



# Hawkesbury City Council

## ordinary meeting business paper

date of meeting: 28 February 2012

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 held on the second Tuesday of each month, except January, and the last Tuesday of each month, except December. The meetings start at 6:30pm and are scheduled to conclude by 11:00pm. These meetings are open to the public.

When an Extraordinary Meeting of Council is held it will usually 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 issues 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 at least two hours before the meeting of those matters they wish to discuss. A list will then be prepared of all matters to be discussed and this will be publicly displayed in the Chambers. At the appropriate stage of the meeting, the Chairperson will move for all those matters not listed for discussion to be adopted. The meeting then will proceed to deal with each item listed for discussion and decision.

### **Public Participation**

Members of the public can request to speak about a matter raised in the business paper for the Council meeting. You must register to speak prior to 3:00pm on the day of the meeting by contacting Council. You will need to complete an application form and lodge it with the General Manager by this time, where possible. The application form is available on the Council's website, from reception, at the meeting, by contacting the Manager Corporate Services and Governance on 4560 4426 or by email at [arouse@hawkesbury.nsw.gov.au](mailto:arouse@hawkesbury.nsw.gov.au).

The Mayor will invite interested persons to address the Council when the matter is being considered. Speakers have a maximum of five minutes to present their views. If there are a large number of responses in a matter, they may be asked to organise for three representatives to address the Council.

### **A Point of Interest**

Voting on matters for consideration is operated electronically. Councillors have in front of them both a "Yes" and a "No" button with which they cast their vote. The results of the vote are displayed on the electronic voting board above the Minute Clerk. This was an innovation in Australian Local Government pioneered by Hawkesbury City Council.

### **Planning Decision**

Under Section 375A of the Local Government Act 1993, details of those Councillors supporting or opposing a 'planning decision' 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.

