street parking would not have an adverse effect.

ORDINARY MEETING
Reports of Committees

COMMITTEE RECOMMENDATION:

Resolved on the motion of Mr James Suprain, seconded by Inspector Ian Woodward.

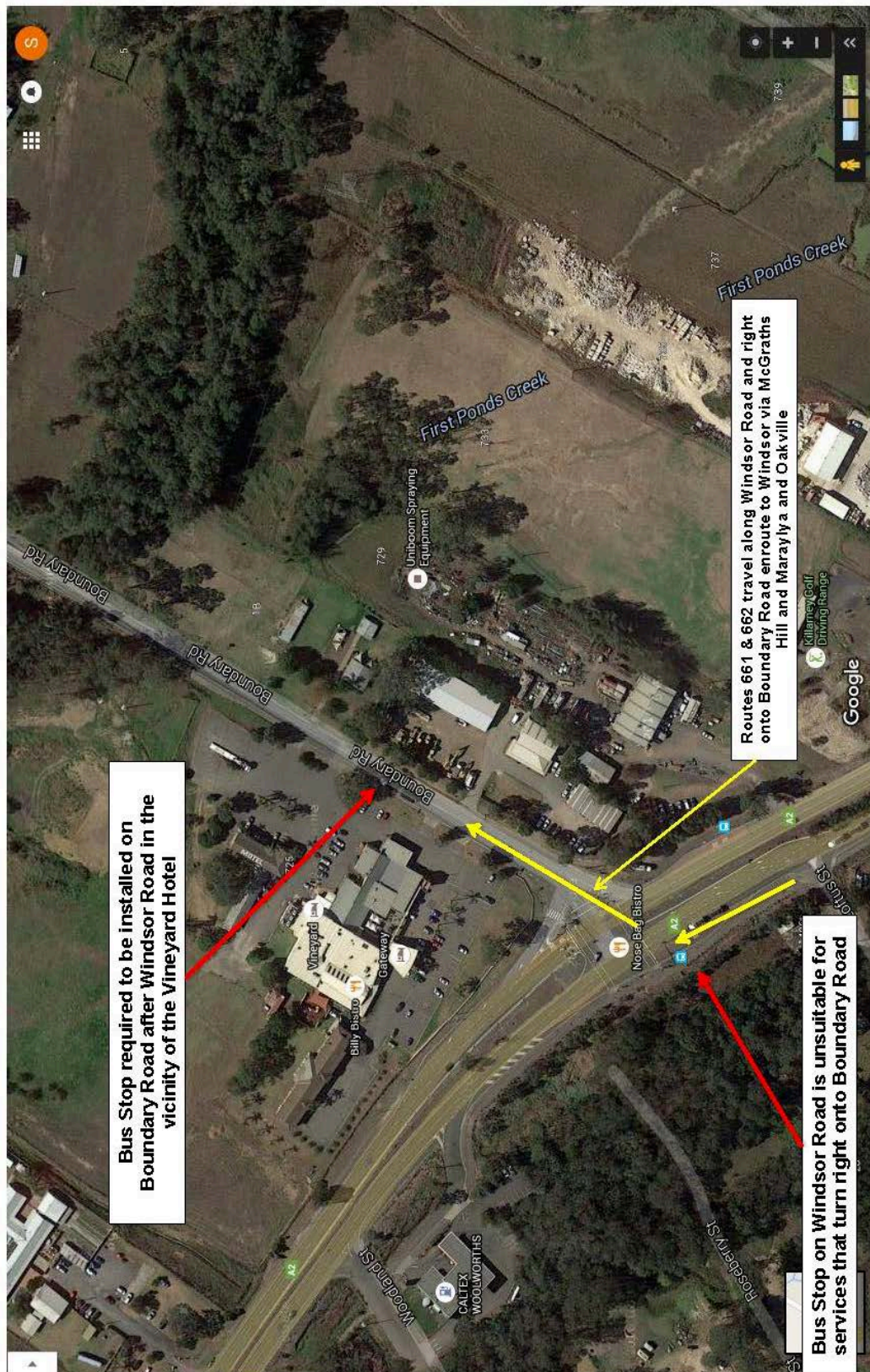
Support for Recommendation: Unanimous support

That a Bus Stop be installed approximately 125 metres north of Windsor Road along the frontage of the Vineyard Hotel on Boundary Road, Vineyard.

