



Hawkesbury City Council

ordinary
meeting
business
paper

date of meeting: 31 March 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.

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

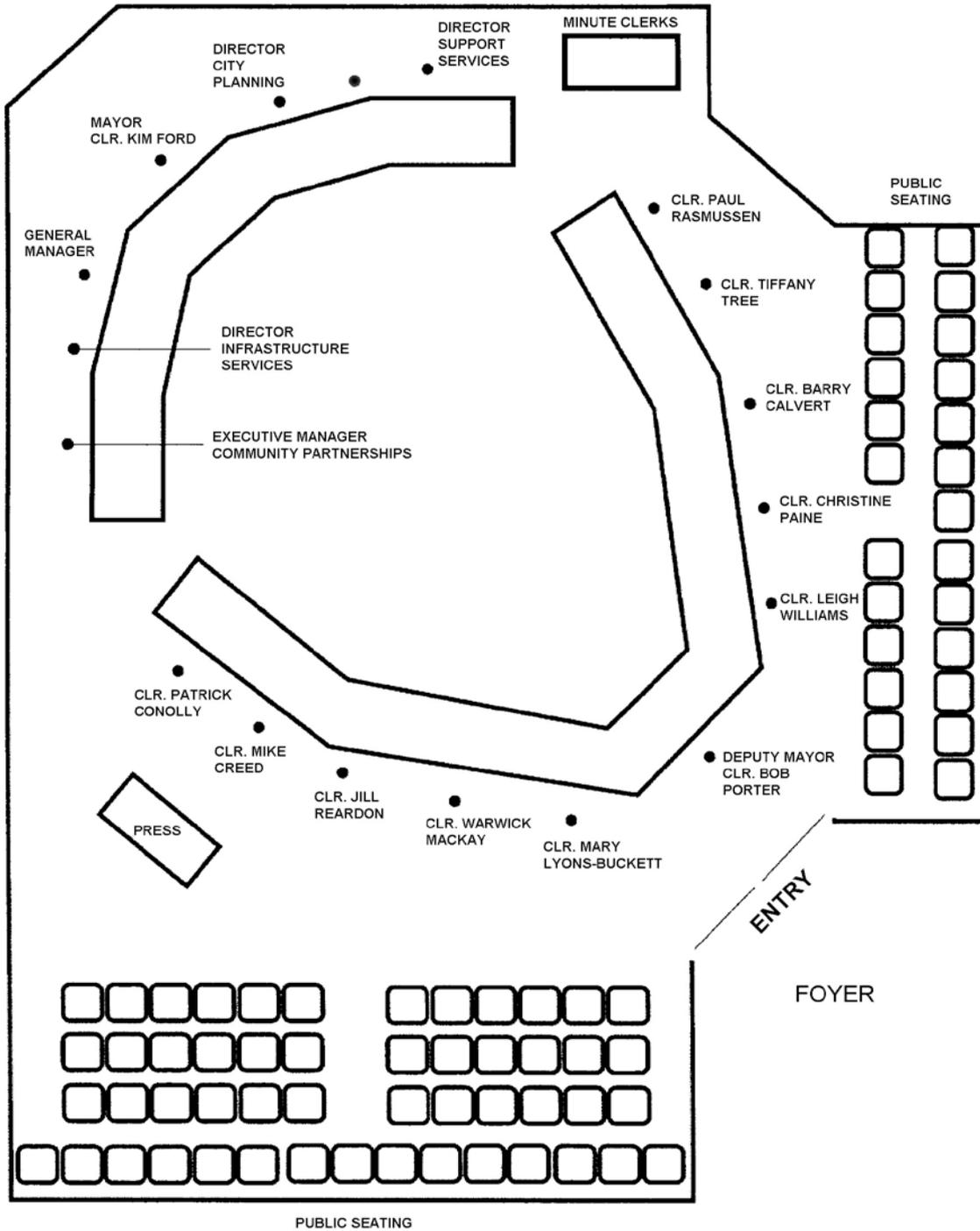
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

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

PLANNING DECISIONS

Item: 39 **CP - DA0006/14 S82A - 5 Macquarie Road, Wilberforce - Lot 3 DP238218 - Demolition of awning and 2 lot Torrens title subdivision - (95498, 21260)**

Previous Item: 195, Ordinary (14 October 2015)

Development Information

File Number: DA0006/14 S82A (DA0573/13)
Property Address: 5 Macquarie Road, Wilberforce
Applicant: Mr RJ Cox
Owner: Mr RJ Cox
Proposal Details: Section 82A Review – Demolition of awning and two lot Torrens title subdivision
Estimated Cost: \$5,000
Zone: R2 Low Density Residential
Date Received: 2 December 2014
Advertising: 15 December 2014 to 5 January 2015

Key Issues: ♦ Lot size
 ♦ Wilberforce Subdivision and Development Policy

Recommendation: Refusal

REPORT:

Executive Summary

This Section 82A Review Application seeks a review of Council's refusal of Development Application No. DA0573/13 for the demolition of a dwelling house's side awning and a two lot Torrens title subdivision at 5 Macquarie Road, Wilberforce.

The original application was refused by Council on 14 October 2014 (Attachment 1). Whilst compliant with the Hawkesbury Local Environmental Plan 2012's minimum allotment size control of 450m², the proposed allotments did not achieve the objectives or minimum 750m² required under the Wilberforce Subdivision and Development Policy.

Documentation submitted in support of the Section 82A Review Application argues that the refusal of the development was unwarranted and that the minimum lot size controls of the Hawkesbury Local Environmental Plan 2012 should be given determining weight. However, the Wilberforce Subdivision and Development Policy has been adopted on 31 July 2012 by Council and provides guidance for the development of Wilberforce. The proposed subdivision is contrary to the objectives and minimum allotment size controls of this Policy.

Upon review of the current application, the proposed development's non-compliances with the objectives, allotment size and sewer capacity controls of the Wilberforce Subdivision and Development Policy are seen to be unreasonable in this case and the refusal of the application is recommended.

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This Section 82A Review Application is being report to Council as the original application was determined by Council.

Description of Proposal

Pursuant to Section 82A(1) of the Environmental Planning and Assessment (EP&A) Act 1979 (as amended) this application seeks a review of Council's determination of Development Application No. DA0573/13 for the demolition of the side awning of a dwelling house and a two lot Torrens title subdivision. It is proposed that the existing allotment would be subdivided as follows:

- Proposed Lot 42 would contain the existing dwelling house and have a total area of 563m².
- Proposed Lot 41 would be located to the rear of Lot 42 and have a total area, including the access handle, of 814m². Access to this allotment is proposed via a 4.4m wide handle from Macquarie Road. The area of the access handle of a proposed allotment is not usually counted as part of the overall lot size in relation to the planning requirements. The area of the proposed Lot 41 excluding the access handle is 655m².

The demolition of the existing dwelling house's eastern awning is proposed to allow for the construction of the driveway and access handle servicing proposed Lot 41.

Plans of the proposal are included as Attachment 2.

Description of the Land and its Surroundings

The subject site is legally known as Lot 3 DP238218 and is situated on the northern side of Macquarie Road, between Hanover Street to the west and Castlereagh Road to the east. The property has a total site area of 1,372m² and contains a single storey dwelling house, attached carport, aboveground swimming pool and a number of outbuildings.

The property has a 20.1m frontage to Macquarie Road and falls gently to the rear.

Surrounding development generally consists of residential properties although the site is located opposite the Wilberforce Rural Fire Service Depot and Wilberforce Primary School.

Background

Development Application No. DA0573/13 was refused by Council at its Ordinary Meeting of 14 October 2014, for the following reasons:

1. *The proposed development is inconsistent with the R2 Low Density Residential Zone in that the layout and design of the subdivision does not retain or enhance the character of the streetscape in Wilberforce.*
2. *The proposed development is inconsistent with the objectives, lot size and capacity allocation criteria of Council's Wilberforce Subdivision and Development Policy.*
3. *The variation of the Wilberforce Subdivision and Development Policy would set an undesirable precedent and not be in the general public interest.*

The application was originally reported to Council for determination as it involved a variation of 25% to the minimum allotment size requirement within Council's Wilberforce Subdivision and Development Policy.

The subject Section 82A Review Application was submitted to Council on 2 December 2014. The layout of the proposed subdivision has not been altered from the original application.

Council Policies, Procedures and Codes to Which the Matter Relates

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

Section 82A Assessment

An assessment of the proposal against the relevant Section 82A provisions of the EP&A Act follows:

- (1) *If the consent authority is a council, an applicant may request the council to review a determination of the applicant's application, other than:*
- (a) *a determination to issue or refuse to issue a complying development certificate, or*
 - (b) *a determination in respect of designated development, or*
 - (c) *a determination in respect of integrated development, or*
 - (d) *a determination made by the council under Division 4 in respect of an application by the Crown.*

Officer's comment: The original application did not comprise designated development, integrated development, Crown development or a Complying Development Certificate. Accordingly the determination may be reviewed under the Section 82A provisions of the EP&A Act.

- (2) *A council must, on a request made in accordance with this section, conduct a review.*

Officer's comment: This review has been undertaken in accordance with the Section 82A Review provisions of the EP&A Act.

- (2A) *A determination cannot be reviewed:*
- (a) *after the time limited for the making of an appeal under section 97 expires, if no such appeal is made against the determination, or*
 - (b) *after an appeal under section 97 against the determination is disposed of by the Court, if such an appeal is made against the determination.*

Officer's comment: This Section 82 Review Application was lodged within six months of the determination of the original development application. The original application was refused by Council on 14 October 2014.

- (3A) *In requesting a review, the applicant may make amendments to the development described in the original application, subject to subsection (4)(c).*

Officer's comment: Not applicable. The layout of the proposed subdivision has not been altered from the original application.

- (4) *The council may review the determination if:*
- (a) *it has notified the request for review in accordance with:*
 - (i) *the regulations, if the regulations so require, or*
 - (ii) *a development control plan, if the council has made a development control plan that requires the notification or advertising of requests for the review of its determinations, and*
 - (b) *it has considered any submissions made concerning the request for review within any period prescribed by the regulations or provided by the development control plan, as the case may be, and*
 - (c) *in the event that the applicant has made amendments to the development described in the original application, the consent authority is satisfied that the development, as amended, is substantially the same development as the development described in the original application.*

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Officer's comment: The notification of this 82A Review Application was undertaken in accordance with Part A Chapter 3 of the HDCP 2002 from 15 December 2014 to 5 January 2015.

No public submissions have been received.

(4A) *As a consequence of its review, the council may confirm or change the determination.*

Officer's comment: Council may determine this application under Clause 82A(4A) of the EP&A Act.

(6) *If the council reviews the determination, the review must be made by:*

- (a) *if the determination was made by a delegate of the council—the council or another delegate of the council who is not subordinate to the delegate who made the determination, or*
- (b) *if the determination was made by the council—the council.*

Officer's comment: The original application, Development Application No. DA0573/13, was determined by Council at its Ordinary Meeting of 14 October 2014. The subject application has been assessed by a Senior Town Planner, who was not involved in the original application assessment, and is reported to Council for determination. Accordingly an appropriate level of delegation will be used.

(10) *If on a review the council grants development consent, or varies the conditions of a development consent, the council is entitled, with the consent of the applicant and without prejudice to costs, to have an appeal made under section 97 in respect of its determination withdrawn at any time prior to the determination of that appeal.*

Officer's comment: Noted. If refused the Applicant is entitled to appeal Council's determination to the Land and Environment Court.

The Wilberforce Subdivision and Development Policy establishes a minimum lot size of 750m² for this area as opposed to the HLEP 2012's minimum lot size of 450m².

A legal opinion submitted in support of the Section 82A Review Application argues that the refusal of the original development was unwarranted and that the minimum lot size controls of the HLEP 2012 should be given determining weight over the Wilberforce Subdivision and Development Policy. The legal opinion concludes:

"In our opinion, the weight given to the policy by the assessing officer and Council was too great. The provisions of Hawkesbury LEP 2012 must be given determining weight. The question of providing a connection to the sewerage rests with Sydney Water and the obtaining of a Section 73 Certificate. There is ample capacity in ETs. 100 ETs were allocated at the time of the adoption of the policy on 15 February 2011. Only 11 have been used. There is no reason, in our opinion, why one (1) ET should not be allocated to this development and that it be approved."

The legal opinion is included in full as Attachment 3.

It is acknowledged that the local environmental plans should generally be afforded more weight than development control plans or Council policies. However, the legal opinion's assertion that the Wilberforce Subdivision and Development Policy should be given minimal weight is disputed. This Policy was adopted by Council on 31 July 2012 and provides direction for subdivisions and development within Wilberforce. It should also be noted that the proposal is not Complying Development and is a Development Application that must be assessed on the individual merits of that application. In this regard, there is no "guarantee" that an application is granted approval simply due to the lot size meeting the minimum size stated in the LEP.

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It should also be noted that a Strategic Planning report has been prepared for Council's consideration that recommends an amendment to the HLEP 2012 to incorporate the minimum allotment size controls of the Wilberforce Subdivision and Development Policy. Therefore the Policy clearly represents Council's planning direction.

The weight given to this Policy should be based on consistency of its use and application. The legal opinion refers to three applications that have been determined by Council that are said to be inconsistent with the Wilberforce Subdivision and Development Policy. When Council first resolved on 15 February 2011 in relation to this Policy, the resolution included the following:

"That:

- 1. A draft Interim Policy for Wilberforce Subdivision and Development be drafted in accordance with this report and be publicly exhibited for a period of 28 days.*
- 2. A further report be brought to Council to consider submissions after the exhibition period.*
- 3. The current development applications for Wilberforce village mentioned in this report, i.e. DA0586/10, DA0029/10, DA0515/10, DA0585/10, DA0874/10 and DA0879/10 be determined on their merits as if this Policy was not proposed or made.*
- 4. No development applications, beyond the development of a dwelling on a vacant allotment, are to be accepted in the Wilberforce priority sewer scheme area until the interim Policy has been finalised and adopted by Council.*

It is clear from Part 3 of the above resolution that some applications that were already submitted to Council were to be inconsistent with the proposed Policy.

It is recognised that other applications not mentioned above include non-compliances with the 750m² minimum allotment size controls of the Wilberforce Subdivision and Development Policy. However, the level of variation is generally not as great as that which is proposed with the subject Section 82A Review Application.

Both of these other development consents, No's DA0546/12 and DA0120/13, include non-compliances with the Wilberforce Subdivision and Development Policy. However, the lot size variations are relatively minor. In addition the approved allotments each have direct road frontages or dual street frontage, which is encouraged by the Policy.

Development Consent No. DA0586/10 is the most similar to the current proposal in that it includes a battle-axe handle arrangement and has an allotment with an area of 565m² (excluding the area of its access handle). However, this application was specifically excluded from the Policy as it was submitted prior to the adoption of the Policy and was included in Part 3 of the above resolution. The approval of this consent is not seen to be evidence of inconsistency with the application of the Wilberforce Subdivision and Development Policy.

The provisions of the Wilberforce Subdivision and Development Policy have been consistently enforced and should therefore be given appropriate weight. The proposal fails to comply with the allotment size and sewer capacity controls of the Wilberforce Subdivision and Development Policy and upon review the refusal of the application is seen to be justified.

Section 79C Assessment

An assessment of the development with regard to the heads of consideration under Section 79C of the EP&A Act has been undertaken.

The subject property is zoned R2 Low Density Residential and the proposed subdivision is permissible under Section 2.6 of the HLEP 2012. With areas of 563m² and 655m² (814m² including access handle), each of the allotments also satisfy the minimum lot size controls of the HLEP 2012.

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The report prepared for the original development application argued that that the proposed battle-axe arrangement had the potential to adversely impact upon the traditional residential character and streetscape of Wilberforce. Whilst it is acknowledged that battle-axe allotments were, prior to the introduction of the Policy, relatively common within Wilberforce such arrangements result in poor planning outcomes in terms of future privacy and overshadowing impacts.

The proposal is generally consistent with SEPP No. 55, SREP No. 20 and the HDCP 2002.

The Wilberforce Subdivision and Development Policy was adopted by Council on 31 July 2012 in order to provide a guide to decision making on applications in the residential zoned area of Wilberforce covered by the Priority Sewerage Program (PSP).

Council prepared this Policy to ensure that new allotments to be covered by the PSP take into consideration the limited capacity of the system and also to ensure that the character of the existing Wilberforce streetscape is retained. This Policy provides criteria to be used when assessing development applications for subdivision and residential development proposals submitted to Council.

Whilst the individual sewer connection to this development may be feasible, it is considered that the approach developed via Council's Wilberforce Subdivision and Development Policy should be followed to ensure the orderly planning and development of the locality. The approval of the subject development, which is inconsistent with this Policy, would set an undesirable precedent and would not be in the public interest.

Financial Implications

Based on the supplied value-of-works of \$5,000 the proposal is exempt from the payment of Section 94A Development Contribution fees.

Planning Decision

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

RECOMMENDATION:

That Council as the consent authority pursuant to Clause 82A(4A) of the Environmental Planning and Assessment Act 1979 (as amended) refuse Development Application No. DA0006/14 S82A (DA0573/13) for the demolition of an awning and a two lot Torrens title subdivision on Lot 3 DP238218, known as 5 Macquarie Road, Wilberforce, for the following reasons:

1. The proposal is inconsistent with objectives of the Hawkesbury Local Environmental Plan 2012 in that it would not result in the orderly and economic development of Wilberforce.
2. The proposed development is inconsistent with the objectives, lot size and capacity allocation criteria of Council's Wilberforce Subdivision and Development Policy.
3. The variation of the Wilberforce Subdivision and Development Policy would set an undesirable precedent and not be in the general public interest.

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ATTACHMENTS:

AT - 1 Council report to Council meeting of 14 October 2014

AT - 2 Plans of the Proposal

AT - 3 Applicant's Legal Opinion

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AT - 1 Council report to Council meeting of 14 October 2014

Item: CP - Development Report - DA0573/13 - Lot 3 DP238218 - 5 Macquarie Road, Wilberforce - Two lot subdivision and demolition of existing awning - (95498, 21260)

Development Information

File Number: DA0573/13
Property Address: 5 Macquarie Road, Wilberforce
Applicant: Mr RJ Cox, Jnr
Owner: Mr RJ Cox, Jnr
Proposal Details: Proposed two lot subdivision and demolition of existing awning
Estimated Cost: \$5000
Zone: R2 Low Density Residential
Date Received: 25 October 2013
Advertising: 30 October 2013 - 13 November 2013

Key Issues:

- ◆ Lot size
- ◆ Wilberforce Subdivision and Development Policy

Recommendation: Refusal

REPORT:

Executive summary

The application seeks approval for a two lot Torrens title subdivision and demolition of an existing awning at 5 Macquarie Road, Wilberforce known as Lot 3 within DP 238218. The site currently comprises one allotment containing a single residential dwelling with attached carport, rear shed buildings, and above ground pool. The dwelling is located to the south-east of the site, fronting Macquarie Road.

Following a detailed assessment of the application it is recommended that the proposal not be supported as the development does not comply with the overall objectives of R2 Low Density Residential zone in relation to residential character. The proposal is also inconsistent with the *Wilberforce Subdivision and Development Policy* in relation to character, proposed allotment sizes and allocation of sewer capacity criteria.

The application is being reported to Council for determination as the application involves a variation of 25% to the minimum allotment size requirement within Council's Wilberforce Subdivision and Development Policy.

Description of Proposal

The application proposes a two lot Torrens Title Subdivision of Lot 3 in DP 238218, 5 Macquarie Road, Wilberforce. It is proposed that the existing allotment would be subdivided as follows:

- Proposed lot 42 would contain the existing dwelling located on 5 Macquarie Road, and have a total area of 563m². The existing awning is proposed to be removed.
- Proposed lot 41 would be located to the rear (north-west) of Lot 42 and is proposed to have access to Macquarie Road via a 4.4 metre wide handle along the eastern boundary of the site to Macquarie Road. Lot 41 is proposed to have a total area of 814m².

The application is supported by a Statement of Environmental Effects dated October 2013, prepared by Urban Consulting Pty Ltd which includes subdivision and concept drainage plans.

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Background

30 October 2013 Application received by Council
30 October 2013 – 13 November 2013 Application placed on notification

Description of the Land and its Surroundings

The subject site is situated on the northern side of Macquarie Road, between Hanover Street and Castlereagh Road and has a total area of 1372m². The site contains a single storey residential dwelling with an attached carport, above ground pool and various small sheds at the rear.

The site gently slopes towards the rear and has a 20.1 metre frontage to Macquarie Road and is located opposite the Wilberforce Rural Fire Service Depot and Wilberforce Primary School. The surrounding area is occupied by residential properties on lots ranging in size from 588m² to 4490m².

Council Policies, Procedures and Codes to Which the Matter Relates

- Sydney Regional Environmental Plan No 20 (No.2 - 1997) - Hawkesbury Nepean River (SREP No. 20)
- Hawkesbury Local Environmental Plan 2012
- Hawkesbury Development Control Plan 2002
- Wilberforce Subdivision and Development Policy

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

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

- a. The provisions of any:
 - i. Environmental Planning Instrument:

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

An assessment of the proposal against this plan has been undertaken and it is considered that the proposed development is consistent with the general and specific matters for consideration, specific planning policies and recommended strategies and development controls of this plan.

Hawkesbury Local Environmental Plan 2012

The proposal is generally consistent with the aims, objectives and requirements of Hawkesbury Local Environmental Plan 2012 (HLEP 2012).

Clause 2.2 Zoning

The subject property is zoned R2 Low Density Residential. The proposal is generally consistent with the overall objectives of the zone in that the subdivision would provide additional opportunities for low density housing in the locality. However, the proposed layout (battle-axe) has the potential to adversely impact upon the character of the traditional residential development of the area or the existing streetscape. In this regard the proposal is inconsistent with the following R2 Low Density Residential Zone objectives:

- To protect the character of traditional residential development and streetscapes,
- To ensure that new development retains and enhances that character.

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A more detailed analysis of the proposed subdivision with regard to context and lot size is provided below under the heading Wilberforce Subdivision and Development Policy.

Clause 4.1 Minimum Subdivision Lot Size

The lot size map indicates a minimum allotment size of 450sqm for the land and as such the proposal complies, numerically, with the minimum lot size expressed for the site within Part 4 of the HLEP 2012. Further, the proposed lot, known as lot 41 contains a suitable area for the erection of a dwelling and as discussed below is proposed to be connected to a reticulated sewage system.

Clause 4.1D Exceptions to minimum subdivision lot size for certain land

The subject site is located within an area identified as "Area A" within Council's Minimum Subdivision Lot Size Map. Clause 4.1D states the following:

"Despite clauses 4.1, 4.1AA and 4.1A, development consent must not be granted for the subdivision of land that is identified as "Area A" and edged heavy blue on the Lot Size Map if:

- a) *arrangements satisfactory to the consent authority have not been made before the application is determined to ensure that each lot created by the subdivision will be serviced by a reticulated sewerage system from the date it is created, and*
- b) *the area of any lot created by the subdivision that contains or is to contain a dwelling house is less than 4,000 square metres."*

The proposed has been assessed to satisfy part (a) of Clause 4.1D and thus is not required to satisfy part (b) for the following reasons.

- Proposed lot 42 is currently connected to a reticulated sewage system, and
- Proposed lot 41 will be connected to this same sewage system.
- It seems that adequate capacity may be found to exist within the applicable sewage system attributed to the site, however, the application has not provided evidence of this.

Availability of connection to reticulated sewage system is discussed further under Wilberforce Subdivision and Development Policy below.

Clause 5.9 Preservation of Trees or Vegetation

The proposal does not include removal of any significant vegetation at the site and complies with the objectives of Clause 5.9 of the HLEP in that the development will not detrimentally impact on existing levels of amenity or biodiversity.

Clause 6.4 Terrestrial Biodiversity

The proposal has been assessed against the matters for consideration under Clause 6.4 of Part 6 – Terrestrial Biodiversity. It is considered that the future erection of a dwelling on proposed lot 41 would be unlikely to significantly impact the ecological value of vegetation on the land or in the locality.

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

There are no draft environmental planning instruments that directly relate to the land or the specified development.

iii. **Development Control Plan applying to the land:**

Hawkesbury Development Control Plan (HDCP) 2002

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

Part A, Chapter 3 - Notification

The application was notified to adjacent property owners in accordance with HDCP 2002. No submissions were received as a result of the notification.

Part D, Chapter 3 – Subdivision

The proposal is generally in accordance with the principles and requirements of this clause. The proposed lots would be able to suitably accommodate both the existing dwelling on the land and a new dwelling on the proposed additional lot without impacting any significant bushland or flora and fauna habitat. Further, the proposed lots would provide sufficient space onsite for residential development in accordance with the residential development requirements of Hawkesbury Development Control Plan 2002, Part D Chapter 1.

Lot 41 will continue to be accessed via a vehicular driveway located along the western boundary of the site. Access to lot 41 is proposed to be provided along the eastern boundary of the site, via a 4.4 metre wide access handle to Macquarie Road.

The proposal would not result in the loss of parking available to the existing dwelling fronting Macquarie Road and there is sufficient space available on proposed lot 41 to the rear, to provide for the parking of vehicles on that site. The introduction of a second vehicle crossover along the Macquarie Road frontage is considered to be unacceptable as the addition of battle-axe driveways along the street frontage would significantly adversely impact on the streetscape in the locality.

A 1 metre setback has been proposed along the adjoining boundary with 7 Macquarie Road to the east providing adequate space for landscaping and proposed drainage connections. Access to the proposed two lots is considered to be satisfactory.

However, the development, whilst complying with the minimum lot size requirements within the HLEP 2012, being a battle-axe style subdivision may adversely impact upon the visual amenity of the surrounding residential area in relation to character and streetscape. This is primarily due to the potential significant increase in vehicle driveways should this style of battle-axe development be permitted in Wilberforce. One of the aims of the Wilberforce Subdivision and Development Policy was to address this character impact and not only deal with the sewer connection allocations. Due to the shape and size of a large proportion of the properties in Wilberforce (similar to the subject property), there is significant potential for the streetscape character to be eroded and dominated by battle-axe allotment driveways.

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

No planning agreement has been entering into with regard to the subject site.

v. **Matters prescribed by the Regulations:**

The Environmental Planning and Assessment Regulation 2000 stipulates that the proposal may be levied against Council's Section 94A Development Contributions Plan. As the estimated cost of development is below \$100,000 the development is not subject to contributions under the Plan.

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

It is considered unlikely that the proposed development would have any adverse environmental impacts on the locality. The subdivision would allow for the suitable residential development of the land without fragmenting any existing bushland. However, the proposed development does have the potential to adversely impact on the overall character of the streetscape in Wilberforce, when considered as part of a cumulative impact. The site is located in close proximity to services such as transport and a local school. Further, the application is supported by sufficient information to demonstrate that the proposed lots are able to be serviced with regard to electricity and telecommunications.

c. Suitability of the site for the development:

The land is not affected by bushfire, landslip or flooding and the information provided suggests that the land has not been used for any purposes that would raise any issues in terms of land contamination.

The application has been assessed against Council's LEP controls including those related to minimum lot size. The proposal also complies with the 450sqm minimum lot size as stipulated within the HLEP and as discussed below.

Whilst the individual sewer connection to this development may be feasible, it is considered that the approach developed via Council's Wilberforce Subdivision and Development Policy should be followed to ensure the orderly planning and development of the locality.

A summary of the suitability of the site for the development has been undertaken within this report and it is considered that the proposal is generally consistent with the planning controls which relate to the land. An assessment of the proposal in relation to the Wilberforce Subdivision and Development Policy has been undertaken as follows:

Wilberforce Subdivision and Development Policy

This policy was adopted by Council on 31 July 2012 in order to provide a guide to decision making on applications in the residential zoned area of Wilberforce village covered by the Priority Sewerage Program (PSP).