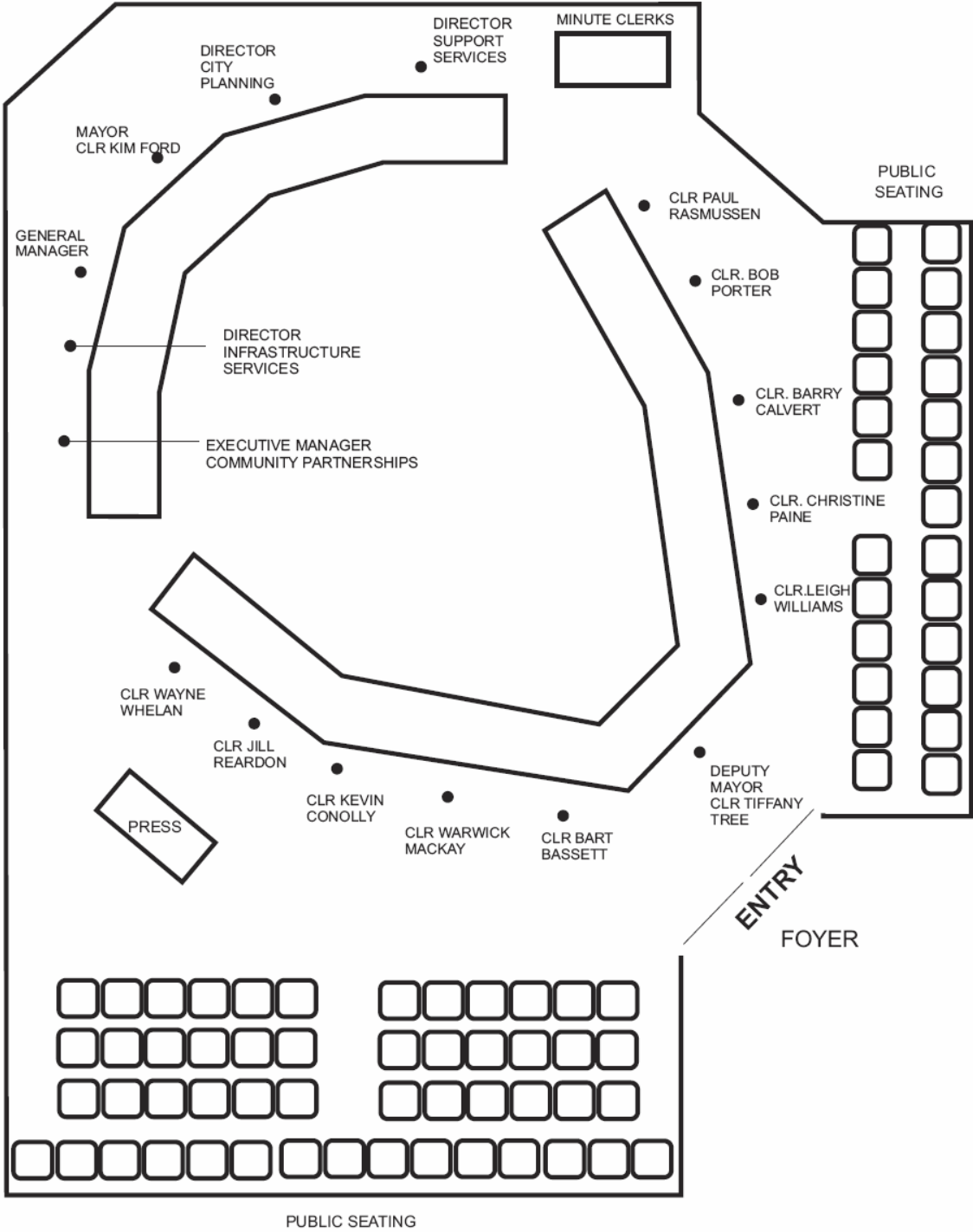
### **Website**

Business Papers can be viewed on Council's website from noon on the Friday before each meeting. The website address is [www.hawkesbury.nsw.gov.au](http://www.hawkesbury.nsw.gov.au).

### **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 4426.

# council chambers



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- **AGENDA ITEMS SUBJECT TO PUBLIC ADDRESS**
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confirmation of minutes

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for determination

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**SECTION 4 - Reports for Determination****GENERAL MANAGER****Item: 19                      GM - 2012 Local Government Managers Australia Conference - (79351)**

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**REPORT:****Executive Summary**

The 2012 Local Government Managers Australia (LGMA) National Congress & Business Expo will be held in Perth, Western Australia from 20 - 23 May 2012. This is a significant annual Congress and due to the relevance of its various programs to Council's business, it is recommended that the 2012 LGMA National Congress & Business Expo 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 2012 LGMA National Congress & Business Expo will be held in Perth, Western Australia from 20 - 23 May, 2012. The theme of the 2012 Congress is Reframing Local Futures: from stewardship to leadership. The Congress will explore local solutions, knowledge and leadership in the context of community futures, regional futures and climate futures as well as partnerships, collaboration and technology.

Cost of attendance at the 2012 LGMA National Congress & Business Expo will be approximately \$4,350.00 per delegate.

**Budget for Delegate Expenses - Payments made:**

• Total Budget for Financial Year 2011/2012	\$43,000
• Expenditure to date	\$33,079
• Budget balance as at 20/2/12	\$9,920
• Outstanding commitments (approx)	\$2,380
• Budget balance as at 20/2/12 (including outstanding commitments)	\$7,541

**Conformance to Community Strategic Plan**

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

- 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 (or is a nominated) strategy in the Community Strategic Plan being:

- Implement and monitor Council's sustainability principles.
- Engage the community to help determine affordable levels of service.
- Have ongoing engagement and communication with our community, governments and industries.

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**Financial Implications**

Funding for this proposal will be provided from the 2011/2012 Delegates Expenses Budget.

**RECOMMENDATION:**

That attendance of nominated Councillors, and staff members as considered appropriate by the General Manager, at the 2012 LGMA National Congress & Business Expo at an approximate cost of \$4,350.00 per delegate be approved.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



## ORDINARY MEETING

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**Item: 20**                      **GM - Sister City and City-Country Alliance Program - Annual Report 2010/2011 - (79351, 73610, 85814, 90568)**

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### 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 2010/2011 financial year and to provide an annual review of program activities and performance. 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 of Grenfell) and Cabonne Council (main town of 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 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 in adopting the Policy, also delegated authority to the Association to undertake exchange activities on Council's behalf with our sister cities and alliance towns.

To support the activities of the Program, Council allocates appropriate funding as part of the annual budget process.

The Association was established in 1983 and has been involved in the Program since then. Councillor Paine and Councillor Whelan were the Councillor Delegates to the Association during the reporting period.

#### Program Financials

Table 1 shows Council's budgeted funds and actual expenditure for the Program for the year ended 30 June 2011. Council's full year budget was \$22,012 as general funds for the Program (which includes payments to the Association) and \$6,000 towards donations to students participating in exchange visits.

Table 1 - Hawkesbury Sister City Program – Financial Summary for 2010/2011		
Council	Budget \$	Expenditure \$
General contribution	22,012	22,036
Donation to students	6,000	6,000
<b>Total for Program</b>	<b>28,012</b>	<b>28,036</b>

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The Program for the year ended 30 June 2011 had a minor over expenditure, reflecting variance to accounts received. Ten students travelled overseas instead of a maximum of 12 (\$500 donation per student), with remaining funds (\$1,000) being reallocated to a Hawkesbury citizen's delegation to Kyotamba in October and November 2011 (Council resolution of 28 June 2011).

