



Hawkesbury City Council

ordinary  
meeting  
business  
paper

date of meeting: 28 April 2015

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](mailto: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**

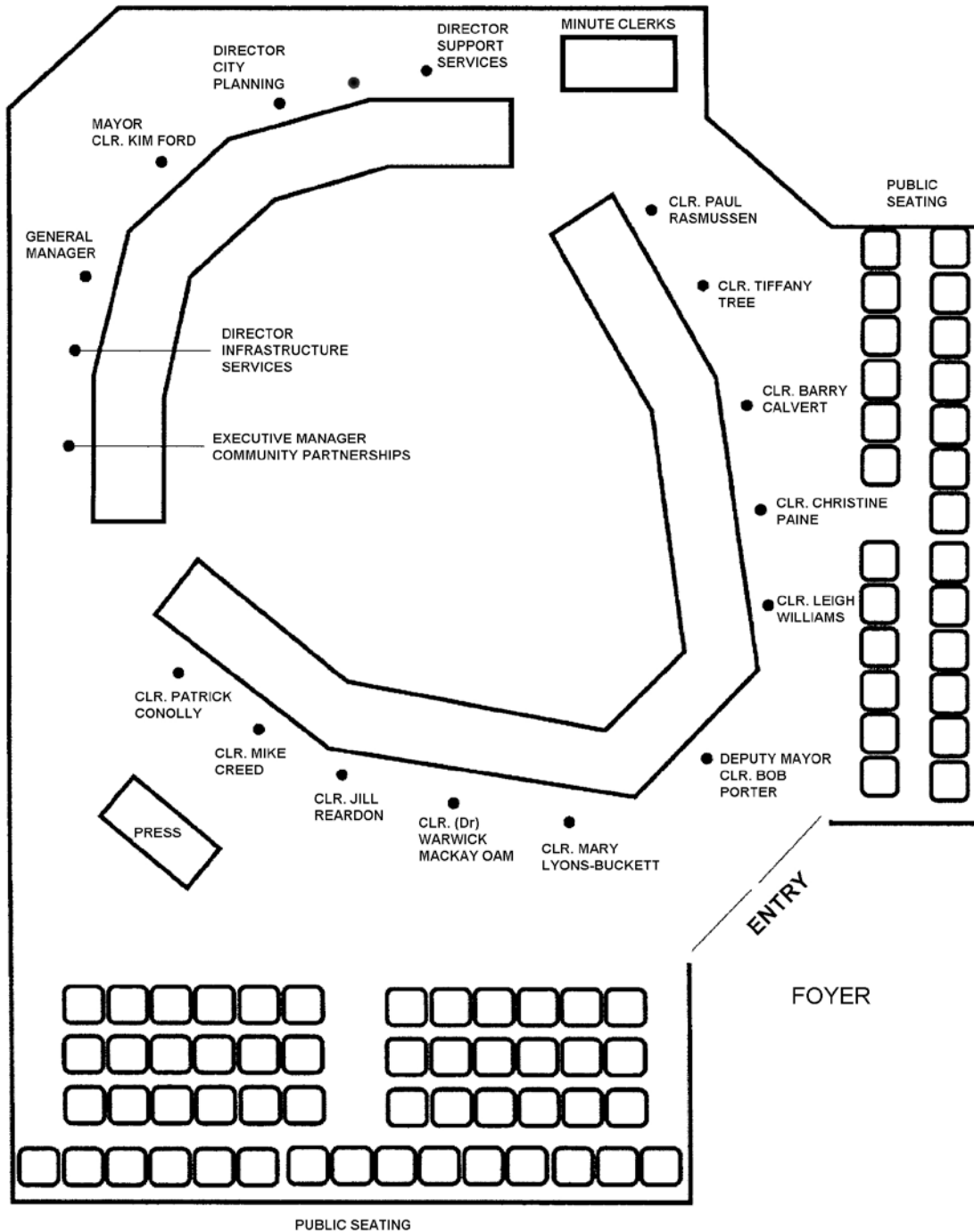
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>.

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.

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### SECTION 3 - Reports for Determination

#### GENERAL MANAGER

**Item: 57**                      **GM - Regional Strategic Alliance - (79351, 79353, 73986, 73553)**

**Previous Item:**            MM, Ordinary (16 September 2014)

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#### **REPORT:**

##### **Executive Summary**

On 16 September 2014, Council resolved to accept the position put in a Mayoral Minute relating to the possible Strategic Alliance between Hawkesbury, Blue Mountains and Penrith Councils. Since that time the General Manager with the assistance of the Director Support Services, have progressed conversations regarding this matter with Blue Mountains City Council (BMCC) and Penrith City Council (PCC).

The Working Party of General Managers and Senior Staff have overseen and progressed the review of a regional strategic alliance between BMCC, Hawkesbury City Council (HCC) and PCC, and developed an agreed way forward. Furthermore, correspondence with the relevant State Agencies and State Members has been pursued over the past few months. Responses of support for this regional strategic alliance have been received from the Hon. Paul Toole MP (Minister for Local Government) and from Ms Carolyn McNally, Secretary (Department of Planning and Environment).

After having consulted with the Mayor and Deputy Mayor (the Deputy Mayor of HCC was not available at the time) of the three Councils, the Working Party has recommended that BMCC, HCC and PCC establish a formal Regional Strategic Alliance (RSA). This report recommends that Council enters into a Co-operation and Management Agreement (the "Agreement") with BMCC and PCC as part of the Regional Entity and Governance Model/Framework Strategy Project (the "Project") and that Council resolve to establish a Section 355 Joint Committee of Councils (the "Management Committee") to oversee the Project with the support of a Regional Strategic Alliance Working Group (the "Working Group"). Additionally, it is proposed that project funding of up to \$40,000 from each of the three Councils also be allocated to this Project.

##### **Background**

The NSW State Government, through the Destination 2036 Project, initiated the review of the local government sector. This review was led by the Independent Local Government Review Panel (the "Panel") and its final report was delivered in October 2013 which highlighted the need to reform the local government sector to ensure that local government bodies were to remain relevant and financially viable. This body of work ultimately resulted in the introduction of the Fit for the Future (FFF) reform package which aims to help councils take the next steps towards positive change to become a 'fit for the future council'. The purpose of the FFF program is to assist councils assess, prepare and review and implement roadmaps to becoming a fit for the future council with respect to increased strategic capacity.

The NSW State Government has also introduced the "A Plan for Growing Sydney" (the State Plan). In particular, there is a focus on subregional planning. Subregional planning will promote good planning principles and the efficient use of land and infrastructure. Better planning outcomes around major infrastructure projects will significantly benefit from improved coordination between local councils and State agencies.

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In response to the initiatives instigated by the NSW State Government, BMCC, HCC and PCC, as the Councils identified in the West Subregion of the State Plan, have sought to co-operate in the Regional Entity and Governance Model/Framework Strategy project (the "Project") to enhance each Council's strategic capacity at a subregional level. This will be realised by delivering a report and action plan on the implementation of a future management structure and the form of a RSA.

### Letters to State Agencies and State Members

During the past few months joint letters from each of the three Councils were sent to the State Members and to the relevant State Agencies. The letters introduced the proposal agreed to by the three Councils to form a RSA Working Group for the purpose of reviewing the available governance structures and the potential agendas for a more effective and coordinated regional approach to benefit its residents and strengthen the intent of wider State policies. The letters also sought to obtain support and encouragement for the Project and this collaborative initiative.

A letter of support (Attachment 1) from Ms Carolyn McNally, Secretary (Department of Planning and Environment) indicated that she is pleased that the three councils are taking a proactive and collaborative approach to improving local government outcomes for western Sydney residents. Ms McNally suggested that the regional strategic alliance model be incorporated into each Council's FFF proposals.

Similarly, another letter (Attachment 2) from the Hon. Paul Toole MP (Minister for Local Government) indicated his support by stating the following:

*"May I begin by congratulating the three councils on taking this collaborative step to work towards the achievement of a more effective and coordinated regional approach to strategic planning and governance in the western metropolitan region."*

Additionally, the Minister for Local Government also nominated a senior representative from the Office of Local Government – Ms Corin Moffatt (Director Innovation and Development) – to participate in this regional strategic alliance initiative. It is envisaged that Council Officers will contact Ms Moffatt to seek her support and that of the Office of Local Government as soon as the Agreements are executed and the Project has commenced.

### Co-operation and Management Agreement

In order to give effect to the RSA, a draft Co-operation and Management Agreement (the "Agreement") has been prepared (Attachment 3) for Council's adoption. The Agreement outlines the rationale, objectives and operations of the RSA between the three Councils.

It is anticipated that there will be a Joint Committee of Councils (the "Management Committee") comprised of the Mayor, the Deputy Mayor and the General Manager or his/her nominee from each of the three Councils. The Management Committee will be supported by the RSA Working Group (the Working Group) made up of Council Officers from each of the relevant Councils. The roles of each of these groups are noted in the Agreement and are mentioned later in this report.

The Agreement will be for a one year term with an option to extend for another 12 months. It is proposed that each Council will each contribute \$40,000 to the Project as part of this Agreement to help fund the Project.

The Project's vision with the support of each Council is to implement the opportunities arising from a RSA by way of investigating and/or initiating sub-projects and programs that align to the following Joint Service themes:

- Optimise State and Regional Planning
- Strengthen regional advocacy and funding
- Formalise and strengthen organisational effectiveness (Fit for the Future)
- Maximise opportunities and innovation (including exploring shared services)

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- Create regional advantage and relevance to industry, State and Commonwealth Government and even internationally
- Consideration of governance structures

### Establishment of the Joint Committee of Councils

In order to deliver the Project's visions, the Council Committee as anticipated by the Agreement to be named as the Joint Committee of Councils (the "Management Committee"), will have to be established in accordance with Section 355 of the Local Government Act 1993. The Management Committee will oversee the delivery of the activities mentioned below.

In order to implement the goals, strategies and initiatives (including sub-projects and programs) of the Project, the Working Group, under the guidance and instruction of the Management Committee, will undertake the following vested activities:

- a) Carryout a Situational and Exploratory Analysis which will:
  - Consider and identify the NSW State Government's current position on matters relating to the proposals put forward by the Panel with respect to regional governance. This would include, but not limited to considering State Government plans such as the FFF campaign and the State Plan vision.
  - Identify, engage and involve stakeholders in the RSA planning process and discern their expectations for a RSA entity.
  - Benchmark current strategic approaches, services, systems, organisational structure and performance against industry best practice both within domestic and international jurisdictions.
  - Explore and clearly define the potential areas of opportunity which could arise from a formal regional strategic entity taking into account each Council's circumstances and Strategic Plans.
  - Investigate various sub-regional governance models from across different domestic and international jurisdictions for a Regional Entity and Governance model/framework. This is done with the purpose to ensuring that the allied Councils will be able to establish and sustain a prominent, robust and solid regional voice, by having access to regional resources and funding to continue delivering regional projects and advocacy programs at the conclusion of the Project.
- b) Deliver a Final Report of Findings and Recommendations and a Strategy and an Action Plan, which will:
  - Set out the methodologies used, findings and analysis and considerations to be appraised resulting from the exploratory analysis conducted.
  - Set clear and coherent options and recommendations for the future direction of the Project, the governance model and framework and positioning for the establishment and implementation of a Regional Entity and Governance Model/Framework in specified alignment with each Council's Strategic Plans and relevant legislations.
  - Set clear goals and objectives by way of an action plan which includes a timeframe and detailed actions to be undertaken to guide the work in further exploring the implementation methods and eventually implementing the preferred Regional Entity and Governance model/framework.
- c) Investigate and outline various potential sub-projects and programs that could be delivered regionally which fall under the Joint Service themes, which:
  - Have been nominated by each Council;
  - Are of subregional significance; and
  - Has been approved and funded by each Council or through some form of Project funding whichever is applicable.

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- d) Perform any other activities at any time devolved by the Management Committee to the Working Group or the fulfilment of any other delegated functions at any time to the Working Group which is in line with the Project's visions.

In order for the Management Committee to operate properly, it will need to be delegated with the authority to give advice to Councils on matters relating to the Project vision and achievement of the objectives outlined and with respect to regional strategic alliance issues generally.

It is proposed that the Management Committee be comprised of the Mayors and the Deputy Mayors – who held these positions at the time of executing the Agreement and that they continue to hold their appointment on the Management Committee for the duration of the Agreement – and the General Manager or his/her nominee from each Council.

Additionally, each Council will have an alternate on the Management Committee should an appointed Member be absent from a meeting of the Management Committee. In the case of the Mayor or Deputy Mayor being absent the Council will appoint a Councillor Alternate and in the case of the General Manager or his/her nominee being absent the General Manager will appoint a Staff Alternate.

### Summary

This proposed RSA with BMCC and PCC by way of this Project through the Co-operation and Management Agreement is a positive initiative in response to the FFF Program. In the Agreement the Councils agree to co-operate with each other during the term of the Agreement and to use their best endeavours to ensure that the Project achieves the vision and general objectives of progressing the formation of a Regional Entity and Governance model/framework in order to enhance each Council's local government areas and its broader subregion.

It is important to note that this proposal for a RSA is not a proposal for amalgamation. Rather, it is an opportunity to identify ways to strengthen our ability to deliver some of our key priorities and those of the broader region. This RSA is proposed having regard to the NSW Governments' FFF reform package for local government which is in response to the Panel's final report 'Revitalising Local Government'.

### Conformance to the Hawkesbury Community Strategic Plan

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

- 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:

- 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

In order to enable the Joint Committee of Councils to deliver this Project successfully, it is proposed that each of the three Councils commit up to \$40,000 to this Project. Funding of \$40,000 has been provided for in the 2015/2016 Draft Operational Plan.

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### RECOMMENDATION:

That:

1. The information contained in the report on Regional Strategic Alliance - Co-operation and Management Agreement be received.
2. Council give authority to the General Manager to enter into a Regional Strategic Alliance Co-operation and Management Agreement (the "Agreement") with Blue Mountains City Council and Penrith City Council as per Attachment 3.
3. Council commit to provide up to \$40,000 to this Project as part of the terms of the Co-operation and Management Agreement.
4. Council establish the Joint Committee of Councils as a Section 355 Committee in accordance with the Local Government Act 1993.
5. Council delegate to the Joint Committee of Councils the authority to give advice to Councils on matters relating to the Project vision and general objectives and with respect to regional strategic alliance issues generally.
6. Council appoint to the Joint Committee of Councils three representatives as voting members, being the Mayor and the Deputy Mayor – who held these positions at the time of executing the Agreement and that they continue to hold their appointment on the Joint Committee of Councils for the duration of the Agreement – and the General Manager or his/her nominee.
7. Council appoint a Councillor Alternate to act for the Mayor or Deputy Mayor appointed by Council to the Joint Committee of Councils while such member is absent from any meeting of the Joint Committee of Councils.
8. Council write to the Minister for Local Government informing the Minister of the formation of this Regional Strategic Alliance between Blue Mountains City Council, Hawkesbury City Council and Penrith City Council and renew requests for State Government funding to contribute towards the work of this Regional Strategic Alliance.
9. Council write to the local State Members informing them of the formation of this Regional Strategic Alliance between Blue Mountains City Council, Hawkesbury City Council and Penrith City Council and seeking their support for the request made to the Minister for Local Government requesting for State Government funding to contribute towards the work of this Regional Strategic Alliance.

### ATTACHMENTS:

- AT - 1** Letter from Carolyn McNally, Secretary, Department of Planning and Environment dated 30 January 2015
- AT - 2** Letter from the Hon. Paul Toole MP, Minister for Local Government) dated 8 January 2015
- AT - 3** Co-operation and Management Agreement

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AT - 1 Letter from Carolyn McNally, Secretary, Department of Planning and Environment

dated 30 January 2015



**Planning &  
Environment**

**Office of the Secretary**

Mr Craig Butler  
Acting General Manager  
Penrith City Council  
PO Box 60  
Penrith NSW 2751

14/18696

Dear Mr Butler

Thank you for your letter concerning the proposed strategic regional alliance between Penrith, Blue Mountains and Hawkesbury City Councils.

I am pleased that three councils are taking a proactive and collaborative approach to improving local government outcomes for western Sydney residents. Importantly, this initiative aligns with boundaries of the West subregion under the Plan for Growing Sydney.

The Government supports councils working together to develop governance initiatives that will assist them in becoming Fit for the Future. The regional strategic alliance model can be developed and incorporated into Penrith's, Blue Mountains', and Hawkesbury's Fit for the Future proposals which are to be submitted by 30 June 2015. I note that you have had separate correspondence with the Minister for Local Government and the Office of Local Government on this matter.

Should you have any further enquiries, please contact Elizabeth Kinkade, Executive Director, Planning Policy, at the Department on (02) 9228 6380.

Yours sincerely

Carolyn McNally  
Secretary *30.1.15*

CC: Robert Greenwood, General Manager, Blue Mountains City Council  
Peter Jackson, General Manager, Hawkesbury City Council

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**AT - 2 Letter from the Hon. Paul Toole MP, Minister for Local Government)**

**dated 8 January 2015**



**The Hon Paul Toole MP**  
Minister for Local Government

Hawkesbury City Council

14 JAN 2015

Records

Ref:  
MIN: 2014-609278  
Doc ID: A401354



08 JAN 2015

Clr Kim Ford  
Mayor  
Hawkesbury City Council  
PO Box 146  
WINDSOR NSW 2756

Dear Clr Ford

Thank you for your letter of 7 October 2014, co-signed by the Mayors of Blue Mountains and Penrith City Councils, about your joint proposal for a Regional Strategic Alliance. I note that you have also written to the Acting Chief Executive at the Office of Local Government (the Office), Mr Steve Orr, about this matter. I apologise for the delay in replying.

May I begin by congratulating the three councils on taking this collaborative step to work towards the achievement of a more effective and coordinated regional approach to strategic planning and governance in the western metropolitan region.

As your letter notes, strategic local government relationships assist councils to have a greater say in regional planning and provide the potential for the councils to work with State government agencies to deliver the things that matter most to regional communities.

The Government has made a significant investment in the Fit for the Future program. This proposed Regional Strategic Alliance is one of the strategies that your Council may develop to support its proposal to be Fit for the Future. Fit for the Future councils will be able to take advantage of incentives like cheaper finance to build and maintain the facilities that communities need.

Thank you for the invitation to nominate a senior representative from the Office to contribute to this project. I would like to nominate Ms Corin Moffatt, Director Innovation and Development, to participate in the working group you are establishing to progress this initiative. I encourage you to contact her on [corin.moffatt@olg.nsw.gov.au](mailto:corin.moffatt@olg.nsw.gov.au) to discuss this further, including how the Office might support this initiative.

Yours sincerely

Paul Toole MP  
Minister



SCANNED

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**AT - 3 Co-operation and Management Agreement**

**CO-OPERATION AND MANAGEMENT AGREEMENT**

**DATED**

<To be inserted>

**THE COUNCILS**

1. BLUE MOUNTAINS CITY COUNCIL of 2-6 Civic Place, Katoomba (Blue Mountains)
2. HAWKESBURY CITY COUNCIL of 366 George Street, Windsor (Hawkesbury)
3. PENRITH CITY COUNCIL of Civic Centre, 601 High Street, Penrith, NSW (Penrith)



## BACKGROUND

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- A. The Councils have responsibilities under the Local Government Act 1993 with respect to the provision of effective, efficient and sustainably responsible goods, services and facilities to their local communities within their local government areas.
- B. The NSW State Government, through the Destination 2036 Project, initiated the review of the Local Government sector. This review was led by the Independent Local Government Review Panel (ILGRP) and its final report was delivered in October 2013 which highlighted the need to reform the local government sector to ensure that local government bodies were to remain relevant and financially viable. This body of work ultimately resulted in the introduction of the Fit for the Future (FFTF) reform package which aims to help councils take the next steps towards positive change to become a 'fit for the future council'. The purpose of the FFTF program is to assist councils assess, prepare and review and implement roadmaps to becoming a fit for the future council with respect to increased strategic capacity.
- C. The NSW State Government has introduced the "A Plan for Growing Sydney" (the "Plan"). In particular, there is a focus on subregional planning. Subregional planning will promote good planning principles and the efficient use of land and infrastructure. Better planning outcomes around major infrastructure projects will significantly benefit from improved coordination between local councils and State agencies.
- D. In response to the initiatives instigated by the NSW State Government, the Councils to this Agreement wish to co-operate in the **Regional Entity and Governance Model/Framework Strategy project** (the "Project") to enhance each Council's strategic capacity at a subregional level. This will be realised by delivering a report and action plan on the implementation of a future management structure in the context of a regional entity, a subregional governance model/framework and also for the delivery of sub-projects and programs in their local government areas and in their particular subregion. This co-operation will be manifested by way of this Regional Strategic Alliance.
- E. The Councils do not consider amalgamation initiatives as a way to increase strategic capacity and the ILGRP have also recommended that amalgamation initiatives are not required for the Blue Mountains, Hawkesbury or Penrith Councils. The NSW State Government also affirms and supports this view with respect to the Blue Mountains, Hawkesbury and Penrith Local Government Areas. Rather there are other models considered capable of achieving strategic capacity such as through a Regional Strategic Alliance that are effective, and that can yield benefits of economies of scale and scope whilst maintaining local democracy. The subregional groupings of councils suggest that an alliance between Blue Mountains, Hawkesbury and Penrith would be a relevant unit in this context and supports the proposed West Subregion grouping detailed in the NSW State Government's "A Plan for Growing Sydney". It should be noted that this regional strategic alliance will ensure that each Council still maintains its own identity, branding and autonomy.
- F. There is a shared interest in shaping the destiny of both the planning and the governance of each Council and the broader region. The Councils collectively confront the same big issues, and a Regional Strategic Alliance would assist in better dealing with these issues. Likewise, across the region each Council, when in co-operation with one another, has lots to offer and contribute to both the local area as well as to the broader subregion, with access to an economic hub, a food bowl and

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natural and World Heritage environments. Taking advantage of the benefits that arise from each of these regional attributes and the Council's commonality with one another, would serve a good purpose to developing a strong Regional Strategic Alliance in the context of this Project.

- G. The Project's vision with the support of each Council is to implement the opportunities arising from a regional strategic alliance by way of investigating and/or initiating sub-projects and programs that align to the following Joint Service themes:
- Optimise State and Regional Planning
  - Strengthen regional advocacy and funding
  - Formalise and strengthen organisational effectiveness (Fit for the future)
  - Maximise opportunities and innovation (including exploring shared services)
  - Create regional advantage and relevance to industry, State and Commonwealth Government and even internationally
  - Consideration of governance structures
- H. The Councils wish to progress the Project, from the Commencement Date of this Agreement, in the manner contemplated by this Agreement and on the terms and conditions contained in this document.
- I. For that purpose the Councils have agreed to act jointly pursuant to section 355 of the Local Government Act 1993 and enter into a Regional Strategic Alliance to carry out the goals, strategies and initiatives of the Project and wish to record the terms of the Regional Strategic Alliance.
- J. The Councils agree to co-operate with each other during the term of this Agreement and to use their best endeavours to ensure that the Project achieves the objectives of progressing the formation of a Regional Entity and Governance model/framework in order to enhance each Council's local government areas and its broader subregion.
- K. The Agreement acknowledges that additional local government authorities may wish to become members of the Regional Strategic Alliance and additional State Government agencies may wish to assist in the implementation of the Project and/or the Regional Strategic Alliance during the Term.

## OPERATIVE PROVISIONS

### 1. DEFINITIONS AND INTERPRETATION

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Words used in this document and the rules of interpretation that apply are set out and explained in this clause.