Council prepared this policy to ensure that new allotments to be covered by the PSP take into consideration the limited capacity of the system and also to ensure that the character of the existing Wilberforce Streetscape is retained. This policy provides criteria within Clause 9 of the Policy, to be used when assessing development applications for subdivision and residential development proposals submitted to Council:

- a) *Available capacity, based on the number of subdivision approvals that have proceeded to Subdivision Certificate stage and other approvals beyond a single dwelling on a single allotment, is to be recorded and considered upon lodgement of any new applications. In this regard, a tally is to be kept by Council and approvals are not to result in an allocation over 100 ET in the area covered by the PSP.*

Comment: At the time of writing this report Council's records indicate that approximately 11 additional lots have been created within the Wilberforce village. Council has not approved more than 100 additional lots or approvals beyond a single dwelling within the Wilberforce village. Whilst the proposal is not technically contrary to this rule, the Policy has other aims as follows:

- Ensure development decisions do not prejudice the orderly and economic use of scarce resources.
- Seek to avoid a "first-in-first served" allocation and instead enable development (including subdivision) to occur in a fair and equitable way.

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The proposed development is premised on the matter that there is sufficient sewer connections in Wilberforce because Council has not yet approved more than 100 additional Equivalent Tenements (additional dwellings or allotments) since the commencement of the PSP. However, the application has ignored the above aims of the Policy in that approval of the development will "*prejudice the orderly and economic use of scarce resources*" (sewer connection) and it is using the argument of '*first-in-first served*'. For these reasons the proposed development is contrary to this Policy.

- b) *Lot size - new lots to be created in the housing zone are to have a minimum area of 750m², in those areas not affected by the 1 in 100 year flood, or 1.1ha, in areas affected by the 1 in 100 year flood, as shown in Appendix A. Allotments in areas affected by the 1 in 100 year flood must have a building platform, suitable for the construction of a dwelling, at a level equal to or greater than the 1 in 100 year flood. This building platform must be either naturally occurring or may be obtained by filling, via a separate development approval, with a maximum fill depth of 1m.*

Comment: The subject site is above the 1 in 100 year flood level. The application proposes the creation of two lots: lot 41 and lot 42 which contains an existing dwelling. Although lot 41 complies with the 750sqm minimum as prescribed by the policy, lot 42 which contains the existing dwelling, falls below the minimum and is proposed to be 563m² in total. The applicant has requested a variation to the minimum allotment size based on the merits of the proposal for this lot.

With regard to lot size an assessment of the character of the local area including existing subdivision and patterns of development, has been undertaken to determine the context, appropriateness and likely impact of the proposed development.

Site context and comparative lot size

The subject site is located on the northern side of Macquarie Road in Wilberforce and is located on a block bounded by Macquarie Road to the south, Hanover Street to the west, Castlereagh Road to the east and Clergy Road to the north. A total of 31 lots populate this block with lot size varying from approximately 851m² to 2675m². Smaller lots are primarily located along Hanover Street and Castlereagh Road with slightly deeper lots located along Macquarie Road. Larger lots with depths averaging 100 metres front Clergy Road to the north.

The subject site has a lot depth of 68.9 metres which is one of four lots (numbers 1, 3 and 7 Macquarie Road) fronting Macquarie Road with similar depth and is one of the deeper lots located within the block. The subject site is one of three lots fronting Macquarie Road with similar proportions.

The rear boundary of the subject site is shared by properties fronting Clergy Road to the north. Properties 2 to 12 have been subdivided in similar fashion to the proposed creating 5 battle-axe lots, with access to Clergy Road. These lots are compliant with the minimum lot size required under the Wilberforce Subdivision and Development Policy. Whilst it could be argued that these developments have had the effect of disrupting the traditional pattern of development attributed to the greater Wilberforce area, in that they are battle-axe developments with no direct street frontage, there are a limited number of these originally sized allotments that can be developed. Should Council consent to allowing smaller allotments, such as the subject application, there are significantly more of these allotments that have a much greater potential to adversely impact the streetscape and character than the few properties in Clergy Road.

Summary

Had the lots fronting Clergy Street been amalgamated prior to subdivision a more economic and rational development of these lots may have been the result. However, the existing situation is such that the subject application will not significantly alter the potential maximum yield, beyond that which has already occurred.

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- c) *Residential development in excess of a single dwelling house (for the purposes of secondary dwellings, dual occupancies, seniors housing and for community purposes (if permitted by the relevant zoning or Legislation)) is encouraged within the 800m radius from existing community facilities, i.e. shops.*

Comment: The application does not involve residential development of the type outlined above. Therefore this clause does not apply to the development.

- d) *Development applications lodged with Council prior to 15 February 2011 (as listed in the Council report dated 15 February 2011 and any subsequent related motions of Council) will not be subjected to this Policy.*

Comment: The application was lodged after 15 February 2011 and as such this provision is not applicable to this application.

Based on the assessment above, it is recommended that the subdivision not be supported. It is noted that lot 42, which would be created, as a result of the subdivision application, does not comply with the minimum allotment size requirement within the Wilberforce Subdivision and Development Policy.

The applicant has argued that Council has already varied the Policy for a 2 lot into 3 lot subdivision on the corner of Turnbull and Coburg Roads, Wilberforce. That subdivision created an additional allotment that had a full frontage to Coburg Road whilst the existing properties retained the same frontage to Turnbull Road. In this regard the minor variation, two lots at 609m² and 633m² containing the original dwellings, did not result in the creation of any battle-axe allotments or driveways that would adversely impact the streetscape in the area.

The development is not consistent with the overall objectives of this Policy and the proposal as a whole has the potential to adversely impact the local area by setting precedence for the variation of the Policy.

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

No submissions were received with regard to the proposal.

e. The Public Interest:

An assessment of the proposal against the relevant planning instruments and policies including the Hawkesbury Local Environmental Plan 2012 and the Wilberforce Subdivision and Development Policy has been undertaken as set out in the report above. As the application is inconsistent with Councils Policy, it is not in the general public interest.

Internal Referrals

The application was referred to Council's Senior Subdivision and Development Engineer and no objection to the proposal was raised. The internal referral acknowledges letters dated 29 January 2013 signed by the owners of adjacent properties (7 Macquarie Road and 8A and 10A Clergy Street) permitting use of the easement running along the northern boundary of the subject site and recommends standard conditions of consent.

Conclusion

The environmental impacts anticipated as a result of the proposal are those relating to minimum allotment size, and residential amenity. The management and rationalisation of these impacts has been addressed within the information submitted with the application and in the report above.

The variation request to the Wilberforce Subdivision and Development Policy has been investigated and is not considered worthy of support given the circumstances of this case.

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Planning Decision

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

RECOMMENDATION:

That development application DA0573/13 concerning Lot 3 in DP 238218 at 5 Macquarie Road, Wilberforce for a two lot Torrens title subdivision and demolition of an awning be refused for the following reasons:

1. The proposed development is inconsistent with the R2 Low Density Residential Zone in that the layout and design of the subdivision does not retain or enhance the character of the streetscape in Wilberforce.
2. The proposed development is inconsistent with the objectives, lot size and capacity allocation criteria of Council’s Wilberforce Subdivision and Development Policy.
3. The variation of the Wilberforce Subdivision and Development Policy would set an undesirable precedent and not be in the general public interest.

ATTACHMENTS:

AT - 1 Locality Plan

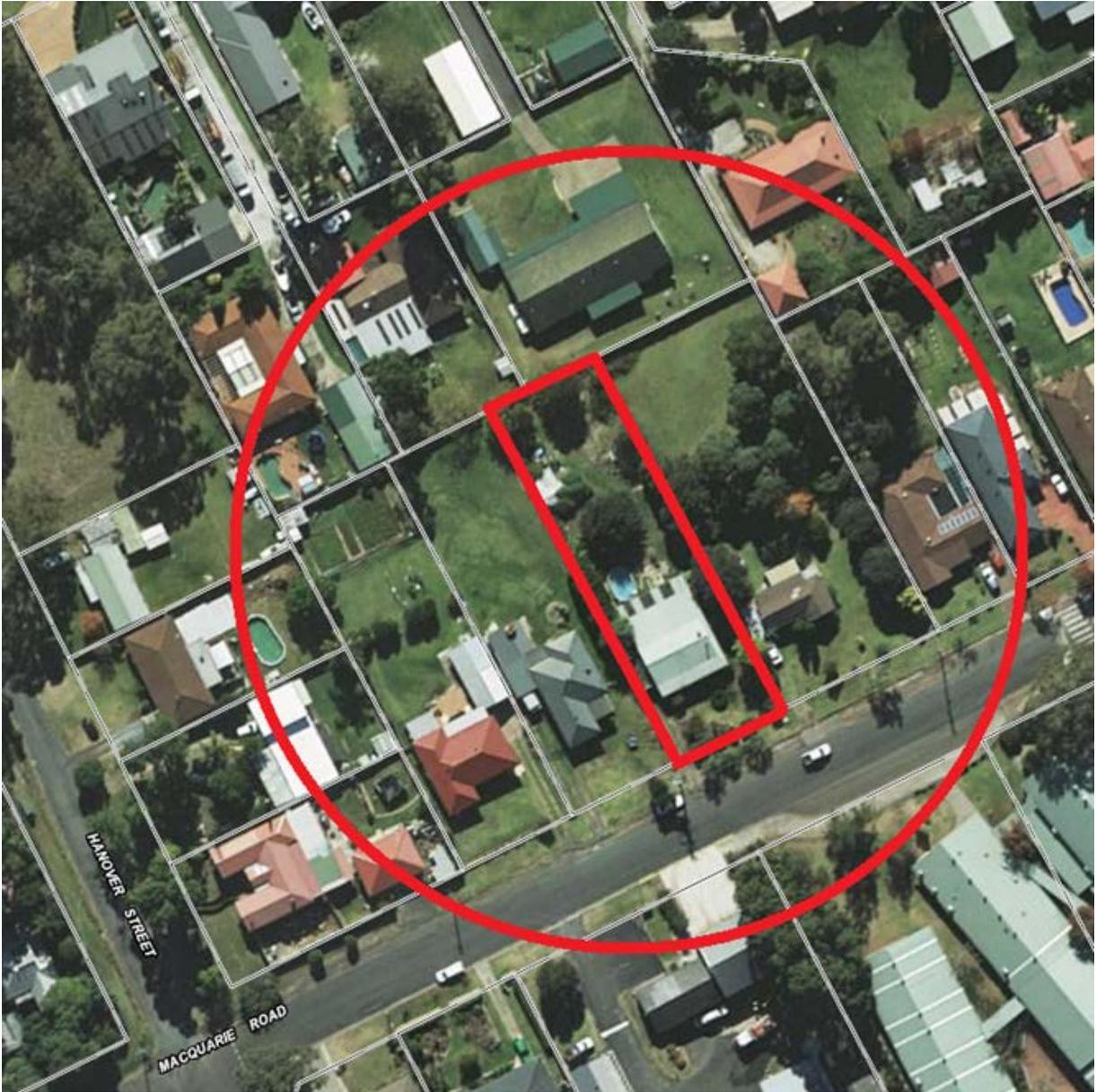
AT - 2 Aerial Photo

AT - 3 Subdivision Plan

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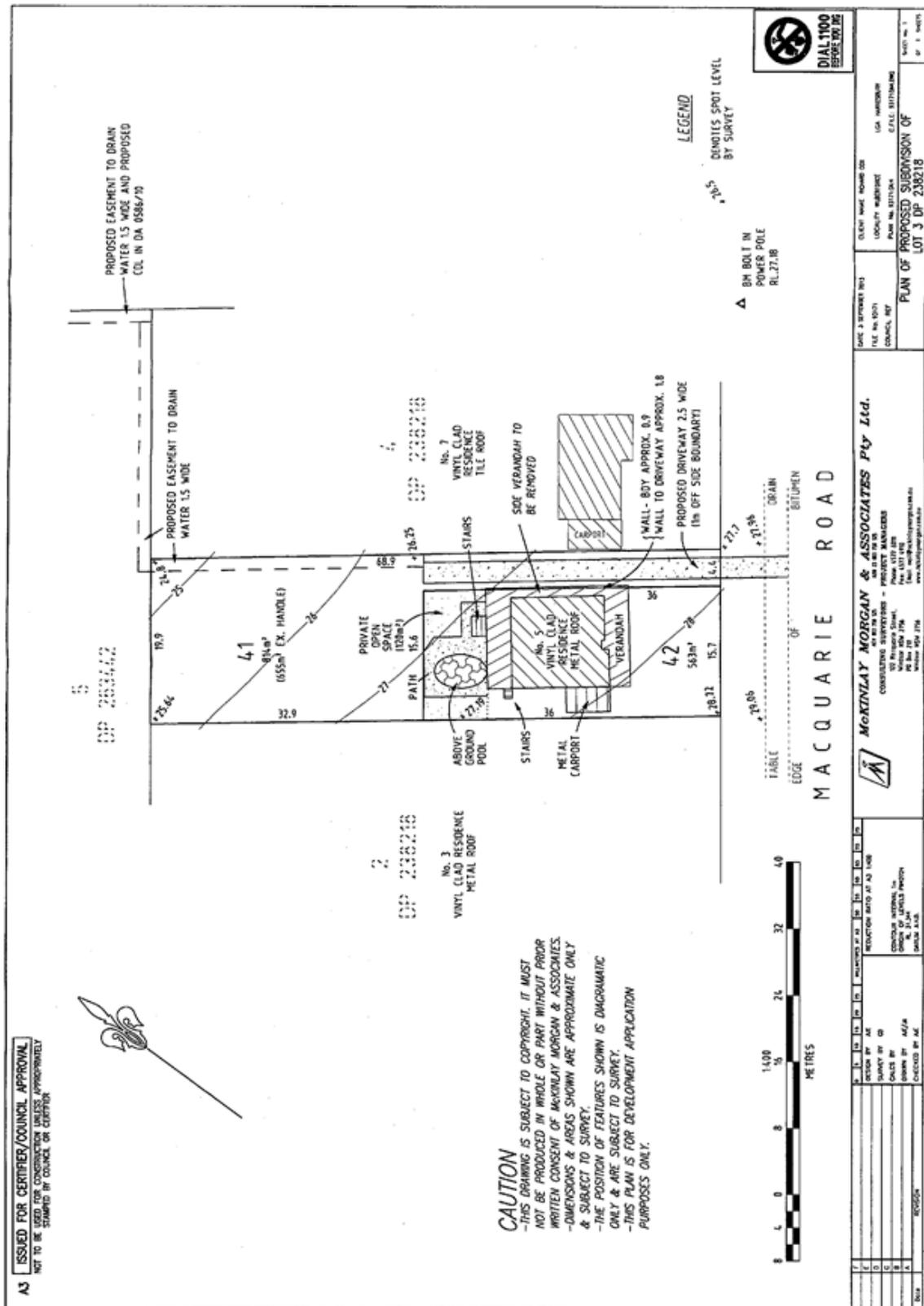
AT - 2 Aerial Photo



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AT - 3 Subdivision Plan



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AT - 3 Applicant's Legal Opinion

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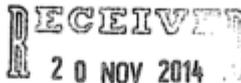


Your Ref:
Our Ref: GC:NT:140468

Email: gcastellan@ritchiecastellan.com.au

12 November 2014

Mr R Cox
c/- PO Box 1201
WINDSOR NSW 2756



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level 1
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25 solent circuit
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Also by email

BY:.....

Dear Mr Cox,

**Advice on refusal of Notice of Determination of a Development Application
Ppty: 5 Macquarie Road, Wilberforce NSW 2756**

We have been requested to provide an advice in respect of a proposed review under section 82A of the Environmental Planning and Assessment Act 1979 of the Notice of Determination refusing consent to a two (2) lot torrens title subdivision and demolition of an existing covered awning at 5 Macquarie Road, Wilberforce NSW. The Notice of Determination dated 14 October 2014 stated the following reasons for refusal of the application:

1. The proposed development is inconsistent with the R2 Low Density Residential Zone in that the layout and design of the subdivision does not retain or enhance the character of the streetscape in Wilberforce.
2. The proposed development is inconsistent with the objectives, lot size and capacity allocation criteria of Council's *Wilberforce Subdivision and Development Policy*.
3. The variation of the *Wilberforce Subdivision and Development Policy* would set an undesirable precedent and not be in the general public interest.

The reason for refusal are those matters referred to above, being those matters referred to in 79(c)(1) of the *Environmental Planning and Assessment Act, 1979* as are relevant to the subject development.

PLANNING CONTROLS

The application is subject to the following:

- *Sydney Regional Environmental Plan No 20 (No.2 – 1997) – Hawkesbury Nepean River (SREP No.20).*
- *Hawkesbury Local Environmental Plan 2012.*

- *Hawkesbury Development Control Plan 2002.*
- *Wilberforce Subdivision and Development Policy. ("the policy").*

We have been briefed with a copy of the Report to Council on 14 October 2014 and the Policy.

It is noted from the assessment of the application to the Meeting of Council held on 14 October 2014 that the application satisfies the requirements of Sydney REP No.20, Hawkesbury LEP 2012 and Hawkesbury DCP 2002.

The assessment states at page 50:

"A summary of the suitability of the site for the development has been undertaken within this report and it is considered that the proposal is generally consistent with the planning controls which relate to the land."

Despite this, there is one reservation which is also stated at page 50 in relation to its assessment under the *Environmental Planning and Assessment Regulation 2000* which states:

"However, the proposed development does have the potential to adversely impact on the overall character of the streetscape in Wilberforce, when considered as part of a cumulative impact."

This is apparently is reflected in reason 1 for refusal of the application.

This seems to derive from a further comment made in the assessment found at page 47 where the assessment states:

"The proposal is generally consistent with the overall objectives of the zone in that the subdivision would provide additional opportunities for low density housing in the locality. However, the proposed layout (battle-axe) has the potential to adversely impact upon the character of the traditional residential development of the area or the existing streetscape. In this regard the proposal is inconsistent with the following R2 Low Density Residential Zone objectives:

- *To protect the character of traditional residential development and streetscapes,*
- *To ensure that new development retains and enhances that character."*

We note that the assessing officer quotes two (2) objectives which lend support to his assessment and overlooks another important objectives for the zone namely:

- *To provide for the housing needs of the community within a Low Density Residential Environment.*

- *To ensure that development is sympathetic to the nature environmental and economic process of the area."*

The fact that the assessing officer may have concluded that the application was inconsistent with two (2) of the objectives stated, does not mean that the application should be refused. As was stated by the Chief Judge, Justice Pearlman in *Schafier Corporation Limited v Hawkesbury City Council* (1992) 77 LGRA 21 at 27:

"The guiding principle, then, is that a development will be generally consistent with the objectives if it is not antipathetic to them. It is not necessary to show that the development promotes or is ancillary to those objectives, nor even that it is compatible."

As was pointed out above, the assessing officer stated at page 50 that "..... the proposal was generally consistent with the planning controls".

The statement by the assessing officer that the proposed battle-axe layout has the potential to adversely impact upon the character of the traditional residential development of the area ignores the fact that the Council has already approved battle-axe subdivisions which back on to the rear of this property at 2 – 12 Clergy Road, Wilberforce and adjoining at 7 Macquarie Road Wilberforce, so that this application is consistent with the residential development of the area.

The housing area bounded by Macquarie Road, Duke Road, Clergy Road and Castlereagh Road is typified by battle-axe housing development.

So far as the subdivision not retaining or enhancing the character of the streetscape in Wilberforce, as was pointed out in the Statement of Environmental Effects, the only change to the streetscape will be one (1) additional access point located on the eastern side of the existing house. There is no intention of the applicant to substantially alter the lush landscaping which is present on the site so that any impact will be minimal.

In our opinion, this reason for refusal is not supported by the assessment.

WILBERFORCE SUBDIVISION AND DEVELOPMENT POLICY

The second and third reasons for refusal arose from assessments under this policy.

We firstly note that this policy is a draft policy and was adopted as an interim draft policy by Council on 15 February 2011. It has not been finalised and is not listed on Council's website as a Planning Policy.

On 21 September 2012, *Hawkesbury Local Environmental Plan 2012* came into effect. The property in question is located in the R2 Low Density Residential Zone. The minimum lot size prescribed is 450m².

The Policy seeks to restrict the minimum lot size to 750m² based on the limited available capacity of the priority sewer program ("PSP") in fixing this minimum lot size. The policy is in direct conflict with the LEP and the DCP. The decision to fix a minimum lot size of

750m² was made at a time when Council knew the draft standard instrument LEP would fix a minimum size of 450m².

The policy is not an environmental planning instrument nor a DCP and is not recognised by the Environmental Planning and Assessment Act 1979 or the Regulations thereto.

From our reading of the Policy, its purpose is to restrict the number of connections to the PSP to 100 equivalent tenements ("ETs"). As noted in the policy at page 2:

"It provides for a limited infill growth (approximately 100 Equivalent Tenements (ET)) but does not provide guidance on the location of that growth area."

In *Stockland Development Pty Limited v Manly Council* [2004] NSWLEC 472 (3 August 2014), the Chief Judge, Justice McClellan said at [92]:

"To my mind, the matters which are relevant when determining the weight to be given to a planning policy adopted by a council are as follows:

- the extent, if any, of research and public consultation undertaken when creating the policy;
- the time during which the policy has been in force and the extent of any review of its effectiveness;
- the extent to which the policy has been departed from in prior decisions;
- the compatibility of the policy with the objectives and provisions of relevant environmental planning instruments and development control plans;
- the compatibility of the policy with other policies adopted by a council or by any other relevant government agency;
- whether the policy contains any significant flaws when assessed against conventional planning outcomes accepted as appropriate for the site or area affected by it."

Applying the above principles to the policy, we note the following:

- The policy was adopted by Council on 15 February 2011 as an interim draft policy and has still not been finalised. It is not listed on the Council's official website as a Planning Policy.
- Since the policy was adopted, we are instructed that to our client's knowledge, Council has departed from the minimum lot sizes on three occasions namely:
 - 2011, three (3) lot subdivision of Lot 4 DP 238218, Macquarie Road, Wilberforce.

- 26 February 2013, three (3) lot subdivision at 40 to 42 Turnbull Avenue, Wilberforce; and
- 24 September 2013, two (2) lot subdivision at 6 Kirra Place, Wilberforce.
- The policy is not compatible with the objectives and provisions of the Hawkesbury LEP 2012 and the DCP inasmuch as the policy ignores the minimum lot size as permitted by Hawkesbury LEP 2012, a fact which was known to the Council at the time it adopted the policy.
- The objectives for the zone R2 Low Density Residential Policy overall is to encourage the Council to provide for the housing needs of the community within a Low Density Residential environment (i.e. 450m²), objectives which the policy ignores.
- The policy is not compatible with the provisions of Hawkesbury LEP 2012 which by its implementation and gazettal, it assumed that Council accepted the minimum lot sizes in residential zones would be 450m². The LEP was gazetted some nineteen (19) months after the policy was adopted.
- Fixing a minimum lot size of 750m², in contrast to the statutory instrument adopted for the Council's area is a significant flaw as the LEP must be accepted as being appropriate for the site or area affected by it.

EQUIVALENT TENEMENTS AND THE PSP

The other aspect of the policy is the desire of the Council to restrict the number of ETs to 100. We note that the assessment indicates that 11 ETs have been used. This leaves 89 which are still available. The proposed Lot 42 is currently connected to a reticulated sewerage system and proposed Lot 41 will be connected to the same system. The assessment acknowledges that adequate capacity exists within this sewerage system attributed to the site. It comments that "the application has not provided evidence of this." However we note that this is a matter which can be conditioned in a consent by the Council as is stated in the seventh listed objective for the zone.

It is noted that the assessment criticises the "first in first served" allocation of ETs. One might ask rhetorically, how else other than a first in first served method can applications for development be dealt with.

Further, it seems pointless to attempt to control development by imposing minimum lot sizes of 450m² when the actual control Council is seeking to impose through the policy is the number of ETs which can be used for housing. It is not the size of the lot which matters but rather the number of connections to be accommodated within the Policy. This is made clear at page 4 of the Report to the Council when the policy was adopted on 15 February 2011 which stated:

"Sydney Water has advised that a total of approximately 100 equivalent tenements (ET) 1 ET = one (1) allotment/dwelling is available for infill allocation (this figure is in

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Richard Cox

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12 November 2014

addition to the allowance made for the existing dwellings, caravan park, butterfly farm, Go Cart Track, additional residential development (200 lots) off King Road as resolved previously by Council in late 1990's."

In our opinion, this application is infill development and should be given the benefit of the allocation of one (1) ET.

CONCLUSION

In our opinion, the weight given to the policy by the assessing officer and Council was too great. The provisions of Hawkesbury LEP 2012 must be given determining weight. The question of providing a connection to the sewerage rests with Sydney Water and the obtaining of a section 73 Certificate. There is ample capacity in ETs. 100 ETs were allocated at the time of the adoption of the policy on 15 February 2011. Only 11 have been used. There is no reason, in our opinion, why one (1) ET should not be allocated to this development and that it be approved.

Yours faithfully,
ritchie & castellan

Geóff Castellan

oooO END OF REPORT Oooo

Item: 40 CP - Implementation Planning for Hawkesbury Residential Land Strategy - Proposed Large Lot Residential / Rural - Residential Development Investigation Area for Kurmond and Kurrajong - (95498, 124414)

REPORT:

Executive Summary

The purpose of this report is to recommend that Council adopt an investigation area to enable structure planning and development contributions planning for large lot residential / rural - residential development within the vicinity of the village centres of Kurmond and Kurrajong.

Consultation

At present the issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. Should the area be further investigated there will be a number of separate opportunities for community consultation. These will relate to Section 94 Plan, structure plan, etc.

Background

On 3 February 2015 Council considered a Mayoral Minute regarding implementation planning for the Hawkesbury Residential Land Strategy (RLS). Specifically the Mayoral Minute highlighted the need to undertake structure planning and development contribution planning for development areas.

In response to the Mayoral Minute Council resolved as follows:

"That:

- 1. Council suspend acceptance of new planning proposals under the Hawkesbury Residential Land Strategy (RLS) until the key implementation actions of the RLS, in particular, structure planning and development contribution planning has been completed for the Kurrajong/Kurmond investigation areas or 31 July 2015.*
- 2. Planning proposals (for which the application fee payment has already been received) currently lodged with Council are to continue to be processed. These applications, in accordance with previous resolutions of Council, are not to proceed to gazettal until the relevant structure plan and/or S94 Plan is in place.*
- 3. The structure and development contributions planning referred to above be given priority and if funding is required to undertake this work, the work program for the Strategic Planning Branch be reviewed and any work/budget adjustment be considered in the next quarterly review.*
- 4. Given the time and specialist input required to undertake this work, a report be received by Council in July 2015 regarding the progress of this work, where the processing of planning proposals can be reviewed, with the aim to complete this work by the end of August."*

Hawkesbury Residential Land Strategy

On 10 May 2011 Council adopted the RLS. The aims of the RLS are to:

- accommodate between 5,000 to 6,000 additional dwellings by 2031, primarily within the existing urban areas as prescribed in the Department of Planning and Infrastructure's (DP&I) North West Subregional Strategy

- preserve the unique and high quality natural environment of the LGA
- accommodate changing population, which presents new demands in terms of housing, services and access
- identify on-going development pressures to expand into natural and rural areas, as well as new development both in and around existing centres
- identify physical constraints of flood, native vegetation and bushfire risk
- ensure that the appropriate infrastructure is planned and provided to cater for future development

The RLS does not rezone land or approve development of areas or localities. Rather it establishes a planning framework to assist in the implementation of the above aims and is to be used to guide the preparation and assessment of rezoning proposals (Planning Proposals).

The RLS contained the following commentary and criteria regarding large lot residential / rural residential development.

“2.10 Strategy for Rural Village Development

The Hawkesbury Residential Development Model focuses on future residential development in urban areas and key centres. However, the importance of maintaining the viability of existing rural villages is recognised. As such, the Hawkesbury Residential Strategy has developed a strategy for rural residential development.

Future development in rural villages should be of low density and large lot dwellings, which focus on proximity to centres and services and facilities. Rural village development should also minimise impacts on agricultural land, protect scenic landscape and natural areas, and occur within servicing limits or constraints.”

...

“3.3.8 Role of Rural Residential Development

Rural residential developments have historically been a popular lifestyle choice within Hawkesbury LGA. However, rural residential development has a number of issues associated with it including:

- *Impact on road networks;*
- *Servicing and infrastructure;*
- *Access to facilities and services;*
- *Access to transport and services;*
- *Maintaining the rural landscape; and*
- *Impacts on existing agricultural operations.*

Whilst this Strategy acknowledges rural residential dwellings are a part of the Hawkesbury residential fabric, rural residential dwellings will play a lesser role in accommodating the future population. As such, future rural development should be low density and large lot residential dwellings.