APPENDICES:

AT - 1 Site Plan - Proposed Installation of Bus Stop – Boundary Road, Vineyard

AT - 1 Site Plan - Proposed Installation of Bus Stop – Boundary Road, Vineyard



ORDINARY MEETING
Reports of Committees

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on Monday, 8 August 2016 at 3pm in the Large Committee Room.

The meeting terminated at 4:03pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING**Questions for Next Meeting****QUESTIONS FOR NEXT MEETING****Councillor Questions from Previous Meetings and Responses - (79351)**

REPORT:**Questions - 12 July 2016**

#	Councillor	Question	Response
1	Calvert	Requested a status update about the Poor Claire Monastery application in Brahma Road, North Richmond due to concerns raised regarding processing times.	The Director City Planning advised that this matter has been followed up and the determination will be issued the week ending 29 July 2016.
2	Williams	Requested an update on moving the waste bin collection site currently located at Wheelbarrow Ridge Road and Greens Road intersection at Lower Portland to the intersection at Wheelbarrow Ridge Road and Hebron Road intersection.	<p>The Director City Planning advised that the intersection of Hebron Road and Wheelbarrow Ridge Road was previously investigated and was found not to be suitable for the bin collection area.</p> <p>Whilst the intersection itself has space, the road carriageways leading to this location are unsuitable for regular traversing by Council's waste collection vehicles as the road is narrow, has sharp bends and would cause a danger to other road users. This location is also a significant distance away from the properties that would utilise this location.</p> <p>The existing collection area is being reviewed with a view to require the residents to collect their bins from that location and not leave them there permanently.</p>

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
3	Lyons-Buckett	Requested a follow-up on the invitation that was sent to the Hon Dominic Perrottet, MP and requested that an invitation be forwarded to the new Member for Macquarie, Susan Templeman to meet with Council, preferably before the end of the current Council term.	The Acting General Manager advised that correspondence was previously forwarded to the Hon Dominic Perrottet MP, congratulating him on his election as the Member for Hawkesbury and inviting him to a meal with Council and to attend a Council meeting. Since his election, Mr Perrottet has attended a number of meetings with the Mayor and Senior Council staff. Similar correspondence will be forwarded to Ms Templeman.
4	Reardon	Requested an investigation be carried out into the building waste mess at 12 Argyle Street, Windsor.	The Director City Planning advised that this matter is already being investigated as a result of a separate complaint. The investigation is ongoing.

oooO END OF REPORT Oooo

ORDINARY MEETING
CONFIDENTIAL REPORTS

CONFIDENTIAL REPORTS

Item: 151 **IS - Tender No. 00978 - Hire and Maintenance of Landfill Plant at Hawkesbury City Waste Management Facility - (95495, 112179, 82995) CONFIDENTIAL**

Reason for Confidentiality

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

Specifically, the matter is to be dealt with pursuant to Section 10A(2)(d) of the Act as it relates to details concerning tenders for the supply of goods and/or services to Council and it is considered that the release of the information would, if disclosed, confer a commercial advantage on a person or organisation with whom the council is conducting or proposes to conduct business and, therefore, on balance, be contrary to the public interest.

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 152 **IS - Tender No. 00981 - McLeod Park, South Windsor Landscape Construction Works - (95495, 79354) CONFIDENTIAL**

Reason for Confidentiality

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

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

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 153 **GM - Staff Matter - (79351) CONFIDENTIAL**

Reason for Confidentiality

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

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

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



ordinary
meeting

end of
business
paper

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