#### 1.1 Interpretation

In this Agreement unless the context otherwise requires:

- (a) clause and subclause headings are for reference purposes only;
- (b) reference to a person includes any other entity recognised by law and vice versa;
- (c) the singular includes the plural and vice versa;
- (d) words implying one gender include every gender;
- (e) where a word or phrase is defined its other grammatical forms have a corresponding meaning;
- (f) any reference to any of the councils by the defined terms includes that councils' executors, administrators or permitted assigns or, being a company, its successors or permitted assigns;
- (g) any reference to any agreement or document includes that agreement or document as amended at any time;
- (h) the use of the word **includes** or **including** is not to be taken as limiting the meaning of the words preceding it;
- (i) the expression **at any time** includes reference to past, present and future time and the performance of any action from time to time;
- (j) an agreement, representation or warranty on the part of two or more persons binds them jointly and severally;
- (k) an agreement, representation or warranty on the part of two or more persons is for the benefit of them jointly and severally;
- (l) reference to an item is a reference to an item in the schedule to this document;
- (m) reference to an exhibit, annexure, attachment or schedule is a reference to the corresponding exhibit, annexure, attachment or schedule in this document;
- (n) reference to a provision described, prefaced or qualified by the name, heading or caption of a clause, subclause, paragraph, schedule, item, annexure, exhibit or attachment in this document means a cross reference to that clause, subclause, paragraph, schedule, item, annexure, exhibit or attachment;

## ORDINARY MEETING

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- (o) when a thing is required to be done or money required to be paid under this Agreement on a day which is not a Business Day, the thing must be done and the money paid on the immediately preceding Business Day; and
- (p) reference to a statute includes all regulations and amendments to that statute and any statute passed in substitution for that statute or incorporating any of its provisions to the extent that they are incorporated.

### **2. COMMENCEMENT**

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The Councils on and from the Commencement Date, form the Regional Strategic Alliance to conduct the Operations in accordance with, and subject to, the provisions of this Agreement.

### **3. TERM**

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- 3.1 The Regional Strategic Alliance established pursuant to this Agreement will continue in force for a period of 1 Year after the Commencement Date with an option to extend the Agreement for a further period of 1 year by unanimous vote of the Management Committee, in accordance with Clause 6.
- 3.2 Where the Agreement is to be extended under Clause 3.1, such renewal must occur not less than 6 months prior to the date on which the agreement would otherwise expire.
- 3.3 This Agreement will continue to operate after the expiry of the Term on the terms and conditions set out in this document until it is terminated in accordance with Clause 12.

### **4. SCOPE OF THE REGIONAL STRATEGIC ALLIANCE**

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- 4.1 Each Council must perform and participate in the Project by way of this Regional Strategic Alliance upon and subject to the provisions of this cooperation and management Agreement.
- 4.2 Each Council shall resolve to form a Joint Committee of Councils (hereinafter called the "Management Committee") under section 355 of the Local Government Act 1993 and delegate advisory functions to the Committee to provide advice to the Councils on pursuing a formal Regional Strategic Alliance to be explored in the Project.
- 4.3 Each Council must at any time during the continuance of this Agreement:
  - (a) take out and maintain adequate insurances including but not limited to insurances for public liability, directors, officers, workers' compensation, motor vehicles and equipment relating to this Project as per each Council's policy;
  - (b) perform, or procure the performance of, any action within its power or control necessary or desirable relating to the implementation of this Agreement, including casting any vote and causing any representative appointed or nominated to the Management Committee to implement this Agreement;

- (c) not unreasonably delay any action, consent or decision required by the Council under this Agreement; and
- (d) perform any action within its power and control necessary or desirable to achieve the performance level outlined in this Agreement.

## **5. INTERESTS AND IMPLEMENTATION**

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5.1 The Councils shall have equal share in the Regional Strategic Alliance.

5.2 In order to implement the goals, strategies and initiatives (including sub-projects and programs) of the Project, the Regional Strategic Alliance Working Group (hereinafter called the "Working Group") under the guidance and instruction of the Management Committee will undertake the following vested activities:

- a) Carryout a Situational and Exploratory Analysis which will:
  - Consider and identify the NSW State Government's current position on matters relating to the proposals put forward by the Independent Local Government Review Panel with respect to regional governance. This would include, but not limited to considering State Government plans such as the 'Fit for the Future' campaign and the 'A Plan for Growing Sydney' vision.
  - Identify, engage and involve stakeholders in the Regional Strategic Alliance planning process and discern their expectations for a Regional Strategic Alliance entity.
  - Benchmark current strategic approaches, services, systems, organisational structure and performance against industry best practice both within domestic and international jurisdictions.
  - Explore and clearly define the potential areas of opportunity which could arise from a formal regional strategic entity taking into account each Council's circumstances and Strategic Plans.
  - Investigate various sub-regional governance models from across different domestic and international jurisdictions for a Regional Entity and Governance model/framework. This is done with the purpose to ensuring that the allied Councils will be able to establish and sustain a prominent, robust and solid regional voice, by having access to regional resources and funding to continue delivering regional projects and advocacy programs at the conclusion of the Project.
- b) Deliver a Final Report of Findings and Recommendations and a Strategy and an Action Plan, which will:
  - Set out the methodologies used, findings and analysis and considerations to be appraised resulting from the exploratory analysis conducted.
  - Set clear and coherent options and recommendations for the future direction of the Project, the governance model and framework and positioning for the establishment and implementation of a Regional Entity and Governance Model/Framework in specified alignment with each Council's Strategic Plans and relevant legislations.

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- Set clear goals and objectives by way of an action plan which includes a timeframe and detailed actions to be undertaken to guide the work in further exploring the implementation methods and eventually implementing the preferred Regional Entity and Governance model/framework.
  - c) Investigate and outline various potential sub-projects and programs that could be delivered regionally which fall under the Joint Service themes, which:
    - have been nominated by each Council;
    - are of subregional significance; and
    - has been approved and funded by each Council or through the Project funding whichever is applicable.
  - d) Perform any other activities at any time devolved by the Management Committee to the Working Group or the fulfilment of any other delegated functions at any time to the Working Group which is line with the Project's visions.
- 5.3 Notwithstanding Clause 5.2, the activities to be carried out and implemented under this Project may be amended from time to time with the appropriate notice.

### **6. MANAGEMENT COMMITTEE AND WORKING GROUP**

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- 6.1 Having regards to Schedule 4, a Management Committee will be established.
- 6.2 Each Council will be entitled to appoint to the Management Committee three representatives as voting members, being the Mayor and the Deputy Mayor – who held these positions at the time of executing this Agreement and that they continue to hold their appointment on the Management Committee for the duration of this Agreement – and the General Manager or his/her nominee.
- 6.3 Each Council may from time to time for any reason remove any member of the Management Committee appointed by it and appoint another person in such member's place.
- 6.4 Each Council must designate an alternate to the Management Committee should an appointed Member be absent from a meeting of the Management Committee. In the case of the Mayor or Deputy Mayor being absent the Council will appoint a Councillor Alternate and in the case of the General Manager or his/her nominee being absent the General Manager will appoint a Staff Alternate.
- 6.5 Appointment and removal of members and alternate members of the Management Committee by a Council will be by written notice to the Management Committee.
- 6.6 At meetings of the Management Committee, the representatives of the Councils may be accompanied by such advisors as they consider necessary.
- 6.7 All costs in connection with attendance of a Council's representative or advisors at meetings of the Management Committee are the responsibility of that Council.
- 6.8 In relation to the functions of the Management Committee the following provisions will apply:

## ORDINARY MEETING

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- (a) The Management Committee may regulate its own procedure if not dealt with by this Agreement.
  - (b) A quorum at a meeting of the Management Committee will consist of at least one member from each of the Councils and at least half of all representatives of the Councils, plus one. If no quorum is present at the time and place of any meeting such meeting will automatically be adjourned to convene at the same place 14 days from the original time of such meeting.
  - (c) The Management Committee will meet, adjourn and regulate its meetings as it thinks fit and unless otherwise unanimously agreed will meet at least bimonthly at the time and address determined by the Committee. The Management Committee can also hold as and when required additional meetings.
  - (d) The representative of any Council may at any time by not less than 7 days notice in writing to the other Councils convene a meeting of the Management Committee.
  - (e) An agenda of each meeting of the Management Committee will be provided to each Council within such time as the Management Committee determines. It will not be necessary to prepare and forward an agenda for any adjourned meeting under Clause 6.8(b).
  - (f) Each member of the Management Committee will have one vote only at a meeting of the Management Committee.
  - (g) A representative must ensure that he or she has full power and authority to bind the Council that appointed him/her in all matters properly decided at Management Committee meetings.
  - (h) The Chairperson will be elected by the Management Committee at the first meeting after the Commencement Date.
  - (i) The Chairperson of the Management Committee will not have a casting vote in the event of an equality of votes. A proposal must receive a majority of votes to be resolved by the Management Committee.
- 6.9 Records of all decisions made at each meeting of the Management Committee and copies thereof will be distributed to each Council as soon as practicable following each meeting.
- 6.10 Decisions of the Management Committee, upon matters listed in Schedule 2 will be determined by unanimous vote.
- 6.11 The Councils must comply with all relevant requirements of New South Wales law. The legislative framework for the Project at the date of the Agreement is set out in Schedule 3 and may be amended from time to time.
- 6.12 The role of the Management Committee is to:
- (a) review and provide advice to the Councils on future management and governance structures for a regional entity;
  - (b) prepare a Program for the Project;

## ORDINARY MEETING

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- (c) monitor the implementation of the Program; and
  - (d) report to the Councils at least quarterly on the Project including its Program.
- 6.13 Having regards to Schedule 4, a Working Group will be established and the role of this Working Group is to undertake the tasks delegated to it by the Management Committee including but not limited to those detailed in Clause 5.
- 6.14 The Working Group shall be comprised of Senior Managers from each of the Councils as approved by the Management Committee and in accordance with the Project Organisation Structure shown in Schedule 4.
- 6.15 The Working Group may convene and engage a Project Team as it sees fit for the purpose of coordinating, implementing and delivering the deliverables of any sub-projects and programs that the Working Group has been tasked to deliver.
- 6.16 The Working Group is accountable to the Management Committee and is to report to the Management Committee on a regular basis as determined by the Management Committee.

## 7. ALLIANCE CAPITAL AND COSTS

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- 7.1 In order for the Project to be delivered, a project fund will need to be established. This project fund will provide the monetary means to implement this Agreement and to deliver the deliverables of the Project.
- 7.2 The Councils through the Management Committee arrangement shall in the first instance continue to seek project funding for the Project from the NSW State Government.
- 7.3 Notwithstanding Clause 7.2, each Council undertakes to provide a certain amount of project funding towards this Project as outlined in Schedule 1 for the purpose of ensuring that the Project costs are shared equally between each Council.
- 7.4 Each Council agrees to share the costs of this Project and in maintaining this Agreement by way of contributing to a project fund in accordance with calculations as outlined in Schedule 1.

## 8. PROGRAMS AND BUDGETS

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- 8.1 Each year the Management Committee shall develop a program and a budget (if required) which shall be provided to each Council for consideration and approval.

## 9. ACCOUNTING

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- 9.1 If the Management Committee receives any funds by way of contribution from the Councils or from any third party then the following shall apply:
- (a) The Management Committee will maintain, or cause to be maintained, fully up to date Regional Strategic Alliance Accounts.
  - (b) The books of account and other records prepared in relation to the Regional Strategic Alliance Accounts will be open at all reasonable times for inspection by any Council or its duly authorised agent, who may make copies thereof.



## ORDINARY MEETING

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- (c) All transactions relating to the management of the Operations will be made through the Management Committee's Account which will be opened in the name of the Management Committee and operated on such terms as are provided in this Agreement and otherwise as the Management Committee may from time to time determine.
- (d) The Management Committee will maintain the Management Committee's Account so that all transactions may be separately identified from the other activities of the Management Committee.
- (e) The Management Committee will maintain up to date accounts and other records in respect of the Management Committee's Account.
- (f) The Management Committee must provide access to the records in respect of the Management Committee's Account to the Councils if reasonably requested to do so by the Councils.
- (g) All costs, expenses and liabilities incurred or accrued and all credits received by the Management Committee in the management of the Operations will be calculated and recorded by the Management Committee in the Regional Strategic Alliance Accounts in accordance with the programs, policies, procedures and instructions approved by the Management Committee from time to time.
- (h) Nothing in this Agreement overrides any obligation of the Management Committee to comply with any relevant accounting standards or requirements otherwise applicable to the Management Committee.

## 10. TAXES

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- 10.1 All taxes (if any) required to be paid by each Council to this Agreement arising out of or in connection with this Agreement will be for the account of each such Council.
- 10.2 Subject to Clause 10.3, if any payment made by one Council to any other Council under or relating to this document constitutes consideration for a taxable supply for the purposes of GST or any similar tax, the amount to be paid for the supply will be increased so that the net amount retained by the supplier after payment of that GST is the same as if the supplier was not liable to pay GST in respect of that supply. This provision is subject to any other agreement regarding the payment of GST on specific supplies, and includes payments for supplies relating to the breach or termination of, and indemnities arising from, this document.
- 10.3 Each Council must be reimbursed for any GST paid by one Council to any other Council under or relating to this document.

## 11. CONFIDENTIALITY

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All information obtained as a result of the Councils being parties to the Regional Strategic Alliance, whether it be related to the Operations or not, will be made available to all members of the Management Committee and will be retained in strict confidence and not be disclosed to any other person except as may be required by law, without the mutual written consent of the Management Committee.

## **12. TERMINATION**

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- 12.1 This Agreement shall expire on a date not inconsistent with the Term described in Clause 3.
- 12.2 This Agreement may only be terminated prior to the expiry of the Term by the Councils by unanimous agreement in writing.

## **13. PARTITION**

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Where applicable each of the Councils:

- a) waives its right to bring any action for partition of its Interest in all or any of the Alliance Assets; and
- b) each does hereby covenant with the other that during the existence of this Agreement it will not at any time resort to any action at law or in equity to partition real or personal property that is held on behalf of the Council pursuant to this Regional Strategic Alliance.

## **14. ADMISSIONS OF NEW COUNCILS TO THE REGIONAL STRATEGIC ALLIANCE**

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- 14.1 Additional Council or Councils (New Council) may be added to this Agreement by unanimous vote to do so by the Management Committee.
- 14.2 Where a New Council is added to this Agreement:
- (a) the New Council will sign an undertaking in favour of the existing Councils agreeing to be bound by the terms of this Agreement.

## **15. DISPUTE RESOLUTION**

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### **15.1 Dispute**

This provision applies to any dispute arising between the Councils in relation to:

- (a) this Agreement or its interpretation;
- (b) any right or liability of any council under this Agreement; or
- (c) the performance of any action by any council under or arising out of this Agreement, whether prior or after its termination.

### **15.2 Dispute negotiation**

- (a) A Council must not refer a dispute to arbitration under this Agreement, unless that Council has complied with this provision.
- (b) A Council claiming that a dispute has arisen must notify the other Councils in writing specifying details of the dispute.

## ORDINARY MEETING

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- (c) Each Council must refer a dispute to their respective General Manager for consideration and use its best efforts to resolve the dispute through negotiation within 10 business days following the dispute notification or longer period agreed between the Councils.
- (d) Each Council must advise the Management Committee of the dispute.
- (e) Each Council must following reference to its General Manager, use its best efforts to resolve the dispute by agreement or through an agreed mediation procedure.
- (f) A Council in compliance with this provision may terminate the dispute resolution process by notice to the other Councils at any time after 10 business days following reference of the dispute to the General Manager or Chief Executive as the case may be should the dispute not be resolved within timeframes described in Clause 15.2(c)

### 15.3 Urgent Relief

A Council may at any time apply to a court of competent jurisdiction for any equitable or other remedy for reasons of urgency, despite anything contained in this provision.

### 15.4 Continued Performance

Any Council must continue to perform any liability of that council in compliance with this Agreement relating to any issue in dispute, despite and during any dispute negotiation being conducted under this provision.

## 16. ASSIGNMENT

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No Council will sell, transfer, assign, licence, franchise or otherwise part with possession, or mortgage, charge or otherwise encumber any right or obligation under this Agreement.

## 17. NOTICES

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17.1 Any notice, approval, request, demand or other communication (notice) to be given for the purpose of this Agreement will be given in writing and will be served personally or sent by ordinary or registered mail (airmail if overseas) or by email as notified in Schedule 1, or such other address as that Council may in writing notify the other Councils.

17.2 A notice given:

- (a) personally will be served upon delivery and signed acknowledgement of receipt;
- (b) by registered mail (other than overseas airmail) will be served 3 business days after posting;
- (c) by facsimile transmission will be served upon receipt of a transmission report by the machine from which the facsimile was sent indicating that the facsimile had been sent in the entirety to the facsimile specified in Schedule 1 or such

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other number as may have been notified by the receiving council to the other council and if the facsimile has not been completely transmitted by 5.00 pm (determined by reference to the time of day at the recipient's address) it will be deemed to have been served on the next business day; any notice which, according to the above clause, has been served on a Saturday, Sunday or public holiday will be served on the first business day (determined by reference to the recipient's address) after such day;

- (d) a notice may be given by an authorised officer, Employee or agent of the council giving the notice.

### **18. GOVERNING LAW AND JURISDICTION**

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- (a) This document is governed by and construed under the law in the State of New South Wales.
- (b) Any legal action in relation to this Agreement against any Council or its property may be brought in any court of competent jurisdiction in the State of New South Wales.
- (c) Each Council by execution of this Agreement irrevocably, generally and unconditionally submits to the non-exclusive jurisdiction of any court specified in this provision relation to both itself and its property.

### **19. AMENDMENTS**

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Any amendment to this document has no force or effect, unless effected by a document executed by the Councils.

### **20. THIRD PARTIES**

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This Agreement confers rights only upon a person expressed to be a Council to this Agreement, and not upon any other person.

### **21. FURTHER ASSURANCE**

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Each Council will sign, execute and complete all such further documents as may be necessary to effect, perfect or complete the provisions of this Agreement and the transactions to which it relates.

### **22. CONTINUING PERFORMANCE**

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- (a) The provisions of this document do not merge with any action performed or document executed by any Council for the purposes of performance of this Agreement.
- (b) Any representation in this document survives the execution of any document for the purposes of, and continues after, performance of this Agreement.

- (c) Any indemnity agreed by any Council under this Agreement:
  - (i) constitutes a liability of that Council separate and independent from any other liability of that Council under this Agreement or any other agreement; and
  - (ii) survives and continues after performance of this Agreement.

## **23. WAIVERS**

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The failure or omission of a Council at any time to:

- (a) enforce or require the strict observation of or compliance with any provision of this Agreement; or
- (b) exercise any election or discretion under this Agreement,

will not operate as a waiver of them or of the rights of a Council, whether express or implied, arising under this Agreement.

## **24. REMEDIES**

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The rights of a Council under this Agreement are cumulative and not exclusive of any rights provided by law.

## **25. SEVERABILITY**

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Any provision of this document which is invalid in any jurisdiction is invalid in that jurisdiction to that extent, without invalidating or affecting the remaining provisions of this document or the validity of that provision in any other jurisdiction.

## **26. CUMULATIVE RIGHTS**

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The rights or remedies conferred on any Council by this Agreement are in addition to all rights and remedies of that Council at law or in equity.

## **27. COUNTERPARTS**

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This document may be executed in any number of counterparts, all of which taken together are deemed to constitute one and the same document.

## ORDINARY MEETING

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### SCHEDULE 1

#### Item 1 Project

To enhance each Council's strategic capacity at a subregional level. This will be realised by delivering a report and action plan on the implementation of a future management structure in the context of a regional entity, a subregional governance model/framework and also for the investigation of sub-projects and programs that could be delivered in their local government areas and in their particular subregion.

#### Item 2 Contact Details

##### **Blue Mountains City Council**

2 – 6 Civic Place  
Katoomba NSW 2780  
Postal Address  
Locked Bag 1005  
Katoomba NSW 2780  
Fax  
(02) 4780 5555  
Phone  
Lower Mountains (02) 4723 5000  
Upper Mountains (02) 4780 5000  
Email  
[council@bmcc.nsw.gov.au](mailto:council@bmcc.nsw.gov.au)

##### **Hawkesbury City Council**

366 George Street  
Windsor NSW 2756  
Postal Address  
PO Box 146  
Windsor NSW 2756  
DX 8601 Windsor  
Fax  
(02) 4587 7740  
Phone  
(02) 4560 4444  
Email  
[council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)

##### **Penrith City Council**

601 High Street  
Penrith NSW 2750  
Postal Address  
PO Box 60  
Penrith NSW 2751  
Fax  
(02) 4732 7958  
Phone  
(02) 4732 7777  
Email  
[council@penrithcity.nsw.gov.au](mailto:council@penrithcity.nsw.gov.au)

**ORDINARY MEETING**

**Meeting Date:** 28 April 2015

**Item 3**

- a) Project funding contributions Up to \$40,000 from each Council.

**Item 4**

**Date of Commencement** <To be inserted>

**ORDINARY MEETING**

**Meeting Date: 28 April 2015**

**SCHEDULE 2**

**MATTERS REQUIRING UNANIMOUS DECISION  
OF THE MANAGEMENT COMMITTEE**

1. Approval of any Program.
2. The entering into of any contract where the value of the commitment exceeds \$10,000.
3. The abandonment or addition to any Operations of the Regional Strategic Alliance.
4. The acquisition or disposal of any asset whose value exceeds \$10,000
5. Any decision to renew the Agreement for a year pursuant to Clause 3.
6. Terms of any release to the media regarding the Project.
7. Any decision pursuant to Clause 7 to call for contributions from the Councils to meet the Project and Regional Strategic Alliance Costs.
8. The addition of a new council to this Agreement.



### **SCHEDULE 3**

#### **LEGISLATIVE FRAMEWORK FOR THE PROJECT as at February 2015**

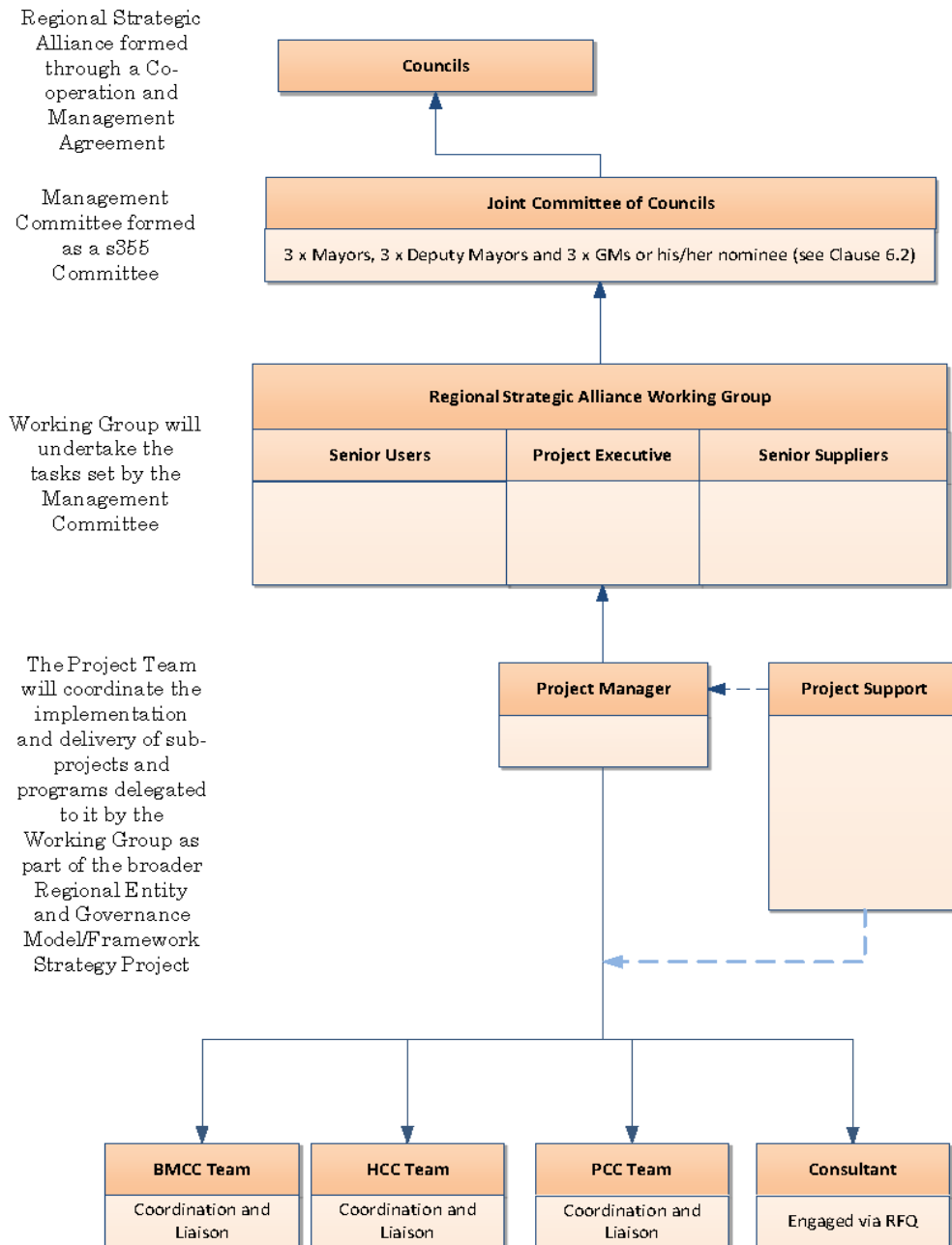
Section 355 of the Local Government Act 1993 permits the Councils to exercise their functions jointly with other persons or with other councils, or by a delegate.