Future rural residential development, that is large lot residential dwellings, will be required to:

- *Be able to have onsite sewerage disposal;*
- *Cluster around or on the periphery of villages;*
- *Cluster around villages with services that meet existing neighbourhood criteria services as a minimum (within a 1km radius); and*
- *Address environmental constraints and have minimal impact on the environment.”*

...

“6.5 Rural Village Development Criteria

While the majority of future residential development will occur within existing residential areas or on the periphery of existing urban areas and corridors, it is recognised that there is a need to maintain the ongoing viability of rural villages. Future development within rural villages should be primarily low density and large lot residential dwellings.

Additionally all future low density and large lot residential development in rural villages must:

- *Be able to have onsite sewerage disposal;*
- *Cluster around or on the periphery of villages;*
- *Cluster around villages with services that meet existing neighbourhood criteria services as a minimum (within 1km radius);*
- *Address environmental constraints and with minimal environmental impacts; and*
- *Within the capacity of the rural village.”*

Proposed Large Lot Residential / Rural - Residential Development Investigation Area for Kurmond and Kurrajong

In order to undertake the abovementioned structure planning and development contributions planning it is necessary to define an investigation area. Attached to this report is a map showing a proposed large lot residential / rural - residential development investigation area for Kurmond and Kurrajong.

This map has been derived by considering the location criteria of the RLS (i.e. “within 1km radius” and “cluster around or on the periphery of villages”), undertaking a desk top survey of matters such as slope, existing vegetation, existing road layout and accesses, and zone and property boundaries.

It is recommended that Council adopt this map to enable further investigation of the potential for large lot residential / rural residential development within this area and associated structure planning and development contributions planning. This map will also serve the purpose of defining the area within which planning proposals for large lot residential may be submitted to be consistent with the RLS.

Adoption of this investigation area does not guarantee that the subject land can or will be further developed nor does it mean land outside the investigation area is automatically excluded from further consideration. The main purpose of adopting the investigation area is to allow the next steps in structure planning and development contributions planning to be undertaken. If as a result of undertaking this further work it is considered that the boundary of the investigation area be amended, this amendment would then be reported to Council for consideration.

Next Steps in Structure Planning and Development Contributions Planning

Upon adoption of an investigation area the next step is for Council officers to undertake a detailed analysis of the area to determine matters such as:

- what land may be suitable for large lot residential / rural residential development
- what land may need to be protected or conserved (e.g. land containing threatened species or endangered ecological communities, riparian areas, land with significant slope, significant view lines)
- the nature and location of future development (e.g. the type of residential development and minimum lot size requirements)
- likely development yield and take up rate
- the extent of rural village expansion and limits to growth

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- the nature and location supporting public infrastructure (e.g. roads, intersections, drainage infrastructure, community facilities, parks and recreation facilities)
- mechanisms to fund and provide supporting public infrastructure

In undertaking this investigation it is expected that matters likely to be examined would include, but not necessarily be limited to:

- consistency with State and local strategies, plans and policies
- road and lot layout (i.e. an access plan for the investigation area instead of multiple cul-de-sacs or driveways)
- suitability for onsite effluent disposal and the cumulative impacts of that disposal on the catchment
- provision of bushfire asset protection zones
- land use conflict with adjoining agricultural activities
- retention/removal of vegetation and impact on flora and fauna
- impact on waterways
- retention of or change to existing landscape, views and character
- landform changes and stability
- vehicle accesses to Bells Line of Road
- traffic generation and impact on local and regional road network
- adequacy of public transport
- demand for public services and infrastructure
- the setting of the rural villages in relation to the rural surrounds and proximity to North Richmond

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Looking After People and Place Directions statement;

- Offer residents a choice of housing options that meets their needs whilst being sympathetic to the qualities of the Hawkesbury.
- Population growth is matched with the provisions of infrastructure and is sympathetic to the rural, environmental, heritage values and character of the Hawkesbury.
- Have development on both sides of the river supported by appropriate physical and community infrastructure.

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

- Identify community needs, establish benchmarks, plan to deliver and advocate for required services and facilities

Financial Implications

Whilst much of the suggested work in the investigation area, as set out above, can be undertaken by Council staff there may be a need to obtain specialist advice for some aspects of the investigation where Council does not have the in-house capability. At present it is anticipated specialist advice may be required with respect to development contributions planning; possible cumulative impacts of on-site effluent disposal systems; some of the road and traffic implications in relation to the RMS controlled roads; identification and management of threatened and endangered flora and fauna; and stormwater management.

The cost of engaging such specialists is yet to be determined and, if required, will be subject to a further report to Council in accordance with Part 3 of the abovementioned Mayoral Minute.

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Planning Decision

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

Conclusion

The structure planning is a necessary step to facilitate potential development in a collective approach for both Kurmond and Kurrajong. The RLS signalled that this investigative work was required as a precursor to Council determining planning proposals on an individual basis. The structure planning will result in a strategic approach including a development contributions plan to deliver the necessary infrastructure outcomes.

RECOMMENDATION:

That Council adopt the investigation area as attached to this report to enable structure planning and development contributions planning for the purposes of large lot residential / rural - residential development within Kurmond and Kurrajong.

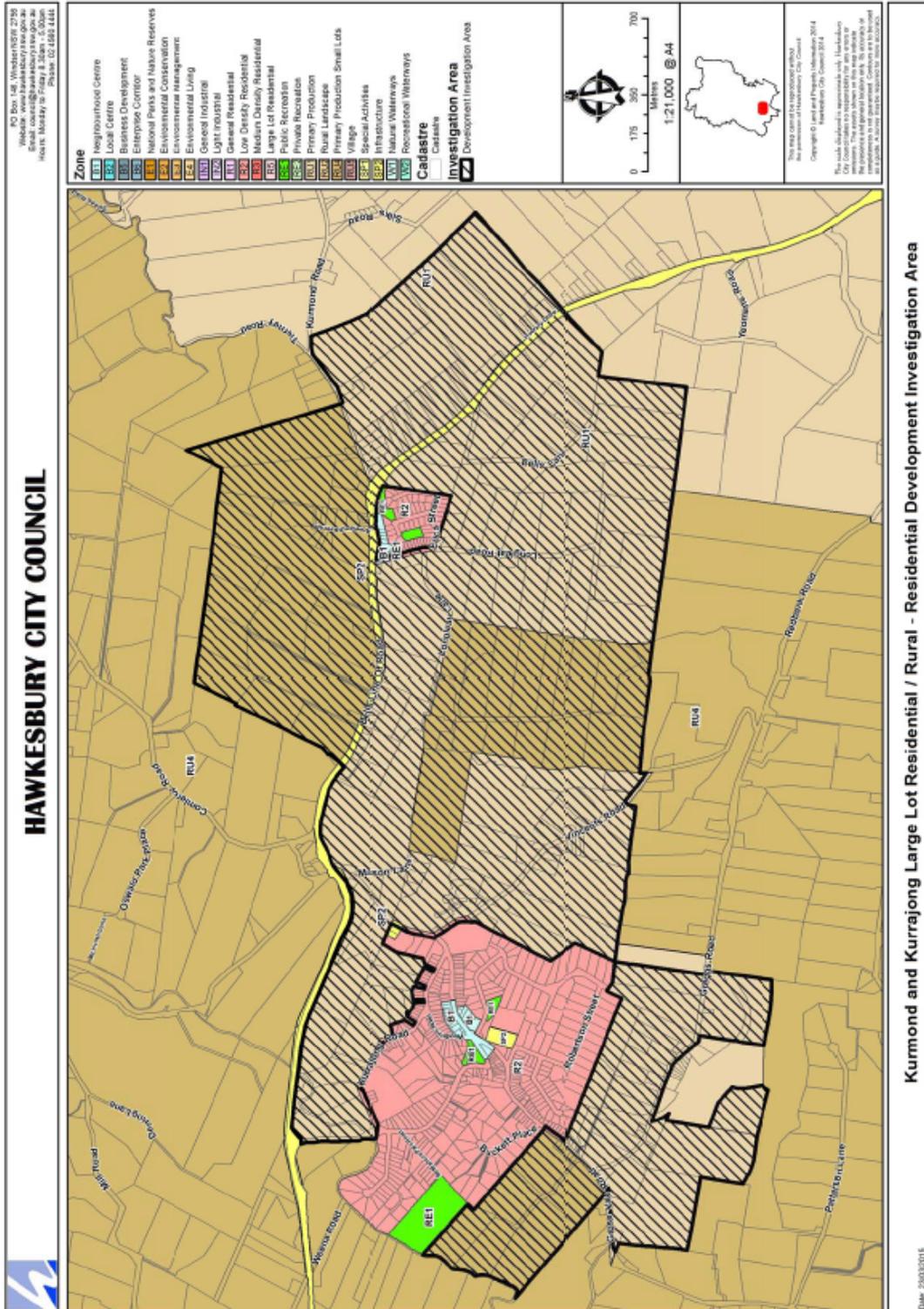
ATTACHMENTS:

AT - 1 Proposed Large Lot Residential / Rural - Residential Development Investigation Area for Kurmond and Kurrajong

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AT - 1 Proposed Large Lot Residential / Rural - Residential Development Investigation Area for Kurmond and Kurrajong



oooO END OF REPORT Oooo

Item: 41 CP - Proposed General Amendments to Hawkesbury Local Environment Plan 2012 - (95498, 124414)

REPORT:

Executive Summary

This purpose of this report is to seek Council's endorsement to prepare a planning proposal to amend Hawkesbury Local Environmental Plan 2012 (LEP 2012).

The proposed amendment is generally procedural as it relates to matters such as updating general wording and referencing; amending the LEP due to provisions of State planning policies; adding certain land uses as permissible development; changes to minimum lot size provisions; site specific rezonings and land reclassifications; and correcting some minor drafting and mapping errors.

It is recommended that Council resolve to prepare a planning proposal and that the resultant planning proposal be forwarded to the Department of Planning & Environment (DP&E) for a gateway determination.

Background

LEP 2012 was gazetted on 21 September 2012 and at the same time repealed Hawkesbury Local Environmental Plan 1989 (LEP 1989). The primary objective in preparing LEP 2012 was to convert the provisions of LEP 1989 into the Department of Planning and Environment's standardised local environmental plan (known as the "standard instrument") without making substantial or significant changes to underlying land use permissibility's or minimum lot size provisions.

However, since the gazettal of LEP 2012 a number of matters have arisen, including the permissibility of certain land uses; Policy for minimum lot sizes within the township of Wilberforce; the interpretation and application of clauses; and minor drafting and mapping errors. In addition, Council has received some requests to make amendments to the LEP.

Proposed Amendments to LEP 2012

The proposed amendments to LEP 2012 are briefly described below. However, the attachments to this report outline the proposed amendments in more detail.

1. Written Instrument Amendments

These amendments primarily relate to the interpretation and application of some clauses. The proposed changes primarily relate to minor wording corrections and changes to development criteria, particularly in respect to exempt development requirements and standard dictionary terminology. In a small number of cases, the intent of clauses previously in LEP 1989 and converted into new wording under the standard instrument approach have become open to alternative interpretation. The intent is to clarify the intended interpretation of those clauses.

2. Mapping Amendments

These amendments include changes to the mapping relating to heritage items, land reserved for acquisition, minimum lot sizes and land zoning. The following headings summarise the proposed changes:

Heritage Map

The heritage map sheets are required to be updated to refer to the correct heritage item numbers and properties that contain a heritage item. Most of the proposed changes relate to updating the identification numbers of current State listed items.

Land Reservation Acquisition Map

The Land Reservation Acquisition Map is required to be amended to be consistent with the current Land Zoning Map in respect to a number of properties adjacent to Bridge Street, Windsor. This amendment ensures that the current maps are consistent with the previous LEP 1989. This amendment is not related to the proposed Windsor Bridge development.

Lot Size Map

Changes include correcting minor errors in the legend of map 008C and changing the minimum allotment size map to comply with the requirements of Council's *Wilberforce Subdivision Policy* - adopted 31 July 2012.

Rezoning Amendment

It is proposed that Lot 1 DP 1041524, 46 Bourke Street, Richmond (known as "Pound Paddock") be rezoned from RE2 Private Recreation to RE1 Public Recreation in order to allow for uses more in line with public purposes such as public administration buildings.

3. Adoption of additional Land Uses

Since the gazettal of LEP 2012, Council has received a number of submissions relating to certain definitions in the DP&E's governing standard instrument that were not previously considered by Council.

In particular, interest has been raised with respect to the permissibility of new definitions that were not previously included in LEP 1989, such as *function centres* and *eco-tourist facilities* and Council resolved at the Ordinary meeting of 9 December 2014 to permit *secondary dwellings* and *dual occupancies (detached)* within all rural zones and E3 and E4 environmental zones.

It is proposed that this amendment adopt some of the newly defined land uses included in the standard instrument and change the permissibility of some existing development contained in LEP 2012 to better reflect the existing approved uses in the relevant zones and localities.

4. Site Specific Reclassification

Council has received a request to reclassify two parcels of Council owned land being Lots 2 and 3 in DP582878. The request has been made by the owners of the Tutti Fruitti Café at 1917 Bells Line of Road, Kurrajong Heights in order to use this land for vehicular access and car parking.

This request also relates to a current development application (DA0660/08) which Council is unable to determine, as Council is prevented from issuing owner's consent for the proposed use of the land for carparking given that it is classified as "community" land and the applicant proposes to use it for private use.

Reclassifying the land would give Council the opportunity to consider the use of the land for vehicular access and parking proposed. The development application would then be separately considered.

Other proposed future Planning Instrument amendments

The abovementioned amendments may result in the requirement to amend the DCP to complement the changed provisions or to clarify any new provisions. This would relate particularly to the proposed changes to detached dual occupancy and intended amendments to the operations relating to tree removal (currently only requiring DCP rather than LEP changes). However, there may be other unforeseen changes that may be required. When all these matters are identified a proposed amendment to the DCP would be the subject of a separate report to Council.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Shaping Our Future Together strategy;

- Achieve community respect through good corporate governance and community leadership and engagement.

Financial Implications

No financial implications, apart from use of staff resources are applicable to this report.

Planning Decision

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

Conclusion

The amendments outlined in this report have been recommended in order to ensure that LEP 2012 is an accurate and up to date document that can be used to appropriately govern and guide development within the Hawkesbury.

The proposed amendments to LEP 2012 will require approval by the DP&E and Parliamentary Counsel. Due to the requirements of these agencies the proposed amendments may be modified (whilst still achieving the same intent) or rejected. Furthermore in preparing the planning proposal other minor amendments may be identified by staff for inclusion in the planning proposal. If required, Councillors will be advised of these occurrences.

RECOMMENDATION:

That a planning proposal be prepared and forwarded to the Department of Planning & Environment seeking a Gateway Determination to:

1. Adopt newly defined uses and change the permissibility of current uses under LEP 2012 as outlined in this report and attachment.
2. Re-draft clauses within LEP 2012 which are unclear or have lost the intent of the clauses previously included under LEP 1989.
3. Make minor corrections to particular wording or referencing identified in the written instrument and maps of LEP 2012.
4. Rezone Lot 1 DP 1041524, 46 Bourke Street Richmond (known as “Pound Paddock”) to RE1 Public Recreation.
5. Reclassify two parcels of Council managed land being Lots 2 and 3 in DP582878, 1913 and 1905 Bells Line of Road, Kurrajong Heights from ‘community’ land to ‘operational’ land.

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ATTACHMENTS:

- AT - 1** Written Instrument Amendments to Hawkesbury Local Environmental Plan 2012
- AT - 2** Mapping Amendments to Hawkesbury Local Environmental Plan 2012
- AT - 3** Adoption of Additional Land Uses
- AT - 4** Site Specific Reclassification

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AT - 1 Written instrument Amendments to Hawkesbury Local Environmental Plan 2012

Written Instrument Amendments (Summary)	
Item No.	Description of Amendment
1.1	Modify Clause 2.8 Temporary Use of Land
1.2	Addition of new Clause concerning boundary adjustments
1.3	Modify Clause 4.1D Exceptions to minimum subdivision lot size for certain land
1.4	Modify Clause 4.1E Exceptions to minimum subdivision lot size for Grose Wold
1.5	Modify Clause 4.1D Exceptions to minimum subdivision lot size for certain land and Clause 4.1F Exceptions to minimum subdivision lot size for certain land in North Richmond
1.6	Modify Clause 4.2A Residential development and subdivision prohibited on certain land
1.7	Addition of new clause permitting subdivision without development consent on Council owned or managed land
1.8	Specify provisions in respect to exempt advertising signage
1.9	Amendment LEP to identify relevant acquisition authority of land to be acquired
1.10	Reword Clause 5.1A Development on land intended to be acquired for public purposes
1.11	Addition of controls relating to <i>Bed and Breakfast accommodation</i>
1.12	Modification to Clause 6.10 Certain development on Lot 1, DP 827148, Richmond Road, Clarendon
1.13	Modification to Clause 6.11 Residential accommodation at Johnston and New Streets, Windsor
1.14	Update property description of Item 11 in Schedule 1 Additional Permitted Uses
1.15	Amendments to heritage item listings in Schedule 5 Environmental heritage
1.16	Amendments to listings in Schedule 4 Classification and reclassification of public land

Item 1.1 - Modify Clause 2.8 Temporary Use of Land	
Proposed Amendment	Change Clause 2.8 to allow for a maximum of 52 days in a 12 month period.
Explanation	<p>Council adopted this clause as part of the conversion to the standard instrument and nominated that development consent may be granted for development on land in any zone for a temporary use for a maximum period of 28 days within a 12 month period.</p> <p>Since the adoption of this clause Council has received requests concerning temporary events such as weekly markets on land which prohibits these activities. In order to accommodate such activities it is recommended that the maximum period be extended to 52 days.</p>

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Item 1.2 - Addition of new clause concerning boundary adjustments	
Proposed Amendment	Addition of a new clause which allows for minor boundary adjustments to be considered between existing lots which are below the minimum subdivision lot size criteria.
Explanation	<p>Since the adoption of LEP 2012 the requirements for boundary adjustments has changed a number of times under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.</p> <p>This has resulted in Council not being able to consider boundary adjustments between existing lots which are below the minimum subdivision lot size. Previously LEP 1989 recognised boundary adjustments between undersize allotments. The change in state legislation has led to complications when considering minor boundary adjustments, particularly in rural and environmental protection zones that have larger minimum lot size provisions.</p>

Item 1.3 - Modify Clause 4.1D Exceptions to minimum subdivision lot size for certain land	
Proposed Amendment	Remove the reference to the word 'previously' in subclause (2).
Explanation	<p>During the drafting of LEP 2012 the word 'previously' appeared in this clause which provides exemptions to the minimum subdivision lot size for various types of residential developments.</p> <p>The equivalent clause in LEP 1989 did not include the word 'previously' and the addition of this word suggests that a subdivision of the residential developments specified could only be considered after the development is approved. This creates difficulty when considering a single development application for both construction and subdivision.</p>

Item 1.4 - Modify Clause 4.1E Exceptions to minimum subdivision lot size for Grose Wold	
Proposed Amendment	Modify Clause 4.1E to clarify its relationship with Clause 4.1 Minimum subdivision lot size and its application with respect to current and original lots, Cumberland Plain Woodland, and Environmental Constraint Areas.
Explanation	<p>Recent development applications received by Council have resulted in questions how this clause is to be interpreted and applied.</p> <p>Council has received legal advice suggesting that the clause be re-drafted to remove any doubt as to the clause intent and application.</p>

Item 1.5 - Modify Clause 4.1D Exceptions to minimum subdivision lot size for certain land and Clause 4.1F Exceptions to minimum subdivision lot size for certain land in North Richmond	
Proposed Amendment	Ensure consistency in calculation of the area of battle-axe lots or other lots with an access handle within residential zoned land by amending subclause (1) of Clause 4.1D Exceptions to minimum subdivision lot size for certain land and Clause 4.1F Exceptions to minimum subdivision lot size for certain land in North Richmond.
Explanation	Clause 4.1 (3A) excludes the area of access handles in determining the area of battle-axe or other lots with an access handle. In order to ensure consistency in area calculations it is recommended that similar wording be added to subclause (1) of Clause 4.1D and Clause 4.1F.

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Item 1.6 - Modify Clause 4.2A Residential development and subdivision prohibited on certain land	
Proposed Amendment	Amend subclause (3) to reinforce that <i>residential development</i> is prohibited on land which has been subdivided for the purposes of <i>agriculture</i> under Clause 4.2 of this plan.
Explanation	Whilst Clause 4.2 does not allow for dwellings to be erected on lots created for <i>agriculture</i> this clause falls under the heading of "Rural Subdivision". This could potentially lead to confusion or an oversight when considering <i>residential development</i> that does not involve subdivision. It is recommended that Clause 4.2A (3) be amended to reinforce that <i>residential development</i> is prohibited on land subdivided for the purposes of <i>agriculture</i> under Clause 4.2 of this plan.

Item 1.7 - Addition of new clause permitting subdivision without development consent on Council owned or managed land	
Proposed Amendment	Addition of a new clause permitting the subdivision of Council owned or managed land without consent if the subdivision is for the purposes of granting a lease, licence or other estate.
Explanation	Currently LEP 2012 prevents Council from subdividing land smaller than the minimum lot size map in instances where Council propose to grant a lease, licence or other estate over Council owned or managed land in accordance with the Local Government Act.

Item 1.8 - Specify provisions in respect to exempt advertising signage	
Proposed Amendment	Change provisions in respect to exempt signage identifying how many signs are permitted without consent on building elevations in commercial areas.
Explanation	Currently the exempt provisions specify a maximum of one sign as permitted without consent for under awning signs and pylon signs. It is recommended that the LEP be amended to specify a maximum of one sign (flush wall signs, top hamper signs and fascia signs) per elevation.

Item 1.9 - Amend the LEP to identify relevant acquisition authority of land to be acquired	
Proposed Amendment	Change the zoning of certain lands or add a clause where land to be acquired is not zoned RE1 Public Recreation, SP2 Infrastructure or E1 National Parks and Nature Reserves.
Explanation	The identification of relevant land acquisition authorities is dealt with by Clause 5.1 Relevant acquisition authority. This clause only relates to land that is shown on the Land Reservation Acquisition Map that is also zoned RE1, SP2 or E1. Some lands that are shown on the Land Reservation Acquisition Map are not zoned RE1, SP2 or E1. It is proposed that these lands be either rezoned as appropriate to RE1, SP2 or E1 or that an additional clause be added similar to clause 5.1 that will cater for such lands.

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Item 1.10 - Reword Clause 5.1A Development on land intended to be acquired for public purposes	
Proposed Amendment	Amended the clause to read as follows: 5.1A (1) The objective of this clause is to protect land that is intended to be acquired for a public purpose. (3) Development consent must not be granted to any development on land identified on the <u>Land Reservation Acquisition Map</u> to be acquired for a public purpose unless the consent authority is satisfied that the development is likely to be consistent with the public purpose identified on that map for that land.
Explanation	The current clause restricts development of affected land to only roads and recreation areas. The purpose of this amendment is to make the existing clause less restrictive and subject to merit assessment.

Item 1.11 - Addition of controls relating to <i>Bed and Breakfast accommodation</i>	
Proposed Amendment	Add <i>Bed and Breakfast accommodation</i> controls to be consistent with similar provisions of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
Explanation	State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 has changed <i>Bed and Breakfast accommodation</i> from being exempt development to development requiring a complying development certificate. The SEPPs complying development provisions also specify additional requirements for <i>Bed and Breakfast accommodation</i> . This has resulted in inconsistencies between the SEPP and LEP 2012. In order to ensure that there is consistency between both planning instruments, additional controls are required to be included the LEP particularly in respect to fire safety and building code requirements.

Item 1.12 - Modification to Clause 6.10 Certain development on Lot 1, DP 827148, Richmond Road, Clarendon	
Proposed Amendment	Change Clause 6.10 to refer to "Hawkesbury Valley Way" instead of "Richmond Road"
Explanation	The road name has changed since drafting of LEP 2012.

Item 1.13 - Modification to Clause 6.11 Residential accommodation at Johnston and New Streets, Windsor	
Proposed Amendment	Modify Clause 6.11 subclause (2) to refer to 25 Johnston Street, Windsor instead of 23-27
Explanation	The property address has changed since the drafting of LEP 2012.

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Item 1.14 - Update property description of Item 11 in Schedule 1 Additional Permitted Uses	
Proposed Amendment	Update property description in Item 11 to Lots 1 and 2, SP 1148514, 739 – 741 George Street, South Windsor.
Explanation	Property description has changed since the drafting of LEP 2012.

Item 1.15 - Amendments to listings in Schedule 4 Classification and reclassification of public land	
Proposed Amendment	Change street name for the following lands from “West Market Street” to “East Market Street”. Lot 18 DP 236567, Lot 17 DP 236567, Lot 2 DP 561996, Lot 15, DP 236567, Lot 12 DP 236567, Lot 11 DP 236567, Lot 10 DP 236567, Lot 9 DP 236567, Lot 14 DP 236567 and Lot 13 DP 236567.
Explanation	The current property descriptions refer to the incorrect street name.

Item 1.16 - Amendments to heritage item listings in Schedule 5 Environmental heritage	
Proposed Amendment	<p>Make the following changes to the heritage listed items:</p> <ul style="list-style-type: none"> - Review listing of item I24 due to fire damaged residence - Update street address of item I292 - Update item description of item I513 - Correct item I0091 to be consistent with State listing number I00991 - Update street address number of item I00126 - Update significance of item I00005 to “State” significance - Update street address of item I00045 to be consistent with State heritage listing - Updated description of item I00598 to be consistent with State heritage listing description - Remove reference to “Section 10, DP 759096” on item I01018 to be consistent with State heritage listing - Modify description of item I01836 to refer to State and Local status - Update description of item I01837 to “State” significance - Addition of state listed item I01817 ‘Scheyville National Park’ to schedule <p><i>Note: The item numbering is specified in the Standard Instrument format and the first character in the item numbering is the capitalised version of the letter “I” (I) and is NOT the numeral one (1).</i></p>
Explanation	The change to Schedule 5 of LEP 2012 is required to correct and update heritage item numbers, descriptions, addresses and heritage significance.

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AT - 2 Mapping Amendments to Hawkesbury Local Environmental Plan 2012

Map Amendments (Summary)	
Item No.	Description of Amendment
2.1	Heritage Map amendments
2.2	Land Reservation Acquisition Map amendments
2.3	Lot Size Map amendments
2.4	Rezoning amendment

Item 2.1 - Heritage Map amendments	
Proposed Amendment	<p>Make changes to the following heritage map sheets:</p> <ul style="list-style-type: none"> - Modify location of item I292 on HER_008C map to reflect newly subdivided lot - HER_008C incorrectly shows item I01836 as I385 on map - HER_008C incorrectly shows item I01837 as I387 on map - Remove 128 Windsor Street from HER_008DA map as property does not contain heritage item - HER_008DB incorrectly shows item I00075 as I00598 - HER_008DB incorrectly shows I00005 as I527 - Remove reference to I149 on HER_008DB map where I01018 is located - Remove reference to I01851 on HER_008DB map where I00126 is located - Identify the state listed Scheyville National Park as a heritage item on map HER_0013, HER_008DB and HER_008C - Review mapping of item I24 on HER_008C due to fire damaged residence <p><i>Note: The item numbering is specified in the Standard Instrument format and the first character in the item numbering is the capitalised version of the letter "I" (I) and is NOT the numeral one (1).</i></p>
Explanation	The map sheets listed above refer to incorrect heritage item numbering or identify properties which do not contain a heritage item.

Item 2.2 - Land Reservation Acquisition Map amendments	
Proposed Amendment	Land Reservation Acquisition Map 008DB to be amended to be consistent with the Land Zoning Map.
Explanation	Land Reservation Acquisition Map to be updated to be consistent with the Land Zoning Map which shows land zoned SP2 Infrastructure over Lot 1 DP 1084189, 58 George Street; Lot 1 DP239319, 14B Bridge Street; Lot 2 DP239319, 14A Bridge Street; Lot 1 DP 136637, 14 Bridge Street; Lot 1 DP1127620, 1/52 George Street; Lot 1 DP719156, 46A Court Street and Lot 1 DP196752, 46 Court Street.