Section 377 of the Local Government Act 1993 permits the Councils by resolution, to delegate to the General Manager or any other person or body (not including another employee of the council) any of the functions of the Councils, other than the functions specifically excluded by that section.

Functions delegated by the Councils to the general manager or any other person or body (not including another employee of the council) to the General Manager or those Employees under s. 49(10) of the Interpretation Act 1987.

## SCHEDULE 4

### PROJECT ORGANISATION STRUCTURE as at February 2015



**ORDINARY MEETING**

**Meeting Date: 28 April 2015**

EXECUTED as an agreement.

Executed on behalf of THE COUNCIL  
OF THE CITY OF BLUE MOUNTAINS  
by a duly authorised officer in the presence  
of:

\_\_\_\_\_  
Authorised Officer

\_\_\_\_\_  
Witness

Executed on behalf of THE COUNCIL  
OF THE CITY OF HAWKESBURY by a  
duly authorised officer in the presence of:

\_\_\_\_\_  
Authorised Officer

\_\_\_\_\_  
Witness

Executed on behalf of THE COUNCIL  
OF THE CITY OF PENRITH by a duly  
authorised officer in the presence of:

\_\_\_\_\_  
Authorised Officer

\_\_\_\_\_  
Witness

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 28 April 2015

**Item: 58**                      **GM - Sydney West Joint Regional Planning Panel - Re-appointment of Council Nominees - (79351, 117061)**

**Previous Item:**        Item 102, Ordinary (26 May 2009)  
                              Item 114, Ordinary (10 July 2012)

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### REPORT:

#### Executive Summary

The current Joint Regional Planning system was established and commenced operations in the middle of 2009. At the time Council was required to nominate two persons to the Sydney West Joint Regional Planning Panel (SWJRPP). The General Manager and Director City Planning were subsequently nominated as Council's representatives to the SWJRPP and re-appointed in July 2012 at the conclusion of the initial three year appointment.

A letter dated 19 March 2015 has now been received from the Department of Planning and Environment (DPE) advising of the re-appointment of State members of the SWJRPP for a further period to 31 December 2015. The DPE also indicated that the appointment of Council nominated members to the SWJRPP is a matter for Council to determine. The DPE has advised that the term of the current appointment of Council's nominees expires on 30 June 2015 and, as such, it is proposed that Council re-appoint its existing nominees.

#### Consultation

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

#### Background

The current Joint Regional Planning system was established and commenced operations in the middle of 2009. At the time there was much discussion and concern regarding the establishment and operation of the proposed Panels, particularly surrounding the issues of council nominees to panels.

In association with the establishment of panels Council was required to nominate two persons to the SWJRPP. Initially, at its meeting held on 26 May 2009 Council resolved to nominate the General Manager and Director City Planning as its representatives to the SWJRPP. At the expiry of this three year appointment the Council, at its meeting on 10 July 2012 re-appointed the General Manager and Director City Planning as its representatives to the SWJRPP.

A letter dated 19 March 2015 has now been received from the DPE advising of the re-appointment of State members of the SWJRPP for a further period to 31 December 2015. The DPE also indicated that the appointment of Council nominated members to the SWJRPP is a matter for Council to determine.

As the DPE has also indicated that the term of the current appointment of Council's current representatives to the SWJRPP expires on 30 June 2015 it is now necessary for Council to re-appoint its representatives to the Panel.

It is apparent that with the ongoing NSW planning review the role of Planning Panels may alter and it is suggested that it would be appropriate for Council to confirm the continued nomination of the General Manager and Director City Planning as Council's nominees to the SWJRPP. Council could, if it wished, subsequently review these nominations.

## **ORDINARY MEETING**

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### **Conformance to the Hawkesbury Community Strategic Plan**

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

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

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

- Make decisions in ways that are transparent, fair, balanced and equitable supported by appropriate resource allocations.

### **Financial Implications**

The cost associated with the time required for attendance of Council's nominees at meetings of the SWJRPP will be met from within current budget allocations.

### **RECOMMENDATION:**

That Council confirm the continuing nomination of the General Manager and Director City Planning as Council's representatives on the Sydney West Region Joint Regional Planning Panel from the expiry of the term of the current nominations and the General Manager be authorised to nominate an appropriate member of staff as an alternate member of the Panel, if necessary.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 28 April 2015

### CITY PLANNING

**Item: 59**                      **CP - Hawkesbury Horizon Project - Progress and Proposed Future Actions - (95498, 124414)**

**Previous Item:**            243, Ordinary (9 December 2014)

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#### **REPORT:**

##### **Executive Summary**

The Hawkesbury Horizon Initiative (HHI) is about the entire local government area but focusses on Windsor, Richmond and North Richmond as key town centres. A core goal of this project is to identify a regionally significant investible project (RSIP) responding to business, health, education and lifestyle needs as a catalyst for revitalisation of the Hawkesbury region.

This report discusses the progress of the HHI since the Council Meeting of 9 December 2014 and the Councillor Briefing Session on 3 March 2015.

Developing a RSIP is a process, not just a single thought or idea. It involves building ideas incrementally to elaborate, refine, test, adjust, abandon and transform. This process has involved a range of initial consultation methods to gather preliminary ideas. In summary:

- 180 people completed a survey at the 2014 Hawkesbury Show
- three town teams were formed
- two Councillor workshops have been held
- 60 students attended the Youth Summit.

This resulted in:

- 200 Big ideas being generated
- three enterprise opportunity zones (EOZ) being identified
- three common aspirations emerging.

This report recommends that Council support the next steps in the HHI process which include:

1. building a business case and completing scoping studies
2. formation of a Hawkesbury Horizon working group (including Councillors, agencies and town team members).

A further briefing and report to Council would be provided after the completion of the scoping studies. It should be noted that this project is about the economic revitalisation of the entire Hawkesbury Local Government Area whereas another current project, called "Fit for the Future", is examining the long term financial sustainability of the Council as a business/organisation.

##### **Major Projects – a Local Government Guide**

*"Major Projects Guidance for Local Government"* (the Guide) was published in late 2014 by Maddocks Ernst and Young in conjunction with Infrastructure NSW and Local Government NSW. The Guide sets out a best practice framework for the delivery of major infrastructure and renewal projects by local government. The Guide suggests that major projects are generally those over \$10 million in value.

The Guide strongly recommends that councils not proceed to activities in the next stage of the project until the objectives of the previous stage have been achieved. The Guide advises that the life cycle of a project needs to involve: project management and resourcing, governance and probity, external advisors, risk management, benchmarking and stakeholder engagement and meet legal requirements.

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The Guide suggests that a major project timeline might include:

Project lifecycle	Approximate Duration
Strategic Assessment	1-3 months
Business Case	2-6 months
Project Development	4-8 months
Tender process	3-6 months

The Guide notes that major projects require council approval at a number of points during the process. It also notes that public announcements can create problems if they occur too early in the process. In particular the Guide cautions that: "The key challenge is to maintain the community's expectations and not reveal information that the Council would not want in the market place prior to the tender stage".

The next phases of the HHI are based on the Guide and are set out in Attachment 3.

### Consultation

The issues raised in this report concern matters which have already involved some preliminary engagement processes (see below and Attachment 1). Should Council determine to continue to work on this initiative, the latter phases would include broader public community consultation under Council's Community Engagement Policy. However prior to that consultation proceeding (in the latter phases), a further report to Council would be provided seeking approval to publicly exhibit.

### Background

Extensive consultation across key stakeholder groups has been undertaken since the previous Council report on 9 December 2014. The range of consultative methods employed, the groups targeted and the outcomes from this process have played an important role in helping to define the project thus far. A list of the consultation sessions with each of these groups is detailed in Attachment 1 – Consultation to Date.

The groups consulted through a diverse range of opportunities were:

- *Councillors* – Councillors held an initial workshop in early 2014 arising from an action in the Community Strategic Plan to review the draft Windsor Master Plan. Councillors determined that there was a need to include the other town centres and look at a broader revitalisation approach. There have been regular Council reports and briefings since that time. During April 2015 an online consultation within the "Your Hawkesbury – Your Say" community engagement site was created for Councillors to discuss their Big Ideas (and these ideas are included in Attachment 2).
- *Wider Community* – There are about 65 000 people in the Hawkesbury and almost 23,000 households. It is not possible to canvas the Big Ideas of the whole community at this preliminary stage of the initiative so opportunities like the Hawkesbury Show are ideal. In 2014, Council was able to inform a cross section of the community about the HHI, with more than 3500 coming into the Council tent and seeing and discussing the project. Almost 180 people completed a Hawkesbury Horizon survey about what they thought about the region. The Hawkesbury Show in 2015 again provided an opportunity to discuss the initiative and explore the Big Ideas. Also online information via "Your Hawkesbury – Your Say" is regularly updated including HHI newsletters, photos and copies of Council reports.
- *Agencies and Business Groups* – During January and February 2015 meetings were held with agencies and business groups. The intention of consultation with these groups was to be introductory and informative. It was important to introduce the Council, staff and region to the State Government agencies, to understand their strategic priorities at a broader regional level. Council officers were able to personally announce this new and exciting project methodology and the potential outcomes that could be achieved.

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- The meetings were timely as the Hawkesbury local government area has recently been classified as part of the 'West Subregion' in the latest Plan for Growing Sydney (2014) managed by the Department of Planning and Environment. Hence, it was particularly opportune to discuss the relevance of this State Plan with the agencies in the context of HHI and possible project funding opportunities, partnerships and alliances.
- At each of the meetings the agencies and groups were updated or informed about the HHI and their feedback was sought on the relevance of the initiative to their strategic objectives, programs and planned works. Particular ideas were sought from significant local landowner agencies (e.g. RAAF, UWS, Health, NPWS) as to ways Council might be able to work with them in the future through a regionally significant investible project. Feedback was then sought from the representatives about the unique approach which this initiative has adopted. The responses were extremely positive and the attendees were keen to continue to have input into what is a ground-breaking and somewhat unique process for regional economic revitalisation.
- *Three Towns Workshops* – In 2014 initial workshops were held in each of the three towns and representatives from business, health, education and lifestyle were invited to participate. In February 2015 a combined towns workshop was held to generate big ideas and about 30 people attended. Consultation with the town teams has also included regular newsletters.
- *Youth Summit* – A Youth Summit was held in March 2015 and around 60 students participated and generated a range of Big Ideas for the future of the Hawkesbury. Students were also asked to create a Super Hero to help the Hawkesbury achieve this big idea and photos of the Super Heroes can be viewed on the Your Hawkesbury Your Say site. Students were invited to vote for their favourite super hero and the top three votes will win a prize. Photos of the Super Heroes were also displayed at the 2015 Hawkesbury Show and people were asked to vote.

### Further Consultation

#### *Hawkesbury Show 2015 - 24 – 26 April 2015*

At the Show there was an opportunity for the wider community, including children, to record their Big Ideas on maps of the Hawkesbury. As with the previous consultation, all the Big Ideas will be collated and reviewed and common themes identified.

#### *Hawkesbury Horizon's Initiative Your Hawkesbury - Your Say Online Opportunities*

If this project continues, the online community engagement page "Hawkesbury Horizon Initiative" on Your Hawkesbury - Your Say will be set up to allow the wider community to not only see project updates but submit comments and be involved in ongoing consultation about the initiative.

#### *Ongoing State Agency and Support Services Consultation*

Ongoing consultation is required with key stakeholders as the initiative continues. For example, meetings have been held with St John of God Hospital at Richmond and representatives from the Chamber of Commerce. Discussions also need to be held with the Rural Fire Service and Emergency Services and a broader range of other service providers and businesses.



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### HHI Process

The HHI process is outlined in Attachment 3 attached. The broad phases of the project are:

Hawkesbury Horizon Initiative	Comment
<b>Phase 1</b> – Response to the Community Strategic Plan (CSP)	This project seeks to respond to the CSP's themes, directions and actions by creating thriving town centres by aiming for RSIPs.
<b>Phase 2</b> - Gathering Big Ideas	During 2014 and 2015 Big Ideas workshop, surveys and youth summit completed and 200 big ideas collected.
<b>Phase 3</b> – Preparing Business Plans (including Scoping Studies and aligning with other Council plans and projects including Revitalisation Action Plans, Beautification Planning, Economic Strategy and Tourism Strategy	Proposed for July – December 2015. Progress reports to Council after business plan preparation step (see below).
<b>Phase 4</b> - Undertaking pre-feasibility, public consultation and project selection	Date to be determined in 2016 based on Phase 3 outcomes.

Developing a RSIP is a process, not just a single thought or idea. It involves building ideas incrementally to elaborate: refine: test: adjust: abandon: transform. The steps are outlined below:

- *Step 1 - BIG IDEAS* - starts with an understanding of the 'place' and then builds on the 'values' of the area. Then initial 'ideas' were categorised into the themes of Business, Education, Health and Lifestyle. Council's collaboration with the local community occurred via workshops and discussion.
- *Step 2 – BEST\* IDEAS* - The BEST big ideas were 'tested' against criteria for investment. The ideas might become connected to other good ideas and transform into a stronger network of ideas about process and *concepts* into a network of BIG IDEAS. If the BIG IDEAS are suitable and have support from Council (still at a preliminary concept phase only) then they can be further refined into a BUSINESS CASE. At this stage Council is working together with agencies, business groups and town teams to undertake preliminary testing of BIG IDEAS.

The \*B.E.S.T. ideas are:

- Bankable – ideas that attract large scale investment and have a significant economic return
- Emotive – ideas that people are passionate about and reflect the identity of the area
- Strategic – ideas that simultaneously meet local needs and deliver strategic outcomes
- Team Based – ideas that involve collaboration, partnerships and integration between communities, business and government”
- These B.E.S.T ideas should identify paths that can lead to economic growth and local employment, while staying true to who we are. We want the community to maintain its unique historical and semi-rural features without being left behind.

Comment: Steps 1 and 2 have been completed.

- *Step 3 - Business Case* - This is a technical phase that critically examines the BIG IDEAS and considers a *range* of factors including potential costs and benefits, risks and opportunities, possible funding options and scenarios for a return on investment. Council organises the business case investigations and keeps the community informed about progress.

Comment: After this step, a further report to Council would be provided about preliminary RSIPs and broader community consultation through exhibition of concept documents and plans would occur.

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- *Step 4 - Project Delivery* - This is the 'publicly visible action' step where the BIG IDEA has become a PROJECT. If support for the project occurs then there would be steps involving funding the project, calling for tenders and 'construction' of the project/s. Council formally exhibits the draft project and seeks broader public comment.

Comment: This would involve public exhibition of a draft project such as architectural plans for a new building or a masterplan design for a new enterprise zone or precinct.

- *Step 5 - The Catalyst* - This step is where real change occurs and the project has begun to take shape, things are changing and there are positive signs of sustainable growth emerging from the project. Council and the community have become partners in regional investment.
- *Step 6 - SYSTEMS* - The process of change has been documented as a role model for other catalyst projects to emerge and support the main project.

### Emerging Outcomes from HHI

The preliminary ideas gathering that occurred in Phase 2 has been discussed above. The outcomes of that phase are discussed below.

#### *Regionally Significant Economic Opportunity Zones*

As a first step in testing the aspirations of regional significance from the Big Ideas workshop three Economic Opportunity Zones (EOZs) have been identified across the Hawkesbury area, the Western, Central and Eastern zones. The three zones are shown in Attachment 4.

The development of the EOZs has taken into account the information and discussion arising from the Big Ideas workshop and agency discussions. It provides a useful mapping of ideas onto which all of the other Big Ideas gathered from the additional consultation are being added.

The EOZs provide local focus but also support strengthening interzone connections. The EOZs have overlapping edges rather than discreet boundary lines in order to reflect the varying relationships and partnership opportunities for local economic development and employment growth.

1. *West Economic Opportunity Zone* – located primarily west of the river with North Richmond as its service centre. This zones' opportunities include:
  - Gateway to the West Urban Growth Area
  - Peri-urban Enterprise Precincts
  - Advanced Manufacturing activities
  - Landscape Interpretation Opportunities
  - Western Service and Emergency Opportunities
  - Community Services Opportunities.
2. *Central Economic Opportunity Zone* – located primarily the area east of the river with Richmond as its service centre. This zones' opportunities include:
  - Major Retail, Employment and Services Centre
  - Aviation activities
  - Sport and Recreation Opportunities
  - Research and Learning Opportunities
  - Heritage Interpretation Opportunities
  - Food and Heritage Precincts.

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3. *East Economic Opportunity Zone* – located primarily the north eastern corridor of Hawkesbury city with Windsor as its service centre. This zones' opportunities include:
  - Major Retail, Employment and Service Centre
  - Gateway to the North West
  - Government Administration Centre
  - River Edge Lifestyle Opportunities
  - Health Services Opportunities
  - Heritage Interpretation Opportunities.
  - Food and Heritage Precincts

### *HHI Aspirations*

All of the consultation described above generated almost 200 Big Ideas. From this list of big ideas it has been possible to identify each group's common themes and then group them into three common aspirations as summarised in Attachment 5.

1. Communities with Capacity
2. Destination Hawkesbury
3. Precincts of Enterprise

These aspirations may apply equally to any of the EOZs and are aligned with primary economic outcomes. However, it is critical to consider the social outcomes to ensure that a community is able to be resilient and withstand future challenges.

The aspirations that emerged demonstrated clearly that social enterprise needs to be created alongside economic imperatives. This is a distinct challenge within the region that Council is already acutely aware of and has already taken some steps to address. The HHI would emphasise this as one of the primary required outcomes.

Hence, derived from these aspirations are three goals that could be used to drive the exploration process for the potential RSIPs:

1. To form local hubs for wellbeing, community gatherings, emergency services and technology.
2. To become a regional destination for heritage, arts, agriculture and outdoor recreation.
3. To create centres of excellence for sport and recreation, advanced manufacturing, and learning.

### **Phase 3**

Phase 3 would involve preparing business plans (including scoping studies and aligning with other Council plans and deriving input into the HHI from projects including Revitalisation Action Plans, Beautification Planning, Economic Strategy and Tourism Strategy.

1. *Revitalisation Action Plan (RAP)* - The information from the Big Ideas and ongoing consultation will help with the preparation of the Hawkesbury Region revitalisation action plan. Consultation with the Council Managers has recently begun and the projects that they will be doing under the 2015/2016 Operational Plan will be included in the RAP.
2. *Economic Strategy* - An Economic Development Strategy will be prepared in 2015. The Economic Development Strategy brief has gone out for quotations and responses are currently being reviewed. The Economic Development Strategy will provide information for this revitalisation project and the two strategic approaches will therefore complement one another, particularly with the data from the Economic Development Strategy informing this initiative.

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3. *Beautification Plan* - The consultation with the community and key stakeholders has identified heritage and streetscape issues as being of significant importance for the towns. However, the beautification of the streetscapes of Windsor, Richmond and North Richmond alone will not achieve the economic revitalisation that is required to drive sustained investment. The next step in this plan is to identify and align the timing of projects in Council's operational planning for 2015/2016 that may be able to contribute to streetscape improvements in a targeted and strategic way and hence align Council's resources to focus on the key towns as priority works. The beautification plan would also explore potential funding grants and likely criteria that match the HHI objectives.
4. *Tourism Strategy* – A draft Hawkesbury Tourism Strategy has been developed and was considered at Council's Ordinary Meeting of 14 April 2015. Further consideration has been deferred pending a Councillor Workshop on the draft Strategy.

### *HHI Working Group*

It is proposed that a working group be formed to assist with the preparation of the business case and scoping studies and this group would be supported by Council officers. The working group would be responsible for developing the big ideas, EOZs and common aspirations into a business case. This would include reviewing the 200 Big Ideas, meeting with relevant agency groups aligned to the ideas and aspirations, exploring investment options, reviewing agency strategic documentation and potential funding opportunities. This working group would contribute to a preliminary short list of concepts for RSIPs to align with the strategic directions of Council, community and State agencies.

Now that the preliminary workshops to develop big ideas have been completed, it is proposed that a working group be formed and be comprised of about 16 people. The working group would work alongside Council officers and regular progress reports would be provided to Council and the community. It is suggested that the group be formed from the following:

- Mayor and three Councillors
- Town Teams (suggested: four people)
- Business Organisation Groups (suggested: four people)
- Agencies for Business, Health, Education and Lifestyle (suggested: four people).

The working group would be preparing a list of potential RSIPs that would be reported back to Council for consideration before a formal period of public consultation in Phase 4.

### **Phase 4**

At Phase 4 there would be a selection of RSIPs that would be under consideration derived from the work completed to date and founded on the CSP, the big ideas and the business planning. Prefeasibility documents to respond to funding opportunities would be prepared. Draft tender documentation would also then be arranged to be available to immediately respond to funding or other opportunities as they arise.

Also at Phase 4, a catalyst project would then be at the commencement stage.

### **Conformance to the Hawkesbury Community Strategic Plan**

The Hawkesbury Horizon Initiative is consistent with a large number of the Community Strategic Plan, Directions and Strategies:

Looking After People and Place Direction statements:

- Be a place where we value, protect and enhance the historical, social, cultural and environmental character of Hawkesbury's towns, villages and rural landscapes.
- Have friendly neighbourhoods, connected communities and supported households and families.

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and is also consistent with the nominated strategy in this Theme being:

- Revitalise and enhance town centres and villages.

Supporting Business and Local Jobs Direction statements:

- Plan for a range of industries that build on the strengths of the Hawkesbury to stimulate investment.
- Offer an increased choice and number of local jobs and training opportunities to meet the needs of the Hawkesbury residents and to reduce their travel times.
- Help create thriving town centres, each with its own character that attracts residents, visitors and businesses.

and is also consistent with the nominated strategies in this Theme being:

- Differentiate, brand and promote the Hawkesbury as a tourism destination.
- Increase the focus on high end jobs and innovation to build on our strengths and achieve a diverse industry base.

Shaping Our Future Together Direction statements:

- A balanced set of decisions that integrate jobs, housing, infrastructure, heritage and environment that incorporates sustainability principles.
- Have constructive and productive partnerships with residents, community groups and institutions.

and is also consistent with the nominated strategy in this Theme being:

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

The Community Strategic Plan is Council's key planning document. The ongoing revitalisation would reflect the Themes, Directions and Strategies within the CSP. The documentation prepared would be a significant planning tool which would guide the future of the Hawkesbury.

### Financial Implications

There is funding already set aside for Hawkesbury Horizon workshops in the adopted 2014/2015 Operational Plan however any big ideas for catalyst projects would need to be considered in future budget years and be subject to investment and grant funding sources.

### Conclusion

Council is approaching this project in an innovative way – it is engaging with the community first to find the Big Ideas, whilst at the same time Council has been meeting with State and Federal government agencies to source funding options which will bring the BEST Ideas to life and transform the Hawkesbury in a way that has been envisioned by the people of the Hawkesbury.

From the HHI process, common aspirations have emerged that reflect the community wanting to maintain its unique historical and semi-rural features without being left behind as Sydney progresses its plan for the future. This cannot happen by chance alone, it is clear that Council needs to actively identify paths that can lead to economic growth and local employment, while staying true to the espoused values of the people of the Hawkesbury as expressed in the Community Strategic Plan.

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A further briefing and report to Council would be provided after the completion of the scoping studies. It should be noted that this project is about the economic revitalisation of the entire Hawkesbury Local Government Area whereas another current project, called "Fit for the Future", is examining the long term financial sustainability of the Council as a business/organisation.

### **RECOMMENDATION:**

That:

1. The information on the progress of the Hawkesbury Horizon Initiative be received.
2. The proposed next phases for the Hawkesbury Horizon Initiative as outlined in this report be supported.
3. A further report be submitted to Council concerning the formation of a Hawkesbury Horizon Initiative Working Group as suggested in the report.
4. A further progress report be presented to Council after the completion of scoping studies for the Hawkesbury Horizon Initiative.

### **ATTACHMENTS:**

- AT - 1** Consultation to date
- AT - 2** Big Ideas
- AT - 3** Hawkesbury Horizon Initiative Process
- AT - 4** Economic Opportunity Zones
- AT - 5** Hawkesbury Horizon Initiative – Three Common Aspirations

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### AT - 1 Consultation to date

#### **Councillor Workshop February 2014**

An initial workshop with Councillors was held in 2014 at Richmond to discuss the overall project purpose and agree on an approach for consultation, project objectives and desired outcomes. What started as a review of a draft master plan for Windsor emerged into an approach for the economic revitalisation of the three towns and the broader Hawkesbury area.

#### **3 Town Workshops - February, March and June 2014**

##### *Richmond*

Consultation across the three towns is an evolving process. It began in Richmond with a semi-targeted approach. Active and influential members of the business, health, education and lifestyle sectors were deliberately targeted and invited. As others in the community heard about the workshop they volunteered to come along. Nobody was turned away and if people expressed interest they were encouraged to attend.

Initial invitations were issued to representatives from the Mainstreet Inc which is the primary vehicle for the business groups. They had four representatives attend the workshop.

Invitations were also issued to Kurrajong Kitchens, Hanna Pac, Riverlands Polo, Richmond Club, Core Impressions (Sand Sculpting Event), three Business people of the year, Hawkesbury Farm Stay and Tours, YMCA, Richmond Golf Club, Hawkesbury Equine Veterinary Centres, Liquor Accord, Police, RAAF, a local planning professional, UWS, Richmond Records, Bubba Moe Baby Slings, Hawkesbury Race Club, well known hairdresser and the Chamber president.

Attendees included Richmond Mainstreet Inc (four), Bendigo Bank, Sebel, art shop, number of other small business owners/ landowners, Richmond Regent, Hawkesbury Alliance, Hawkesbury Harvest, Sports Council, Market Place, TAFE, School of Arts, Showground.

More than 30 people were specifically invited from across the community and 23 people attended the workshop including some who were targeted and others who self-nominated.

##### *Windsor*

Windsor has traditionally been recognised as the business centre of the Hawkesbury. In the past people would regularly come into town from their farms to purchase their provisions. The traditional identity of Windsor was the driver for the consultation with an attempt made to invite as many of the business community and landowners as possible. As there was not an immediate level of response from those initially invited in the business community almost all businesses were issued with an invitation to attend the workshop.

Several walking field trips were made along George and Macquarie Streets to invite as many business owners as were interested in attending. During these field visits more than 40 businesses were invited to attend the workshop.

In addition, more than 20 invitations were left with businesses who were closed during office hours (e.g. wine bar and restaurants).

Absentee land owners were specifically targeted. Land ownership along the entire length of the mainstreets were reviewed and well known (e.g. Coles) or significant (large sites) property owners were contacted. In many cases it was difficult to get access to speak with landowners and property managers. Many calls were made, messages left and emails sent. Over 20 were contacted. Ultimately one real estate agent attended on behalf of an owner.

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In addition to almost all of the businesses in the Windsor main streets, invitations were issued to representatives from the education, health and lifestyle groups. The Country Women's Association, Heritage Tours, Tizzana Winery, Windsor Golf Club, Australian Pioneer Village, Rachel Goldsworthy Real Estate and almost all the other real estate agents, UWS, Wendy's Home Service, Hawkesbury Hospital, prison board, Centre link, Local Aboriginal Land Council and all local hotels.

Attendees at the workshop included Peppercorn Inc, local business owners, members of the Windsor Business Group, health representatives, large business owners, real estate agents for absentee landowner, Windsor Markets, CAWB and a local tourism group.

More than 100 people were invited and a total of 20 people attended.

### *North Richmond*

Several field visits were made to the shopping centre and surrounding businesses. Almost all of the shop keepers in the North Richmond precinct were invited with more than 40 invitations issued and at least 10 invitations were left at businesses that were closed.

Any businesses who expressed any interest in attending the workshop were followed up with phone calls and emails.

Other businesses who were visited, emailed or contacted by phone were Panthers, long standing business Tyre Service, North Richmond Joint Venture (NRJV), Fairfax Media, Bennett Property, Coles, Aldi, Bendigo Bank, Hanna Pac, Meals on Wheels, Kurrajong Kitchens.

Attendees at the workshop were primarily from North Richmond Kurrajong Rotary which reflected the business community focus for the area but other attendees were from the community centre, North Richmond and Districts Community Action Association (NRDCAA), supermarkets Coles, Aldi and the Sebel.

More than 60 people were invited and a total of 14 people attended.

### **Briefing 1 - Agency and Business Groups – 19-23 January 2015**

Discussions were held with groups including:

- The local business community – Chamber of Commerce, Windsor Business Group, Richmond Mainstreet Inc, North Richmond Kurrajong Rotary
- Local educational institutions – University of Western Sydney and TAFE NSW Western Sydney Institute
- Health providers - Nepean Blue Mountain Local Health District , Hawkesbury District Health Service Hawkesbury Private Hospital, Primary Health Care Support, Medicare Local
- RAAF Richmond
- NSW Department of Premier and Cabinet
- Regional Development Australia (Sydney)
- Trade and Investment.

### **Briefing 2 - Agency and Business Groups - Tuesday 24 February 2015**

Discussions were held with groups including:

- NSW Department of Premier and Cabinet
- NSW Department of Planning and Environment
- The Hills, Hawkesbury and Riverlands Tourism Association (HHART)
- Regional Development Australia (Sydney)
- Department of Education and Communities
- TAFE Western Sydney Institute
- NSW Department of Education and Communities



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- NSW Department of Education and Communities – Aboriginal Affairs
- National Parks and Wildlife Service (NPWS)
- Roads and Maritime Services (RMS)
- Office of Sport
- Western Sydney Regional Organisation of Councils (WSROC)
- Family and Community Services (FACS)
- NSW Police Force Windsor.

### **Part 1 Big Ideas Workshop — Sunday 22 February 2015 (daytime) and Part 2 Big Ideas Workshop – Wednesday 25 February 2015 (evening)**

Involvement in the Big Ideas workshop over the two sessions required participation in the following activities:

#### *Identifying Big Ideas*

1. The individual identification of Big Ideas. The brief for the Big Idea was “Your Big Idea should help Hawkesbury develop a resilient network of diverse places that support new forms of well-paid local employment in a family friendly environment”.
2. The layering and connecting of these big ideas by town groups into potentially regionally significant project/s.
3. The presentation of each town group idea to the full group. Individuals were also given an opportunity to make written proposals of other ideas that they had during or after the process.

As part of activity one, each attendee developed a Big Idea. More than 30 Big Ideas were created. Each participant was required to complete a Big Ideas template, stick it on the wall and present their idea to the group. Photographs of the Big Ideas wall are included in the online HHI project page on Your Hawkesbury - Your Say.

Participants were also asked to consider whether their B.I.G. Idea was a B.E.S.T. idea. These B.E.S.T. ideas should identify paths that can lead to economic growth and local employment, while staying true to the character of the Hawkesbury. B.E.S.T. ideas are:

- Bankable – ideas that attract large scale investment and have a significant economic return
- Emotive – ideas that people are passionate about and reflect the identity of the area
- Strategic – ideas that simultaneously meet local needs and deliver strategic outcomes
- Team Based – ideas that involve collaboration, partnerships and integration between communities, business and government

#### *Town Team Ideas*

In the second activity workshop attendees were assigned to one of three groups, either Team Windsor, Team Richmond or Team North Richmond. Allocation to a particular team town was generally based on their interest and involvement in that particular town. However, health, education and lifestyle representatives were assigned across the three towns so that there was someone representing each of these issues in each of the town groups. Attendees were permitted to swap groups if appropriate.

Town teams then worked together to develop a Big Idea for their town. Each group spent time developing their idea on the Sunday afternoon, worked informally amongst themselves over Monday and Tuesday and presented the Big Idea to the other teams on Wednesday evening.

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### *Team North Richmond*

Team North Richmond proposed:

- a resilient network of diverse places
- a new business/community/cultural health and wellbeing hub
- an expansion of the North Richmond community centre
- a new smart hub (police, ambulance, emergency services).

### *Team Richmond*

Team Richmond embraced 'wellbeing' as their key sustainable project and sought to expand on existing opportunities in the Hawkesbury. The team raised the concept of a transition towns approach to community engagement as a possible opportunity. They also recognised that a catalyst was needed to drive the projects and that there was a branding opportunity for the Hawkesbury.

### *Team Windsor*

Team Windsor proposed a concept to become a "Healthy Lifestyle Region" by creating common themes and purposes that supported a 'strength in numbers' approach. The Team also recognised the importance of precincts that were built around business, education, health and lifestyle.

After the three presentations the teams further elaborated and refined their proposals and came up with their B.E.S.T. Ideas which they discussed with the other groups. A total of 98 Big and Best Ideas were generated from the workshop. This process has helped the three town workshop representatives think more broadly about their region and develop their support for proposed ideas.

After the workshop it was important to collate and review all of the ideas and identify common goals that could form the basis of a RSIP. Eight broad aspirations were identified:

1. Create a local hub
2. Embrace community wellbeing
3. Brand the Hawkesbury
4. Create Hawkesbury precincts
5. Be a destination for tourists – heritage/arts/river/history
6. Remember our agricultural origins
7. Grow our equine industry
8. Beautify the region

### **Youth Forum - 31 March 2015**

The Youth Summit involved 65 students from the local high schools and was organised by Council and held at the Deerubbin Centre in Windsor. The students were asked to take part in two activities as part of the Hawkesbury Horizon Initiative. In the first activity they were invited to respond to two questions by writing on "post it notes" and sticking their answers on posters:

1. What do you love about living in the Hawkesbury?
2. What is your Big Idea for the Hawkesbury?

The students loved the Hawkesbury's friendly and tight community, its sense of belonging, the open space, heritage, bush and natural environment and the activities available in the area. These responses were similar to those expressed by the community in the town workshops last year.

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The students were then asked what their Big Idea would be for the Hawkesbury. More than 80 Big Ideas were identified. From their Big Ideas eight broad aspirations were identified:

1. Create a shopping precinct
2. Transport improvement
3. Create a creative hub
4. Create a youth precinct
5. Be a destination for tourists – heritage/arts/river/history
6. Build a theme park
7. Improve hospital services
8. Remember our agricultural roots

In the second activity the students were encouraged to think about their power as youth to change the Hawkesbury in the future. They were asked to create their Hawkesbury Superhero who would have the power to implement their Big Idea.

More than 40 superheros were created out of craft materials. All of the superheros were photographed and put on the Hawkesbury Horizon Initiative's Your Hawkesbury - Your Say engagement page where anyone can vote for their favourite superhero. Prizes will be awarded for the three most popular superheros.

### **Councillor Briefing, Councillor Online Workshop and Big Ideas – March and April 2015**

A Councillor Briefing was held on 3 March 2015 to update Councillors about the consultation with the agencies, outcomes from the Big Ideas workshop and progress on the HHI.

A Councillor online workshop was created to mirror the approach used for the Big Ideas workshop. Councillors were invited to submit a Big Idea and their Best Idea via a consultation only open to Councillors on Your Hawkesbury - Your Say. From the submissions received, Councillor's Big Ideas covered similar themes as other consultation such as:

- Grow our equine industry
- Be a destination for tourists – heritage/arts/river/history
- Remember our agricultural origins
- Develop a zoo
- Create an artist's hub.

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## AT - 2 Big Ideas

	The Big Idea	Category – Business (B), Health (H), Education (E), Lifestyle (L)
1	New business/community/cultural/health and wellbeing hub	BHL
2	Expand the NR community centre	L
3	Create a new smart work hub	BE
4	Community wellbeing	L
5	Transition town	
6	Branding the Hawkesbury	
7	Healthy lifestyle region	L
8	Hawkesbury Precincts for business, health, education and lifestyle	
9	Increase knowledge of health services and providers	H
10	Publicised health services for the aged. Toilets, disability services i.e. ramps	H
11	Further develop tourism sector	L
12	Promote tourism	L
13	Food basin for Sydney	BL
14	Recognise the unique spaces of the Hawkesbury	L
15	Large infrastructure to support the horse industry	BL
16	Multipurpose cultural and business facility at NR for increased population	BEL
17	Providing the technical and business expertise and workforce to grow and process safe and high quality food in region	BE
18	Destination Hawkesbury recognize and exploit different strengths of area. Bilpin fruit, Kurrajong cafes and restaurants, Richmond polo and semi rural, historical, Windsor markets and produce.	BL
19	Innerconnectivity of transport through the area focus for tourism	BL
20	NSW wide multifaceted advertising campaign encompassing housing/new estates/lifestyle/tourism/business industry/town centres/education	BEL
21	Business park based on new technologies including food and tourism.	B
22	Rejuvenating the Food Bowl of the Hawkesbury	BE
23	Create more local employment opportunities in the area	BL
24	Create distinct precincts across the region	BHEL
25	Attract employment opportunities to Hawkesbury.	B
26	Retain farming	B
26	Business and health precinct around integrated living/lifestyles ie health research/science/business with shops and higher density housing.	B
28	Promote tourism	BL

**ORDINARY MEETING**

**Meeting Date:** 28 April 2015

	<b>The Big Idea</b>	<b>Category – Business (B), Health (H), Education (E), Lifestyle (L)</b>
29	Destination of choice for day, short trips tourists from Sydney. Including new hotel and local experiences	BL
30	Make the Hawkesbury people more aware of what is to offer	B
31	Create a destination for visitors	BL
32	Develop teaching and research aged care facilities. Hawkesbury 'forever young'	BHE
33	A multipurpose community hub servicing the Hawkesbury, focusing on north of the River a hub for community connections on many levels	BHEL
34	A well and wise village	EHL
35	Master plan LGA into specific areas/regions to meet and drive population growth whilst preserving the cultural identities within the LGA	BHEL
36	Make Richmond/Windsor/(North Richmond) the equine capital of Australia and build on lifestyle benefitting the region economically	B
37	Innovation and recreation precinct at Clarendon. Indoor event spaces, IT start up, micro business commercial, event space for use as community hub, conferences, skate park, indoor equestrian, emergency and disaster hub, accommodation units, commercial kitchen, mess hall, play park, music rehearsal and recording, bike path link to Hawkesbury Common, IT and cultural. Community programs, heritage and archeology	BEL
38	Brand to keep locals local and encourage external interest eg the sustainable city	BHL
39	Businesses to be more connected to community facilities. Awareness of what is on offer	B
40	Polo and show jumping events, horse shows within the local clubs. Local community events. Within the Hawkesbury and surrounding regions with a focus of equine events	BL
41	Agriculture – where to? Define the future	B
42	Entertainment – performing arts, arts, crafts, sport, history, tourism, dancing studios	L
43	History – coordinate what is here	
44	Tourism business/destination	
45	Encourage business growth	B
46	Make town centres more friendly	
47	Enhance the heritage through recreational activities	L
48	Enhance the river with recreational activities	L
49	Good Food Market	BHL
50	North Richmond Gateway/Community Hub for the Hawkesbury with resource centre, emergency centre	BHL
51	Transform the Hawkesbury community into a critically aware learning community with the central focus on the development of sustainable inclusive wellbeing.	EL

**ORDINARY MEETING**

**Meeting Date:** 28 April 2015

	<b>The Big Idea</b>	<b>Category – Business (B), Health (H), Education (E), Lifestyle (L)</b>
52	A region known for its historic town – heritage, farming, art. “The Hawkesbury the Best Place in Space”	L
53	More real world education in school related to healthy relationships but on a real level.	HEL
54	Art – Historically significant artists, art business, great art environment to paint, art education, art exhibitions, art therapy	BHEL
	<b>BEST IDEAS</b>	
55	Create a Hawkesbury brand through precincts and beautification across the towns	BHL
56	Undertake an assessment of each town	
57	Create small hubs of well serviced, well connected towns	BL
58	Visit each of the precincts and expect the Hawkesbury brand	BL
59	Small achievable projects/immediate changes/low hanging fruit	
60	Underground carparks	
61	Connect river to township for great river walks	HL
62	Tech hubs/education within existing vacant buildings	BH
63	Improving shop front/streetscapes	B
64	Creating bike paths, recreation facilities to connect towns	HL
65	Innovation, technology and recreation precinct strengthened by other precincts	BHEL
66	Town beautification program	B
67	Make sure projects are implemented as historically they haven't been	
68	Projects where there is joint leadership and involvement across the three towns	
69	Appointment of an events manager to coordinate entertainment and advertise area	
70	From NR integrated approach into border districts	BHEL
71	Strengthen different precincts	BHEL
72	NR is young with opportunity to grow geographically	BHEL
73	Concept of one stop shop for all Hawkesbury residents over the River	BHEL
74	North Richmond new and young so build a North Richmond hub to fit the emerging needs of future community	BHEL
75	Action low hanging fruit	
76	Develop a community brand	BL
77	Communicate with the community	
78	Strategically plan across all precincts	BHEL
79	Align all planning zones to current landuses	
80	Collaborate across the region	
81	Emergency service hub	BHL

**ORDINARY MEETING**

**Meeting Date:** 28 April 2015

	<b>The Big Idea</b>	<b>Category – Business (B), Health (H), Education (E), Lifestyle (L)</b>
82	Windsor as a gastronomic town	L
83	Richmond commercial and service	BL
84	North Richmond service	L
85	Pontoon in River that could be moved	L
86	More events in region for younger people/families	L
87	Hawkesbury brand	B
88	Encourage entrepreneurial spirit as Richmond gastronomic bowl	BL
89	Create Precinct plan for North Richmond including trees down main street, medical centre North Richmond and emergency service centre	BHEL
90	Reinvigorate centre using carpark	B
91	River as a project including its beautification and an action rowing shed	L
92	Equestrian as low hanging fruit	B
93	Make a hub	BHEL
94	Tourism connect the LGA, events, even a Council Face Book would help	BL
95	Sell the Hawkesbury to the Hawkesbury and co-op the services so each area not in competition with one another.	B
96	Involve the community in future plans through public meeting	
97	Windsor town a gateway Gastronomy town of the Hawkesbury	BHL
98	Change the name of the Council from Hawkesbury to Macquarie Towns Council or Macquarie Towns City Council	
99	Keep Windsor Bridge as a historic construction and build a bypass bridge	
100	Build a zoo	
101	A large shopping complex/ town centre	B
102	Tramline or monorail	
103	A local sports school	BE
104	Hawkesbury adventure world – a theme park	BL
105	We love our environment. We need to protect it. Hawkesbury should be Sydney's most friendly LGA	L
106	A massive arts campus where artistic students can do short courses and develop their art skills performing, musical, visual art and food technology.	BEL
107	Improve transportation – more buses, better faster train system, improved quality and overall efficiency, train line to Penrith	
108	Hawkesbury underground stadium	BL
109	Fix the round about in Windsor	
110	Hawkesbury indoor skiing stadium	BL
111	Expand the hospital including better doctors and nurses, make the facilities better and hiring more medical staff	H

# ORDINARY MEETING

Meeting Date: 28 April 2015

	The Big Idea	Category – Business (B), Health (H), Education (E), Lifestyle (L)
112	Getting rid of the new housing development in North Richmond. The housing will create massive amounts of traffic on that already busy part of Bells Line of Road. Disguising rivers are polluted and they need to be protected.	BL
113	An annual Hawkesbury festival this would attract tourists and raise awareness of the Hawkesbury area.	BL
114	Ice skating rink	BL
115	We need trains and supermarkets closer to housing areas, like Westfield. We need better public transport to connect everybody together more easily. Get people and kids off the street. Build a skate park for them to go to.	B  L
116	Restore/ refurbish Richmond Regent cinema. Focus on keeping heritage and more bushland unaffected. No more retirement villages or tight housing, stop with Redbank village. Keep Thompsons Square. Open groups for youth that focus on getting a job or using talents (barista courses and art classes, music tutoring). Focus of getting kids off the street. Provide services and more resources for those in housing commission (counseling and safe houses) Events where people can express and discuss opinions.	B L  EL  L
117	Larger pathways connecting communities with leisure activities along the way e.g. market stores on weekends and parks and skateparks	BL
118	A theme park like Disneyland. An international airport A movie cinema complex, bowling, shops and other needs Build youth places that are free to access	BL B B L
119	More after hours GP services to help with hospital demand	H
120	More awesome festivals in the Hawkesbury Fix the roads and bring more tourism More events like the colour run	BL B L
121	Tighter restrictions on illegal driving Smoother roads	
122	Fix the buses Get proper road More big businesses More recreational facilities New airport Deluxe driving opportunities More urban sprawl, take the pressure off Sydney	B L B
123	Fix the roads to help tourism	
124	Updated transport including new buses, multiple trainlines, similar to Central, faster more trains and more often	



# ORDINARY MEETING

Meeting Date: 28 April 2015

	The Big Idea	Category – Business (B), Health (H), Education (E), Lifestyle (L)
125	River recreation centre	EL
126	Double lane road from Richmond to North Richmond (across the Hawkesbury River bridge)	
127	Hawkesbury palace/castle (with moat)	
128	Lets produce products that are unique to our area (become famous from our products to increase tourism)	BL
129	Public transport system to include rural area Promote river resorts and activities Light rail system between Richmond and Bells Line of Road Promote white collar business	L  B
130	Offer more opportunities to kids Help Duke of Edinburgh find a good volunteer job	L
131	Increase situational crime prevention (more surveillance in high crime areas) to create a safer Hawkesbury	L
132	Midday buses for TAFE courses transport	E
133	A Big Idea to help the Hawkesbury would be to open a big fun park for the community. There would be more jobs to offer students to help then start thinking about their life.	BL
134	Have all schools, public facilities and Council Chambers to be run entirely by solar panels.	L
135	Free public transport for students More large shopping centres Run Farmers Markets More public transport on the River River recreations areas/business	B B L BL
136	Connect the Richmond train line back up to Kurrajong via North Richmond	
137	Improving infrastructure to be able to easily cope till 20-23 years into the future while helping heritage and houses. Making good transport by rail will remove strain on roads and passenger services will dramatically decrease strain and free up roads for people who desperately need them. Building an autobarn style highway through the district will allow it to cope. To reduce congestion in the towns e.g. Windsor a bypass will free it up.	
138	To make the Hawkesbury River a cleaner waterway. Build little places for kids to meet up and socialise with one another (a safe area but fun)	L  L
139	We should build other plaza in Windsor area so people do not have to drive a long way to go shopping eg Penrith Plaza is 35 minutes away for some	B
140	Fix the roads. Compared with Baulkham hills the roads are shocking	
141	Updated transport	

# ORDINARY MEETING

Meeting Date: 28 April 2015

	The Big Idea	Category – Business (B), Health (H), Education (E), Lifestyle (L)
142	Giant Hawkesbury sign (like Hollywood)	BL
143	Hawkesbury Plaza	BL
144	More train lines through Pitt Town and Catti	
145	Hot mix all the road North Richmond McDonalds Bypass the area	BL
146	Hawkesbury theme park	BL
147	Updates transport. Trains more often, more train lines. More buses. Should be like Sydney, train every 5 minutes	
148	Thursday night markets in Richmond. Another bridge to the North Richmond area More efficient public transport services More job opportunities	BL  B
149	Leave existing bridge	
150	Build another bridge across the Hawkesbury River that will fix traffic and bring in tourist We need more transport like buses to be available to people to bring them in and help people get around Maybe build train lines over the bridge into North Richmond	
151	Build a new bridge from Pitttown or from Wilberforce Road	
152	Have a colour run at the Hawkesbury Showground	L
153	Taco Bell	BL
154	More attractions e.g. water parks, historical walks, movies under the stars	BL
155	Build a major playground or fitness park for the area	HL
156	Extend the train line e.g. Kurrajong	
157	Public transport – more services and more widespread	
158	Does the Hawkesbury really need to be built up and destroyed? More agricultural jobs Improved transport Something for the younger teenagers	L  BL  L
159	To have an acknowledgement system for businesses that choose eco-friendly options e.g. green star rating	L
160	More support for disability to help kids get jobs in the area	BHL
161	Environmental centre where the uni students can work on environmental issues in the Hawkesbury doing fieldwork and research	E
162	Encouraging a graffiti wall designated to legal art to stop other graffiti	L
163	More public transport to and from isolated areas	