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Item 2.3 - Lot Size Map amendments	
Proposed Amendment	<ul style="list-style-type: none">i. Update the map legend and correct the reference symbols on Lot Size Map 008C.ii. Change Minimum residential Lot Size Map for Wilberforce on Lot Size Map 008C
Explanation	<ul style="list-style-type: none">i. Amendment 5 to LEP 2012 has resulted in changes to the legend and symbols shown on lot size map 008C that are inconsistent with other lot size maps in the LEP. It is required that the legend and symbols on map 008C be amended to include the same legend as shown in all lot size maps.ii. Minimum allotment size map to be changed to comply with the requirements of Hawkesbury City Council's <i>Wilberforce Subdivision Policy</i> – Adopted 31 July 2012.

Item 2.4 - Rezoning amendment	
Proposed Amendment	Rezone Lot 1 DP 1041524, 46 Bourke Street, Richmond "Pound Paddock" from RE2 Private Recreation to RE1 Public Recreation.
Explanation	This property is owned by Council and not used for private recreation purposes. The RE1 zone is therefore the appropriate zone and would allow for additional uses such as public administration buildings.

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AT - 3 Adoption of Additional Land Uses

Land Use Amendments (Summary)	
Item No.	
3.1	Function centres
3.2	Eco-tourist facilities
3.3	Secondary dwellings and dual occupancies in rural areas
3.4	Permit Community facilities and public administration buildings in the SP2 Infrastructure zone and review permitted uses in the SP1 zone relating to the University of Western Sydney lands.
3.5	Addition of local provision for temporary events on public land
3.6	Addition of local provision for secondary dwellings and detached dual occupancies in rural areas
3.7	Addition of garden sheds to Schedule 2 - Exempt development

Item 3.1 – Permit function centres within certain zones	
Proposed Amendment	<p>Permit <i>function centres</i> with consent in the following zones:</p> <ul style="list-style-type: none"> - RU1 Primary Production - RU2 Rural Landscape - RU4 Primary Production Small Lots - RU5 Village - E4 Environmental Living
Explanation	<p>During the preparation of LEP 2012 Council did not consider the permissibility of <i>function centres</i> because this was a new land use within the standard instrument and was considered to be outside the scope of the like for like conversion of LEP 1989 land uses to LEP 2012 landuses.</p> <p>It is however noted that LEP 2012 permits <i>restaurants</i> with consent in the RU1, RU2, RU4, RU5 and E4 zones.</p> <p>Council has become aware of circumstances whereby <i>restaurants</i> are also being used a <i>function centres</i> e.g. wedding receptions. This is particularly the case in localities such as Bilpin, Kurrajong Hills and Richmond.</p> <p>To rectify to this inconsistency it is recommended that <i>function centres</i> be permitted with consent in the RU1, RU2, RU4, RU5 and E4 zones. This change will only make those uses permissible with development consent and does not allow operation. A development consent must be obtained, after consideration of the merits of that application, prior to those uses being allowed to operate.</p>

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Item 3.2 – Eco-tourist facilities within certain zones	
Proposed Amendment	Permit <i>eco-tourist facilities</i> in the in the RU1 Primary Production, RU2 Rural Landscape, RU4 Primary Production Small Lots, RU5 Village, R1 General Residential, R2 Low Density Residential, R3 Medium Density Residential, R5 Large Lot Residential, E3 Environmental Management and E4 Environmental Living zones.
Explanation	<p>During the preparation of LEP 2012 Council did not have opportunity to consider <i>eco-tourist facilities</i> as this land use was added to the standard instrument after Council forwarded the draft LEP 2012 to the DP&E for finalisation and gazettal</p> <p>As a result an anomaly currently exists in the LEP 2012 whereby in the RU1, RU4, RU5, R1, R2, R3, R5, E3 and E4 zones <i>tourist and visitor accommodation</i> is permitted with consent, however, <i>eco-tourist facilities</i> are prohibited.</p> <p>It is recommended that <i>eco-tourist facilities</i> be permitted with consent in the above mentioned zones, and due to their likely lesser environmental impact than <i>tourist and visitor accommodation</i> they also be permitted with consent in the RU2 zone.</p>

Item 3.3 - Secondary dwellings and dual occupancies in rural areas	
Proposed Amendment	Adoption of <i>secondary dwellings</i> and <i>dual occupancies (detached)</i> in zones which currently permit <i>dual occupancies (attached)</i> .
Explanation	Council resolved at the Ordinary meeting of 9 December 2014 that Council officers prepare a planning proposal to permit <i>secondary dwellings</i> and <i>dual occupancies (detached)</i> within all rural zones and E3 and E4 environmental zones.

Item 3.4 - Permit Community facilities and public administration buildings in the SP2 Infrastructure zone and review permitted uses in the SP1 zone relating to the University of Western Sydney lands.	
Proposed Amendment	Permit <i>community facilities</i> and <i>public administration buildings</i> in the SP2 Infrastructure zone and possible additional uses to the SP1 zoned land owned by UWS.
Explanation	<p>The land use table specifies that development is only permitted in the SP2 zone for the purpose shown on the land zoning map including development that is ordinarily incidental or ancillary to development for that purpose.</p> <p>Council owns and manages a number of properties zoned SP2 Infrastructure that could potentially be used for purposes other than that purpose shown on the land zoning map (or incidental or ancillary to that purpose). These potential uses are typically community and public administration type uses.</p> <p>The University of Western Sydney land is currently under review by the University and there are a number of additional uses that, whilst related to the University activities, are not covered by the current zone description. The details of these potential changes are the subject of further discussions with the University. Should these discussions be delayed this aspect of the planning proposal will be separated and be the subject of a separate planning proposal.</p>

ORDINARY MEETING

Meeting Date: 31 March 2015

Item 3.5 - Addition of local provision for temporary events on public land	
Proposed Amendment	Introduce a local provision which permits temporary events such as exhibitions, meetings, concerts on public reserves and roads without development consent provided that the organiser obtains the appropriate permission in accordance with Council's operational requirements.
Explanation	LEP 2012 currently permits temporary events with development consent. The addition of a new local provision would mean organisers would not have to lodge a development application for temporary events which are proposed on public reserves in accordance with Council's relevant Plan of Management. This would reflect the previous LEP 1989 situation.

Item 3.6 - Addition of local provision for secondary dwellings and detached dual occupancies in rural areas	
Proposed Amendment	Develop local provisions relating to <i>detached dual occupancy</i> developments in all rural zones and E3 Environmental Management and E4 Environmental Living zones.
Explanation	Council resolved at the Ordinary meeting of 9 December 2014 to develop a set of rules concerning <i>detached dual occupancies</i> , particularly in respect to minimum lot sizes.

Item 3.7 - Addition of garden sheds to Schedule 2 - Exempt development	
Proposed Amendment	Amend Schedule 2 to allow for garden sheds as exempt development on vacant land subject to the requirements specified under the previous complying development provisions of LEP 1989.
Explanation	<p>Previously LEP 1989 permitted the erection of a <i>rural shed</i> on vacant land in rural areas.</p> <p>Currently LEP 2012 requires any outbuilding to be ancillary to a permitted land use such as agriculture or a dwelling house.</p> <p>This has resulted in Council not being able to consider outbuildings on vacant land greater than what is specified as exempt development under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.</p> <p>It is recommended that Council add local provisions for garden sheds under Schedule 2 of LEP 2012 to allow for outbuildings consistent with the previous complying development provisions of LEP 1989.</p>

ORDINARY MEETING

Meeting Date: 31 March 2015

AT - 4 Site Specific Reclassification

Item 4.1 - Reclassification of Lot 2 and 3 in DP582878, 1913 & 1905 Bells Line of Road, Kurrajong Heights.	
Proposed Amendment	Reclassify Lot 2 and 3 in DP582878, 1913 & 1905 Bells Line of Road, Kurrajong Heights from "community land" to "operational land".
Explanation	This property is in the control of Council and classified as "community land". However, Council is prevented from allowing the use of the land for private purposes such as allowing for car parking and access. Tutti Fruitti café located on at 1917 Bells Line of Road has sought approval to use the land for this purpose.

oooO END OF REPORT Oooo

Item: 42 CP - Review of Development Control Plan Chapter relating to the Erection of Sheds - (95498, 124414)

REPORT:

Executive Summary

The purpose of this report is to advise Council of the review of the Development Control Plan (DCP) provisions relating to the erection of sheds.

The report recommends that the provisions for sheds be changed to be based on a sliding scale that considers land size, building setbacks and specified land use. This would provide greater guidance when considering structures larger than what is prescribed under the current provisions. The report also identifies that there is a need to clarify the differences between farm buildings and outbuildings which are ancillary to a dwelling.

The review has resulted in the drafting of a chapter entitled "*Farm Buildings & Outbuildings*" and it is recommended that the draft chapter be publically exhibited.

Consultation

The requirements for the public exhibition of a draft DCP are contained in the *Environmental Planning and Assessment Act 1979* (the Act) and the *Environmental Planning and Assessment Regulation 2000* (the Regulation). The Regulations require that a draft DCP be publically exhibited for a period of at least 28 days and that notice of the exhibition be given in a local newspaper.

Background

On 11 November 2014 Council requested a report to review the "*appropriateness of the current provisions contained within Council's planning controls in relation to the erection of sheds in both urban and rural areas of the City*".

A briefing to Councillors was provided on 10 February 2015 following a review of Council's current planning controls.

In addition to the above resolution there is a need to amend the current DCP in order to be up to date with the way development is defined under Hawkesbury Local Environmental Plan 2012 (LEP 2012). In this respect the adoption of LEP 2012 has resulted in the deletion (due to the requirement to adopt the Standard Template definitions list) of the definition of '*Rural Shed*' which was previously listed under Hawkesbury Local Environmental Plan 1989. Currently under LEP 2012, any structure used for the storage needs of the occupier of the land is required to be classified as either a '*Farm Building*' or a structure ancillary to a permitted, existing land use such as a dwelling. This is being separately reviewed in a proposal to make general amendments to LEP 2012.

The current DCP controls refer to only some rural zones. If a building is not in those zones it is, arguably, not subject to any development controls under the DCP.

Proposed Amendments

A review of the current controls has been undertaken with respect to sheds in both rural and residential areas. The key difference between the rural and residential provisions is that the residential development controls take into account matters such as building height, building setback and landscape areas. However, the current rural sheds development controls nominate maximum building areas for all rural residential properties.

ORDINARY MEETING

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Whilst the majority of development applications for rural residential sheds comply with the current DCP requirements there have been some examples where structures have been proposed on the basis that the land size dictates the need for a structure greater than what is specified in the DCP.

Should the current controls for rural sheds be amended it is considered that there is a need to consider utilising consistent terminology (i.e., not the term “shed”) and site specific matters such as land size, building setbacks and land use.

When the current DCP controls were compared to other Local Government Areas it was found that councils such as Penrith and The Hills prescribe total site or building coverage rules based on land size, whereas Camden prescribes a maximum outbuilding size similar to Hawkesbury’s current DCP. It was further identified that the current Hawkesbury DCP provisions are less restrictive than other council’s requirements with respect to rural residential development.

In order to allow for structures larger than what is currently prescribed it was recommended that a new set of rules be developed based on a sliding scale which considers building setback and land size. This would ensure that the aims and objectives of the current DCP are maintained while still providing the flexibility for Council to consider structures which are larger than currently prescribed depending on the circumstances and merit of the case.

Accordingly, a draft DCP chapter (Attachment 1) has been prepared entitled “*Farm Buildings and Outbuildings*”. This draft chapter outlines the same aims and objectives contained in the existing rural sheds chapter, particularly in respect to building siting and orientation, building design and form, size, setbacks and height and landscaping.

The draft chapter outlines the requirements for these structures in Tables 1 and 2 and have been prepared taking into consideration State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

The land areas and building rules specified in the DCP will assist applicants and Council staff when preparing and assessing all types of development applications relating to farm buildings and other ancillary structures.

In addition to the above proposed amendments it is recommended that changes be made to the descriptions used to describe development under the DCP to be consistent with LEP 2012.

It is proposed to place the draft DCP on public exhibition for a minimum period of 28 days. Following public exhibition, the DCP amendments will be reported back Council for finalisation.

Other Associated Amendments to DCP

Minor associated amendments to the DCP will be required as a result of this draft chapter. This includes insertion of the chapter name and associated adoption and effective dates within Part A Chapter 1 Section 1.6 Adoption Dates.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Looking After People and Place Directions statement;

- Be a place where we value, protect and enhance the historical, social, cultural and environmental character of Hawkesbury’s towns, villages and rural landscapes.

Financial Implications

No financial implications, apart from use of staff resources and advertising the exhibition period for the DCP changes, are applicable to this report. Advertising charges can be covered under existing budgets.

ORDINARY MEETING

Meeting Date: 31 March 2015

RECOMMENDATION:

That:

1. The draft Farm Buildings and Outbuildings chapter and other associated amendments to the Hawkesbury Development Control Plan, attached as Attachment 1 to the report, be placed on public exhibition for a minimum of 28 days.
2. Following the above mentioned exhibition, the matter be reported back to Council for finalisation.

ATTACHMENTS:

- AT - 1** Draft *Farm Buildings and Outbuildings* Chapter for Public Exhibition - (*Distributed Under Separate Cover*)

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2015

GENERAL MANAGER

Item: 43 GM - 2015 National General Assembly - Australian Local Government Association - (79351, 82046)

REPORT:

Executive Summary

The 2015 National General Assembly of Local Government (NGA), conducted by the Australian Local Government Association (ALGA), will be held from 14 to 17 June 2015 in Canberra. Due to its relevance to Council's business, it is recommended that the 2015 NGA be attended by Councillors and appropriate staff.

Consultation

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

Background

The NGA of the ALGA will be held from 14 to 17 June, 2015 in Canberra. The theme of this year's NGA is 'Closer to the Community; Local Government in the Federation'. The Australian Government is currently working with all state and territory governments and the ALGA to develop White Papers on reform of the Federation and Taxation. The NGA presents local government as a whole with an opportunity to consider the range of issues being raised and to ensure local government's aspirations are addressed in the White Papers. The NGA program will cover a wide range of issues, reflecting the diversity of local government and our interests.

Cost of attendance at the 2015 NGA will be approximately \$2,000 plus travel expenses per delegate.

Budget for Delegate Expenses - Payments made:

Total Budget for Financial Year 2014/2015	\$46,500
Expenditure to date	\$32,179
Outstanding Commitments as at 9/3/15 (approx.)	6,000
Budget balance as at 9/03/2015 (approx. including outstanding commitments)	\$8,321

It should be noted that the outstanding commitments referred to above are in relation to Councillor attendance at the 2015 LGMA National Congress & Business Expo in April 2015 as previously authorised by Council.

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

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

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

ORDINARY MEETING

Meeting Date: 31 March 2015

Financial Implications

Funding for attendance at the NGA will be provided from the Delegates Expenses within the 2014/2015 Operational Plan.

RECOMMENDATION:

That attendance of nominated Councillors, and staff as considered appropriate by the General Manager, at the 2015 National General Assembly of Local Government at an approximate cost of \$2,000 plus travel expenses per delegate be approved.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2015

Item: 44 GM - 2015 Floodplain Management Association National Conference - (79351)

REPORT:

Executive Summary

The 2015 Floodplain Management Association National Conference will be held from 19 to 22 May 2015 in Brisbane. Due to its relevance to Council's business, it is recommended that the 2015 Floodplain Management Association National Conference be attended by Councillors and appropriate staff.

Consultation

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

Background

The 2015 Floodplain Management Association (FMA) National Conference will be held from 19 to 22 May 2015 in Brisbane. The FMA Conference has been held annually for over 50 years and is the most respected floodplain industry event held in Australia. Following the success of the FMA's first National Conference in 2013, the 55th FMA Conference will again be a National Conference.

The Theme for this year's conference is 'Building a Flood Resilient Australia', which will focus on building resilient communities and flood resilient buildings and infrastructure.

Cost of attendance at the 2015 FMA National Conference will be approximately \$3,120 per delegate.

Budget for Delegate Expenses - Payments made:

Total Budget for Financial Year 2014/2015	\$46,500
Expenditure to date	\$32,179
Outstanding Commitments as at 9/3/15 (approx.)	\$6,000
Budget balance as at 9/03/2015 (approx. including outstanding commitments)	\$8,321

It should be noted that the outstanding commitments referred to above are in relation to councillor attendance at the 2015 LGMA National Congress & Business Expo in April 2015 as previously authorised by Council.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Looking After People and Place Direction Statement;

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

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

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

Financial Implications

Funding for attendance at the 2015 FMA National Conference will be provided from the Delegates Expenses within the 2014/2015 Operational Plan.

ORDINARY MEETING

Meeting Date: 31 March 2015

RECOMMENDATION:

That attendance of nominated Councillors, and staff as considered appropriate by the General Manager, at the 2015 Floodplain Management Association National Conference at an approximate cost of \$3,120 per delegate be approved.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

Item: 45

GM - 2015 Tom Quilty Gold Cup - Sponsorship by Council

REPORT:

Executive Summary

The Tom Quilty Gold Cup (TQGC) will be held from 5 to 7 June 2015 at Del Rio Resort, Webbs Creek by the NSW Endurance Rider's Association. This year the event is celebrating its 50th Anniversary and its return to the Hawkesbury.

Event Organisers of the TQGC approached Council in late 2014 to request assistance in terms of in-kind sponsorship. A letter from TQGC requesting support for the 2015 event is included as Attachment 1 to this report.

The significance of this event in the equestrian community and its potential positive impact on the Hawkesbury's local business and tourism sector is recognised and this report outlines details of the 2015 TQGC and action Council can undertake to assist the event.

Consultation

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

Background

The TQGC will be held from 5 to 7 June 2015 at Del Rio Resort, Webbs Creek by the NSW Endurance Rider's Association. This year the event is celebrating its 50th Anniversary and its return the Hawkesbury. A letter from TQGC requesting support for the 2015 event is included as Attachment 1 to this report.

The issue of Council support for this event was also raised as a 'question' by Councillor J Reardon at the meeting of Council held on 28 October 2014.

The TQGC is a 24 hour horse endurance ride which will commence at 12am on Saturday, 6 June 2015. The base camp for the ride will be at Del Rio Resort and competitors will ride through Webbs Creek and the surrounding areas passing through private property, national parks and public roads. All riders wear bibs with reflective material and helmets with lights for night riding. The ride is broken into five legs returning to base camp at Del Rio at the end of three legs.

Event Organisers expect the event will attract a record number of participants and spectators. The Cup has a maximum number of 400 competitors and currently has a waiting list of 460 people wishing to compete in the world recognised cup. Participants are travelling from all over the world with competitors from United Arab Emirates, South Africa, Europe, Canada and America registered.

As well as competitors, approximately 160 volunteers will assist competitors and with the running of the event. Twenty five officials will also attend with many travelling from interstate. The vet team for the horses in the competition will also consist of 25 people travelling from USA, New Zealand and Thailand.

Accommodation for participants in the event will be onsite at the base camp at Del Rio Resort. Most competitors and their entourage will arrive at Del Rio Resort on 2 June 2015 to begin preparation for the ride, with many arriving earlier than this. Event Organisers plan to provide promotional bags to competitors, officials and volunteers on their arrival promoting local businesses, tourism attractions and the Hawkesbury in general.

Event Organisers of the TQGC approached Council in late 2014 to provide assistance to the event in terms of in-kind sponsorship. Council staff met with representatives of the organisation on 8 November 2014 to discuss how Council could assist Event Organisers.

ORDINARY MEETING

Meeting Date: 31 March 2015

The significance of this event in the equestrian community and its potential positive impact on the Hawkesbury's local business and tourism sector is recognised and should be supported by Council.

As assessment has been made of all the requests by the event organisers and in an effort to support the event, it is proposed to provide the following as in-kind sponsorship:

- Mayor's welcome message to be include on website and the pre-ride booklet
- Facilitation of visitor information for inclusion in 700 pre-ride promotional bags specific to the Webbs Creek/St Albans/Wisemans Ferry area
- Provision of paper bags for pre-ride promotional bags
- Provision of available star pickets, road barricades and orange safety mesh fence (subject to Council stock and a band being payable)
- Appropriate verge maintenance on ride route (subject to site specific requirements)
- Assistance with promotion of the event through Council's promotional channels including:
 - Inclusion in Mayoral Column
 - Placement on Council website
 - Media release
 - Promotional on Hawkesbury Events Facebook page.

In return for the above in-kind sponsorship Council would be provided with the following from TQGC Event organisers to recognise Council's contribution:

- Participation of a Council representative at all official functions for the 2015 TQGC
- Council logo and recognition of support to be included on all promotional material, including but not limited to
 - Media releases
 - Pre-ride booklet
 - Flyers
 - Posters

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

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

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

It is considered that the above proposal meets the above definition in that the Cup will benefit the community through participation opportunities and economic benefits to local businesses and the Tourism sector in the Hawkesbury. As indicated in the "Conformance to Community Strategic Plan" section of this report the proposal also meets relevant aims and objectives of the Community Strategic Plan.

It is also considered that the proposal achieves a majority of the relevant "Sponsorship Principles" contained within the applicable section of the Council's Policy.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Supporting Business and Local Jobs Directions Statement;

- Help create thriving town centres, each with its own character that attracts residents, visitors and businesses.

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

- Differentiate, brand and promote the Hawkesbury as a tourism destination.

ORDINARY MEETING

Meeting Date: 31 March 2015

Financial Implications

It is estimated that the provision of in-kind support for the 2015 TQGC would be valued at approximately \$6,000. This in-kind support would be covered in relevant departments' budgets

RECOMMENDATION:

That Council agree to support the 2015 Tom Quilty Gold Cup as outlined in the report.

ATTACHMENTS:

AT - 1 Letter from TQGC requesting support for the 2015 event.

ORDINARY MEETING

Meeting Date: 31 March 2015

AT - 1 Letter from TQGC requesting support for the 2015 event.



1st February 2015

Jillian Bentham

Events Coordinator

366 George Street (PO Box 146)

Windsor NSW 2756

Dear Jillian

As the Event Director of the Tom Quilty Gold Cup National Championships which will be held at the Del Rio Resort on the 6th & 7th of June 2015, and we now in a position where we would formally like to ask the Hawkesbury City Council for some help with in-kind sponsorship to help run the event with suggested ideas and details on page 2

Since our last communication the event has grown in both size and prestige. We now have a waiting list for competitors wishing to enter the event which currently stands at 440 nominations with our maximum number being 400 that we can cater for. We have a record number of competitors that are attempting to qualify for this year's event.

Competitors are travelling from all over Australia and the world to attend this event with many staying in the local area for over a week before the event. The majority of competitors will be arriving at the Del Rio Resort on the Tuesday the 2nd of June and upon entering the grounds they are supplied a show bag which will contain all the ride information as well as information on local businesses and tourism attractions. It promises to be one of the biggest single horse event held in the world.

As well as our competitors we will have approximately 160 volunteers who together with our 25 officials and 25 vets, with many coming from interstate including WA who are staying on to make a holiday from the event. Our vet team will also have an international flavour with 2 vets from the USA, 2 from NZ and 1 from Thailand.

Our budget is rapidly rising towards the \$300,000. Our aim with the budget is to support as many businesses in the Hawkesbury region as we can. This coupled with the approximately 1500 people that will attend the event will make a significant financial boost to the local economy.

We would welcome the Hawkesbury City Council to become involved with our Pre- Ride Briefing and presentations after the event or any other suggestions you may have.

I have also attached the documents from our previous meeting for your reference.

Please do not hesitate to contact me should you have any queries.

Yours Sincerely

Neil Clarkson

Tom Quilty 50th Anniversary 160kms Endurance Ride
Mob: 0427 258 291 Email: neil@kwikkopyliverpool.com.au

113 Glenhaven Rd Glenhaven, NSW, 2156

ORDINARY MEETING

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Suggested Items on how Hawkesbury City Council Help

- Majors Welcome paragraph for website and the Pre-Ride Booklet.
- Artwork for A4 folded to DL Brochure showing map & information on Wisemans Ferry / Del Rio / St Albans & Businesses such as Supermarkets, Post Office, Garage, Accommodation etc.
- Artwork for A1 size colour map showing Wisemans Ferry / Del Rio / St Albans Businesses such as Supermarkets, Post Office, Garage, Accommodation etc.
- Supply & Collation of any tourism & points of interest information / leaflets.
- Show bags for inserting ride & local district information.
- Help with Traffic Management Plans: Manpower / TMP signage / VM signs for use prior and during the event.
- Use of a Water Truck for horse drinking water at the ride base and on course.
- 5 x light towers
- Steel Star pickets x 200
- Star picket caps x 200
- Barricades x 12 (road type black and yellow)
- Bunting they have two types vinyl orange triangles or metal alternate red and white reflective x 1200 meters
- Orange woven barricade x500 meters
- Road verges cleared prior to event.
- We welcome any other suggestions from Hawkesbury City Council.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2015

Item: 46 **GM - Sister City and City-Country Alliance Program - Annual Report 2013/2014 - (79351, 73610, 85814, 90568)**

REPORT:

Executive Summary

The purpose of the report is to provide Council with an overview of the Sister City and City-Country Alliance Program (Program) during the 2013/2014 financial year. The Program is undertaken in association with the Hawkesbury Sister City Association (Association), which has delegated authority to undertake program activities on behalf of Council.

Council and the Hawkesbury community has two international sister cities being Temple City, California, USA and Kyotamba, Kyoto, Japan; and two City-Country Alliance towns being Weddin Council (main town, Grenfell) and Cabonne Council (main town, Molong).

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

Consultation

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

Background

Council at its meeting held on 10 July 2007, adopted its Sister City Program Policy (Policy) to address exchange activities with its international sister cities; and amended the Policy on 24 February 2009 to include exchange activities with Council's City-Country Alliance 'towns'. Council has been involved in its Sister City activities since 1984.

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

To support the activities of the Program, Council allocates appropriate funding as part of the annual Operational Plan process. The Association was established in 1983 and has been involved in the Program since then.

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

Program Financials

Table 1 shows Council's budgeted funds and actual expenditure for the Program for the year ended 30 June 2014. Council's full year budget for this Program was \$20,820, which included payments to the Association and costs associated with activities undertaken by Council as well a \$6,000 for contributions towards the Program's student exchange visits.

Table 1: Hawkesbury Sister City Program – Financial Summary for 2013/2014

Council	Budget \$	Expenditure \$
General contribution	20,820	20,332
Donation to students	6,000	6,000
Total for Program	26,820	26,332

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The Program for the year ended 30 June 2014 tracked well with a minor under expenditure. This reflects the variance in accounts received and activities that vary between years. Twelve students travelled overseas on the student exchange program (\$500 donation per student), which accounts for all funds in this budget allocation.

Overall, the financial position at the end of 2013/2014 was in line with planned Program costs, including both Association and Council activities.

Program Activities by the Association

The Minutes of the Association's Annual General Meeting held on 10 November 2014, including the Association President's report is included as Attachment 1 to this report. The report indicates that the Association had a busy year organising and hosting student exchanges, individual visits from sister cities and associated activities. In particular, the passing of the Association's founding Chairperson, Mrs Jean Peare OAM, occurred during the reporting period. Also, the Association's founding secretary Mrs Yvonne Whalan was recognised for her contribution throughout the years via Council's Citizen of the Season Award, (Spring, 2013). The President's report acknowledges the support of the Mayor Councillor Ford, Councillor Delegates (during the reporting and current periods) and Councillor Mackay who is the honorary medical officer.

Activities undertaken by the Association during that period include:

1. Monthly meetings and AGM,
2. Calendar of events,
3. Review of student exchange program's selection of student process and timing of student exchanges,
4. Student exchange - Hawkesbury representatives travel to sister cities, including:
 - a) Selection process and information sessions for students,
 - b) Farewell and Welcome Home functions for students,
 - c) Organisation of travel plans, and
 - d) Attendance of Hawkesbury exchange students at a Council meeting.

The exchange students were:

Kyotamba

Mr A. Hoffman	of East Kurrajong
Ms T. Koski	of McGraths Hill
Mr C. Price	of Richmond
Ms J. Shur	of Lethbridge Park
Ms S. Stever	of Richmond
Mr L. Wellings	of Pitt Town

Temple City

Ms B. Brown	of East Kurrajong
Ms S. Hanckel	of Oakville
Ms I. Newton	of Oakville
Ms Y. Okumura-Jones	of Kurrajong
Ms R. Vielhauer	of Wilberforce
Mr L. Werner	of Glenorie

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* Students residing in suburbs and localities outside the Hawkesbury Local Government Area, attend schools in the LGA.