# ORDINARY MEETING

Meeting Date: 28 April 2015

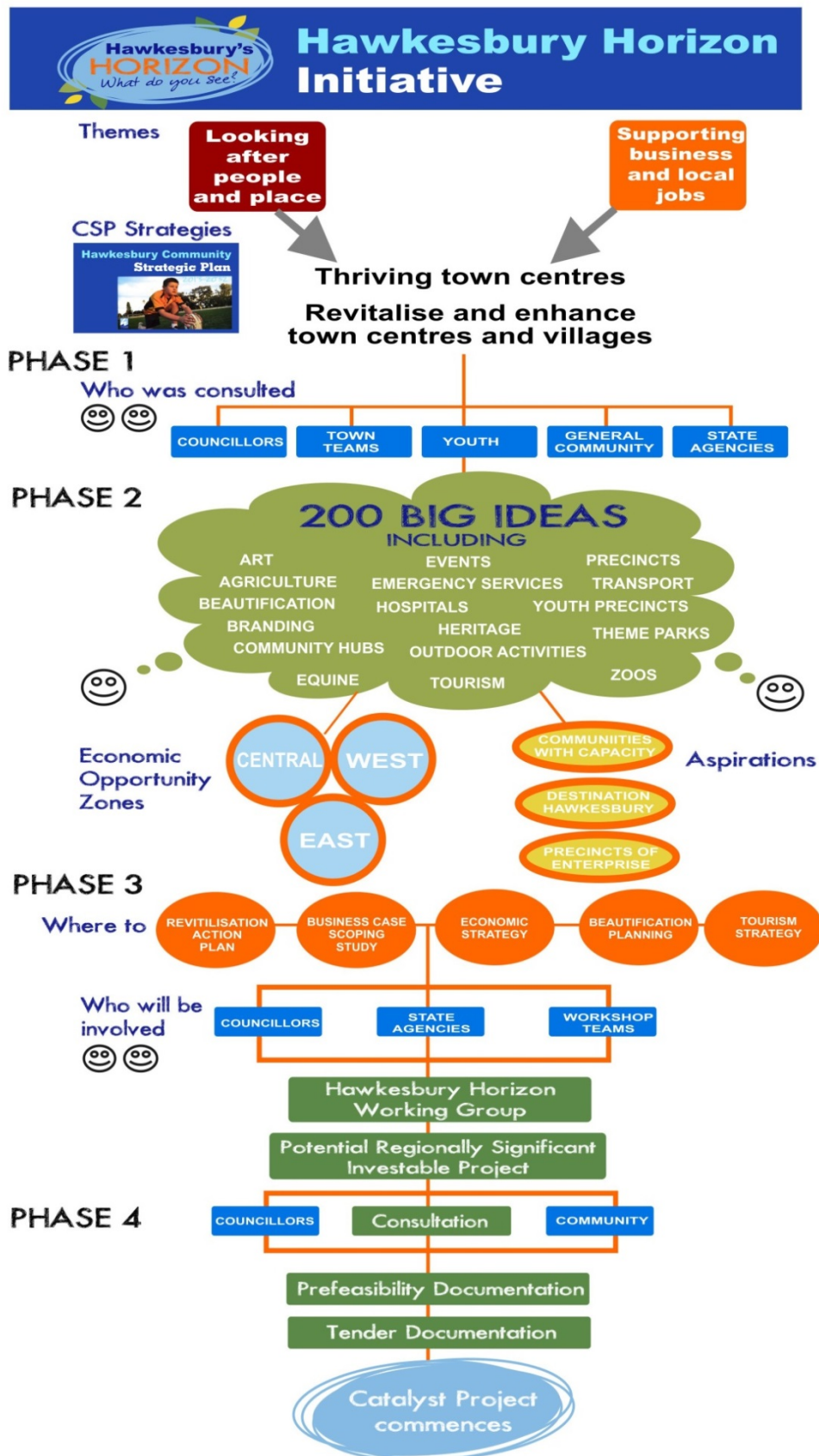
	The Big Idea	Category – Business (B), Health (H), Education (E), Lifestyle (L)
164	Transport connecting rural areas to the rest of western Sydney No major developments (e.g. hotels and housing stuff) Stay how we are with the historical places and preserve the river systems Keep agriculture (become Australia's food bowl)	
165	To have the biggest rescue teams for animals that need help Airport	BHL B
166	Hawkesbury beach	L
167	Hawkesbury NASA	B
168	Slide from Kurrajong to Richmond	L
169	Refurbished movie theatre with arcade	BL
170	Fix the traffic from Richmond to North Richmond Build a hospital in North Richmond for local area with lack of facilities Build a large sporting and gym and health centre in North Richmond to reduce obesity rates in the Hawkesbury Build more paths for exercise Have more school bus runs so the kids don't have to stand up	HL  L
171	Hawkesbury to produce goods. Make/ grow/build to give us jobs (and make us famous and make us money)	BL
172	The hospital system needs a bit of work. School social events Easier transport to and from the library and surrounding area Find a way to stop the graffiti	H
173	Develop projects across Councils, TAFE and primary schools. Good community capacity building.	BHEL
174	Equine industry, urban horticulture and precision agriculture are areas the University is interested in investigating in the future.	BHEL
175	Police Leadership Centre is currently based in the Hawkesbury and possible expansion into Emergency Facility.	BE
176	Seeking possible future locations for aged care facilities	BHL
177	Moving online. The future is there. Are there opportunities to explore?	B
178	Links of UWS and commercial facility	B
179	Health, aged care, childcare, animal welfare, and technology are jobs of the future. Ideas should focus on these professions.	BHEL
180	International students and potential for future jobs	BE
181	Interested in pursuing wellbeing with local government and education	BHE
182	Future in E Health. Investing in technology is very important. The change from institutional management to self-management	BHEL
183	Health of the peri-urban areas in the future because significant population will be living here.	H

# ORDINARY MEETING

Meeting Date: 28 April 2015

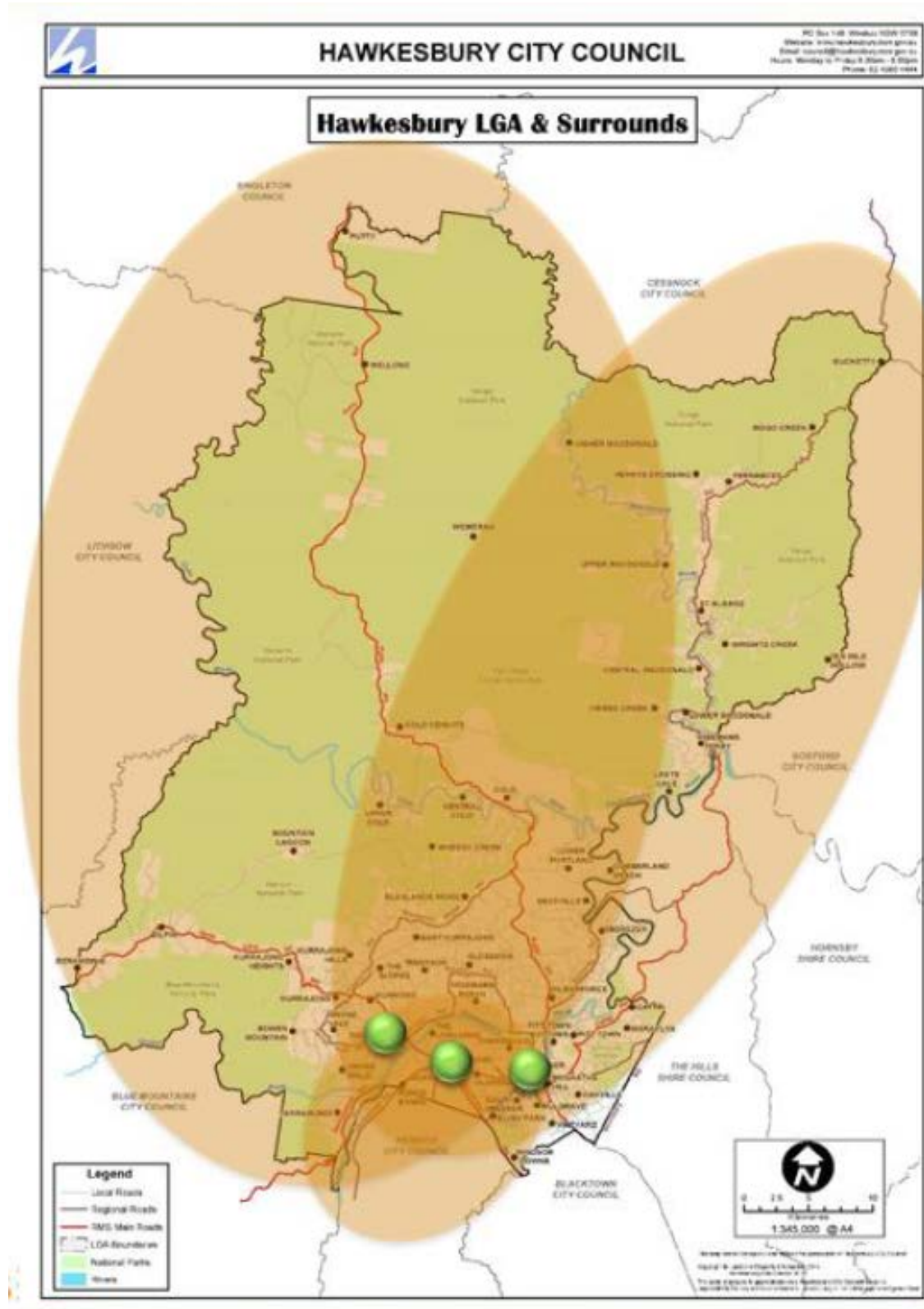
	The Big Idea	Category – Business (B), Health (H), Education (E), Lifestyle (L)
184	Future in Lithgow for seed funding. How can Hawkesbury access this and work with Lithgow.	BH
185	Nursing graduates are returning to the area. Can we link in and work with that market?	BHL
186	Recognition of the need to create something that will attract people to this area.	L
187	Future plans proposed for expansion of the facility. Potential to develop linkages with schools, parishes, University, Notre Dame	BHE
188	Develop quality housing opportunities for the members who would like to live close to the base	B
189	Employment opportunities for wives/partners of defence personnel is an important consideration when moving to the area. Need to provide availability and diversity of jobs.	B
190	Provision of visitor outdoor activities	BHL
191	Increase food production	BL
192	Increase polo	BL
193	Further develop the equine industry	BL
194	Airshow for Richmond Centenary	BL
195	Continue to grow/promote classic car events	BL
196	Artistic hub	BL
197	Expansion of the Council waste facility to offer a regional service	B
198	Improve visual connections to the river e.g. galleries, restaurants	BL
199	Expansion of the companion animal shelter to create an animal precinct offering a range of services	BHEL
200	Marina and associated services	BHL
201	Develop Macquarie Park to create a regional recreation facility	BHL

AT - 3 Hawkesbury Horizon Initiative Process



**AT - 4 Economic Opportunity Zones**

Three Towns (North Richmond, Richmond and Windsor) shown below as service centres for West, Central and East economic opportunity zones (EOZs)



# THREE RSP Economic Opportunity Zones

## WEST EOZ

This zone is primarily west of the Hawkesbury River with North Richmond as its service centre

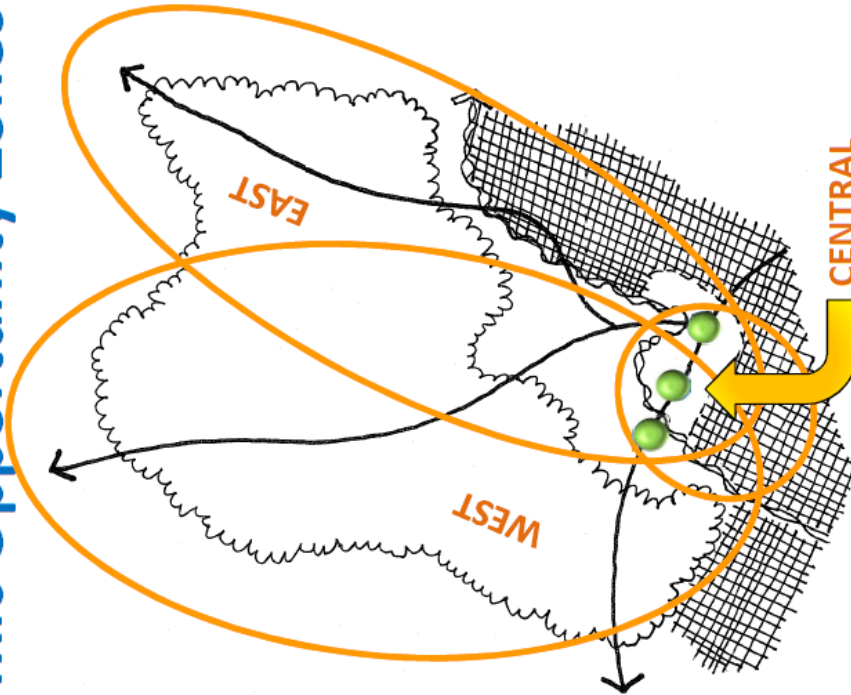
## CENTRAL EOZ

This zone is primarily the area east of the Hawkesbury River to Windsor with Richmond as its Service Centre

## EAST EOZ

This zone is primarily the north eastern corridor of Hawkesbury City with Windsor as its Service Centre

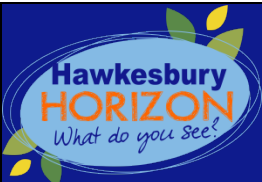
*"RSP Economic Opportunity Zones provide local focus but also support strengthening inter zone connections. For this reason RSP EOZs have overlapping edges rather than discreet boundary lines in order to reflect the varying relationships and partnership opportunities for local economic development and employment growth."*



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**AT - 5 Hawkesbury Horizon Initiative – Three Common Aspirations**

 <b>Hawkesbury Horizon Initiative</b>			
<b>Aspiration</b>	<b>Communities with Capacity</b>	<b>Destination Hawkesbury</b>	<b>Precincts of Enterprise</b>
<b>Outcome</b>	Local communities that respond to community needs as part of Sydney's metropolitan area	Local places that reflect Hawkesbury's rural past, present and future on the urban fringe	Local economies that attract investment and offer enhancement opportunities to support Sydney's future.
<b>Action</b>	To form local hubs for wellbeing, community gatherings, emergency services and technology.	To become a regional destination for heritage, arts, agriculture and outdoor recreation.	To create centres of excellence for sport and recreation, advanced manufacturing, and learning
<b>Core behaviours</b>	<i>by building on abilities and alliances between Council, community and industry</i>	<i>by transforming agreed actions into visible signs of success</i>	<i>by aligning existing assets and resources to maximise investable opportunities</i>
<b>Result</b>	<i>Hawkesbury Looks and Feels...</i>	<i>Hawkesbury Looks and Feels...</i>	<i>Hawkesbury Looks and Feels...</i>
<b>Social</b>	Friendly	Vibrant	Strong
<b>Economic</b>	Resilient	Iconic	Viable
<b>Examples of relevant Council Documents</b>	<ul style="list-style-type: none"> <li>• Cultural Strategy</li> <li>• Revitalisation Action Plan</li> <li>• Beautification Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Cultural Strategy</li> <li>• Heritage Strategy</li> <li>• Branding</li> <li>• Tourism Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Economic Strategy</li> <li>• Tourism Strategy</li> </ul>

oooO END OF REPORT Oooo



## ORDINARY MEETING

Meeting Date: 28 April 2015

### INFRASTRUCTURE SERVICES

**Item: 60**                      **IS - Proposed Easement for Sydney Water - Lot 1 in Deposited Plan 1041524 Pound Paddock, Richmond - (95495, 121224)**

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#### **REPORT:**

##### **Executive Summary**

Endeavour Energy, as part of the upgrading of the electricity supply, is constructing a new zone substation off Blacktown Road, Richmond. An easement has previously been acquired from Council on the splay corner of Blacktown Road and Bourke Street, (Pound Paddock Reserve) for the cable route.

Endeavour Energy is also required to construct, on behalf of Sydney Water, a new water main from Bourke Street to the substation site. This work will require an easement in favour of Sydney Water within the boundaries of the existing Endeavour Energy easement. Council's concurrence to the granting of the easement in favour of Sydney Water is required.

This report recommends the proposed easement be agreed to.

##### **Consultation**

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. Endeavour Energy will, if necessary, undertake any community consultation as part of the statutory acquisition process.

##### **Background**

Endeavour Energy, as part of the upgrading of the electricity supply, is constructing a new zone substation off Blacktown Road, Richmond which will provide electricity to the Richmond CBD and surrounding areas. Endeavour Energy has previously acquired an easement from Council for a splay corner of Blacktown Road and Bourke Street, being Pound Paddock Reserve (Lot 1 in Deposited Plan 1041524) to enable it to install a number of underground cables between the new substation and existing assets.

As part of the construction of the new substation, Endeavour Energy is also required to construct, on behalf of Sydney Water, a new water main from Bourke Street to the substation site. This work will require an easement in favour of Sydney Water within the boundaries of the existing Endeavour Energy easement.

Whilst the proposed easement will be located within the boundaries of the existing Endeavour Energy easement, Endeavour Energy intend to acquire this easement in accordance with the Land Acquisition (Just Terms Compensation) Act 1991, and are seeking Council's concurrence in order to expedite this matter. In this regard, an offer of compensation in the amount of \$2,000 plus GST plus all legal costs has been made for the acquisition and creation of the easement.

As a valuation report, to ascertain compensation, would cost approximately \$2,000, it is considered unnecessary to engage the services of a registered valuer and, instead, Council's Property Staff have been guided by verbal advice from Lunney Watt Valuers Pty Ltd which indicates that the offer of \$2,000 plus GST plus legal fees is considered reasonable and could be agreed to by Council.

If agreed to by Council, it will be necessary for the easement to be registered on the Deposited Plan and the Certificate of Title pertaining to Pound Paddock Reserve (Lot 1 in Deposited Plan 1041524) once legal documentation, formalising the easement, has been executed by both parties.

## ORDINARY MEETING

Meeting Date: 28 April 2015

### Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Linking the Hawkesbury Directions Statement;

- Plan for, maintain and renew our physical infrastructure and community services, facilities and communication connections for the benefit of residents, visitors and businesses.

### Financial Implications

As a result of this proposal Council will receive \$2,000 plus GST in compensation which will be held in the Property Reserve.

### RECOMMENDATION:

That:

1. Council provide concurrence to the formalisation of an easement in favour of Sydney Water, within the boundaries of the existing easement within Pound Paddock Reserve (Lot 1 in Deposited Plan 1041524) subject to:
  - a) Endeavour Energy paying Council compensation in the amount of \$2,000 plus GST;
  - b) Endeavour Energy paying all legal fees incurred by Council, necessary for the acquisition and creation of the easement.
2. Authority be given for any documentation in association with the matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to Endeavour Energy, together with the advice that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

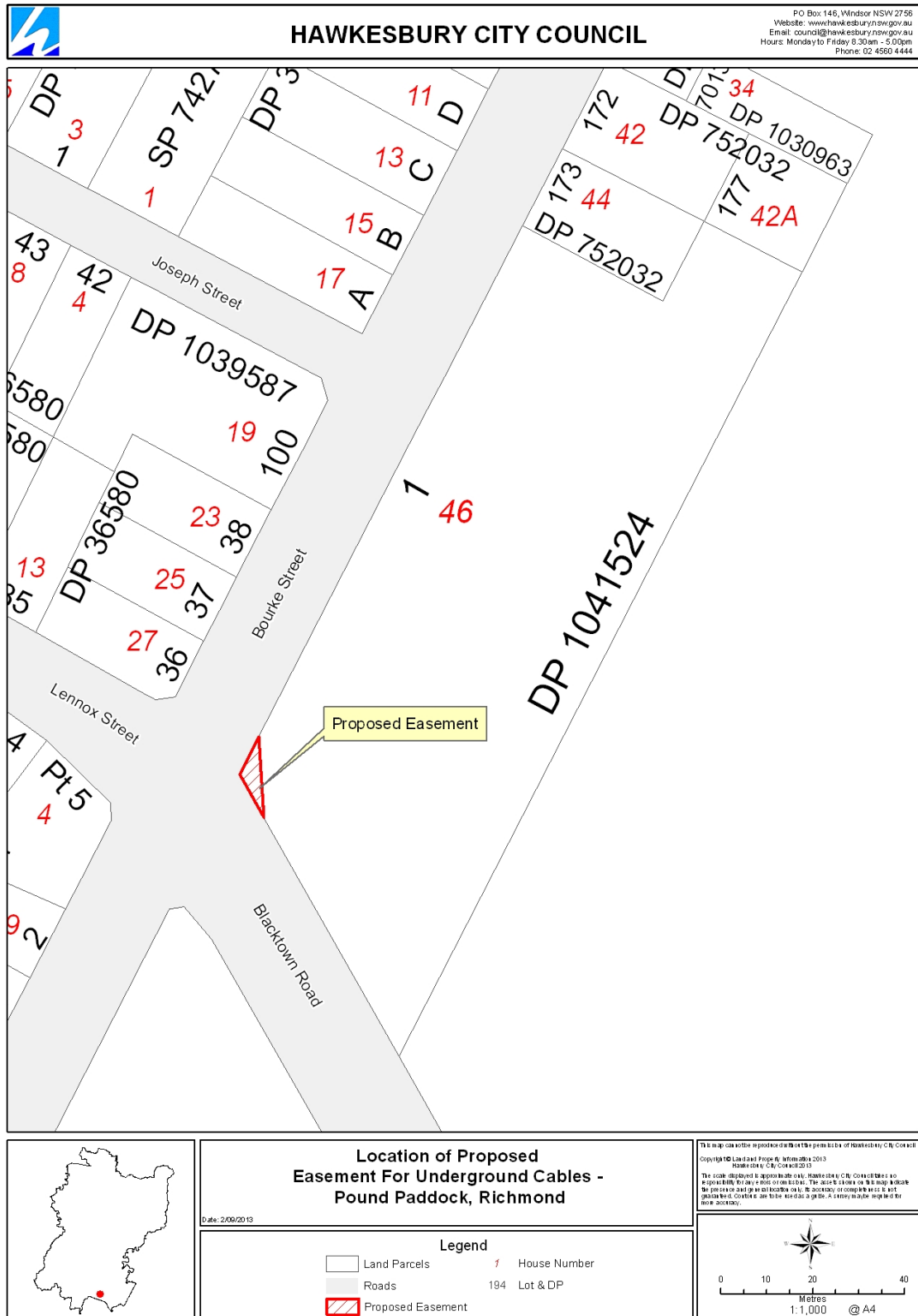
### ATTACHMENTS:

AT - 1 Plan of Location of the Proposed Additional Easement - Pound Paddock

# ORDINARY MEETING

Meeting Date: 28 April 2015

## AT - 1 Plan of Location of the Proposed Additional Easement – Pound Paddock



oooO END OF REPORT Oooo

**ORDINARY MEETING****Meeting Date:** 28 April 2015**SUPPORT SERVICES****Item: 61****SS - Monthly Investments Report - March 2015 - (96332, 95496)****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 \$50.30 million in investments at 31 March 2015.