5. Student exchange – sister cities representatives travel to Hawkesbury, including:
 - a) Host families for visiting students selection and arrangements,
 - b) International students attend school with host family students,
 - c) Welcome and Farewell functions for students and host families, and
 - d) Management of exchange activities for both sister cities visiting at the same time.
6. Adult Exchanges – nil.

Program Activities by Council

Council provides support to the Association, undertakes other Program activities and maintains the Sister City Agreement relationship. During 2013/2014, the following activities were undertaken:

1. Student Donation - Council approved donations for the student exchanges to the sister cities.
2. Association support, including:
 - a) Acknowledgement of Hawkesbury exchange students at Council Meetings. Presentation of certificates and
 - b) Donation cheques, printing and postage; budget management, activities advice and meetings.
3. Hosted event for Kyotamba Calligraphy group at Hawkesbury Regional Art Gallery.
4. Sister cities and alliance towns engagement, including communication with the Mayors and Council officers, and program development discussions.
5. Exchange visit to Weddin Alliance town – the Mayor and the Director of Support Services visited Weddin Shire Council to gain an understanding of their operations and activities and to attend the Henry Lawson Festival, during 5 to 9 June, 2014, being a major event for that area.

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:
- Achieve community respect through good corporate governance and community leadership and engagement

Financial Implications

All costs were met from approved budgets within the 2013/2014 Operational Plan.

ORDINARY MEETING

Meeting Date: 31 March 2015

RECOMMENDATION:

That the 2013/2014 annual report for the Sister City Program be received.

ATTACHMENTS:

AT - 1 Minutes of the AGM of Hawkesbury Sister City Association of Monday, 10 November 2014.

ORDINARY MEETING

Meeting Date: 31 March 2015

**AT - 1 Minutes of the AGM of Hawkesbury Sister City Association of
Monday, 10 November 2014.**

**Minutes of the AGM of Hawkesbury Sister City Association
on Monday 10th November, 2014 at 7.00 pm.**

PRESENT: *T. Tallack, Y. Whalan, B. Russell, J. Nash, S. Hetherington, W. Melody,
N. Pritchett and Crls C. Paine and B. Calvert.*

APOLOGIES: *J. Thomas, L. Richardson, P. Tallack and M. Edwards.*

*Resolved on the motion of J. Nash and seconded by W. Melody that the apologies be
accepted.*

CONFIRMATION OF PREVIOUS MINUTES:

*Resolved on the motion of C. Paine and seconded by J. Nash that the Minutes of the last
AGM held on the 11th November 2013, be confirmed.*

BUSINESS ARISING FROM THE PREVIOUS MINUTES:

No Business arising.

PRESIDENT'S REPORT:

Please see attached.

T. Tallack moved the Treasurer's Report be accepted and seconded by S. Hetherington.

TREASURER'S REPORT / AUDITOR'S REPORT: (attached)

T. Tallack moved that the Treasurer's Report be accepted and seconded by W. Melody.

*C. Paine thanked Y. Whalan for outstanding work as Secretary and opening her house for
many and varied functions and stated it was a great pleasure to work with her during
2014. She also thanked all the Committee members for their commitment during 2014.*

*Y. Whalan thanked T & P. Tallack for the hours of work committed to H.S.C.A. and the
continued friendship of everyone on the Committee.*

*MEMBERSHIP FEES: T. Tallack moved that all the Membership Fees have been received,
seconded by N. Pritchett.*

**The Office Bearers then stood down and the Meeting was Chaired by
Crl. B. Calvet to enable the process of the nominations of the Office
Bearer's for 2014.**

*Crl. B. Calvet thanked the President for and outstanding report and one that is rare to
hear.*

The Election then took place and the positions were filled as follows:

ORDINARY MEETING

Meeting Date: 31 March 2015

PRESIDENT: T. Tallack
VICE PRESIDENT: C. Paine
SECRETARY: Y. Whalan
TREASURER: P. Tallack
ASSISTANT SECRETARY: B. Russell
INTERPRETOR: N. Pritchett
HISTORIAN/ ARCHIVES: J. Thomas
YOUTH REPRESENTIVE: M. Edwards
PUBLICITY OFFICER: Vacant
CATERING OFFICER: J. Nash
COMMITTEE MEMBERS: L. Richardson, S. Hetherington and W. Melody.

T. Tallack, President elect thanked CRL. B. Calvert for filling the roll of Returning Officer.

There being no further business the Meeting closed at 7.35 pm.

Hawkesbury Sister City Association

President's Report – November 2013 to November 2014

All members of the Hawkesbury Sister City Association along with our sister city family were saddened at the loss of past HSCA President Jean Peare OAM.

Jean was committed to the ideals on which the sister city movement is based on and promoted friendship and tolerance within all the local groups she was involved with. Jean will be missed but she will certainly never be forgotten.

Personally my last contact with Jean was very special. Jean had received accolades over the years for her work with sister cities, but she was concerned that our hardworking Secretary was not appropriately acknowledged for her many years of commitment. Jean was absolutely delighted when Yvonne was awarded the 'Citizen for the Season – Spring 2013' in recognition of her work with HSCA and I was fortunate to be with Jean when Yvonne was presented with her award on Australia Day 2014.

The Peare family requested that in lieu of flowers people instead made time to visit an aged person. As such HSCA held a 'high tea' in Jean's memory at the home of HSCA Vice President Clr Christine Paine and members invited aged people within the community to enjoy this social event.

During 2014 we have reached milestones with both our sister cities. In January we celebrated our 30th anniversary of our sister city relationship with Temple City. While our 25th anniversary with Kyotamba was in 2013, we celebrated the 25th year of our student exchange program.

Also during 2014 the President of the Kyotamba Sister City Association Mr Noguchi retired and new President was elected.

Our 2013 Hawkesbury exchange students visited Temple City just after Christmas 2013 returning home at the end of January 2014. While the visit did work within this timeframe there was concern that the airline ticket cost during this period could be very expensive. In addition with the two Hawkesbury outbound student exchange visits not being at the same time, there was considerable additional work for the committee within the training program. It was therefore decided to return the date of the visit to Temple City to coincide with the September school holidays. As such, since the last AGM we have actually had two Hawkesbury student exchange delegations visit Temple City.

The 2014 Hawkesbury exchange students were –
Visit to Kyotamba –
Andreas Hoffman of East Kurrajong – AAC
Tia Koski of McGraths Hill – AAC
Callum Price of Richmond – HHS
Jasmine Shur of Lethbridge Park – AAC
Sally Stever of Richmond – AAC
Lachlan Wellings of Pitt Town – AAC

ORDINARY MEETING

Meeting Date: 31 March 2015

Visit to Temple City –

Bethany Brown of East Kurrajong – HHS

Sophie Hanckel of Oakville – AAC

Isabella Newton of Oakville – AAC

Ysolde Okumura-Jones of Kurrajong – St Pauls

Rachel Vielhauer of Wilberforce – AAC

Lachlan Werner of Glenorie - AAC

The inbound students were –

From Kyotamba –

Rio Takahashi hosted by Stever family of Richmond

Megu Katayama hosted by Stever family of Richmond

Yoshitane Kobata hosted by Price family of Richmond

Chiori Obayashi hosted by Ridgewell family of Kurrajong

Moeno Takeuchi hosted by Randall family of Richmond

Rino Funakoshi hosted by Randall family of Richmond

From Temple City –

Amber Allred hosted by Hanckel family of Oakville

Sarah Tomason hosted by Newton family of Oakville

Nathan Wong hosted by McAlpine family of Pitt Town

Shivani Shah hosted by O'Donohoe family of Yarramundi

Bailee Weisz hosted by Vielhauer family of Wilberforce

Sandra Ngo hosted by Brown family of East Kurrajong

Thanks go to the commitment of local families who hosted the incoming exchange students, especially those who had no children involved in the 2014 program. The visiting students indicated they had a wonderful experience here in the Hawkesbury and, in addition to seeing the sights and experiencing the Australian lifestyle, new friendships have been forged.

All the inbound students enjoyed their experience of attending an Australian school and we are very grateful to the continued support of the schools within the Hawkesbury region for accepting these visiting students.

I would also like to thank and recognise Nicole Pritchett for all her work within the student exchange program, not just as our interpreter, but also for her work with the Hawkesbury students. Also thanks to our coach captain Brian Russell.

Overall the program operated successfully. To address issues raised by the HSCA Committee and feedback from host families a meeting was held to look at strategies to manage issues which were then reported back to the HSCA Management Committee. As a result it was decided that the Hawkesbury student delegations should be selected earlier so that there is more time for the training program to prepare our students for their student exchange experience, that HSCA be more proactive in getting students to meet up outside the official training schedule, and that all families of students selected for the program be prepared to host an inbound student. As such the 2015 has already been advertised and the two Hawkesbury exchange students have been selected, including one student who is the child of a past Hawkesbury exchange student.

ORDINARY MEETING

Meeting Date: 31 March 2015

In December Kyotamba's English interpreter Miyuki Matsui and her son will be visiting the Hawkesbury on a personal visit and we will be holding a morning tea so that the committee plus our past and newly selected exchange students will have the opportunity to see Miyuki.

In the first half of 2015 we are expecting a two week visit by a citizens delegation from Temple City.

I would like to take this opportunity to recognise the youth members of the HSCA Management Committee. You are an important part of our team and on behalf of the "non youth members" I want to thank you for taking the time to participate in the Association. In addition to your views and contribution in the Association's decision making process, your attendance at some of our training activities and student exchange activities is vital to their success. On behalf of the Association I would like to present you with a certificate of appreciation.

In closing I would like to extend my thanks to Mayor Kim Ford, for his continued support. I would like to acknowledge Councillors Barry Calvert and Mike Creed for representing Council on HSCA during the year. Thanks also go to Councillor Warwick Mackay for undertaking the role of honorary medical officer for our inbound exchange students. Grateful thanks also go to Councillor officers Fiona Mann, Robyn Felsche and Peter Op't Land.

To the HSCA executive – to our Vice President Chris Paine, thank you for your advice and support – there are times I would be lost without you to lean on. To our Secretary Yvonne Whalan, congratulations on your very well deserved award as the Hawkesbury City Citizen of the Season for Spring 2013 and for your 26 years as the hardworking HSCA Secretary. We are all fortunate to have your invaluable knowledge, organisation skills, understanding and support. To our Treasurer Peter Tallack thank you for spending many hours on the phone to the ATO so that we are now getting our GST back, and also for being Treasurer, but for me personally thank you for always supporting me in undertaking my role within HSCA.

To all members of the Hawkesbury Sister City Team, thank you for your friendship, commitment and for all the work you do in keeping this very worthwhile Association functioning for the local community in which we live.

Have a joyous and safe Christmas and New Year and best wishes for a peaceful and rewarding 2015.

Tina Tallack
President
Hawkesbury Sister City Association Inc

10th November 2014

**COMPILATION REPORT
TO HAWKESBURY SISTER CITY ASSOCIATION INCORPORATED**

We have compiled the accompanying special purpose financial statements of Hawkesbury Sister City Association Incorporated which comprise the balance sheet as at 30 June 2013, profit and loss statement for the year then ended, a summary of significant accounting policies and other explanatory notes.

The specific purpose for which the special purpose financial statements have been prepared is to provide financial information to the committee of management.

The responsibility of the committee of management

The Committee of Management is solely responsible for the information contained in the special purpose financial statements and has determined that the basis of accounting adopted is appropriate to meet the needs of the committee of management for the purpose of complying with the association's constitution.

Our responsibility

On the basis of information provided by the committee of management we have compiled the accompanying special purpose financial statements in accordance with the significant accounting policies adopted as set out in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Committee of Management provided, in compiling the financial statements. Our procedures do not include verification or validation of procedures. No audit or review has been performed and accordingly no assurance is expressed.

The special purpose financial statements were compiled exclusively for the benefit of the committee of management. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

We have reviewed the accounting records of the Hawkesbury Sister City Association Incorporated, and based on the information provided, the payments and receipts reconcile to the bank statements as at the bank balance noted in the balance sheet, and notes to the accounts.

Name of Firm: Dunn Kean & Staff
Chartered Accountants

Name of Partner: David Kean

Address: 97 Francis Street, Richmond NSW 2753

Dated this 8th day of November 2013

HAWKESBURY SISTER CITY ASSOCIATION INCORPORATED

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013**

1 Statement of Significant Accounting Policies

This financial report has been prepared for use by the director and members of the company and is a special purpose financial report. The director has determined that the company is not a reporting entity.

No Accounting Standards or other authoritative pronouncements of the Australian Accounting Standards Board have been applied to this report.

The financial report has been prepared on an accruals basis and is based on historic costs modified by the revaluation of financial assets, financial liabilities and selected non-current assets for which the fair value basis of accounting has been applied.

The following is a summary of the material accounting policies adopted by the company in the preparation of this report. Unless otherwise stated, the accounting policies are consistent with the previous period.

Property, Plant and Equipment

Property, plant and equipment are carried at cost, independent or director's valuation. Excluding freehold land, all assets are depreciated over their useful lives to the company.

ORDINARY MEETING**Meeting Date: 31 March 2015****HAWKESBURY SISTER CITY ASSOCIATION INCORPORATED****NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013**

	2013 \$	2012 \$
2 Cash and Cash Equivalents		
Cash on Hand	121.29	-
Cash at Bank	<u>4,812.51</u>	<u>4,426.56</u>
	<u>4,933.80</u>	<u>4,426.56</u>
3 Trade and Other Receivables		
Current		
GST Payable (Refundable)	<u>3,388.80</u>	<u>2,633.33</u>
4 Property, Plant and Equipment		
Plant & Equipment - at cost	2,379.09	3,761.14
Less: Accumulated Depreciation	<u>(1,504.80)</u>	<u>(2,489.85)</u>
	874.29	1,271.29
Total Plant and Equipment	<u>874.29</u>	<u>1,271.29</u>
Total Property, Plant and Equipment	<u>874.29</u>	<u>1,271.29</u>
5 Retained Earnings		
Retained earnings at the beginning of the financial year	8,331.18	8,192.36
Net profit attributable to members of the company	<u>865.71</u>	<u>138.82</u>
Retained earnings at the end of the financial year	<u>9,196.89</u>	<u>8,331.18</u>

ORDINARY MEETING**Meeting Date: 31 March 2015****HAWKESBURY SISTER CITY ASSOCIATION INCORPORATED****INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2013**

	Note	2013 \$	2012 \$
INCOME			
Contributions From HCC		14,000.00	19,000.00
Refunds		5,630.10	2,350.00
Registrations		139.70	-
		<u>19,769.80</u>	<u>21,350.00</u>
EXPENDITURE			
Accountancy Fees		140.00	155.54
Advertising		600.01	316.68
Bank Charges		120.00	120.00
Catering		5,600.11	3,007.74
Depreciation		397.00	396.60
Gifts		934.75	1,057.98
Hospitality		4,054.48	4,706.27
Insurance		833.40	911.90
Phone, Fax, Postage & Stationery		2,026.10	1,805.87
Sundry Expenses		693.05	1,329.00
Travelling Expenses		3,505.19	7,403.60
		<u>18,904.09</u>	<u>21,211.18</u>
Profit before income tax		<u>865.71</u>	<u>138.82</u>
Profit for the year		<u>865.71</u>	<u>138.82</u>
Retained earnings at the beginning of the financial year		<u>8,331.18</u>	<u>8,192.36</u>
Retained earnings at the end of the financial year		<u><u>9,196.89</u></u>	<u><u>8,331.18</u></u>

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation
report of Dunn Kean & Staff.

ORDINARY MEETING

Meeting Date: 31 March 2015

HAWKESBURY SISTER CITY ASSOCIATION INCORPORATED

**BALANCE SHEET
AS AT 30 JUNE 2013**

	Note	2013 \$	2012 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	2	4,933.80	4,426.56
Trade and other receivables	3	<u>3,388.80</u>	<u>2,633.33</u>
TOTAL CURRENT ASSETS		<u>8,322.60</u>	<u>7,059.89</u>
NON-CURRENT ASSETS			
Property, plant and equipment	4	<u>874.29</u>	<u>1,271.29</u>
TOTAL NON-CURRENT ASSETS		<u>874.29</u>	<u>1,271.29</u>
TOTAL ASSETS		<u>9,196.89</u>	<u>8,331.18</u>
LIABILITIES			
TOTAL LIABILITIES		<u>-</u>	<u>-</u>
NET ASSETS		<u>9,196.89</u>	<u>8,331.18</u>
EQUITY			
Retained earnings	5	<u>9,196.89</u>	<u>8,331.18</u>
TOTAL EQUITY		<u>9,196.89</u>	<u>8,331.18</u>

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation
report of Dunn Kean & Staff.

ORDINARY MEETING

Meeting Date: 31 March 2015

Page 1 of 1

HAWKESBURY SISTER CITY ASSOCIATION INCORPORATED
Accounting Depreciation Schedule - Detailed
Period 1/07/2012 to 30/06/2013

Asset Code	Description	Private Use %	Acq. (Disp)	Original Cost	Opening W.D.V.	Additions (Disposals)	Profit (Loss) On Sale	Depn Method	YTD Depreciation	Closing W.D.V.
742	Plant & Equipment - at cost									
742001	COMPUTER	01/07/2010	01/07/2010	1,809	950	-	-	16.67 P	302	648
742002	PRINTER	01/07/2010	01/07/2010	500	251	-	-	16.67 P	83	168
742003	URN	01/07/2011	01/07/2011	70	70	-	-	16.67 P	12	58
				<u>2,379</u>	<u>1,271</u>	<u>0</u>	<u>0</u>		<u>397</u>	<u>874</u>
TOTAL				<u>2,379</u>	<u>1,271</u>	<u>0</u>	<u>0</u>		<u>397</u>	<u>874</u>

! Impairment or Revaluation during the year. See Impairment and Revaluation Transactions report for details

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2015

Item: 47 **GM - Sister City Program - Student Exchange Donation - (79351, 73610, 91811, 100474, 83530)**

Previous Item: Item 55, Ordinary (8 May, 2012)
 Item 94, Ordinary (28 May, 2013)
 Item 86, Ordinary (13 May, 2014)

REPORT:

Executive Summary

The purpose of the report is to inform Council that the Hawkesbury Sister City Association (Association) has selected the Hawkesbury students to be part of the 2015 students exchange program to Council's sister cities of Kyotamba, (Kyoto) Japan and Temple City, (California) USA as part of the annual student exchange program.

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

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

Consultation

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

Background

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

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

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

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

ORDINARY MEETING

Meeting Date: 31 March 2015

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

a) Hawkesbury students to visit Kyotamba:

- | | | |
|----|---------------------|--|
| 1. | Mr T. Purser-Hanson | of Rouse Hill. Arndell Anglican College. |
| 2. | Ms I. Simmons | of Ebenezer. Arndell Anglican College. |
| 3. | Ms A. Simpson | of Ebenezer. Hawkesbury High School. |
| 4. | Ms L. Stanton | of East Kurrajong. Hawkesbury High School. |
| 5. | Ms O. Ridgewell | of Kurrajong. Arndell Anglican College. |
| 6. | Mr M. Young | of North Richmond. Arndell Anglican College. |

b) Hawkesbury students to visit Temple City

- | | | |
|----|------------------|--|
| 1. | Ms B. Gibson | of Richmond. Hawkesbury High School. |
| 2. | Ms A. Fradd | of Cattai. Arndell Anglican College. |
| 3. | Ms A. Micallef | of Wilberforce. Bede Polding College. |
| 4. | Mr F. Ryan | of Windsor. Hurlstone Agricultural High. |
| 5. | Ms A. A. Schultz | of Glossodia. Hawkesbury High School. |
| 6. | Mr T. Smithers | of Glenorie. Arndell Anglican College. |

Both the Kyotamba and Temple City students will undertake their student exchange to the Hawkesbury during July/ August, 2015 and the visits will overlap. The Association advises that the international students will arrive on 20 July, 2015 and 27 July, 2015. The Hawkesbury students will undertake their student exchange in September/ October 2015.

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

Conformance to the Hawkesbury Community Strategic Plan

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

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

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

- Achieve community respect through good corporate governance and community leadership and engagement.

Financial Implications

All costs will be met from the approved 2014/2015 Operational Plan.

ORDINARY MEETING

Meeting Date: 31 March 2015

RECOMMENDATION:

That:

1. Under the provisions of Section 356 of the Local Government Act 1993, and in accordance with Council's Sister City Program Policy, Council donate \$500 to each of the following students participating in the 2015 student exchange program visit to Kyotamba and Temple City being:
 - a) Mr T. Purser-Hanson
 - b) Ms I. Simmons
 - c) Ms A. Simpson
 - d) Ms L. Stanton
 - e) Ms O. Ridgewell
 - f) Mr M. Young
 - g) Ms B. Gibson
 - h) Ms A. Fradd
 - i) Ms A. Micallef
 - j) Mr F. Ryan
 - k) Ms A. A. Schultz
 - l) Mr T. Smithers

2. The Hawkesbury Sister City Association be requested to address issues surrounding the 2011 disasters in Japan with parents and guardians of students travelling to Kyotamba utilising Federal Government travel advice.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2015

CITY PLANNING

Item: 48 **CP - Extension of Current Kerbside Recycling Collection Service - (95498, 96330)**

REPORT:

Executive Summary

Council commenced a household kerbside co-mingled recycling collection service under contract with J J Richards & Sons Pty Ltd on 3 August 2009.

The contract term was for a period of seven years, with an option to extend the contract for up to three years by notice in writing to the contractor not less than 12 months prior to the expiry date.

As the current seven year contract will expire on 3 August 2016, it would be timely for Council to consider the option of extending the contract for a period of up to three years.

Once Council has made its decision, the contractor will be advised accordingly.

Consultation

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

Background

J J Richards & Sons Pty Ltd has performed, under various contracts, the domestic and business kerbside recycling collection service on behalf of Council for the past 16 years without any interruptions to the service during this period.

This company has provided an excellent collection and processing service to the community, which also includes a waste education component in conjunction with Council's Waste Education Officer, to enhance the amount of recyclables collected and divert materials from Council's waste processing and landfill facility.

During the time that Council has used J J Richards & Sons Pty Ltd as its contractor, there has never been any dispute over any issue associated with the contract, nor has there ever been any Work Health and Safety issues that needed to be addressed.

This contractor has an exemplary service history with Council, and for this and the previous matters mentioned, it is recommended that Council extend the current contract under the same terms and conditions as currently apply, for the maximum period of three years from 3 August 2016.

Conformance to the Hawkesbury Community Strategic Plan

The proposal is consistent with the Caring for Our Environment Direction Statement;

- Work with our communities and businesses to use our resources in a sustainable way and employ best practices and technologies that are in harmony with our natural environment

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

- Reduce our environmental footprint through resource and waste management

ORDINARY MEETING

Meeting Date: 31 March 2015

Financial Implications

The cost of providing the service has been budgeted for in current and future budget allocations.

RECOMMENDATION:

That J J Richards & Sons Pty Ltd be notified in writing of Council's intention to extend the current contract for a period of three years from 3 August 2016 under the same terms and conditions as currently exist in accordance with Section A - Clause 3.4 of the contract.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ORDINARY MEETING

Meeting Date: 31 March 2015

SUPPORT SERVICES

Item: 49 SS - Monthly Investments Report - February 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 \$49.50 million in investments at 28 February 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 \$49.50 million in investments as at 28 February 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 \$
On Call								
ANZ	A1+	AA-			2.20%	1,500,000	3.03%	
CBA	A1+	AA-			2.15%	2,500,000	5.05%	
Total On-call Investments								4,000,000
Term Investments								
ANZ	A1+	AA-	29-Aug-14	08-Apr-15	3.69%	1,500,000	3.03%	
ANZ	A1+	AA-	29-Aug-14	22-Apr-15	3.69%	1,500,000	3.03%	
ANZ	A1+	AA-	28-May-14	27-May-15	3.70%	1,000,000	2.02%	
ANZ	A1+	AA-	11-Jun-14	10-Jun-15	3.70%	1,500,000	3.03%	
ANZ	A1+	AA-	11-Jun-14	10-Jun-15	3.70%	500,000	1.01%	
ANZ	A1+	AA-	18-Jun-14	17-Jun-15	3.70%	500,000	1.01%	
ANZ	A1+	AA-	17-Dec-14	17-Jun-15	3.64%	3,000,000	6.06%	
ANZ	A1+	AA-	23-Jul-14	22-Jul-15	3.70%	1,000,000	2.02%	
ANZ	A1+	AA-	06-Aug-14	06-Aug-15	3.70%	2,000,000	4.04%	
ANZ	A1+	AA-	20-Aug-14	19-Aug-15	3.71%	2,000,000	4.04%	
ANZ	A1+	AA-	03-Sep-14	02-Sep-15	3.73%	1,000,000	2.02%	
Bankwest	A1+	AA-	03-Dec-14	04-Mar-15	3.50%	1,000,000	2.02%	
Bankwest	A1+	AA-	15-Jan-15	15-Apr-15	3.50%	2,000,000	4.04%	
Bankwest	A1+	AA-	27-Feb-15	27-May-15	3.15%	1,000,000	2.02%	

ORDINARY MEETING

Meeting Date: 31 March 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-	18-Jun-14	19-Mar-15	3.65%	1,000,000	2.02%	
NAB	A1+	AA-	03-Oct-14	06-May-15	3.55%	1,000,000	2.02%	
NAB	A1+	AA-	20-Aug-14	22-Jul-15	3.66%	1,000,000	2.02%	
NAB	A1+	AA-	21-Aug-13	19-Aug-15	4.25%	1,000,000	2.02%	
NAB	A1+	AA-	03-Sep-13	02-Sep-15	4.10%	2,000,000	4.04%	
NAB	A1+	AA-	03-Sep-14	02-Sep-15	3.65%	500,000	1.01%	
NAB	A1+	AA-	03-Oct-14	07-Oct-15	3.59%	1,000,000	2.02%	
NAB	A1+	AA-	15-Oct-14	07-Oct-15	3.60%	500,000	1.01%	
NAB	A1+	AA-	24-Feb-15	24-Feb-16	3.15%	1,000,000	2.02%	
NAB	A1+	AA-	24-Feb-15	24-Feb-16	3.15%	1,000,000	2.02%	
NAB	A1+	AA-	27-Feb-15	02-Dec-15	3.14%	2,000,000	4.04%	
Westpac	A1+	AA-	19-Mar-14	19-Mar-15	3.70%	2,000,000	4.04%	
Westpac	A1+	AA-	19-Nov-14	08-Apr-15	3.49%	1,000,000	2.02%	
Westpac	A1+	AA-	04-Feb-15	06-May-15	3.40%	3,000,000	6.06%	
Westpac	A1+	AA-	16-Feb-15	20-May-15	3.25%	2,000,000	4.04%	
Westpac	A1+	AA-	25-Jun-14	25-Jun-15	3.75%	500,000	1.01%	
Westpac	A1+	AA-	29-Jan-15	25-Jun-15	3.35%	2,000,000	4.04%	
Westpac	A1+	AA-	04-Jul-14	08-Jul-15	3.75%	500,000	1.01%	
Westpac	A1+	AA-	16-Feb-15	19-Aug-15	3.25%	2,000,000	4.04%	
Westpac	A1+	AA-	04-Feb-15	04-Feb-16	3.40%	1,000,000	2.02%	
Total Term Investments								45,500,000
TOTAL INVESTMENT AS AT 28 February 2015								49,500,000

Performance by Type

Category	Balance \$	Average Interest	Bench Mark	Bench Mark %	Difference to Benchmark
Cash at Call	4,000,000	2.17%	Reserve Bank Cash Reference Rate	2.25%	-0.08%
Term Deposit	45,500,000	3.56%	UBS 90 Day Bank Bill Rate	2.33%	1.23%
Total	49,500,000	3.45%			

Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	12,801,802
External Restrictions - Other	3,459,715
Internal Restrictions	20,954,622
Unrestricted	12,283,861
Total	49,500,000

ORDINARY MEETING

Meeting Date: 31 March 2015

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

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

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

Investment Commentary

The investment portfolio increased by \$2.60 million for the month of February 2015. During February 2015, income was received totalling \$8.27 million, including rate payments amounting to \$4.29 million, while payments to suppliers and staff costs amounted to \$4.90 million.

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

Council has a loan agreement for an amount of \$5.26 million under the Local Government Infrastructure Renewal Scheme (LIRS). The full amount was drawn down upon signing the agreement in March 2013, with funds gradually being expended over 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 28 February 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

ORDINARY MEETING

Meeting Date: 31 March 2015

Financial Implications

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

RECOMMENDATION:

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

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

ordinary

section 4

reports
of committees

ORDINARY MEETING
Reports of Committees

ORDINARY MEETING
Reports of Committees

SECTION 4 - Reports of Committees

ROC **Hawkesbury Civic and Citizenship Committee - 3 December 2014 - (96972)**

The meeting commenced at 6:30pm in the Council's Mayoral Office.

Present: Councillor Kim Ford
 Councillor (Dr) Warwick Mackay OAM
 Barry Adams (Community representative)
 David Bertenshaw (Hawkesbury Sports Council representative)
 Ted Brill (Hawkesbury Historical Society representative)
 Geoff Luscombe (The Richmond Club representative)

Apologies: Councillor Mike Creed

In Attendance: Jillian Bentham - Events Co-ordinator
 Sonia Porter - Corporate Communication Manager

REPORT:

RESOLVED on the motion of Geoff Luscombe and seconded by David Bertenshaw that the apologies be accepted.

Attendance Register of Hawkesbury Civic and Citizenship Committee

Member	3/12/2014	
Councillor Kim Ford	✓	
Councillor Warwick Mackay OAM	✓	
Councillor Mike Creed	A	
Barry Adams	✓	
David Bertenshaw	✓	
Ted Brill	✓	
Geoff Luscombe	✓	

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

SECTION 1 - Minutes

Item 1.1: Confirmation of Minutes

RESOLVED on the motion of David Bertenshaw and seconded by Barry Adams.

That the minutes of Hawkesbury Civic and Citizenship Committee Meeting held on the Wednesday, 11 December 2013, be accepted.

SECTION 2 - Reports for Determination

Item: 2.1 Selection of Australia Day Award Recipients

MOTION: Cultural Heritage Award

RESOLVED on the motion of David Bertenshaw and seconded by Ted Brill.

Refer to COMMITTEE RESOLUTION

COMMITTEE RESOLUTION:

RESOLVED on the motion of David Bertenshaw and seconded by Ted Brill.

That David King be awarded the 2015 Cultural Heritage Award.

Ted Brill left the meeting 6:45pm.

MOTION: Citizen of the Year

RESOLVED on the motion of Councillor Warwick Mackay and seconded by Barry Adams

Refer to COMMITTEE RESOLUTION

COMMITTEE RESOLUTION:

RESOLVED on the motion of Councillor Warwick Mackay and seconded by Barry Adams

That Gerda Deryk be awarded the 2015 Citizen of the Year Award.

MOTION: Young Citizen of the Year

RESOLVED on the motion of Geoff Luscombe and seconded by Councillor Kim Ford

Refer to COMMITTEE RESOLUTION

COMMITTEE RESOLUTION:

RESOLVED on the motion of Geoff Luscombe and seconded by Councillor Kim Ford

That Katelyn Eather be awarded 2015 Young Citizen of the Year Award.

MOTION: Community Arts Award

RESOLVED on the motion of Councillor Warwick Mackay and seconded by Barry Adams.

Refer to COMMITTEE RESOLUTION

COMMITTEE RESOLUTION:

RESOLVED on the motion of Councillor Warwick Mackay and seconded by Barry Adams.

That John Shields be awarded the 2015 Community Arts Award.

MOTION: Commemorative Plaque

RESOLVED on the motion of David Bertenshaw and seconded by Barry Adams.

Refer to COMMITTEE RESOLUTION

COMMITTEE RESOLUTION:

RESOLVED on the motion of David Bertenshaw and seconded by Barry Adams.

That James Bligh Johnston be awarded the 2015 Commemorative Plaque Award.

MOTION: Community Organisation of the Year

RESOLVED on the motion of Councillor Warwick Mackay and seconded by Geoff Luscombe.

Refer to COMMITTEE RESOLUTION

COMMITTEE RESOLUTION:

RESOLVED on the motion of Councillor Warwick Mackay and seconded by Geoff Luscombe.

That Hawkesbury War Widows Guild of Australia receive the 2015 Community Organisation of the Year Award.

MOTION: Special Achievement Award

RESOLVED on the motion of Councillor Warwick Mackay and seconded by David Bertenshaw.

Refer to COMMITTEE RESOLUTION

COMMITTEE RESOLUTION:

RESOLVED on the motion of Councillor Warwick Mackay and seconded by David Bertenshaw.

That Jim Scotland, Helen Scotland, Kevin Weeks and Joanne Weeks from the Australiana Pioneer Village be nominated and awarded the 2015 Special Achievement Award.

SECTION 3 - Reports for Information

Item 3.1: Annual Report Hawkesbury Civics and Citizenship Committee

RESOLVED on the motion of Councillor Warwick Mackay and seconded by Barry Adams.

Refer to COMMITTEE RESOLUTION

COMMITTEE RESOLUTION:

RESOLVED on the motion of Councillor Warwick Mackay and seconded by Barry Adams.

That the Annual Report of the Hawkesbury Civics and Citizenship Committee 2013-2014 as reported to Council at its Extraordinary Meeting held 16 September 2014 be noted.

SECTION 4 - General Business

ITEM: 4.1 Criteria of Awards including Sports Awards

Corporate Communication informed the Committee that attempts to join with Richmond Club for the Hawkesbury Sports Award were unfortunately unsuccessful and that a further review of the award program would be required.

Committee members discussed suggestions and possible ways to restructure the Hawkesbury Sports Awards.

It was communicated to the Committee that a review will be undertaken on all award programs run by Council to ensure they are appropriately targeted to the Hawkesbury community.

The review will be reported to the Committee in the first quarter of 2015. An additional meeting will be required to be called and Committee members will received appropriate notification of this meeting.

Next meeting date is to be advised.

The meeting closed at 7:20pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC **Audit Committee Minutes - 25 February 2015 - (91369, 121470, 79351)**

The meeting commenced at 4:23pm.

- Present:** Ellen Hegarty
 Nisha Maheshwari (Chair)
 Councillor Paul Rasmussen
- Apologies:** Harry Khouri
 Councillor Patrick Conolly
- In Attendance:** Peter Jackson - General Manager
 Laurie Mifsud - Director Support Services
 Steven Kelly - Internal Auditor
 Emma Galea - Chief Financial Officer
 Vikash Pillay - Council's External Auditor
 Jan Readford - Minute Secretary

REPORT:

RESOLVED on the motion of Ms Ellen Hegarty and seconded by Councillor Paul Rasmussen that the apologies be accepted.

Attendance Register of Audit Committee

Member	8/10/2014	26/11/2014	25/2/2015		
Councillor Patrick Conolly	A	✓	A		
Councillor Paul Rasmussen	✓	✓	✓		
Councillor Bob Porter (Alternate)	N/A	N/A	N/A		
Ms Ellen Hegarty	✓	✓	✓		
Mr Harry Khouri	A	✓	A		
Ms Nisha Maheshwari (Chair)	✓	✓	✓		

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

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Ellen Hegarty and seconded by Councillor Paul Rasmussen that the Minutes of the Audit Committee held on the 26 November 2014, be confirmed.

ORDINARY MEETING
Reports of Committees

SECTION 3 - Reports for Determination

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

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

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

RECOMMENDATION TO COMMITTEE:

That a Chairperson of the Audit Committee for 2015, be determined.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That Ms Nisha Maheshwari be nominated as Chairperson of the Audit Committee for 2015.

The motion was carried and Ms Nisha Maheshwari was declared Chairperson of the Audit Committee for 2015.

Ms Maheshwari assumed the Chair.

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

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

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

RECOMMENDATION TO COMMITTEE:

That a Deputy Chairperson of the Audit Committee, for 2015, be determined.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That Ms Ellen Hegarty be nominated as Deputy Chairperson of the Audit Committee for the 2015.

The motion was carried and Ms Ellen Hegarty was declared Deputy Chairperson of the Audit Committee for 2015.

Item 3: AC - Status Report - Management Responses to Audit Recommendations - January 2015 - (91369, 95496, 79351)

DISCUSSION:

- Mr Kelly referred to Delegations and advised that Council's Human Resources Manager has selected a suitable software package, which has been approved by the General Manger. Implementation is expected prior to the end of June 2015. Mr Jackson advised the chosen software package is one of the three previously considered, however, the technology has since been improved which will enable access to the Delegations Register via Council's website.
- Mr Kelly referred to the Governance Health Check and advised Items 3 and 4 will be completed by June 2015.
- Ms Galea referred to Items 1 and 2 under Procurement and indicated that the work being undertaken on the draft procedures in Council's Tendering OMS will be completed in the next two months. Ms Galea advised that whilst Council does already have a procedure for Procurement, a separate procedure for Purchase Card usage will be developed, and once finalised, all the procedures under Procurement will be reported to MANEX.
- Mr Kelly advised that work is progressing under Records Management. A new procedure has been developed and an induction program for new employees has been established. All employees will undertake the evidence based program. Progress on Position Descriptions is continuing and still to be finalised.
- Mr Kelly referred to Business Continuity Management advising it is partially completed, with an organisation-wide training program to be finalised later in the year.
- Mr Kelly referred to Developer Contributions and advised that a report regarding the review and future planning under the Section 94 Contributions Plan went to Council on 9 December 2014. Council resolved to take a number of actions, and this remains in progress at this time.
- Mr Kelly referred to the WorkCover audit and advised that four of the seven identified non-conformances have been completed, and the others will be finalised in the next two weeks. WorkCover is expected to return within six months to check the non-conformances have been actioned.

RECOMMENDATION TO COMMITTEE:

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

ORDINARY MEETING
Reports of Committees

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

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

Item 4: AC - Cash Management - (91369, 95496, 79351)

DISCUSSION:

- Mr Kelly advised that the audit indicated Council's cash management facilities are controlled and accounted for, in accordance with Council's procedures, and that there are no areas of concern. Facilities have EFPOS availability, and the Administration Centre checks daily takings in line with established procedures.

RECOMMENDATION TO COMMITTEE:

That the Internal Audit Report – Cash Management, be received and noted.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Internal Audit Report – Cash Management, be received and noted.

Item 5: AC - Companion Animal Shelter - (91369, 95496, 79351)

DISCUSSION:

- Mr Kelly advised that the Hawkesbury's Companion Animal Shelter provides service to the Hawkesbury, Penrith and Hills Council areas, and these Council's contribute annually to this service.
- Sales have increased in the past year and staff are working towards increasing the sales by a further 8% in 2014/2015. Sales have been assisted by the compulsory de-sexing of animals, and this fee is paid for by the new owner of the animal. Around 94% of dogs are re-homed.
- Mr Jackson advised that the Companion Animal Shelter works closely with a number of veterinarians in the area. Staff often work under extreme circumstances and encounter abuse from angry customers, particularly when people experience difficult issues with their animals.

ORDINARY MEETING
Reports of Committees

- Mr Kelly advised that the audit found there were adequate financial controls operating at the Companion Animal Shelter. During the audit, other issues relating to building maintenance were noted. Mr Jackson however advised the main focus is on the welfare and provisions for the animals.
- Councillor Rasmussen enquired if Council has received any awards for its running of the Companion Animal Shelter. Mr Jackson advised that the staff work very hard for the welfare of the animals, and that there have not been any awards.
- Ms Hegarty indicated the update to Council's website had changed the process for accessing the gallery of animals available for sale. Mr Jackson suggested the links may be down and suggested that Ms Hegarty forward an email to Council requesting the links be checked.

RECOMMENDATION TO COMMITTEE:

That the Internal Audit Report – Companion Animal Shelter, be received and noted.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Internal Audit Report – Companion Animal Shelter, be received and noted.

Item 6: AC - Insurances - (91369, 95496, 79351)

DISCUSSION:

- Mr Jackson advised that ten member Councils are represented on the Westpool Board, with Council's delegates being the Mr Jackson and Councillor Creed. Council's Risk Manager is also a member of a Westpool sub-committee, with Council's Chief Financial Officer also attending the meetings.
- Ms Maheshwari referred to the insurances managed by the United Independent Pools (UIP) and enquired if Council was covered by all the insurances listed in the Internal Audit Report. Mr Jackson indicated that in addition to the insurances listed in the Audit, Council has Public Liability and Professional Indemnity insurance, Property Damage Risk insurance, plus access to a range of support providers including claims management, brokers, and a panel of solicitors.
- Councillor Rasmussen enquired about the name of Council's brokers, and Mr Jackson advised that the Pool's use Willis Australia Limited and Claims Management Australia, as well as a bank of solicitors.
- Mr Kelly advised that the buy-in by Council has not only benefited with a reduction in the cost of premiums, but also provides interesting and useful insurance information.

ORDINARY MEETING
Reports of Committees

RECOMMENDATION TO COMMITTEE:

That the Internal Audit Report – Insurances be received and noted.

MOTION:

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

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the Internal Audit Report – Insurances be received and noted.

SECTION 4 - General Business

There were no matters raised.

The meeting terminated at 5pm.

Submitted to and confirmed at the meeting of the Audit Committee held on 27 May 2015.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC **Floodplain Risk Management Advisory Committee - 26 February 2015 - (86589)**

The meeting commenced at 4:01pm in Council Chambers.

Present: Councillor Kim Ford, Chairperson
Councillor Bob Porter, Deputy Chairperson
Councillor Mary Lyons-Buckett, Hawkesbury City Council
Councillor Warwick Mackay, Hawkesbury City Council
Mr Trevor Devine, Community Representative
Mr Geoffrey Bessell, Community Representative
Mr Ted Books, Community Representative
Mr Damian Moon, Community Representative
Mr Les Sheather, Community Representative
Mr Harry Panagopoulos, Office of Environment and Heritage

Apologies: Councillor Jill Reardon, Hawkesbury City Council
Snr Inspector Robert Bowman
Mrs Louise Markus MP, Federal Member for Macquarie
Mr Bart Bassett MP, Member for Londonderry
Mr Chris Amit, Hawkesbury City Council
Mr Peter Cinque, SES
Mr Philip Pleffer, Hawkesbury City Council
Ms Robyn Kozjak - Hawkesbury City Council

In Attendance: Mr George Jeffreys, SES
Mr John Hart, RMS
Mr Matthew Owens, Hawkesbury City Council
Mrs Shari Hussein, Hawkesbury City Council

Non Attendance: Ms Kirstan Smelcher, RAAF Base

REPORT:

RESOLVED on the motion of Councillor Porter and seconded by Mr Moon that the apologies be accepted.

Attendance Register of Floodplain Risk Management Advisory Committee

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

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

ORDINARY MEETING
Reports of Committees

CONFIRMATION OF MINUTES

RESOLVED on the motion of Councillor Porter and seconded by Mr Sheather that the Minutes of the Floodplain Risk Management Advisory Committee held on 20 November 2014, be confirmed.

SECTION 3 - Reports for Determination

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

DISCUSSION:

- Mr Moon asked for his name to be removed from the standing "Declarations of Interest" report as his previous declaration of interest was no longer applicable.

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 Mr Moon.

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.
3. Mr Moon's name be removed from the standing "Declarations of Interest" report.

ITEM: 2 FRMAC - Hawkesbury-Nepean Valley Flood Management Review Taskforce Stakeholder Reference Panel - (86589)

DISCUSSION:

- Councillor Porter initially spoke against the recommendation, advising he believed it would be a futile exercise to send a representative from the Committee (to the Panel meeting) at this late stage, as he believed the State Government had made its decision on the intended use of the dam which, in his opinion, was to raise the dam wall to enhance Sydney's water supply.

ORDINARY MEETING
Reports of Committees

- Mr Sheather spoke for the recommendation, advising the State Government was in the process of thoroughly reviewing 21 options, (including raising the dam wall), with a view to achieving a practical outcome to mitigating flooding in the valley and advised its decision would not be made public until June this year. Mr Sheather added he firmly believed the Committee should be represented at the Panel meetings.

*The Committee's attention was drawn to the typographical errors in the correspondence from INSW at page 23 of the business paper. The correspondence was dated 13 February 2014 (should read 13 February **2015**). Also first line of first paragraph reads "thank you for your letter of 27 January 2014" (should read 27 January **2015**).*

- Mr Devine made enquiry as to the process for selecting Council representatives onto the Taskforce and also sought the names and qualifications of members from the eight Government Departments on the Taskforce.

Mr Owens responded the request for representation onto the Panel came from the Taskforce which sought Council staff members who were in a position to direct staff to provide information sought by the Taskforce. Mr Owens advised the General Manager and himself had been selected as the relevant officers to assist the Panel.

Mr Panagopoulos added the Taskforce was a high level Committee, comprising managers and directors with authority to make decisions on behalf of their respective organisations and agencies. Mr Panagopoulos advised there was also a series of working groups under the Taskforce consisting of specialists in various fields which fed information up to the Taskforce. Agencies forming the Taskforce included OEH, SES, DoP, Office of Water and the Treasury who all reported to a Sub-committee of Cabinet.

- Mr Moon agreed it would be beneficial for a representative from the Committee to attend the Panel meetings and nominated Councillor Porter as delegate.
- Councillor Porter subsequently agreed on the nomination and in conjunction with the Chair, invited the Committee to put forth its issues to be addressed and taken to the Panel.
- Mr Sheather offered to be Councillor Porter's alternate, in the event Councillor Porter was not available to attend any of the Panel's meetings.

MOTION:

RESOLVED on the motion of Mr Moon, seconded by Mr Bessell.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That:

1. Councillor Porter be nominated as delegate to attend the Stakeholder Reference Panel meetings.
 2. Mr Sheather be nominated as Councillor Porter's alternate.
- Mr Books advised it would be his preference for the Taskforce members to be invited to the Hawkesbury to tour the river in lieu of a delegate attending a Panel meeting.
 - Mr Jeffreys (SES) advised the Taskforce had in fact previously toured the river from Yarramundi to Sackville and had also driven along the evacuation routes.

ORDINARY MEETING
Reports of Committees

- Councillor Porter referred to Mr Jeffrey's comments in relation to driving the evacuation routes, and noted those routes were incomplete and that issue should be addressed.
- Mr Devine referred to the proposed closure of Level Crossing Road and asked if there was any further information on the intended route, should Level Crossing Road be closed. Mr Devine suggested thought be given to the flood evacuation route being pushed through Windsor Downs Nature Reserve and out onto Blacktown Road, which, after its upgrade, would comprise of four lanes all the way to the Motorway.
- Mr Owens responded he had been advised by the RMS that Level Crossing Road would not be closed until such time an alternative route was in place.
- Mr Books made reference to proposed evacuation routes and raised concern the extra runoff from increasing developments at Rouse Hill, Kellyville and back towards St Marys had not been taken into consideration. Mr Books advised in a flood event, residents evacuating from those areas would cause Blacktown-Richmond Road to be gridlocked which would impede evacuees from Windsor.
- Mr Panagopoulos advised he recalled the Committee had previously raised a question as to the community consultation process and suggested a question be put to the Taskforce as to how they were intending to consult the community and when that was going to happen.

After deliberation the Committee settled on issues to be taken to the next Panel meeting.

MOTION:

RESOLVED on the motion of Councillor Porter, seconded by Mr Sheather.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the following issues be taken to the next Panel meeting:

- Invite taskforce to come and inspect river
- Access through nature reserve to Richmond-Blacktown Road, Bligh Park
- Other evacuation routes not completed
- Use of existing Warragamba dam for mitigation
- Flood markers
- Dredging
- Consider proposed evacuation route along the Driftway
- Concern about flood evacuation route in Vineyard in regards to closing of Level Crossing Road
- Are all 21 options previously put forward being assessed
- Consideration of runoff from existing development and its impact on evacuation
- Where are people going once evacuated
- Monitoring stations - how many, who has access to them, who has got the information (Hawkesbury & MacDonald Valley)
- How is Taskforce going to consult with community

4:45pm - The Chair noted the arrival of Mr Hart from Roads and Maritime Services and welcomed him to the Committee.

RECOMMENDATION TO COMMITTEE

That the:

1. Committee nominate a member to represent the Committee at the Hawkesbury-Nepean Valley Flood Management Review Taskforce Stakeholder Reference Panel.
2. Committee determine the issues to be raised with the Hawkesbury-Nepean Valley Flood Management Review Taskforce Stakeholder Reference Panel in the presentation.
3. Final presentation content be ratified by the Committee at the meeting of 9 April 2015, or, if the Stakeholder Reference Panel meeting is prior to that date, the presentation be ratified by the Committee Chair.

MOTION:

RESOLVED on the motion of Mr Sheather, seconded by Mr Moon.

Refer to COMMITTEE RECOMMENDATION

COMMITTEE RECOMMENDATION:

That the:

1. Committee nominate Councillor Porter (Mr Sheather as the alternate) to represent the Committee at the Hawkesbury-Nepean Valley Flood Management Review Taskforce Stakeholder Reference Panel.
2. The issues listed in the minutes be raised with the Hawkesbury-Nepean Valley Flood Management Review Taskforce Stakeholder Reference Panel.
3. Final content be ratified by the Committee at the meeting of 9 April 2015, or, if the Stakeholder Reference Panel meeting is prior to that date, the content be ratified by the Committee Chair.

SECTION 5 - General Business

- Mr Owens formally introduced Mr John Hart from Roads and Maritime Services, reporting Mr Hart had been nominated as the RMS representative to assist the Technical Working Group with emergency management issues including identifying upgrades to evacuation routes.
- Mr Devine addressed Mr Hart and welcome him to the meeting. Mr Devine referred to the proposed closure of Level Crossing Road and raised concern there did not appear to be a definite time for that to occur and no definite advice has been provided as to what the alternative evacuation route would be if that road was closed.

Mr Hart responded as he was peripherally involved in that particular project, he could not comment on specific details, however, in principle, he believed an alternative route would be in place prior to the road being closed off. Mr Hart advised he would follow up Mr Devine's enquiry. Mr Hart added he had been managing investigations into local and regional evacuation routes to ascertain what improvements to those routes were required, and reported there was no intention to deviate from existing evacuation routes, but rather, to improve them.

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- Mr Devine asked if the RMS had considered using Blacktown Road as an opportunity to creating a flood evacuation route given that it would be substantially a four lane road.

Mr Hart responded a complex technical modelling process to optimise flood evacuation routes to take into account existing and future populations was underway and advised existing roads would be utilised to a degree. Mr Hart advised as part of that modelling process, the levels of those existing roads would need to be identified and new roads being built in the Northwest sector would also need to be taken into consideration to minimise retrofitting.

Mr Hart reported Transport NSW was undertaking investigations into options for a new outer orbital motorway to be built west of the M7, connecting growth centres of Camden, Penrith and Windsor. Mr Hart advised the initial objective of the proposed project was to reserve a corridor for a future high grade road operating north of Werrington.

- Mr Sheather raised concern there did not appear to be a strategy in place to deal with ferries in times of flood (in particular the Sackville ferry which was now under the care and control of the RMS). Mr Sheather advised one third of the Hawkesbury's population resided on the other side of the river, and that population relied on services such as schools, hospitals etc. Mr Sheather advised ferries were public roads and as such, asked if that issue could be addressed.

Mr Hart responded he would investigate if ferries were covered in flood plans.

At the Chair's invitation, Mr Hart addressed the Committee, reporting the Taskforce was aware of deficiencies in the existing evacuation network and was continuing the process of undertaking technical exercises in relation to flood events. Mr Hart advised to date, two sessions had been held with Council staff which had been very helpful and added he looked forward to further input from the Committee for the purposes of adding local knowledge and experience, to complement the technical processes being undertaken.

The meeting terminated at 5:10pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Reports of Committees

ROC Local Traffic Committee - 9 March 2015 - (80245)

Minutes of the Local Traffic Committee held in the Council Chambers, Windsor on 9 March 2015 commencing at 3pm.

- Present:** Councillor Kim Ford (Chairman)
 Mr James Suprain, Road and Maritime Services
 Mr Steve Grady
- Apologies:** Mr Ray Williams, MP (Hawkesbury)
 Mr Bart Bassett, MP (Londonderry)
 Mr Kevin Conolly, MP (Riverstone)
 Ms Jill Lewis, NSW Taxi Council
- In Attendance:** Mr Chris Amit, Manager, Design and Mapping Services
 Ms Judy Wong, Community Safety Co-ordinator
 Ms Jillian Bentham, Events Co-ordinator
 Ms Laurel Tweedie, Administrative Officer, Infrastructure Services
-

REPORT:

The Chairman tendered an apology on behalf of Inspector Ian Woodward, NSW Police, advising that Inspector Ian Woodward, NSW Police concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on his behalf.

RESOLVED on the motion of James Suprain, seconded by Councillor Kim Ford, 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 February 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 - Tom Quilty Gold Cup Horse Endurance Ride 2015 - Item 2.1 - 09 March 2015
- (Hawkesbury) - (80245, 85005)**

REPORT:

Introduction:

An application has been received from the NSW Endurance Riders Association seeking approval (in traffic management terms) to conduct the Tom Quilty Gold Cup Horse Endurance Ride 2015, based at the Del Rio Riverside Resort at Webbs Creek and in and around the Leets Vale, Lower Portland and Webbs Creek area. The event will be held on Saturday, 6 and Sunday, 7 June 2015.

The event organiser has advised:

- This event was previously held in 2007 and 2014 under the title of the NSW State Championships with another major ride held in 2003.
- This year marks the 50th year of the Tom Quality Gold Cup and will attract competitors from all over Australia and the World.
- The event will consist of a 160 kilometre horse endurance ride, held over 24 hours.
- The 24 hour event will start at midnight on Saturday, 6 June 2015 and finish at midnight on Sunday, 7 June 2015.
- There will be approximately 350 horse riders participating.
- There will be approximately 30 spectators.
- Start and end point for the event will be from the Del Rio Riverside Resort at Webbs Creek.
- The Endurance Ride will be conducted on the tracks within the Parr State Conservation Area, private property and on the following public roads:
 - Bicentenary Road – Unsealed Road
 - Chaseling Road North – Sealed Road
 - Chaseling Road South – Unsealed Road
 - Greens Road – Sealed and Unsealed Road
 - St Albans Road – Sealed Road
 - Webbs Creek Road – Sealed and Unsealed Road
 - Webbs Creek Mountain Road – Unsealed Road
 - Wheelbarrow Ridge Track - Unsealed Road
 - Wheelbarrow Ridge Road - Sealed and Unsealed Road
- Road Closure is required along a section of Chaseling Road North:
- The 160 kilometre horse endurance ride will consist of 5 legs;
 - Leg 1 = 38 kilometres;
 - Leg 2 = 34 kilometres;
 - Leg 3 = 38 kilometres;
 - Leg 4 = 38 kilometres;
 - Leg 5 = 12 kilometres.

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- Parking of vehicles will be predominantly on private land,
- Warning signage shall be in place on all approaches to inform traffic of Horse and Riders ahead,
- Authorised marshals are to be in place at strategic locations; VMS's, lead and shadow vehicles are to be used to give advanced warning to protect both horses and riders,
- Riders will be wearing vests with reflective tape on the front and back,
- When riding in the dark, all riders are required to wear head lights on their helmets,
- All riders will be instructed to keep to the left hand side of the road and obey road rules,
- Wicen are at all checkpoints on the course, who will communicate with the ride base on the progress of all riders as they follow the course. This communication is also used to convey an emergency on the course.

Details of the Event Course Maps for the 160 kilometre horse endurance 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, which includes a road closure, and there may be a low scale disruption to the non-event community.

The following Road Closure is proposed for Saturday, 6 June 2015, from 11:45pm to 12:45am on Sunday, 7 June 2015, and Sunday, 7 June 2015, between 1pm and 11pm;

- Chaseling Road North, between the entrance to the Del Rio Riverside Resort located at No. 77B Chaseling Road North and Bicentenary Road, Webbs Creek. 1,500 metres of Sealed Road.
- The speed limit for Chaseling Road North is 60 kph.
- There are 4 properties along this section of Chaseling Road North, of which 2 properties have driveways accessing Chaseling Road North.
- The road will be open for emergency vehicles and residents to gain access.
- The adjoining property owners have been consulted and are supportive of the event.