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 \$50.30 million in investments as at 31 March 2015. 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 \$
<b>On Call</b>								
CBA	A1+	AA-			2.15%	5,800,000	11.53%	
<b>Total On-call Investments</b>								<b>5,800,000</b>
<b>Term Investments</b>								
ANZ	A1+	AA-	29-Aug-14	08-Apr-15	3.69%	1,500,000	2.98%	
ANZ	A1+	AA-	29-Aug-14	22-Apr-15	3.69%	1,500,000	2.98%	
ANZ	A1+	AA-	28-May-14	27-May-15	3.70%	1,000,000	1.99%	
ANZ	A1+	AA-	11-Jun-14	10-Jun-15	3.70%	1,500,000	2.98%	
ANZ	A1+	AA-	11-Jun-14	10-Jun-15	3.70%	500,000	0.99%	
ANZ	A1+	AA-	18-Jun-14	17-Jun-15	3.70%	500,000	0.99%	
ANZ	A1+	AA-	17-Dec-14	17-Jun-15	3.64%	3,000,000	5.96%	
ANZ	A1+	AA-	23-Jul-14	22-Jul-15	3.70%	1,000,000	1.99%	
ANZ	A1+	AA-	06-Aug-14	06-Aug-15	3.70%	2,000,000	3.98%	
ANZ	A1+	AA-	20-Aug-14	19-Aug-15	3.71%	2,000,000	3.98%	
ANZ	A1+	AA-	03-Sep-14	02-Sep-15	3.73%	1,000,000	1.99%	
Bankwest	A1+	AA-	15-Jan-15	15-Apr-15	3.50%	2,000,000	3.98%	
Bankwest	A1+	AA-	27-Feb-15	27-May-15	3.15%	1,000,000	1.99%	
CBA	A1+	AA-	19-Mar-15	21-Oct-15	3.05%	1,000,000	1.99%	
NAB	A1+	AA-	03-Oct-14	06-May-15	3.55%	1,000,000	1.99%	
NAB	A1+	AA-	20-Aug-14	22-Jul-15	3.66%	1,000,000	1.99%	

## ORDINARY MEETING

Meeting Date: 28 April 2015

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
NAB	A1+	AA-	21-Aug-13	19-Aug-15	4.25%	1,000,000	1.99%	
NAB	A1+	AA-	03-Sep-13	02-Sep-15	4.10%	2,000,000	3.98%	
NAB	A1+	AA-	03-Sep-14	02-Sep-15	3.65%	500,000	0.99%	
NAB	A1+	AA-	03-Oct-14	07-Oct-15	3.59%	1,000,000	1.99%	
NAB	A1+	AA-	15-Oct-14	07-Oct-15	3.60%	500,000	0.99%	
NAB	A1+	AA-	24-Feb-15	24-Feb-16	3.15%	1,000,000	1.99%	
NAB	A1+	AA-	24-Feb-15	24-Feb-16	3.15%	1,000,000	1.99%	
NAB	A1+	AA-	27-Feb-15	02-Dec-15	3.14%	2,000,000	3.98%	
NAB	A1+	AA-	04-Mar-15	02-Mar-16	3.13%	2,000,000	3.98%	
Westpac	A1+	AA-	19-Nov-14	08-Apr-15	3.49%	1,000,000	1.99%	
Westpac	A1+	AA-	04-Feb-15	06-May-15	3.40%	3,000,000	5.96%	
Westpac	A1+	AA-	16-Feb-15	20-May-15	3.25%	2,000,000	3.98%	
Westpac	A1+	AA-	25-Jun-14	25-Jun-15	3.75%	500,000	0.99%	
Westpac	A1+	AA-	29-Jan-15	25-Jun-15	3.35%	2,000,000	3.98%	
Westpac	A1+	AA-	04-Jul-14	08-Jul-15	3.75%	500,000	0.99%	
Westpac	A1+	AA-	16-Feb-15	19-Aug-15	3.25%	2,000,000	3.98%	
Westpac	A1+	AA-	04-Feb-15	04-Feb-16	3.40%	1,000,000	1.99%	
<b>Total Term Investments</b>								<b>44,500,000</b>
<b>TOTAL INVESTMENT AS AT 31 March 2015</b>								<b>50,300,000</b>

### Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	5,800,000	2.15%	Reserve Bank Cash Reference Rate	2.25%	-0.10%
Term Deposit	44,500,000	3.52%	UBS 90 Day Bank Bill Rate	2.23%	1.29%
<b>Total</b>	<b>50,300,000</b>	<b>3.36%</b>			

### Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions - S94	11,593,553
External Restrictions - Other	4,432,139
Internal Restrictions	20,994,476
Unrestricted	13,279,832
<b>Total</b>	<b>50,300,000</b>

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.

## ORDINARY MEETING

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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 Election.

### ***Investment Commentary***

The investment portfolio increased by \$0.80 million for the month of March 2015. During March 2015, income was received totalling \$6.02 million, including rate payments amounting to \$3.23 million, while payments to suppliers and staff costs amounted to \$6.49 million.

It is to be noted that as at the end of March 2015, funds held in Investment were higher than the average holding. This was only a temporary spike due to some committed major payments not being finalised as at the end of the reporting period. At the time of writing this report, the Investment portfolio has returned to average holding levels. It is further noted that a number of major projects are currently in progress, and will result in cash outflows as contract payments are progressively made.

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 a period of approximately two years. The loan funds have been placed in term deposits, with interest earned on unexpended invested loan funds being restricted to be used for works relating to the LIRS Program projects.

As at 31 March 2015, 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 27 May 2014.

### ***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 have been invested with the aim of achieving budgeted income in 2014/2015.

**ORDINARY MEETING**

**Meeting Date:** 28 April 2015

**RECOMMENDATION:**

The report regarding the monthly investments for March 2015 be received and noted.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 28 April 2015

**Item: 62**                      **SS - Community Sponsorship Program - 2014/2015 - Round 3 - (96328, 95496)**

**Previous Item:**            133, Ordinary (29 July 2014)  
                                 248, Ordinary (09 December 2014)

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### REPORT:

#### Executive Summary

This report has been prepared to advise Council of applications for financial assistance to be determined under Round 3 of the 2014/2015 Community Sponsorship Program. The report lists the applications received, the proposed level of financial assistance, and those 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. Applications for Community Sponsorship can be received by Council at any time and are reported to Council up to four times a year. Information about the Community Sponsorship Program is placed on Council's website.

#### Background

On 13 March 2007, Council resolved to adopt a 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 in 2007/2008.

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

- Minor assistance (MA) – up to \$500
- Event Sponsorship (ES) – for up to three years
- Seeding Grants (SG) – for community based programs
- Access to Community Facilities (ACF) – to subsidise the cost of hire of community facilities
- Improvements to Council Facility (ICF) – reimbursement of DA fees for renovations and additions to Council owned buildings or facilities.
- Accessibility Improvements

The adopted budget for 2014/2015 includes an allocation of \$70,039 for the CSP. At its Ordinary Meetings on 29 July 2014 and 9 December 2014, Council approved Rounds 1 and 2 of the Community Sponsorship Program 2014/2015.

#### Community Sponsorship Program 2014/2015

##### Budget for CSP

Total Budget for Financial Year 2014/2015	\$70,039
Expenditure to date:	
Round 1 2014/2015	\$46,237
Round 2 2014/2015	<u>\$14,000</u>
Balance remaining	\$9,802



# ORDINARY MEETING

Meeting Date: 28 April 2015

## Community Sponsorship Program (2014/2015) – Round 3

In accordance with Council's Community Sponsorship Policy, applications for community sponsorship were called for and closed on 20 March 2015. 13 applications were received. Table 1 summarises the applications received and the proposed level of financial assistance to be provided.

**Table 1 – Requests for financial assistance Round 3 of 2014/2015 Community Sponsorship Program**

	Applicant	Type	Proposal	Amount requested \$	Amount proposed \$
1	Kurrajong Community Forum	MA	Continuation of beautification of Kurrajong village streetscape	500	500
2	Sandy Freeman	MA	Representative swimming	100	100
3	Sydney Sheepdog Club Inc	ES	Annual Sheepdog Championship Trials	3,000	3,000
4	Alannah Taufa	MA	Representative Indoor Netball	100	100
5	Glossodia Public School	CF	Hire of Windsor Function Centre	388	388
6	St Albans Writers' Festival	SG	Biennial writers' festival	3,000	3,000
7	Hawkesbury City Little Athletics Centre	MA	Purchase of stopwatch printer	702	702
8	Nathan Maittlen	MA	Representative dance	100	100
9	Rotary Club of Windsor Inc	SG	Purchase of defibrillators	3,000	3,000
10	Thomas & Jane Rose Family Society Inc	SG	Erection of a resource centre at Rose Cottage	30,000	Nil
11	Defence Richmond Family Centre Inc	SG	Sewing classes for members	2,200	Nil
12	Hawkesbury Hornets BMX Club	SG	Replace a shade structure	2,860	Nil
13	Animal Welfare League NSW Hawkesbury Valley Branch	SG	Subsidised de-sexing of cats and dogs	3,000	3,000 <sup>(1)</sup>
TOTAL					13,890

MA= Minor Assistance. ES = 3 Year Event Sponsorship. SG = Program + Activity Seeding Grant. CF = Access to Community Facilities

(1) To be funded from 2015/2016 budget allocation (following adoption of 2015/2016 Operational Plan)

All the applications were assessed against the applicable criteria outlined in Council's Community Sponsorship Program. These reflect the provisions of Council's adopted Community Sponsorship Policy and the amounts recommended for approval are consistent with the Policy. A more complete summary of the assessment of applications against the Community Sponsorship Program is attached to the report as Attachment 1.

## Applications not recommended for funding

**Application 10: Thomas & Rose Family Society Inc** – Amount requested \$30,000 (\$10,000 in kind and \$20,000 in cash contribution). The applicant wishes to build a resource centre, for a total cost of \$80,000, at Rose Cottage, Wilberforce to house historical records and serve as an educational centre for school and

## ORDINARY MEETING

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other groups visiting the Cottage. The Cottage is located on land owned by the Society adjacent to Australiana Pioneer Village. The application is not recommended for funding as the Community Sponsorship Program does not fund capital works on privately owned land such as proposed in the application.

**Application 11: Defence Richmond Family Centre Inc** – Amount requested \$2,200. The applicant wishes to purchase sewing machines and conduct sewing lessons for its members; families of Defence Force members. Students will sew quilts and laundry bags for the organisation “Aussie Hero Quilts” to distribute to deployed Australian Defence Force personnel. The applicant does not meet Council’s Community Sponsorship criteria as the Centre receives funding from the Federal Government through the Defence Family Support Funding Program.

**Application 12: Hawkesbury Hornets BMX Club** – Amount requested \$2,860. The applicant wished to replace a shade structure over the start line of the BMX track at Colbee Park, McGraths Hill. Council’s 2014/2015 adopted financial estimates include a sum of \$726,325 to fund the operations of the Hawkesbury Sports Council and a further \$274,048 for capital expenditure items. These funds are provided to the Sports Council and are used to support the operations of sports grounds across the Hawkesbury. The application has not been recommended for funding as the application seeks funds for an expense which should be covered by the existing Sports Council allocation, and included in the Sports Council Works Program.

### Application recommended for deferred funding

**Application 13: Animal Welfare League of NSW Hawkesbury Valley Branch** – Amount requested \$3,000. The applicant wishes to conduct a subsidised de-sexing program for cats and dogs owned by pensioners and low income earners. The Animal Welfare League Head Office will contribute \$3,000 towards the event which will take place in July.

It is noted that the remaining allocation for the CSP in the current financial year is \$9,802, and this amount would be fully committed if Council approves the recommended amounts for applications 1 through 9. It is therefore proposed that Council approve this application with funding deferred for payment until the start of the new financial year.

As previously noted there are insufficient funds to cover the total recommended amount of \$13,890 under Round 3 of the 2014/2015 Community Sponsorship Program. There is a shortfall of \$4,088 and it is proposed that this shortfall be met by deferring the allocation for Application 13 – Animal Welfare League of NSW, subsidised de-sexing of cats and dogs program, until the start of the 2015/2016 financial year. The remaining \$1,088 shortfall could be met from Disability and Aged Services Program budget allocation and will be used to top up the funding request for Application 9 – Rotary Club of Windsor, Purchase of Defibrillators.

### Minor Assistance Category

At this time, prior to the beginning of the new financial year, Council may wish to consider an increase in the amount of funding permissible to individuals representing the Hawkesbury, NSW or Australia in sporting or cultural competitions under the category “Minor Assistance”.

Council has distributed almost \$514,910 to 339 successful applications through the CSP over the past eight years. Of those applications, 61 have been approved for sporting or cultural representatives for a total of \$7,200 or 1.4% of CSP expenditure over that period.

The maximum amount payable to an individual under the Minor Assistance category has remained unchanged at \$100 per individual or \$500 per team of five or more, for at least the past 15 years. It is proposed that this amount be increased to a maximum of \$150 per individual, or a maximum of \$750 per team of five or more. This will better reflect the rise in the costs associated with participation in sporting or cultural representation that has taken place over the past 15 years.

## ORDINARY MEETING

Meeting Date: 28 April 2015

### Conformance to the Hawkesbury Community Strategic Plan

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

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

and is also consistent with strategy in the HCSP, 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

As outlined in this report, there is a shortfall in available funds within the Community Sponsorship Program to fund the recommended applications. This shortfall can be met by the deferment of the payment of one application, plus an amount from an alternate budget allocation which is consistent with the purpose of this alternate allocation. Accordingly there are no financial implications arising from this report.

### RECOMMENDATION:

That Council:

1. Approve payments under Section 356 Financial Assistance to the organisations or individuals listed, and at the level recommended in Table 1 of this report.
2. Approve the execution of Council's standard Sponsorship Agreement for applications 3, 6, 9 and 13, identified in Table 1 of this report.
3. Note the deferred payment of \$3,000 to the Animal Welfare League of NSW Hawkesbury Valley Branch until 1 July 2015.
4. Approve the increase in the amount payable to approved applicants under the Minor Assistance category from the start of the 2015/2016 financial year to a maximum of \$150 per individual or a maximum of \$750 per team of five or more.

### ATTACHMENTS:

AT - 1 Assessment of Applications under Round 3 of Community Sponsorship Program 2014/2015

**ORDINARY MEETING**  
**Meeting Date: 28 April 2015**

**AT - 1    Assessment of Applications under Round 3 of  
Community Sponsorship Program 2014/2015**

**Attachment 1 - Assessment of Applications under Round 3 Community Sponsorship Program 2014/2015**

Applicant	Sponsorship Type (1)	Description	Assessment Criteria								Amount requested	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. Kurrajong community Forum	MA	Purchase of pots and plants to beautify the streetscape of Kurrajong Village	✓	✓	✓	✓	✓	✓	n/a	✓	500	500	Meets requirements of the Minor Assistance category
2. Sandy Freeman	MA	Representative swimming – Special Olympic Games, Los Angeles, USA	✓	✓	✓	✓	✓	✓	n/a	✓	100	100	Meets requirements of the Minor Assistance category
3. Sydney Sheepdog Club Inc	ES	Annual Sheepdog Championship Trials at Hawkesbury Showground, Glarendon	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Meets requirements of the 3 Year Event Sponsorship
4. Alannah Taufa	MA	Representative Indoor Netball – World Indoor Netball Tri Series 2015, Leeming, WA	✓	✓	✓	✓	✓	✓	n/a	✓	100	100	Meets requirements of the Minor Assistance category
5. Glossodia Public School	CF	Hire of Windsor Function Centre for Annual Presentation Night	✓	✓	✓	✓	✓	✓	✓	✓	388	388	Meets requirements of Access to Community Facilities category
6. St Albans Writers' Festival	SG	Biennial Writers' Festival	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Meets requirements of the Program & Seeding Grant category
7. Hawkesbury City Little Athletics Centre	SG	Purchase of a Seko Stopwatch Printer	✓	✓	✓	✓	✓	✓	✓	✓	702	702	Meets requirements of the Program & Seeding Grant category
8. Nathan Matlien	MA	"Dance Around the World" California, USA	✓	✓	✓	✓	✓	✓	n/a	✓	100	100	Meets requirements of the Minor Assistance category
9. Rotary Club of Windsor Inc	SG	Purchase of defibrillators for distribution throughout the district	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Meets requirements of the Program & Seeding Grant category
10. Thomas and Jane Rose Family Society Inc	SG	Erection of a resource centre at Rose Cottage, Wilberforce	✓	✓	✓	✓	✓	✓	✓	✓	30,000	Nil	Structure is within the Australiana Pioneer Village precinct
11. Defence Richmond Family Centre Inc	SG	Sewing classes for centre members	✓	✓	✓	✓	✓	✓	✓	✓	2,200	Nil	Does not meet requirements of Community Sponsorship policy
12. Hawkesbury Homels BMX Club	SG	Replace a shade structure over the start line	✓	✓	✓	✓	✓	✓	✓	✓	2,860	Nil	Sporting field managed by Hawkesbury Sports Council
13. Animal Welfare League NSW Hawkesbury Valley Branch	SG	Subsidised de-sexing of cats and dogs	✓	✓	✓	✓	✓	✓	✓	✓	3,000	3,000	Meets requirements of the Program & Seeding Grant category
<b>TOTAL</b>												<b>13,890</b>	

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

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                      Floodplain Risk Management Advisory Committee - 9 April 2015 - (86589)**

The meeting commenced at 4pm in Council Chambers.

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**Present:**                      Councillor Kim Ford, Chairperson  
                                     Councillor Bob Porter, Deputy Chairperson  
                                     Councillor Mary Lyons-Buckett, Hawkesbury City Council  
                                     Councillor (Dr) Warwick Mackay OAM, Hawkesbury City Council  
                                     Councillor Jill Reardon, Hawkesbury City Council  
                                     Mr Geoffrey Bessell, Community Representative  
                                     Mr Ted Books, Community Representative  
                                     Mr Trevor Devine, Community Representative  
                                     Mr Kevin Jones, SES  
                                     Mr Les Sheather, Community Representative

**Apologies:**                      Mr Harry Panagopoulos, Office of Environment and Heritage  
                                     Mr Peter Cinque, SES  
                                     Mr Damian Moon, Community Representative  
                                     Snr Inspector Robert Bowman, DPI  
                                     Ms Robyn Kozjak - Personal Assistant - Hawkesbury City Council

**In Attendance:**                      Mr Matthew Owens, Hawkesbury City Council  
                                     Mr Philip Pleffer, Hawkesbury City Council  
                                     Mrs Shari Hussein, Hawkesbury City Council  
                                     Mr Chris Amit, Hawkesbury City Council  
                                     Ms Natasha Martin - Minute Taker - Hawkesbury City Council

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**REPORT:**

**RESOLVED** on the motion of Councillor Porter and seconded by Councillor Reardon that the apologies be accepted.

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Councillor Porter and seconded by Mr Bessell that the Minutes of the Floodplain Risk Management Advisory Committee held on 26 February 2015, be confirmed.

*Mary Lyons-Buckett arrived at 4:05pm.*

**ORDINARY MEETING**  
**Reports of Committees**

**Attendance Register of Floodplain Risk Management Advisory Committee**

Member	20/11/14	26/02/15	09/04/15		
Councillor Kim Ford, Chair	✓	✓	✓		
Councillor Bob Porter, Deputy Chair	✓	✓	✓		
Councillor Mary Lyons-Buckett	✓	✓	✓		
Councillor Jill Reardon	✓	A	✓		
Councillor (Dr) Warwick Mackay OAM	A	✓	✓		
Mr Peter Cinque OAM - (SES Sydney Western Division)	A	A	A		
Mr Harry Panagopoulos - (Office of Environment and Heritage)	✓	✓	A		
Ms Kirstan Smelcher – (Dept of Defence)	X	X	X		
Snr Inspector Robert Bowman - (Industry & Investment NSW ) - Primary Industries	A	A	A		
Mr Kevin Jones - (SES Headquarters)	A	A	✓		
Mr Les Sheather - (Community Member)	✓	✓	✓		
Mr Geoffrey Bessell - (Community Member)	✓	✓	✓		
Mr Damian Moon (Community Member)	✓	✓	A		
Mr Trevor Devine - Deputy Chairperson	✓	✓	✓		
Mr Ted Books (Community Member)	✓	✓	✓		

**Key:**      A = Formal Apology

✓ = Present

X = Absent - no apology

**SECTION 3 - Reports for Determination**

**ITEM: 1                      FRMAC - Declarations of Interest - (86589)**

It was noted Mr Moon's name had been removed from the general disclosures of interest list, as requested.

**RECOMMENDATION TO COMMITTEE:**

That:

1. General disclosures of interest listed in this report be received.
2. Other specific disclosures of interest be declared if deemed appropriate.

**MOTION:**

RESOLVED on the motion of Councillor Porter, seconded by Councillor Reardon.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That:

1. General disclosures of interest listed in this report be received.
2. Other specific disclosures of interest be declared if deemed appropriate.



**ORDINARY MEETING**  
**Reports of Committees**

**ITEM: 2**                      **FRMAC - Final Content to present to the Hawkesbury Nepean Valley Flood Management Review Taskforce Stakeholder Reference Panel - (86589)**

**Previous Item:**            2, FRMAC (26 February 2015)

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**DISCUSSION:**

- The Chair made reference to the issues to be presented to the Panel, as identified in the report, and asked Councillor Porter (as the Committee's nominated representative), if he wished to confer with staff regarding the contents or delivery of his presentation to the Panel.

Councillor Porter suggested the 21 options referred to in the list be shortened. Mr Sheather agreed the 21 options he had previously raised with the Committee were limited to the local government area and the discussion Councillor Porter would be ensuing with the Panel would be of a regional nature. Mr Sheather added his intention was not for the Panel to necessarily review all 21 options, only the major relevant issues.

- Concern was raised regarding the limited timeframe the Committee had to review the 21 points and subsequently agreed to the ratification of issues as listed in the report.

Mr Owens responded the next Panel meeting was scheduled for 28 April and to date he had not received the agenda, adding he would contact the secretariat on the following day (Friday 10 April) and provide the list as set out in the agenda.

**RECOMMENDATION TO COMMITTEE:**

That the Committee ratify the final content, as listed in this report, to be taken to the next meeting of the Hawkesbury Nepean Valley Flood Management Review Taskforce Stakeholder Reference Panel.

**MOTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Mr Bessell.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the Committee ratify the final content, as listed in this report, to be taken to the next meeting of the Hawkesbury Nepean Valley Flood Management Review Taskforce Stakeholder Reference Panel.

**SECTION 4 - Reports for Information**

**ITEM: 3**                      **FRMAC - Dredging Update - (86589)**

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**DISCUSSION:**

- Mr Books made reference to European dredging methods where mobile dredges operated under a computerised satellite system. Mr Books advised navy survey maps indicated the river had silted up 75% over the past 100 years and he believed the river would benefit from consistent routine dredging to a couple of metres and smoothed out to avoid hollows (which would only create turbulence at flood times). Mr Books added he believed the work could be done at no cost to Council as the sale of materials would compensate for the cost of the work, creating a duplication of benefit.

**ORDINARY MEETING**  
**Reports of Committees**

- The Chair reported Council had requested information in relation to dredging and a presentation was to be provided to Councillors at a Councillor Briefing Session on 5 May 2015.
- Councillor Porter referred to the responses (rejecting funding), received from the various government departments and advised he believed the resolution (of Council of 9 December 2014) was misunderstood, as the Committee was not seeking funding, but sought the government's assistance to commence the dredging process by obtaining a licence.
- Discussion arose in relation to a proposal to make a further request to the relevant government authorities requesting their support.
- Mr Owens addressed the Committee, and advised the correspondence forwarded to the State Government departments had requested funding as well as support and the responses received from those departments pertained to an application for grant funding which, unfortunately, was not successful. Mr Owens advised he did not believe it necessary to re-write to the government departments.
- Mr Owens added the preparation of a business case formed part of the approval process for an application for a licence and demonstrated that the necessary studies were continuing to be undertaken.

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**MOTION:**

RESOLVED on the motion of Councillor Porter, seconded by Councillor Reardon.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the information be received.

**SECTION 5 - General Business**

*Councillor Porter moved the following motion:*

**MOTION:**

RESOLVED on the motion of Councillor Porter, seconded by Councillor MacKay.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the Floodplain Risk Management Advisory Committee recommends that Council immediately proceed to implement the adopted Floodplain Risk Management Study and Plan.

**ORDINARY MEETING**  
**Reports of Committees**

**DISCUSSION:**

- Councillor Porter advised he believed Council should move forward on implementing the Study and Plan.
- Mr Owens responded when the Study was adopted, the last part of the resolution sought to refer it back to the Committee, however there had since been two other resolutions ratified by Council, (that the recommendation be implemented) and staff had been working towards actioning that recommendation.
- Councillor Porter was resolute in his belief that the motion be put forward again as he did not wish to be party to the holding up of the Study and Plan being implemented and was concerned class actions may arise as a result of inaction.
- Mr Owens responded staff were working towards implementing the Study and Plan and advised the taskforce review may have delayed actions in relation to mitigation and evacuation, however, some of the recommendations were being implemented, eg educating the community by way of flood information being uploaded onto Council's website.
- Mr Devine raised concern it appeared the education aspect of the Study and Plan had taken precedence over the investigation into evacuation routes.
- Mr Owens advised the evacuation route investigations were in partnership with various departments of the State Government and priorities were currently being worked on.
- Mr Sheather advised he believed it would be timely for an update from the SES as they were involved with evacuation routes (along with the RMS), and part of their portfolio was to communicate and educate the public. Mr Sheather referred to the work this side of Penrith with the widening of roads and the works along Windsor Road and Blacktown Road which all related to evacuation routes.
- The Chair made reference to the Committee and its Constitution and recommended, pending the outcome of the taskforce report, that options as to the Committee's future direction, including the feasibility of temporarily suspending the Committee, be considered by the Committee. The Chair forewarned members those matters would be addressed at the next FRMAC meeting.
- Mr Sheather raised the issue of the cleaning of mitigation drains and creeks which was formerly undertaken on a regular basis (but no longer performed) by Council. Mr Sheather cited areas at Buttsworth Creek, Chain of Ponds and McKenzies Creek where weed infestations caused water to back up and impede the natural flow of water.
- Mr Sheather referred to an incident during the last flood event which caused water to flow back into Cornwallis due to flood gates not being closed. Mr Sheather advised the problem could have been prevented if the floodgates were locked and asked if there was a service program in place or an opportunity for funding to ensure floodgates were maintained and tended to, during flood events.
- Mr Books agreed, advising the proposed airport at Badgery's Creek, as well as the runoff into McKenzies Creek from the Rouse Hill development, would cause extra runoff into the catchment area of South Creek which was clogged with vegetation and urgently needed clearing out, before the next flood event.