The event organiser has submitted the following items in relation to the event: Attachment 6 (ECM Document No: 5114777):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Transport Management Plan – referred to in the application as Traffic Management Plan (TMP) and Traffic Control Plans (TCP) which refer mainly to the 2014 NSW State Championship event and does not include a road closure plan,
5. Event Course Maps,
6. Copy of Insurance Policy which is valid to 01 January 2016,
7. Copy of the application to the NSW Police Force,

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8. Copies of correspondence forwarded to the NSW Police Force, NSW Ambulance Service, NSW Rural Fire Service, SES, Roads and Maritime Services - RMS (formerly RTA) and National Parks and Wildlife Service (Office of Environment and Heritage).

The Transport Management Plan (TMP) and the associated Traffic Control Plan (TCP) is to be submitted to the Transport Management Centre – TMC for authorisation due to the proposed road closure.

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 Tom Quality Gold Cup Horse Endurance Ride 2015 event, based at the Del Rio Riverside Resort at Webbs Creek and in and around the Leets Vale, Lower Portland and Webbs Creek area, planned for Saturday 6 and Sunday 7, June 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, the following road closures and traffic control measures:
 - Road Closure; Chaseling Road North between Bicentenary Road and the entry point to the Del Rio Riverside Resort located at No. 77B Chaseling Road North, Webbs Creek. Length = 1,500 metres of Sealed Road.
 - Road Closure only permitted for Saturday, 6 June 2015, from 11:45pm to 12:45am on Sunday, 7 June 2015, and Sunday, 7 June 2015, between 1pm and 11pm.
 - No other road closures are permitted

and the following conditions;

Prior to the event:

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

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

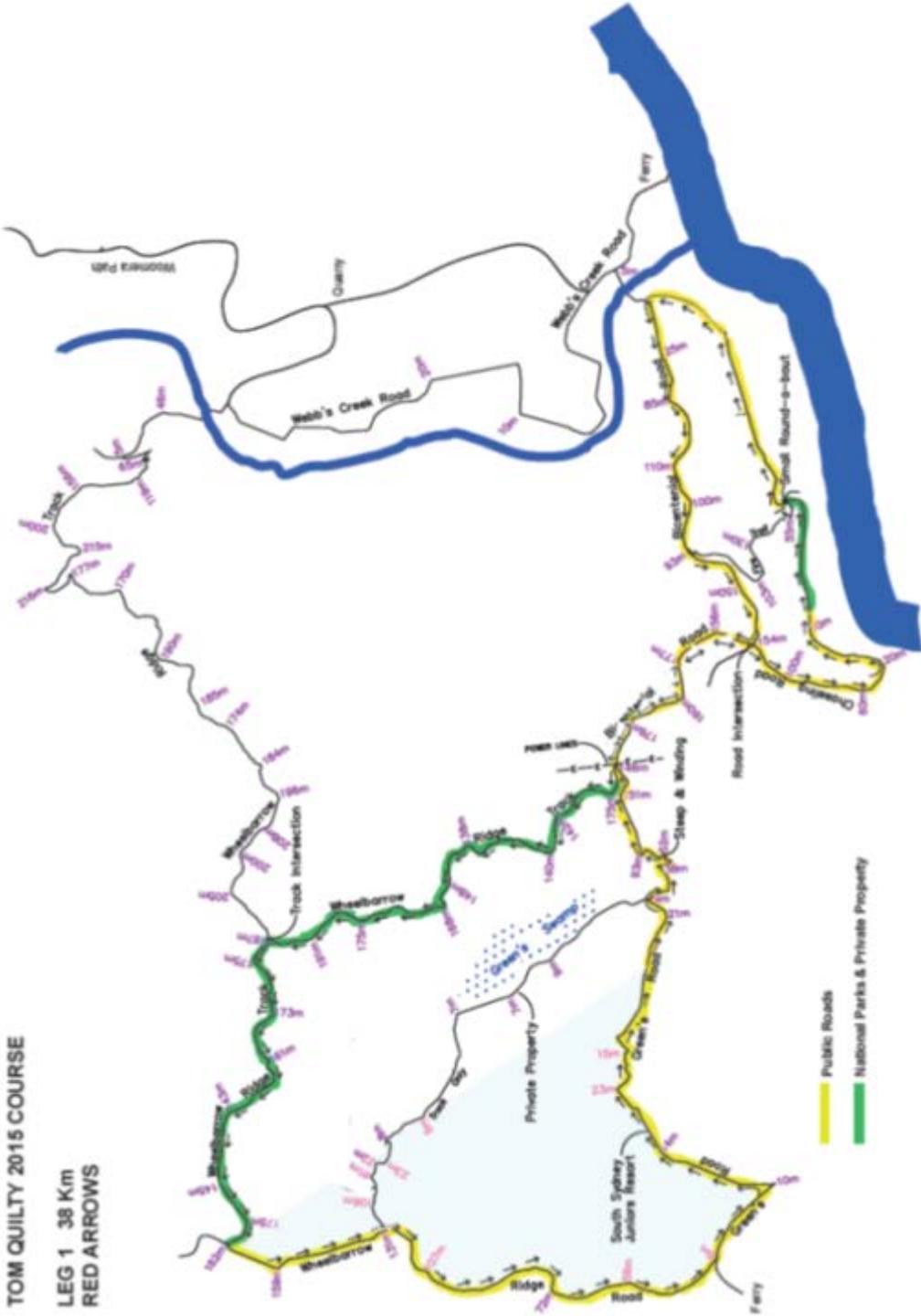
During the event:

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

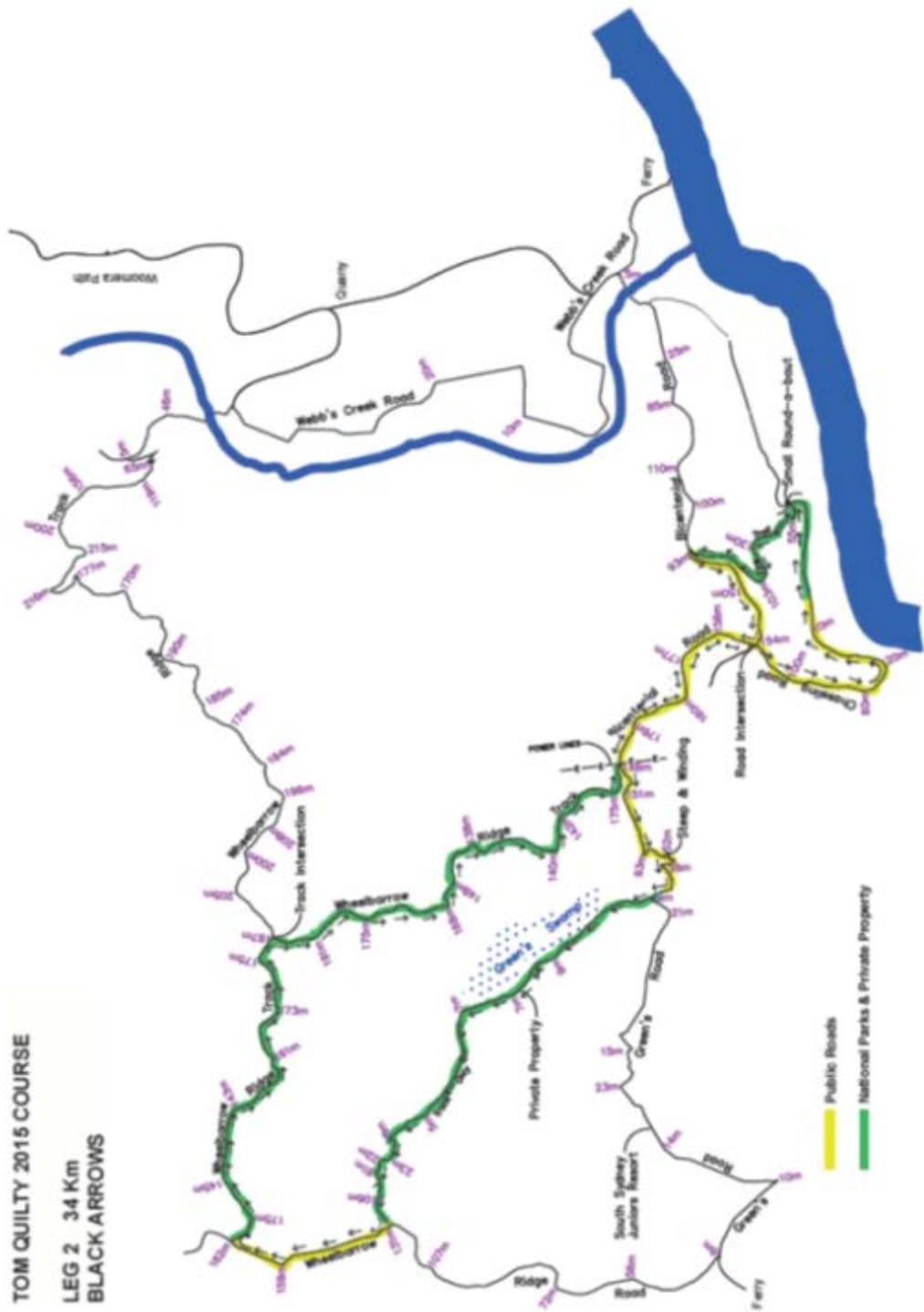
APPENDICES

- AT - 1** Event Course Map – 160 Kilometre Endurance Ride - Leg 1 (38 Kilometres)
- AT - 2** Event Course Map – 160 Kilometre Endurance Ride - Leg 2 (34 Kilometres)
- AT - 3** Event Course Map - 160 Kilometre Endurance Ride - Leg 3 (38 Kilometres)
- AT - 4** Event Course Map - 160 Kilometre Endurance Ride - Leg 4 (38 Kilometres)
- AT - 5** Event Course Map - 160 Kilometre Endurance Ride - Leg 5 (12 Kilometres)
- AT - 6** Special Event Application - (ECM Document No: 5114777) - *see attached*

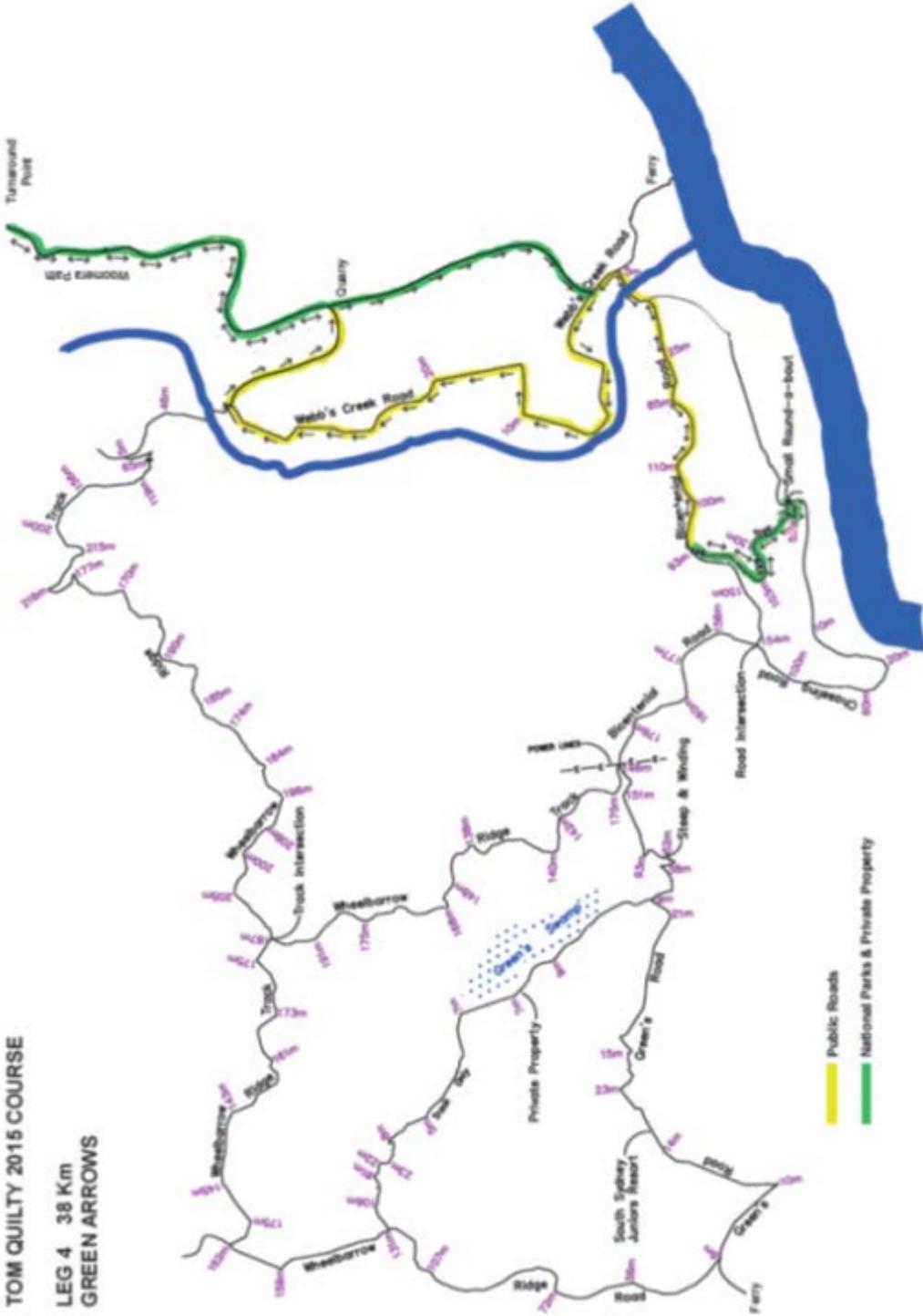
AT – 1 Event Course Map – 160 Kilometre Endurance Ride - Leg 1 (38 Kilometres)



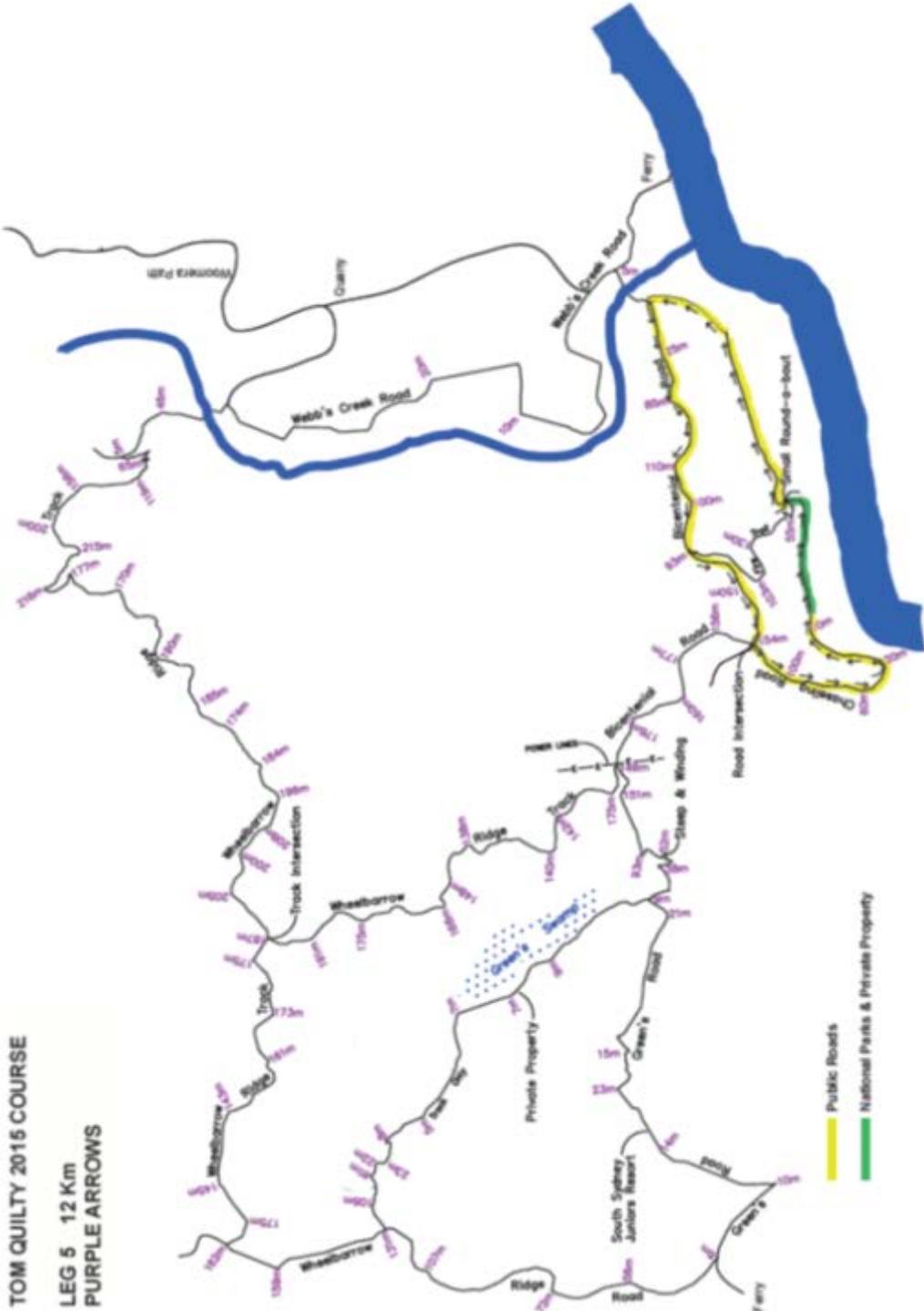
AT - 2 Event Course Map - 160 Kilometre Endurance Ride - Leg 2 (34 Kilometres)



AT - 4 Event Course Map - 160 Kilometre Endurance Ride - Leg 4 (38 Kilometres)



AT - 5 Event Course Map - 160 Kilometre Endurance Ride - Leg 5 (12 Kilometres)



COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Kim Ford, 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.
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 - No other road closures are permitted

and the following conditions;

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Prior to the event:

- 4a. the event organiser is responsible for ensuring the safety of all involved in relation to the proposed event and must fully comply with the requirements of the Work Health & Safety (WHS) Act 2011, WHS Regulations 2011 and associated Australian Standards and applicable Codes of Practice. It is incumbent on the organiser under this legislation to ensure all potential risks are identified and assessed as to the level of harm they may pose and that suitable control measures are instigated to either eliminate these or at least reduce them to an acceptable level. This will include assessing the potential risks to spectators, participants and road/park/facility users etc. during the event including setting up and clean-up activities. This process must also include (where appropriate) but is not limited to the safe handling of hazardous substances, electrical equipment testing, tagging and layout, traffic/pedestrian management plans, certification and licensing in relation to amusement rides, relevant current insurance cover and must be inclusive of meaningful consultation with all stakeholders. (information for event organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>; additionally council has an events template which can be provided to assist in identifying and controlling risks);
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- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; **a copy of the Police Force approval to be submitted to Council;**
- 4d. the event organiser is to obtain approval from the **Transport Management Centre – TMC** as a road closure is proposed; **a copy of the Transport Management Centre – TMC approval to be submitted to Council;**
- 4e. the event organiser is to **submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP)** which needs to include details such as the specific position of barriers, signs etc., required for the proposed road closure and traffic diversion **to Council, the Roads and Maritime Services - RMS and the Transport Management Centre (TMC)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4f. as the event involves the closure of a public road and the traverse of public roads, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy and close the road;
- 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 Parr State Conservation Area; **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;**

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

During the event:

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

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**Item: 2.2 LTC - Ride 2 Riverstone Loop Cycle Event 2015 - Item 2.2 - 09 March 2015 -
(Hawkesbury & Riverstone) - (80245, 118318)**

REPORT:

Introduction:

An application has been received from the Riverstone and District Lions Club seeking approval (in traffic management terms) to conduct the 'Ride 2 Riverstone' Loop Cycle Event 2015, in part, within the Cattai/Maraylya/Oakville/Pitt Town/Pitt Town Bottoms/Scheyville/Vineyard area on Sunday 03 May 2015.

The event organiser has advised:

- The event has been held annually since 2010.
- The overall event is a family oriented bicycle ride for charity, over several routes which will extend across The Hills, Blacktown and Hawkesbury Local Government Areas (LGA's);
- An alternative date is proposed for Sunday, 14 June 2015;
- The component of the event within the Hawkesbury LGA is within the Cattai/Maraylya/Oakville/Pitt Town/Pitt Town Bottoms/Scheyville/Vineyard area;
- The event is a Bicycle Ride and Not a Race;
- The event will be undertaken between 6:30am and 1pm;
- The start and finish of the event will be bounded by Park, Pitt, George and Market Streets, Riverstone, located within the Blacktown LGA;
- The event will attract very low levels of spectators as it is being held on semi-rural roads;
- Approximately 300 to 500 riders are expected to participate;
- Riders will be able to nominate distances of 35, 60, 80 and 100 Kilometres;
- The 100 kilometre route forms the 'perimeter' of the event area. The shorter routes take 'shortcuts' across sections of this route. The first 8 kilometres of the route from Riverstone to Oakville is common to all ride route distances, and is also used for the return of all riders to the Riverstone start/finish site;
- There is an additional 6.5 kilometres of road marked as possible flood deviation routes across The Hills and Hawkesbury LGAs;
- The four different ride distances are within the one event. The routes have been planned to ensure that it traverses areas of relatively low traffic flow. All four routes will cover some common area, thus reducing the impact on traffic and the number of Marshalls required for supervision of the ride;
- Several small buses, motor cycles and trailer will act as support vehicles;
- All roads along the route within the Hawkesbury LGA are sealed.

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- Road Closures are not required in the Hawkesbury Area, with the exception of traffic control along Pitt Town Road (State Road) at the intersection of Pitt Town Bottoms Road and Saunders Road. Some delays may be expected as a Traffic Controller will be controlling all traffic movements through this intersection. It is also proposed to have a reduction of speed from 80kph to 60kph at this location;
- The Bicycle Ride will be conducted along the following roads within the Hawkesbury LGA:
 - Bandon Road; O'Connell Street to Windsor Road (State Road),
 - Bathurst Street; Grenville Street to Pitt Town Bottoms Road,
 - Bocks Road, Commercial Road to Hanckel Road,
 - Boundary Road, Old Pitt Town Road to Pitt Town Dural Road,
 - Buckingham Street, Liverpool Street to Grenville Street
 - Cattai Road (State Road); Cattai Creek to Mitchell Park Road,
 - Chapman Road; Windsor Road (State Road) to Commercial Road,
 - Eldon Street (State Road), Old Pitt Town Road to Liverpool Street,
 - Grenville Street, Buckingham Street to Bathurst Street,
 - Hanckel Road, Bocks Road to Old Pitt Town Road,
 - Hession Road, Midson Road to Boundary Road,
 - Liverpool Street, Eldon Street (State Road) to Buckingham Street,
 - Midson Road; Old Pitt Town Road to Hession Road,
 - Mitchell Park Road; Cattai Road (State Road) to Pebbly Hill Road,
 - Neich Road, Boundary Road to Scheyville Road,
 - Old Pitt Town Road, Boundary Road to Eldon Street (State Road),
 - Pebbly Hill Road, Mitchell Park Road to Pitt Town Dural Road,
 - Pitt Town Bottoms Road; Bathurst Street to Pitt Town Road (State Road),
 - Pitt Town Dural Road, Boundary Road to Pebbly Hill Road,
 - Pitt Town Road (State Road); Intersection with Pitt Town Bottoms Road and Saunders Road,
 - Saunders Road; Pitt Town Road (State Road) to Old Pitt Town Road,
 - Scheyville Road; Pitt Town Dural Road to Old Pitt Town Road.
- Traffic control signs will be distributed the day before the event, and displayed or left at secure locations along the route. The start site may be set up the day before the event, but will continue to be set up from 5am on the event day. Marshalls will put traffic control signs in place just prior to the commencement of the event;
- Marshalls will not be permitted to control the movement of motorised traffic. Their role will be to advise cyclists of the presence of approaching traffic.
- Marshals will be deployed at each intersection identified as posing a perceived risk to rider safety and to supervise the movements of the cyclists at those intersections and also to provide a visual link for motorised traffic;
- Sectors will be cleared as the event passes and it is proposed to have the route clear by 12:45pm. The finish site will be cleared by 5pm.

Refer to Attachments 1 to 7 for Details of the Event Route.

Discussion:

The event is a cross regional event as it will traverse across 3 Local Government Areas and cross/traverse classified roads.

Road Closures are not required in the Hawkesbury Area, with the exception of traffic control along Pitt Town Road (State Road) at the intersection of Pitt Town Bottoms Road and Saunders Road. Some delays may be expected as a Traffic Controller will be controlling all traffic movements through this intersection. It is also proposed to have a reduction of speed from 80kph to 60kph at this location.

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Advice received from Roads and Maritime Services - RMS (formerly RTA) is that Blacktown Council has classified this event as a Class 2 event. To be consistent, the event within the Hawkesbury LGA should also be classified as a Class 2 event, even though there is the proposal to undertaken traffic control along Pitt Town Road which is a State Road as well as undertake a Speed Zone reduction from 80kph to 60kph.

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 limits, traffic volume and road width details are provided in the following table for the Hawkesbury LGA component of the route;

Hawkesbury LGA Route			
Cattai/Maraylya/Oakville/Pitt Town/Pitt Town Bottoms/Scheyville/Vineyard			
Road Name	Speed Limit (km/h)	ADT (Year)	Sealed Carriageway Width (m)
Bandon Road	60	3324 (1996)	7.1 – 10.0
Bathurst Street	50 and 60	2201 (2012)	5.6 – 12.8
Bocks Road	70	549 (1996)	6.1 – 6.6
Boundary Road	60 and 80	3121 (2008)	6.2 – 6.4
Buckingham Street	50	Not Available	7.2
Cattai Road (State Road)	80	1729 (1995)	8.0
Chapman Road	60	1743 (1998)	6.1 – 12.7
Eldon Street (State Road)	60	Not Available	7.0 – 9.0
Grenville Street	50	302 (1996)	10.6
Hanckel Road	70	1498 (2002)	5.7
Hession Road	70	274 (1998)	5.4
Liverpool Street	50	251 (1996)	9.27
Midson Road	70	418 (1998)	5.4
Mitchell Park Road	70	529 (1996)	6.4
Neich Road	60	882 (1996)	6.5
Old Pitt Town Road	60 and 70	1264 (2002)	5.2 – 8.0
Pebble Hill Road	70	1123 (2002)	5.6 – 5.8
Pitt Town Bottoms Road	60	230 (1997)	4.5 – 6.0
Pitt Town Dural Road	70	1552 (2012)	6.3 – 6.4
Pitt Town Road (State Road)	80	Not Available	12.0
Saunders Road	70	1832 (1996)	5.4 – 6.3
Scheyville Road	70	2254 (2001)	5.6 – 8.0

The event organiser should assess the risk and address the suitability of the route as part of the risk assessment considering the speed limit, road width, pavement surface, 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 8 (ECM Document No: 5095478):

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,

ORDINARY MEETING

Reports of Committees

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) excluding the Traffic Control Plans (TCPs),
5. Event Route Maps,
6. Copy of Insurance Policy which is valid to 01 September 2015,
7. Copy of the application to the NSW Police Force.

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 'Ride 2 Riverstone' Loop Cycle Event 2015, which is a cross regional event and will traverse across 3 Local Government Areas, with the Hawkesbury LGA component being within the Cattai/Maraylya/Oakville/Pitt Town/Pitt Town Bottoms/Scheyville/Vineyard area, planned for Sunday 3 May 2015 (alternative date 14 June 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 & 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;

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Reports of Committees

- 4c. the event organiser is to obtain approval to conduct the event, from the NSW Police Force; **a copy of the Police Force approval to be submitted to Council;**
- 4d. the event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA) and the Transport Management Centre – TMC as the event will traverse along classified roads and across "Cattai Creek Bridge " along Cattai Road as well as the proposed traffic control and temporary speed reduction required for Pitt Town Road at the intersection of Pitt Town Bottoms Road and Saunders Road; **a copy of the Roads and Maritime Services - RMS (formerly RTA) and Transport Management Centre – TMC approval to be submitted to Council;**
- 4e. the event organiser is to **submit Traffic Control Plans (TCPs) for the entire route to Council, the Roads and Maritime Services - RMS and the Transport Management Centre (TMC)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4h. the event organiser is to obtain approval from The Hills Council and Blacktown Council for the use of their roads and obtain any other necessary approvals from these Councils; **a copy of this approval to be submitted to Council;**
- 4i. 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);
- 4j. 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;**
- 4k. 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;**
- 4l. 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;**
- 4m. 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:

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;

ORDINARY MEETING
Reports of Committees

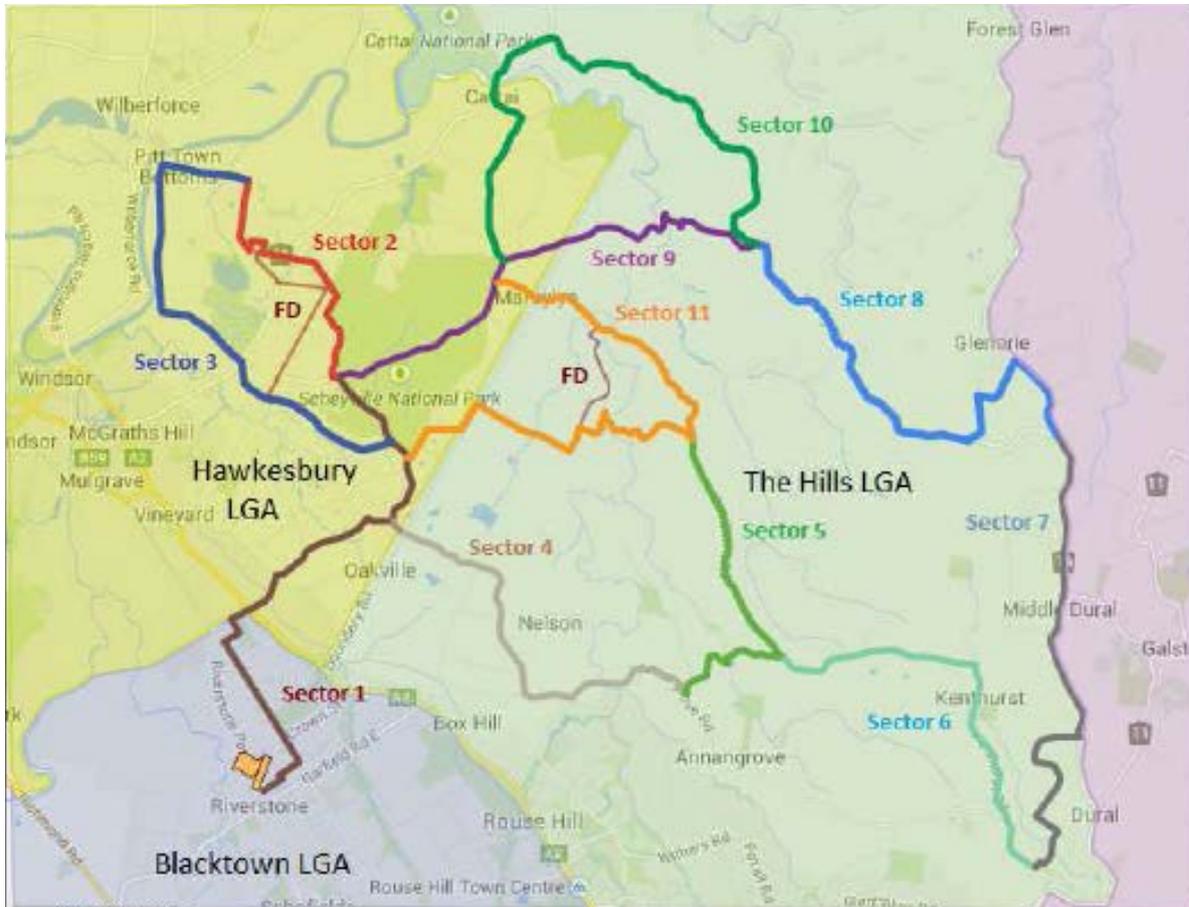
- 4p. all traffic controllers / marshals operating within the public road network or road related area, are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 4q. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4r. 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);
- 4s. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4t. 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** Ride 2 Riverstone – Event Overview Route and Sector Map
- AT - 2** Ride 2 Riverstone – Event Route Sector Details
- AT - 3** Ride 2 Riverstone - 35 and 60 Kilometre Route Map
- AT - 4** Ride 2 Riverstone – 80 and 100 Kilometre Route Map
- AT - 5** Ride 2 Riverstone – Detailed Route Maps with Road Names (1-3)
- AT - 6** Ride 2 Riverstone – Detailed Route Maps with Road Names (2-3)
- AT - 7** Ride 2 Riverstone – Detailed Route Map with Road Names (3-3) and Estimated Timings
- AT - 8** Special Event Application - (ECM Document No. 5095478) - *see attached*

AT - 1 Ride 2 Riverstone – Event Overview Route and Sector Map

Event Overview - All roads used



This map encompasses all the regular roads used for the event plus the potential Flood Deviation routes (marked FD on the map) in case sections of the nominated route are underwater on event day. See the Flood Deviation Routes section of this document for further details.

For management purposes, the ride is broken down into 11 sectors as numbered above.

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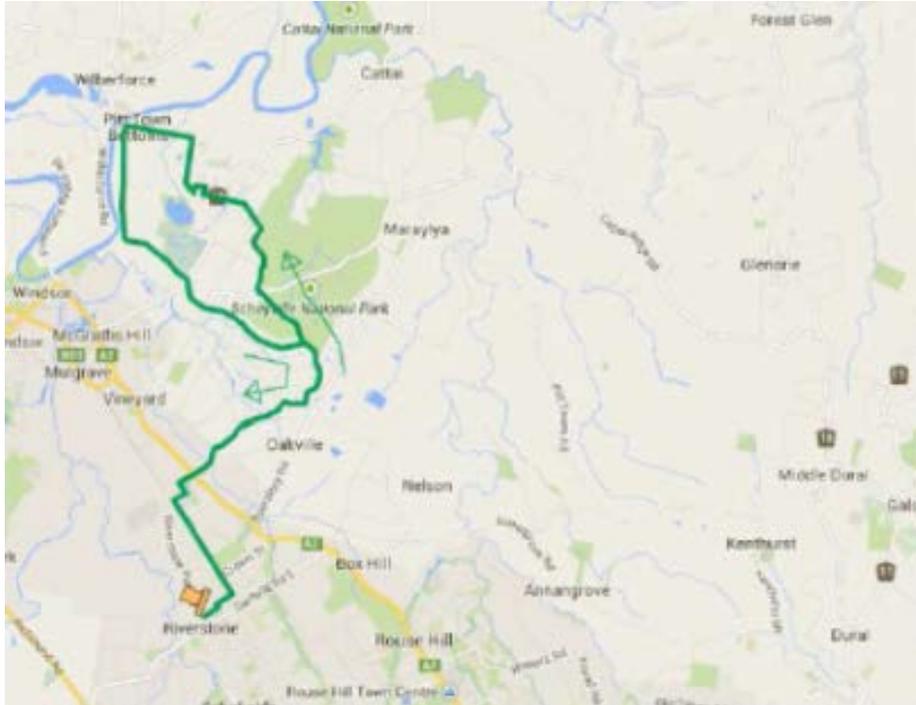
AT - 2 Ride 2 Riverstone – Event Route Sector Details.

Ride Route Sectors

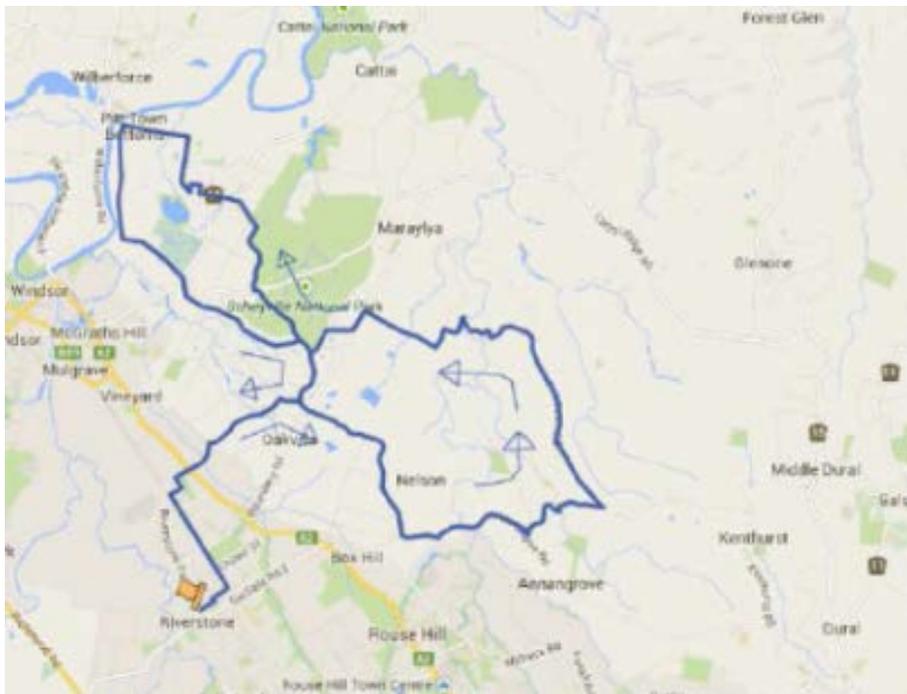
Sector	Distance	Open	Close	
1	11.5 km	07:30	12:45	Start Site to Cnr Old Pitt Town Rd & Scheyville Rd, via Park, Piccadilly & Dingle Sts, and Hamilton, Camberwell, O'Connell, Bandon, Bocks, Hanckel & Old Pitt Town Rds (both directions)
2	5.6 km	07:55	11:40	Cnr Old Pitt Town Rd & Scheyville Rd to Cnr Bathurst St & Pitt Town Bottoms Rd via Old Pitt Town Rd, Eldon, Liverpool, Buckingham, Grenville & Bathurst Sts
3	9.7 km	08:05	12:10	Cnr Bathurst St & Pitt Town Bottoms Rd to Cnr Old Pitt Town Rd & Saunders Rd via Pitt Town Bottoms & Saunders Rds
4	8.1 km	07:30	09:45	Cnr Hanckel & Old Pitt Town Rds to Cnr Annangrove & Blue Gum Rds & Saunders Rd via Pitt Town Bottoms & Saunders Rds
5	7.2 km	07:45	10:20	Cnr Annangrove & Blue Gum Rds to Cnr Pitt Town & McClymonts Rds via Blue Gum & Pitt Town Rds
6	8.2 km	07:55	9:45	Cnr Blue Gum & Pitt Town Rds to Cnr Kenthurst Rd & Pellitt Ln via Pitt Town & Kenthurst Rds
7	10.1 km	08:05	10:20	Cnr Kenthurst Rd & Pellitt Ln to Cnr Old Northern & Cattai Ridge Rds via Pellitt Ln, Wirrabara, Derriwong, Davey, Langford, Wyoming & Old Northern Rds
8	10.1 km	08:25	10:50	Cnr Old Northern & Cattai Ridge Rds to Cnr Cattai Ridge & Halcrows Rds via Old Northern, Whites, Post Office & Cattai Ridge Rds
9	9.8 km	08:45	11:30	Cnr Cattai Ridge & Halcrow Rds to Cnr Old pitt Town & Scheyville Rds via Cattai Ridge, Pitt Town - Dural & Scheyville Rds
10	12.4 km	08:45	10:55	Cnr Cattai Ridge & Halcrow Rds to Cnr Pitt Town - Dural & Scheyville Rds via Halcrows, Wisemans Ferry, Cattai, Mitchell Pk & Pebbly Hills Rds
11	12.7 km	09:05	11:35	Cnr Sheyville & Neich Rds to Cnr Midson & Old Pitt Town rds via Neich, Pitt Town, McClymonts, Maguires, Boundary, Hession & Midson Rds

AT - 3 Ride 2 Riverstone – 35 and 60 Kilometre Route Map

35 km Ride Route:

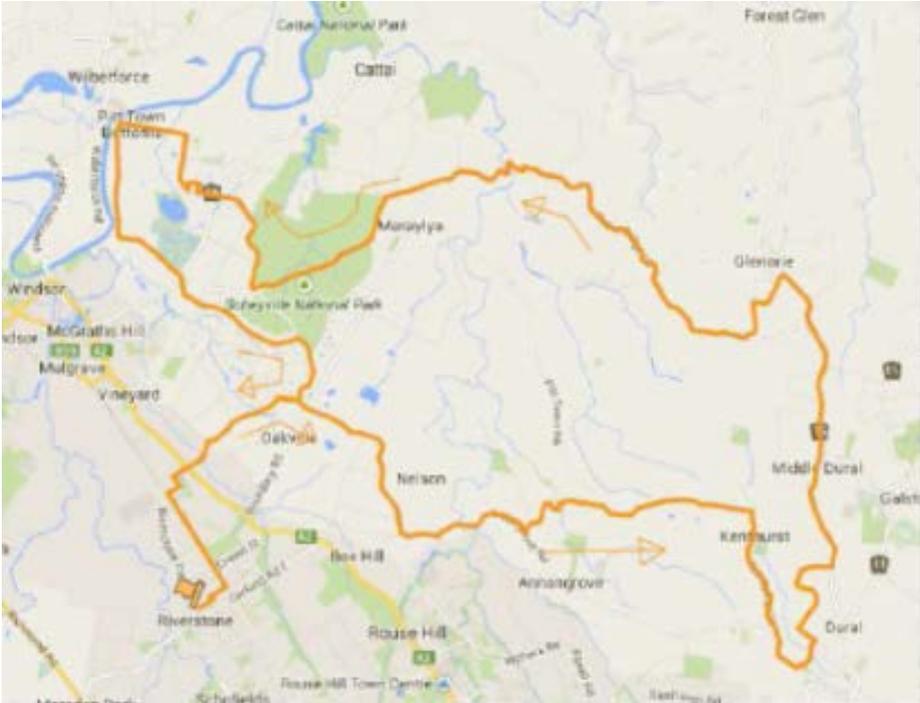


60 km Ride Route:



AT - 4 Ride 2 Riverstone – 80 and 100 Kilometre Route Map

80 km Ride Route:



100 km Ride Route:

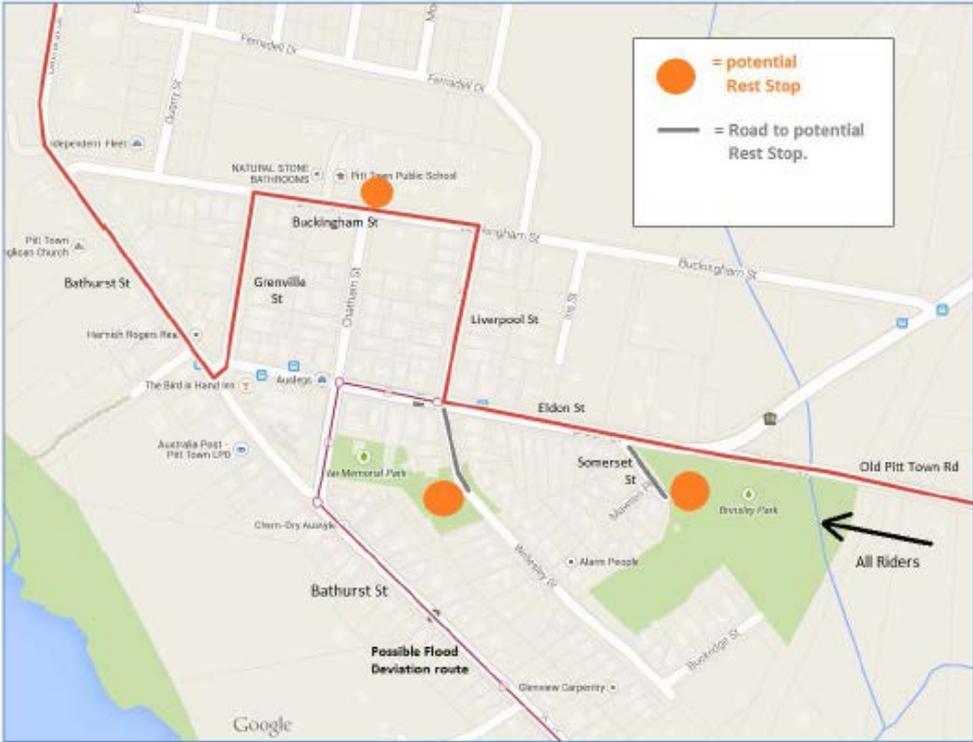


ORDINARY MEETING

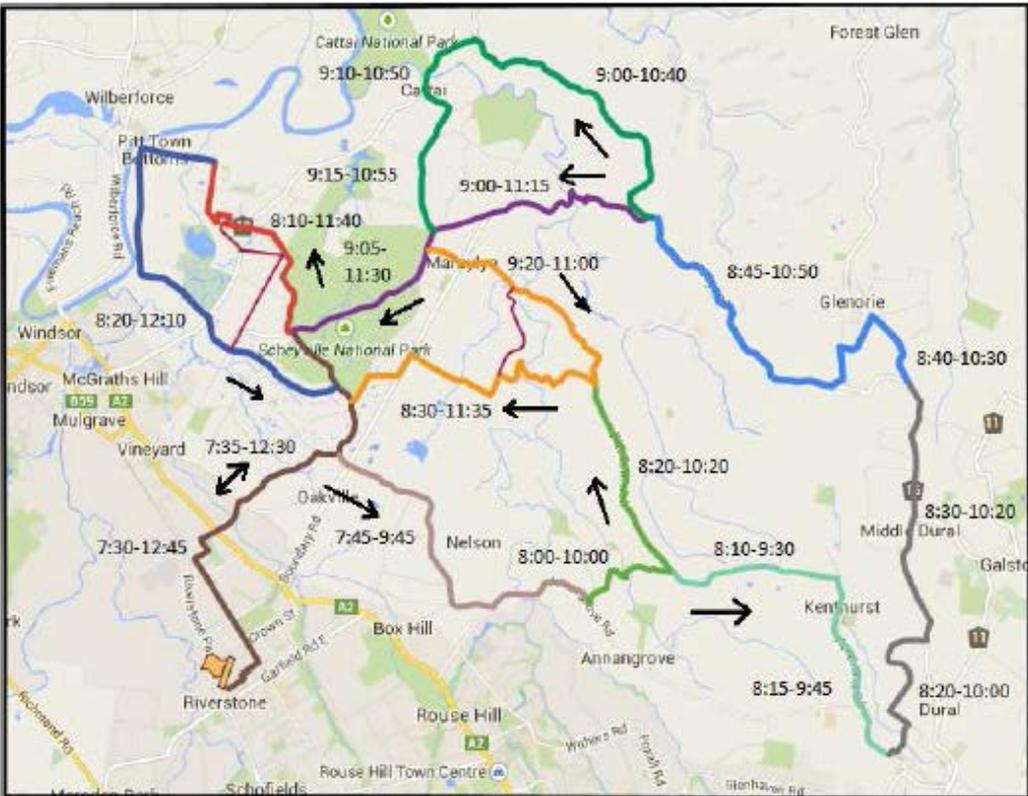
Reports of Committees

AT - 7 Ride 2 Riverstone - Detailed Route Map with Road Names (3-3) and Estimated Timings

Pit Town Enlarged Map



Estimated Timings



COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr James Suprain, seconded by Councillor Kim Ford.

Support for the Recommendation: Unanimous support

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/events/organising-an-event2>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The 'Ride 2 Riverstone' Loop Cycle Event 2015, which is a cross regional event and will traverse across 3 Local Government Areas, with the Hawkesbury LGA component being within the Cattai/Maraylya/Oakville/Pitt Town/Pitt Town Bottoms/Scheyville/Vineyard area, planned for Sunday, 3 May 2015 (alternative date 14 June 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 & 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;**

ORDINARY MEETING

Reports of Committees

- 4d. the event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA) and the Transport Management Centre – TMC as the event will traverse along classified roads and across "Cattai Creek Bridge " along Cattai Road as well as the proposed traffic control and temporary speed reduction required for Pitt Town Road at the intersection of Pitt Town Bottoms Road and Saunders Road; **a copy of the Roads and Maritime Services - RMS (formerly RTA) and Transport Management Centre – TMC approval to be submitted to Council;**
- 4e. the event organiser is to **submit Traffic Control Plans (TCPs) for the entire route to Council, the Roads and Maritime Services - RMS and the Transport Management Centre (TMC)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 4f. as the event will traverse public roads and require traffic control, the event organiser is required to submit a Road Occupancy Application (ROA) to Council, with any associated fee, to occupy the road;
- 4g. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;
- 4h. the event organiser is to obtain approval from The Hills Council and Blacktown Council for the use of their roads and obtain any other necessary approvals from these Councils; **a copy of this approval to be submitted to Council;**
- 4i. 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);
- 4j. 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;**
- 4k. 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;**
- 4l. 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;**
- 4m. 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:

- 4n. access is to be maintained for businesses, residents and their visitors;
- 4o. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4p. 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);

ORDINARY MEETING
Reports of Committees

- 4q. the cyclists are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 4r. 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);
- 4s. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 4t. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

SECTION 3 - Reports for Information

There are no Reports for Information.

SECTION 4 - General Business

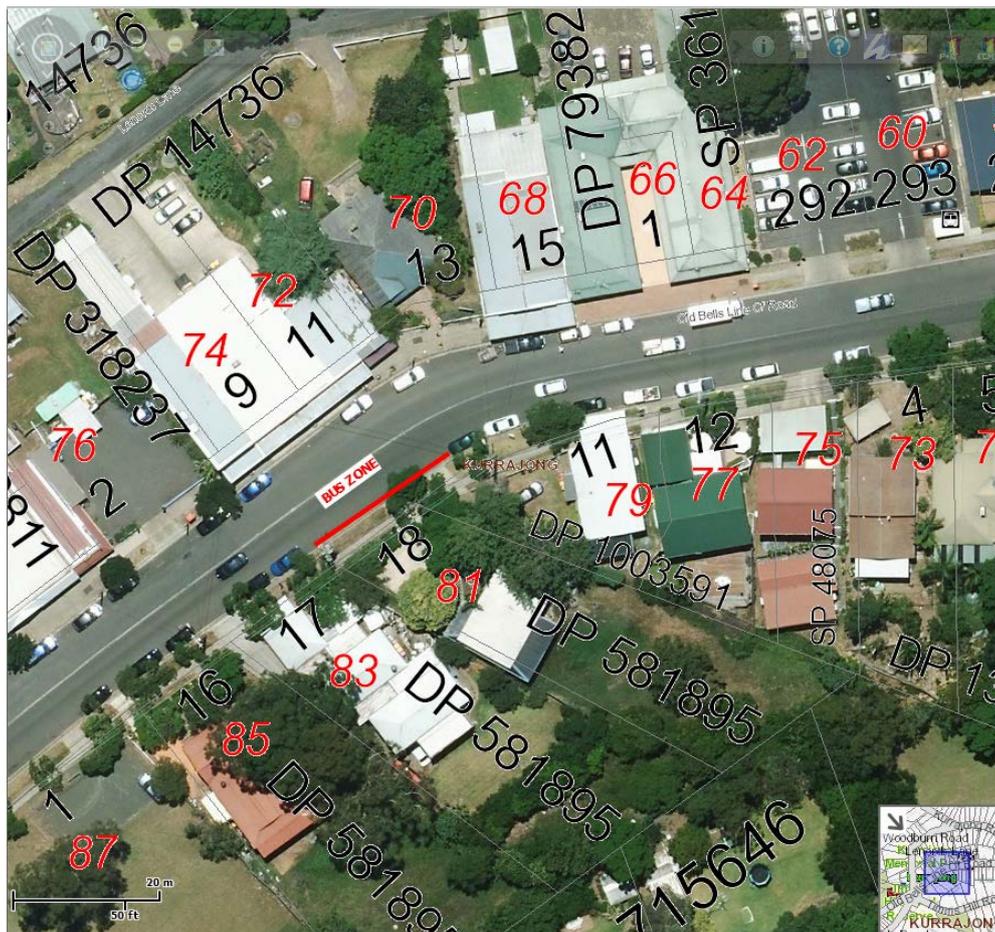
Item: 4.1 Proposed change to operating times of Bus Zone adjacent to 79 and 81 Old Bells Line of Road Kurrajong (Londonderry) - (80245, 125358)

REPORT:

Mr Steve Grady, Busways, advised the Committee that he had been requested by Council to review the current position and operating times of the Bus Zone located adjacent to Nos 79 and 81 Old Bells Line of Road, Kurrajong. The current Bus Zone operates on a full time basis.

Upon review of the current operation of Buses in the area, it is noted that the Bus Zone is only required in the afternoon on School Days. As a result, it is proposed to change the current operating times of the Bus Zone from all day to '4 to 5 pm School Days'.

The overall bus movements in the Kurrajong surrounding area are under review by Transport for NSW, however changes to current bus time tables and the review of the location of Bus Zones are not anticipated until the middle of 2015.



COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Kim Ford, seconded by Mr James Suprain.

Support for Recommendation: Unanimous Support.

That the operating times of '4 to 5 pm School Days' be added to the existing Bus Zone located adjacent to Nos 79 and 81 Old Bells Line of Road, Kurrajong.

APPENDICES:

There are no supporting documents for this report.

SECTION 5 - Next Meeting

The next Local Traffic Committee meeting will be held on 13 April 2015 at 3pm in the Large Committee Rooms.

The meeting terminated at 3:35pm.

oooO END OF REPORT Oooo

ORDINARY MEETING
Questions for Next Meeting

QUESTIONS FOR NEXT MEETING

Councillor Questions from Previous Minutes and responses - (79351)

REPORT:

Questions - 10 March 2015

#	Councillor	Question	Response
1	Rasmussen	Requested that the Local Traffic Committee consider the possibility of flashing lights being installed near the preschool and public school in Church Street, South Windsor.	<p>The Director Infrastructure Services advised that Windsor Public School is one of eight remaining schools in the Hawkesbury LGA to have school zone flashing lights installed with these to be implemented in April 2015. Windsor Pre-School is located at 93 Church Street and is outside of the School Zone which commences in the vicinity of No 79 Church Street.</p> <p>(The School zone program is only facilitated at Primary and High Schools and not Pre-schools. Pre-schools and childcare centres do not necessarily keep school hours, and some are open to children arriving and leaving all day. Children at schools arrive and leave without the supervision of a parent or carer. Small children at preschools and childcare centres are always directly and closely supervised by an adult, with access to the facility being generally off-road.)</p>
2	Calvert	Enquired if the recent drainage works in Richmond are functioning properly, given that heavy flood waters in Richmond banks up and if there was to be further action to remedy the situation.	<p>The Director Infrastructure Services advised that no recent works had been undertaken by Council. Flooding of Lennox Street (RMS maintained) had occurred due to blockage of the outlet near the intersection of Bourke Street. RMS have advised that this has now been cleared.</p>

ORDINARY MEETING**Questions for Next Meeting**

#	Councillor	Question	Response
3	Paine	Enquired if a barricade could be installed on the McQuade Park grandstand to prevent people using the grandstand for anti-social or unlawful behaviour and transient accommodation.	The Director Infrastructure Services advised the cost of providing fencing to prevent out of hours access is approximately \$23,000, and would require fencing of the area in front of the grandstand area at ground level so that views from the stand were not impeded. Any such works would require Heritage Council approvals and would need to be considered in future budgets.
4	Williams	Requested that the gravel section on Roberts Creek Road receive grading works.	The Director Infrastructure Services advised that Roberts Creek Road is listed on the works program and should be completed within two weeks, weather permitting.
5	Williams	Requested that the section of Roberts Creek Road, East Kurrajong be considered for sealing.	The Director Infrastructure Services advised that although Roberts Creek Road was on a prioritised list for sealing of gravelled roads, no budget is currently available for this work. The road, or part thereof, will be considered should funding become available.
6	Reardon	Enquired if staff could follow up on road and restoration repair works near Kurrajong Public School.	The Director Infrastructure Services advised that these works have been programmed for permanent repair and are anticipated to be completed by the end of April 2015.

oooO END OF REPORT Oooo

ORDINARY MEETING
CONFIDENTIAL REPORTS

CONFIDENTIAL REPORTS

Item: 50 **IS - Acquisition of (part) 542 Wilberforce Road, Wilberforce - Lot 2 in
Deposited Plan 516505 - (95495, 8628, 8629) CONFIDENTIAL**

Reason for Confidentiality

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

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

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

ORDINARY MEETING
CONFIDENTIAL REPORTS

Item: 51 **SS - Lease to Datanetwork Services Australasian Holdings Pty Limited - Shop 7, Wilberforce Shopping Centre - (95496, 112106, 20367) CONFIDENTIAL**

Reason for Confidentiality

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

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

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



ordinary
meeting

end of
business
paper

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