The meeting terminated at 4:55pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**Reports of Committees**

**ROC                      Local Traffic Committee - 13 April 2015 - (80245)**

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on 13 April 2015, commencing at 3pm.

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<b>Present:</b>	Councillor Kim Ford (Chairman) Inspector Ian Woodward, NSW Police Force Snr Constable David Gillard, NSW Police Force Mr James Suprain, Roads and Maritime Services Mr Steve Grady, Busways
<b>Apologies:</b>	Mr Dominic Perrottet, MP (Hawkesbury) Ms Jill Lewis, NSW Taxi Council Snr Constable Debbie Byrnes, NSW Police Force
<b>In Attendance:</b>	Mr Chris Amit, Manager, Design & Mapping Services Ms Judy Wong, Community Safety Coordinator Ms Jillian Bentham, Events Coordinator Ms Laurel Tweedie, Administrative Officer, Infrastructure Services Ms Cathy Mills, Personal Assistant, Infrastructure Services

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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, 9 March 2015 be confirmed.

**Item 1.2              Business Arising**

There was no business arising from the previous minutes.

**SECTION 2 - Reports for Determination**

**Item: 2.1              LTC - St Albans Endurance Ride 2015, St Albans - (Hawkesbury) - (80245, 85005, 117614)**

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**REPORT:**

**Introduction:**

An application has been received seeking approval (in traffic management terms) to conduct the St Albans Endurance Ride, in and around the St Albans and Wrights Creek area. The event will be held on Saturday, 4 and Sunday 5, July 2015.

The event organiser has advised:

- This is an annual event which has been held for over 30 years.

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- The Endurance Horse Ride is a timed event and not a race and consists of three events which will be run concurrently;
  - St Albans 100 kilometre Endurance Ride
  - St Albans 40 kilometre Training Ride
  - St Albans 20 kilometre Social Ride
- The event will be undertaken between 4am and 5pm. All events are expected to be completed by 4pm with the site empty by 5pm.
- There will be approximately 75 participants for the event.
- Spectators are not expected for the event.
- Parking of vehicles will be predominantly on private land.
- Start and end point for the event will be at Camp Wollemi, located at No. 1467 Settlers Road, St Albans.
- Event Schedule:

Saturday 4, July 2015:

  - Event set up, opening and registration.

Sunday 5, July 2015:

  - Endurance Horse Ride: 100 kilometres (Legs 1, 2 and 3).
  - Training Horse Ride: 40 kilometres (Leg 2).
  - Social Ride: 20 kilometres (Leg 3).
- Route/Course for the Rides:

Endurance Ride: 100 kilometres:

  - Leg 1 (40 kilometres): Riders will start at Camp Wollemi on Settlers Road and travel along Settlers Road and left into Wrights Creek Road, travel along Wrights Creek Road before passing into private property, National Park and along the Great Northern Road, right into Shepherds Gully Road, right into Settlers Road and return back to Camp Wollemi.
  - Leg 2 (40 kilometres): Riders will start at Camp Wollemi on Settlers Road and travel along Settlers Road and left into private property and through National Park and emerging from the Blue Hill Track and travel back along Wrights Creek Road, turn right into Settlers Road and return back to Camp Wollemi.
  - Leg 3 (20 kilometres): Riders will start at Camp Wollemi on Settlers Road and travel along Settlers Road and left into Wrights Creek Road, travel along Wrights Creek Road and turn around near the Blue Hill Track to travel back along Wrights Creek Road, turn right into Settlers Road and return back to Camp Wollemi

Training Ride: 40 kilometres:

  - Leg 2 (40 kilometres): Riders will start at Camp Wollemi on Settlers Road and travel along Settlers Road and left into private property and through National Park and emerging from the Blue Hill Track and travel back along Wrights Creek Road, turn right into Settlers Road and return back to Camp Wollemi.

**ORDINARY MEETING**  
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Social Ride: 20 kilometres:

- Leg 3 (20 kilometres): Riders will start at Camp Wollemi on Settlers Road and travel along Settlers Road and left into Wrights Creek Road, travel along Wrights Creek Road and turn around near the Blue Hill Track to travel back along Wrights Creek Road, turn right into Settlers Road and return back to Camp Wollemi.

- Road Inventory

The route/course of the ride will utilise the tracks within the Yengo National Park and private farmlands as well as the following public roads;

- Settlers Road – Sealed and Unsealed Road
  - Wrights Creek Road - Unsealed Road
  - Shepherds Gully Road – Unformed Road.
- 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).
  - Road closures are not required.
  - 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,

Details of the Event Course Maps for the Endurance Horse Ride, Training Horse Ride and Social Ride are contained in Attachments 1 to 5.

**Discussion:**

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

The event organiser has submitted the following items in relation to the event: Attachment 6 (ECM Document No: 5126823):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Traffic Management Plan (TMP) for the Shahzada Event in August 2014 and not this event,
5. Event Course Maps,
6. Copy of Insurance Policy which is valid to 01 January 2016, however does not include the Roads and Maritime Services as an Interested Party,
7. Copy of the application to the NSW Police Force,
8. Copy of the correspondence to be forwarded to the Residents, however the letter incorrectly refers to the residents of Upper Colo and Mountain Lagoon,
9. Copies of correspondence forwarded to the NSW Ambulance Service, Rural Fire Service, SES and National Parks and Wildlife Service (Office of Environment and Heritage).

**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 St Albans Endurance Ride event, in and around the St Albans and Wrights Creek area, planned for Saturday 4 and Sunday 5, July 2015 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;

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- 4e. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities**;
- 4f. as the event 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 approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Yengo National Park and the Great Northern Road; **a copy of this approval to be submitted to Council**;
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4j. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; **a copy of this approval to be submitted to Council**;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; **a copy of this approval to be submitted to Council**;
- 4l. the event organiser is to obtain any necessary approvals from adjoining Councils; **a copy of this approval to be submitted to Council**;
- 4m. 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);
- 4n. the event organiser is to notify the details of the event to Fire and Rescue NSW; **a copy of the correspondence to be submitted to Council**;
- 4o. 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**;
- 4p. 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**;
- 4q. 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:**

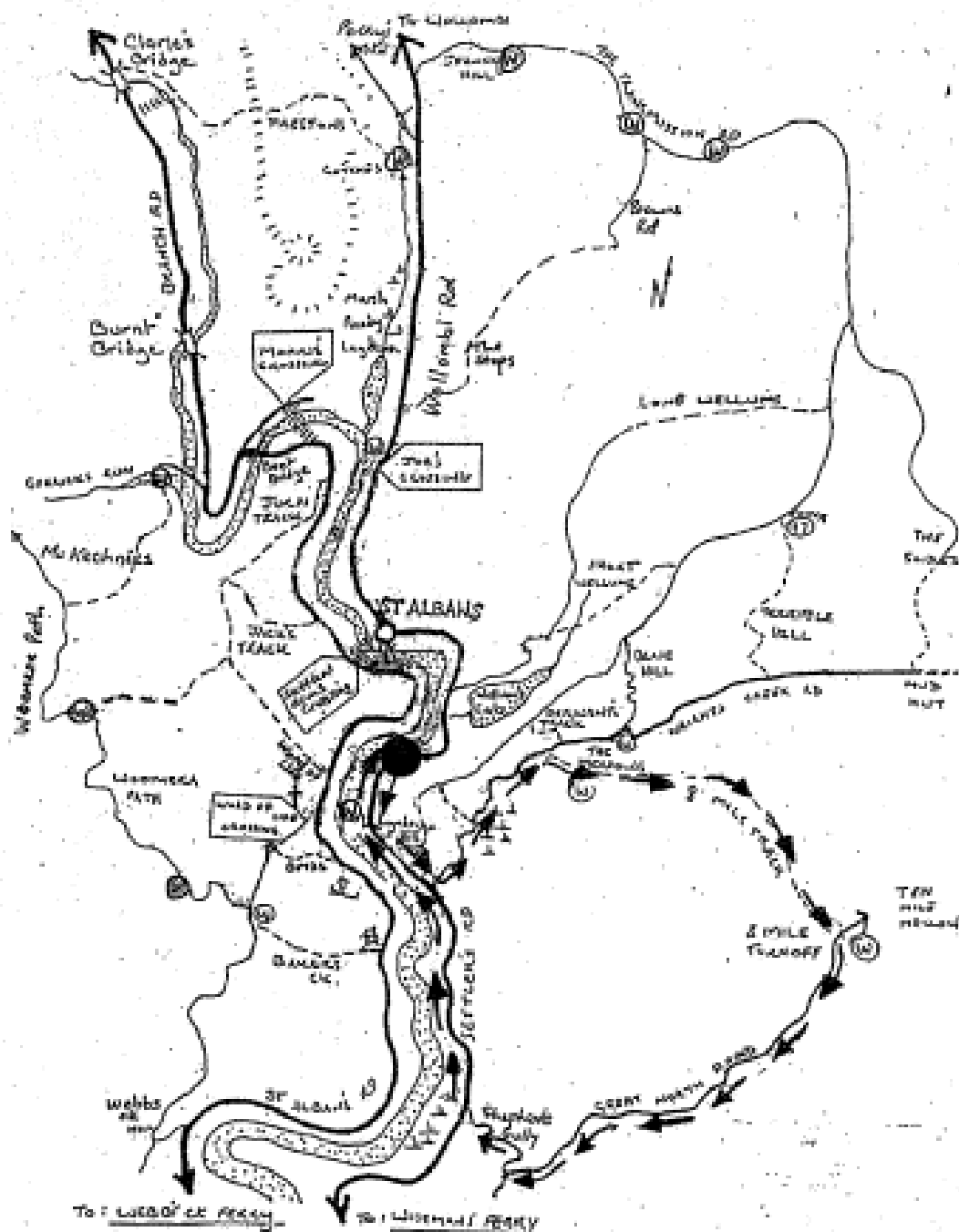
- 4r. access is to be maintained for businesses, residents and their visitors;
- 4s. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4t. all traffic controllers / marshals operating within the public road network or road related area, are to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

- AT - 1** Event Course Map - Endurance Horse Ride: Leg 1 (40 kilometres).
- AT - 2** Event Course Map - Endurance Horse Ride: Leg 2 (40 kilometres).
- AT - 3** Event Course Map - Endurance Horse Ride: Leg 3 (20 kilometres).
- AT - 4** Event Course Map - Training Horse Ride: 40 kilometres.
- AT - 5** Event Course Map - Social Ride: 20 Kilometres.
- AT – 6** Special Event Application - (ECM Document No: 5126823) - (*see attached*)

### AT – 1 Event Course Map - Endurance Horse Ride: Leg 1 (40 kilometres)

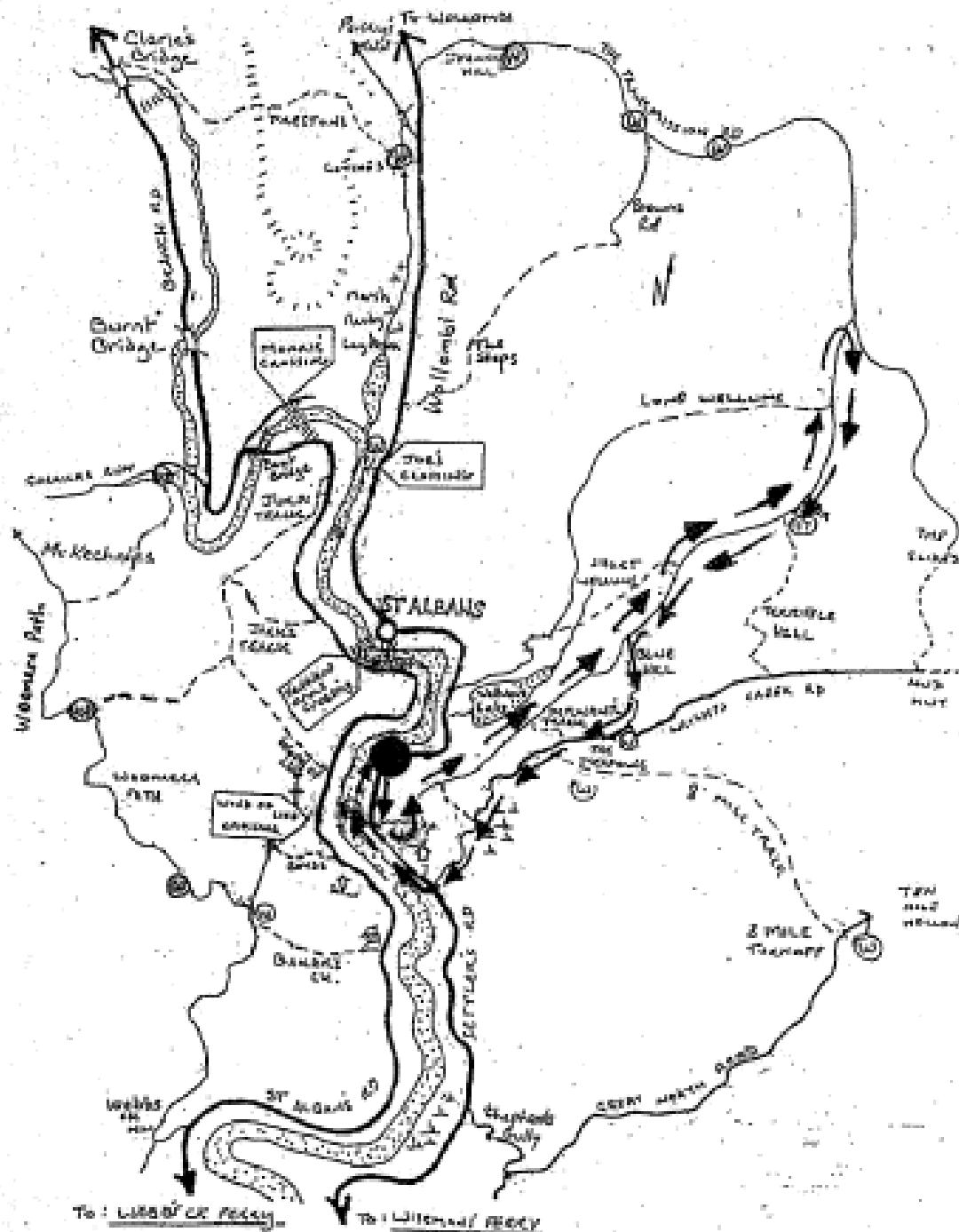
**ST ALBANS**  
**LEG 1 40KM**



## AT - 2 Event Course Map - Endurance Horse Ride: Leg 2 (40 kilometres)

## ST ALBANS

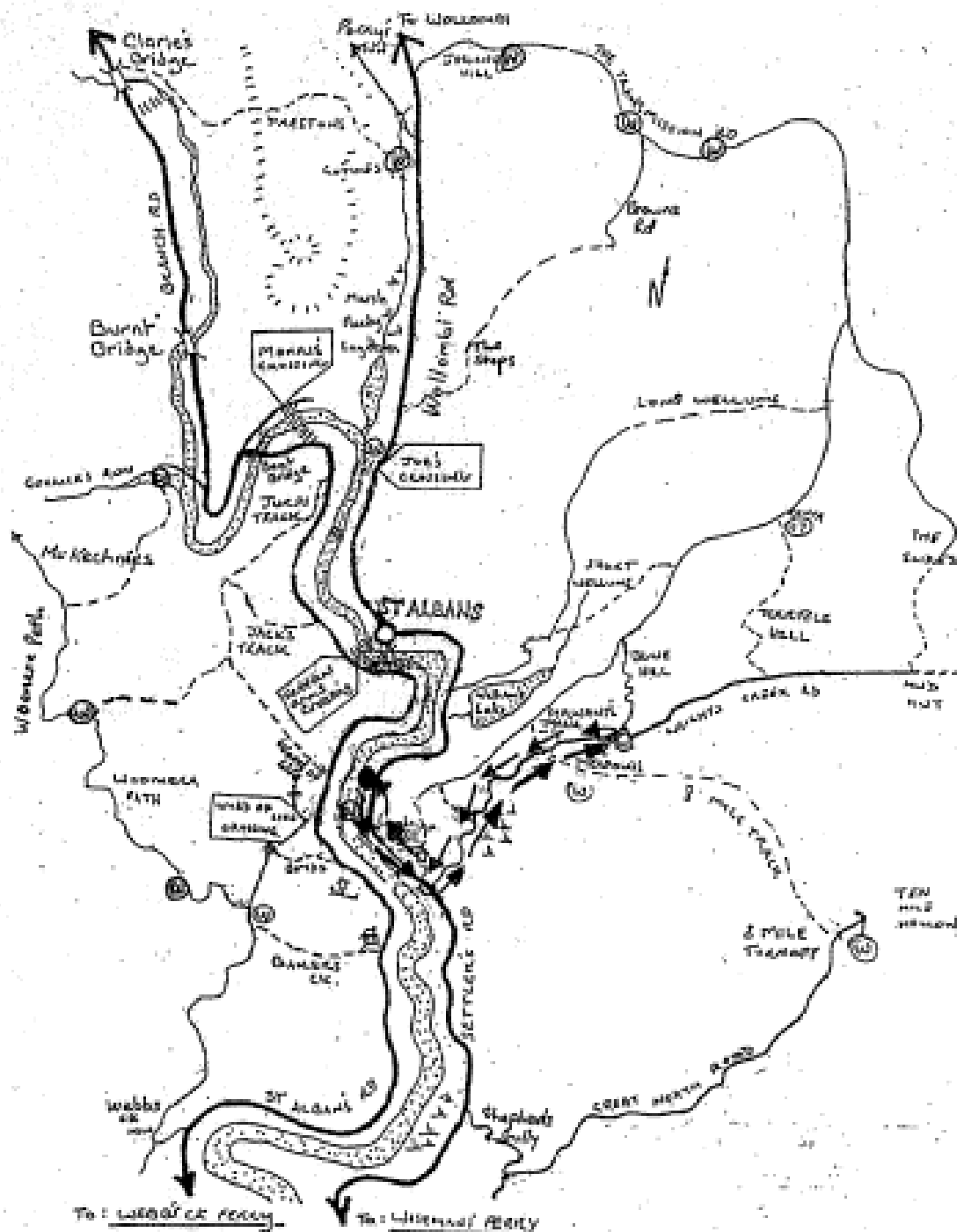
### LEG 2 40KM



### AT - 3 Event Course Map - Endurance Horse Ride: Leg 3 (20 kilometres)

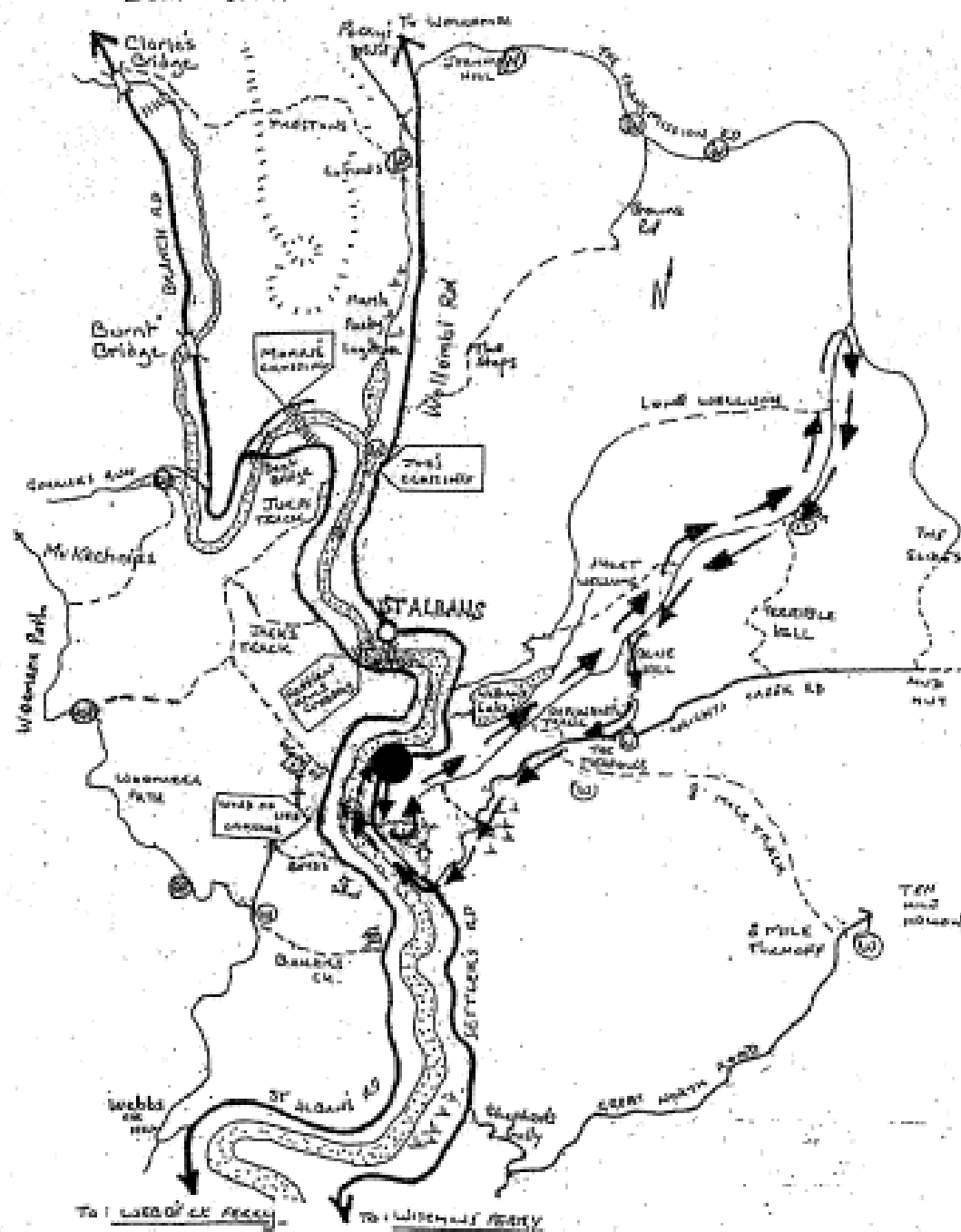
## ST ALBANS

LEG 3      20KM



## ST ALBANS TRAINING RIDE 40KM

same as kg 2 of the main event  
but will start latter





**COMMITTEE RECOMMENDATION:**

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

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 St Albans Endurance Ride event, in and around the St Albans and Wrights Creek area, planned for Saturday, 4 and Sunday 5, July 2015 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;**

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- 4d. the event organiser is to **submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council 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. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities**;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to ensure that dust along the unsealed sections of road utilised 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 approval from the National Parks and Wildlife Service (Office of Environment and Heritage) for the use of the Yengo National Park and the Great Northern Road; **a copy of this approval to be submitted to Council**;
- 4i. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4j. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; **a copy of this approval to be submitted to Council**;
- 4k. the event organiser is to obtain approval from the respective Land Owners for the use of their land as part of the route for the event; **a copy of this approval to be submitted to Council**;
- 4l. the event organiser is to obtain any necessary approvals from adjoining Councils; **a copy of this approval to be submitted to Council**;
- 4m. 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);
- 4n. the event organiser is to notify the details of the event to Fire and Rescue NSW; **a copy of the correspondence to be submitted to Council**;
- 4o. 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**;
- 4p. 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**;



- 4q. 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:**

- 4r. access is to be maintained for businesses, residents and their visitors;
- 4s. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4t. 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);
- 4u. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4v. 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);
- 4w. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4x. 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,
- 4y. 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 - Parramatta Cycling Club 2015 Winter Road Racing Program - Oakville Events (Hawkesbury) - (80245, 82935)**

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**REPORT:**

**Introduction:**

An application has been received from the Parramatta Cycling Club seeking approval (in traffic management terms) to conduct the Parramatta Cycling Club 2015 Winter Road Racing Program - Oakville Events.

The event organiser has advised;

- The event has been held annually, over the past 20 years.
- The cycling events will be held on 12 separate Saturdays, during the period of 18 April 2015 to 10 October 2015,
- The proposed dates are:
  - 18 April 2015
  - 2 May 2015
  - 16 May 2015
  - 30 May 2015
  - 20 June 2015
  - 4 July 2015
  - 25 July 2015
  - 8 August 2015
  - 22 August 2015
  - 5 September 2015
  - 19 September 2015
  - 10 October 2015
- Each event will be conducted between 2pm and 4:30pm,
- The event is a Race,
- There will be approximately 80 participants,
- Approximately 20 spectators are expected,
- There will be three to four groups with each group not to exceed 20 riders,
- The event starts and finishes at Oakville Public School, located at No. 46 Ogden Road, Oakville,
- Utilising the School's parking facilities will eliminate traffic congestion in the start/finish area.
- Traffic control arrangements will be in place with no road closures required,
- The course follows an anti-clockwise direction which utilises left turns only at intersections to ensure the safety of participants and motorists,
- The course has been chosen because of its remote location and minimum impact on the local amenity,

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- Accredited traffic marshals are in constant two way radio communication between marshals and all escort vehicles and the start line,
- The Club will utilise a roaming Commissaires vehicle as an escort for public awareness and also for observing race and road infringements,
- The Bicycle Race will be conducted along the following route;
  - Commencing at Oakville Public School, Oakville, and entering Ogden Road,
  - Travel a short distance along Ogden Road and then into Hanckel Road,
  - Travel along Hanckel Road and turn left into Old Pitt Town Road,
  - Travel along Old Pitt Town Road and turn left into Saunders Road,
  - Travel along Saunders Road and turn left into Smith Road,
  - Travel along Smith Road and turn left into Ogden Road,
  - Travel along Ogden Road finishing at Oakville Public School.
  - The route distance is approximately 7.2 kilometres

Refer to Attachment 1: Event Route Plan - Bicycle Racing Event 2015 – Oakville.

#### Discussion:

It would be appropriate to classify the event as a “**Class 2**” special event under the “Traffic and Transport Management for Special Events” guidelines issued by the Roads and Maritime Services - RMS (formerly RTA) as the event may disrupt minor traffic and transport systems along the specified route and there may be a low scale disruption to the non-event community. Speed limit, traffic volume and road width details are provided in the following table:

Oakville Route			
Road Name	Speed Limit (km/h)	ADT (Year)	Sealed Carriageway Width (m)
Hanckel Road	60 and 70	1498 (2002)	5.7
Ogden Road	60 and 70	190 (1999)	8.0
Old Pitt Town Road	70	1264 (2002)	6.0 to 8.0
Saunders Road	70	718 (2000)	5.4 to 5.8
Smith Road	70	342 (1999)	6.1

The event organiser should assess the risk and address the suitability of the route as part of the risk assessment considering the road width, number of bicycles, traffic volume and bicycles travelling close to the edge of the sealed travelling lane.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Nos: 5130234 and 5138374):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP),
5. Proposed Road Racing Schedule 2015,
6. Event Route Plan,
7. Copy of Insurance Policy which is valid to 30 November 2015,
8. Copy of the application to the NSW Police Force,
9. Copy of the correspondence to be forwarded to the Residents.

**ORDINARY MEETING**  
**Reports of Committees**

The event on 18 April 2015 is scheduled prior to the April LTC and Council meeting and will not be considered in the recommendation.

**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 Parramatta Cycling Club 2015 Winter Road Racing Program - Oakville Events planned for:
  - 2 May 2015
  - 16 May 2015
  - 30 May 2015
  - 20 June 2015
  - 4 July 2015
  - 25 July 2015
  - 8 August 2015
  - 22 August 2015
  - 5 September 2015
  - 19 September 2015
  - 10 October 2015

by the Parramatta Cycling Club along the Oakville Route 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 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 by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; **a copy of the Police Force approval to be submitted to Council;**
- 4d. the event organiser is to **submit a Traffic Control Plan (TCP) for the entire route 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. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4f. the event organiser is to 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;**
- 4g. 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);
- 4h. 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;**
- 4i. 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;**
- 4j. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to the residents has been submitted to Council;**

**ORDINARY MEETING**  
**Reports of Committees**

- 4k. 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:**

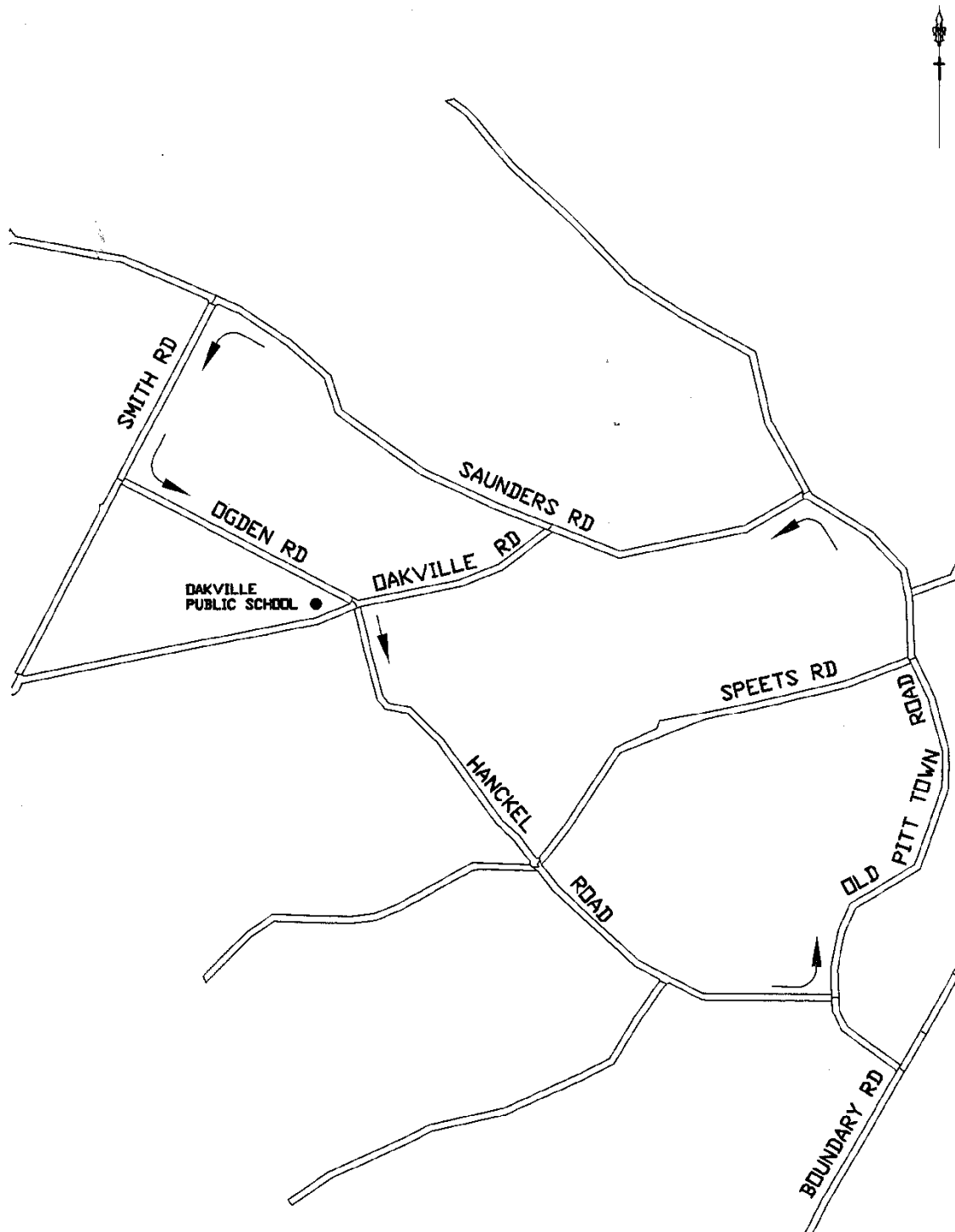
- 4l. access is to be maintained for businesses, residents and their visitors;
- 4m. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4n. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4o. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4p. 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);
- 4q. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

**APPENDICES:**

**AT - 1** Event Route Plan - Bicycle Racing Event 2015 – Oakville

**AT - 2** Special Event Application - (ECM Document Nos: 5130234 and 5138374) - *see attached*.

AT - 1 Event Route Plan - Bicycle Racing Event 2015 – Oakville



**COMMITTEE RECOMMENDATION:**

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

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 Parramatta Cycling Club 2015 Winter Road Racing Program - Oakville Events planned for;
  - 2 May 2015
  - 16 May 2015
  - 30 May 2015
  - 20 June 2015
  - 4 July 2015
  - 25 July 2015
  - 8 August 2015
  - 22 August 2015
  - 5 September 2015
  - 19 September 2015
  - 10 October 2015

by the Parramatta Cycling Club along the Oakville Route 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 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 by the event organiser prior to the event;
- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; **a copy of the Police Force approval to be submitted to Council;**
- 4d. the event organiser is to **submit a Traffic Control Plan (TCP) for the entire route 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. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4f. the event organiser is to 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;**
- 4g. 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);
- 4h. 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;**
- 4i. 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;**
- 4j. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to the residents has been submitted to Council;**

**ORDINARY MEETING**  
**Reports of Committees**

- 4k. 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:**

- 4l. access is to be maintained for businesses, residents and their visitors;
- 4m. a clear passageway of at least four metres in width is to be maintained at all times for emergency vehicles;
- 4n. 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);
- 4o. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4p. 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);
- 4q. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4r. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

**SECTION 3 - Reports for Information**

There were no Reports for Information.

**SECTION 4 - General Business**

**Item: 4.1      LTC - Review of Curve Advisory Signage for Lower Colo Road, Lower Portland - (Hawkesbury) - (80245, 93364, 123265)**

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**REPORT:**

Mr James Suprain, Roads and Maritime Service advised the Committee that he had been requested to raise the matter of curve advisory signage for Lower Colo Road, Lower Portland following a local resident's concerns. The section of particular concern is outlined on the attached sign installation plan.

Mr Chris Amit advised the Committee that he believed that Lower Colo Road had the "winding road" signs already in place due to the multiple curves along the road.

Mr Chris Amit also advised the Committee that there were no speed advisory signs in place due to the road not being sealed.

**ORDINARY MEETING**  
**Reports of Committees**

**COMMITTEE RECOMMENDATION:**

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

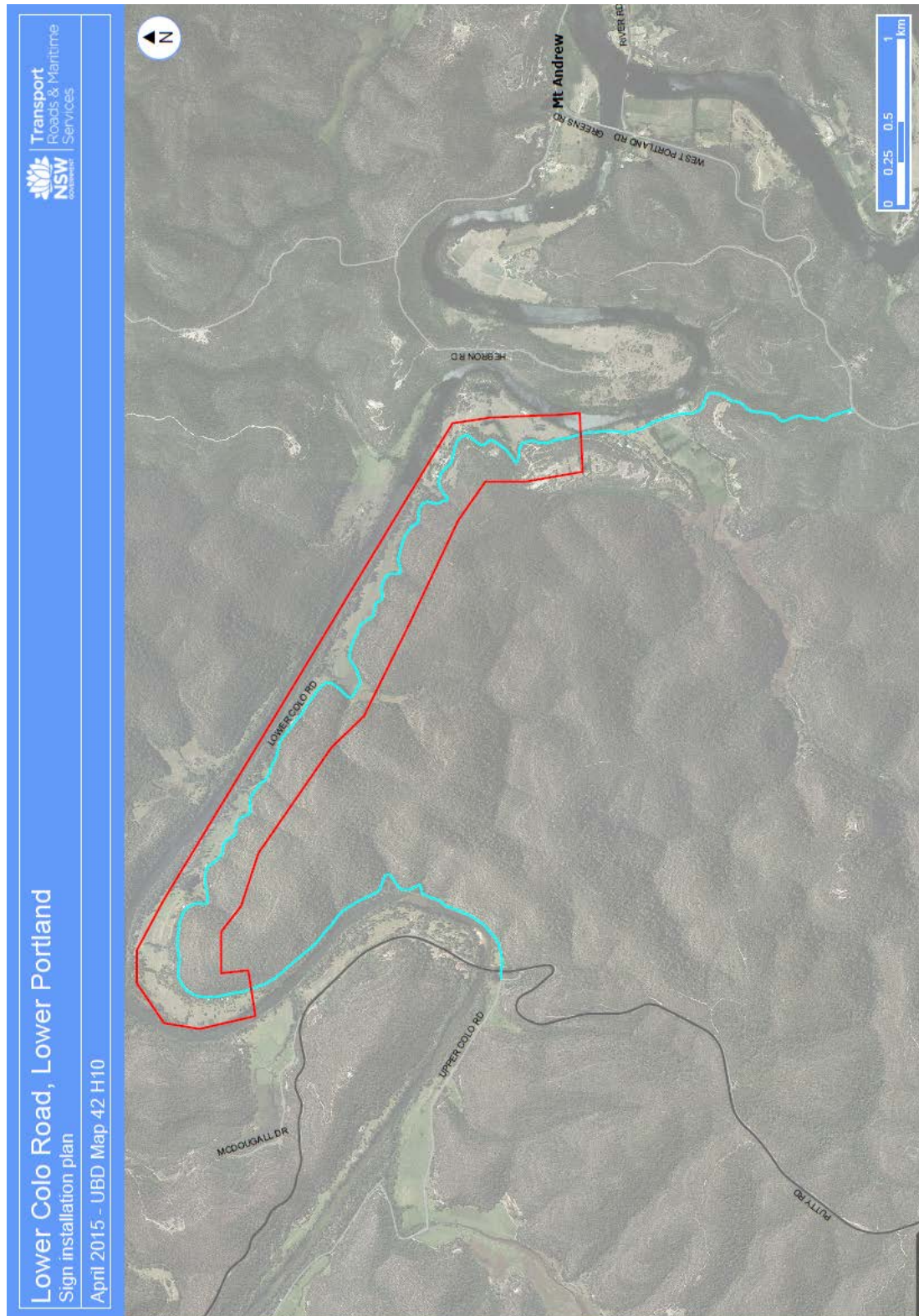
Support for Recommendation: Unanimous Support

That Council review the current warning signage along the entire length of Lower Colo Road and in particular the section outlined on the sign installation plan provided by Roads and Maritime Service and undertake any necessary action.

**APPENDICES:**

**AT - 1** Hawkesbury - Lower Portland - Additional Curve Advisory signs on Lower Colo Road.

**AT - 1 Hawkesbury - Lower Portland - Additional Curve Advisory signs on Lower Colo Road**





**ORDINARY MEETING**  
**Reports of Committees**

**Item: 4.2      LTC - ANZAC Dawn Service Bus Stop and Disabled Parking - (Hawkesbury) - (80245, 79356, 37608)**

**REPORT:**

Ms Jillian Bentham advised the Committee that on the 25 April 2015 Windsor and District RSL Sub-Branch and the Richmond Sub-Branch (Sub-Branches) will hold a joint Dawn Service at McQuade Park, Windsor at 5:45am. The special ceremony will be focused around a purpose built memorial installed by the RSLs for the occasion in the park. The service will be projected onto screens to ensure that all those who attend are able to witness the important occasion.

The Service is expected to attract large numbers (approximately 5,000 people). The Sub-Branches are encouraging guests to arrive before 5:15am to secure their viewing area.

Event organisers have been liaising with Hawkesbury Local Area Command who will be taking control of the event - therefore making the event a Class 4 Event.

To assist with traffic and pedestrian flow in and around the park, the Sub-Branches have organised buses to leave from three locations to enable guests to park and ride to the Dawn Service. Buses will depart from:

- Windsor RSL
- Windsor Leagues Club
- Richmond Club

Buses will depart from these locations starting at 4am, with the last bus leaving each location at 5am. Buses will then run from McQuade Park, Windsor back to these locations to deliver guests to their parked cars upon conclusion of the service.

To promote safe traffic management and pedestrian safety, a temporary event bus stop will be installed on George Street, Windsor between the Park/Bowling Club entrance and the corner of Hawkesbury Valley Way. This bus stop would be in effect from 4am to 7am 25 April 2015.

For safety and ease of access, once the buses unload they would turn right into Dight Street, left into Macquarie Street, left into Christie Street, left back onto George Street and use the traffic signals at the intersection of George Street and Hawkesbury Valley Way to proceed to bus departure locations (see map).



**ORDINARY MEETING**  
**Reports of Committees**

The temporary event bus stop will be barricaded the morning of the event to ensure it remains clear of parked vehicles. Council will supply the necessary traffic cones for this, however, event organisers would need to arrange their installation. The temporary barricading will be undertaken as early as possible.

Information signage will be installed, one week prior to the event to ensure awareness of the temporary event bus stop arrangement. Council will install these signs on Monday, 20 April 2015.

Disabled parking for the event will be in McQuade Park. Signage will be installed the morning of the event by the event organiser to advise the community of the location of disabled parking.

Communication and publicity for the event is being undertaken by Windsor RSL and will be supported by Council.

**COMMITTEE RECOMMENDATION:**

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

Support for Recommendation: Unanimous Support

That the information be received.

**APPENDICES:**

There are no supporting documents for this report.

**Item: 4.3      LTC - Traffic Issues in Canoona Avenue, Windsor Downs - (Hawkesbury) - (80245, 35715)**

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**REPORT:**

Mr C Amit advised the Committee that a request has been received from the property owner at No. 62 Canoona Avenue, Windsor Downs for the provision of a speed hump or road barrier in the vicinity of the bend in the road adjacent to their property. The resident advises that in June 2014 the driver of a car lost control in the street and smashed into the family home seriously injuring their family and family friend. A similar incident occurred a number of years prior to this recent incident, where another vehicle lost control in front of their house and ended up in their neighbour's front yard.

The Chairman advised the Committee that this matter was also raised at the Council meeting on 31 March 2015 as a Question without Notice.

Canoona Avenue and other similar roads in the Windsor Downs Area are speed limited to 50km/h and would not be subject to traffic calming devices such as speed humps for reasons such as noise and the low speed environment. Provision of an isolated speed hump would not be an acceptable practice as a treatment in isolation is not effective. The provision of a speed calming device would need to be considered as a series of vertical or horizontal deflectors as part of a Local Area Traffic Management Scheme (LATM); however such a scheme would be at a considerable cost. The other issue with the provision of traffic control measure is that Canoona Avenue does not have K&G and there is the possibility that drivers would negotiate around a device and create an alternative problem by driving along the nature strip.

The Roads and Maritime Services accident data is only available to June 2013 and indicates one accident at the intersection of Sanctuary Drive and Canoona Avenue on 28 March 2013.

**ORDINARY MEETING**  
**Reports of Committees**

A site meeting has been undertaken by staff and the property owner to discuss the situation and remedial measures. It was agreed that additional warning signs and chevrons would be installed and the installation of a road type barrier would also be investigated. The provision of a speed hump traffic calming device would not be conducive to the site.

Since the site meeting additional speed limit signs, warning signs and chevrons have been installed.

It is proposed to undertake speed counts along Canoona Avenue with a counter placed on the southern side of the bend in the road, in the vicinity of Nos.54 and 62 and a second counter just north of Wingadee Place. The counters will assist to ascertain the traffic volume and speeds generated.

The Committee discussed the speed environment at this location and agreed that the provision of speed calming measures such as speed humps would not be appropriate given the open rural type aspect and the noise factors associated with vehicles travelling along this section of road. Undertaking traffic/speed counts would give a good indication on the travelling speeds at this location as a result of the warning signs installed. The Committee supported the installation of a road type barrier at this location.

The Committee did not feel there was a need to report back the results of the traffic /speed counts unless the results were adverse and a treatment needs to be discussed.

**COMMITTEE RECOMMENDATION:**

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

Support for Recommendation: Unanimous Support

That:

1. Two Traffic Counters be placed in Canoona Avenue, Windsor Downs. One in the vicinity of Nos. 54 & 62 and the other just north of Wingadee Place. The results of the counts be reported back to the Local Traffic Committee should the results exceed the acceptable level of the speed limit.
2. Traffic Calming devices not be provided in Canoona Avenue, Windsor Downs at this stage and be considered further if the results of the Traffic Counts being undertaken produce adverse results.
3. The improvement to the warning signs and chevrons undertaken in the vicinity of No. 62 Canoona Avenue, Windsor Downs, be supplemented with the provision of a road type barrier.
4. Windsor Police be requested to continue their patrols of the Windsor Downs area and in particular Canoona Avenue.

**APPENDICES:**

There are no supporting documents for this report.

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held on Monday, 11 May 2015 at 3pm in the Large Committee Room.

The meeting terminated at 4pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**Reports of Committees**



**ORDINARY MEETING**  
Questions for Next Meeting

**QUESTIONS FOR NEXT MEETING**

**Councillor Questions from Previous Meeting and Responses - (79351)**

**REPORT:**

**Questions - 14 April 2015**

#	Councillor	Question	Response
1	Reardon	Enquired when the development application for the Navua Bridge will be realised.	The Director City Planning advised that there has been no development application (DA) lodged for the bridge over the Grose River.  Clause 7.2 of the VPA for Redbank requires a meeting of Council and developer representatives at least six months prior to the lodgement of any DA. The first meeting was held in early March to discuss the bridge DA and other items to progress the implementation of the VPA. The developer is proposing to submit a DA later this year.
2	Paine	Enquired as to why the Magnolia section of Richmond Cemetery is not allowed to have artificial flowers and why this section only is not allowed to have artificial flowers.	The Director Infrastructure Services advised that the Magnolia section was established on the basis of having no artificial flowers or having no placement of ornaments. This was in response to feedback over the appearance of the older areas of the Cemetery where such materials continue to accumulate. Council maintains rose plantings within the newer Magnolia section to provide an attractive and respectful memorial area. Signage and other advice is provided to communicate this. Fresh flowers are permitted, but these are cleared on a regular basis.

**ORDINARY MEETING****Questions for Next Meeting**

#	Councillor	Question	Response
3	Rasmussen	Requested information about the cost of wear and tear on local roads as a result of the inadequacy of the regional road structure going through the Hawkesbury LGA.	The Director Infrastructure Services advised that in order to accurately identify the use of local roads for "through" trips rather than regional or state management network, an extensive traffic survey and study (involving origin to destination data collection) would need to be undertaken. The cost of such a survey is likely to be in excess of \$100,000. In the absence of this information, it is estimated that additional annual maintenance on local roads such as Yarramundi Lane, Francis Street, Inalls Lane and Crowleys Lane would be in the order of \$50,000 per annum, including longer term renewal works. This estimate is based on a figure of 60% through traffic. It should be noted that Council does receive RMS funding of approximately \$350,000 per annum for maintenance of regional roads such as Bourke Street, March Street, Freemans Reach Road, Kurmond Road and Terrace Road as a contribution toward maintenance necessitated by through traffic.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
**CONFIDENTIAL REPORTS**

**CONFIDENTIAL REPORTS**

**Item: 63**                      **IS - Tender No. 00955 - Reconstruction of Sealed Road Sections of Tizzana Road, Ebenezer and Terrace Road, Freemans Reach - (95495, 79344)**

**Previous Item:**            401, Ordinary (25 November 2014)

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**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 and the information is regarded as being commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it, confer a commercial advantage on a competitor of the Council, or reveal a trade secret and, therefore, if considered in an open meeting would, on balance, be contrary to the public interest.*

*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: 64**                      **SS - Hawkesbury Family Day Care - Transition to Alternate Provider - (95496, 96328, 78340, 81900)**

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**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 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: 65                      **SS - Property Matter - Lease by Council of 102 Settlers Road, Lower MacDonald (Lot 100 DP1084310) from Radomil Hubert Petinsky - (95496, 23555)**

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**Reason for Confidentiality**

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

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

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



ordinary  
meeting

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