Overall, the financial position at the end of 2010/2011 was in line with planned program costs, including both Association and Council exchange activities; though some adjustment was made to address on demand costs associated with the Mayor of Kyotamba's visit and Kyotamba citizens exchange visit to the Hawkesbury in October 2010 for Macquarie 2010 activities. It is difficult to plan for these unforeseen costs in the annual budget process.

Attachment 1, the Minutes of the Association's Annual General Meeting held on 14 November 2011, includes the Association's financial statements at 30 June 2011. It shows Council's contribution to the Association for the year as \$16,000, being the majority of the general contribution funds. The balance of this fund was used by Council for direct payment of other Association expenses, such as printing and postage, Sister Cities Australia membership; and for Council expenses such as Mayoral functions and program development.

Table 2 shows the funds held by the Association at the start and end of 2010/2011, based on its Statement of Financial Position.

<b>Table (2) - Hawkesbury Sister City Association – Financial Balance at 30 June 2011</b>	
<b>Association's Statement of financial position</b>	<b>Balance</b>
At 1 July 2010	\$13,693.01
At 30 June 11	\$3,891.14

It should be noted that the Association's expenditure is influenced by the timing of its exchange activities, with some over the start and end of financial years and the reimbursement process for costs incurred by members before payment is sought from the Association. The reprogramming of the student exchanges to both sister cities to later in the year, also influenced the timing of expenditure.

### Program Activities by the Association

Attachment 1, the Minutes of the Association's Annual General Meeting held on 14 November 2011, includes the Association's President's report. The report indicates that the Association had a busy year organising and hosting student exchanges and adult exchanges, and associated activities. The President's report acknowledges the support of the Mayors during the period, Councillor Ford and Councillor Basset; Delegates to the Association, Councillor Paine and Councillor Whelan; and Councillor Mackay who is the honorary medical officer.

The President's Report is for the period November 2010 to November 2011 and indicates that the following activities were undertaken by the Association during that period:

1. Monthly meetings and AGM
2. Calendar of events.
3. 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 (9 August 2011).

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The exchange students were:

### Temple City

Karrie Benz	of Glossodia (Penrith High School)
Megan Ellis	of Richmond (Richmond High School)
Victoria Refalo	of Wilberforce (Arndell College)
Heath Jonker	of Bligh Park (Richmond High School)
Lachlan Connally	of Glossodia (Kuyper Christian School)
Maddison Edwards	of Richmond (Richmond High School)

### Kyotamba

Ellen Ryan	of Bligh Park (Richmond High School)
Alex Tunstell	of Agnes Banks (Richmond High School)
Gracie Applin	of Windsor Downs (Richmond High School)
Summalea Arndt	of Glossodia (The Hills Sports High School)

4. Student exchange – sister cities representatives travel to Hawkesbury, including:
  - (a) Host families for visiting students selection and arrangements,
  - (b) Welcome and Farewell functions for students and host families, and
  - (c) Management of exchange activities for both sister cities visiting at the same time.
5. Adult Exchange – Hawkesbury representatives travel to sister cities.

Hawkesbury citizen's delegation to Kyotamba in October and November, 2011 having been invited by the Mayor of Kyotamba to visit for two Japanese festivals. Adult delegation leader represented the Mayor of Hawkesbury during the visit. Council provided funding for the adult (Council resolution of 28 June, 2011), as the exchange was unforeseen and the Mayor Hawkesbury, or representatives, could not attend.

6. Adult Exchange – sister cities representatives travel to Hawkesbury, including:

In October 2010, the Mayor of Kyotamba and Kyotamba citizens exchange visited the Hawkesbury to renew friendships, perform in the community and to celebrate the Governor Lachlan Macquarie Bicentenary. Thirty towns' people and musicians visited.

7. Sister Cities Australia Annual Conference. The President of the Association attended the Conference.

### Program Activities by Council

Council provides support to the Association and undertakes other Program activities and maintains the Sister City Agreement relationship. During the period in 2010/2011 referred to above and covered by the President's Report, the following activities were undertaken:

1. Student Donation - Council approved donations for the student exchanges to the sister cities at its meeting on 31 May, 2011.
2. Association support, including:
  - (a) Acknowledgement of Hawkesbury exchange students at a Council Meeting (9 August 2011) and certificates; and
  - (b) Donations cheques, printing and postage; budget management, activities advice and meetings.

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3. Sister cities and alliance towns engagement, including communication with the Mayors and Council officers, and program development discussions.
4. Council activities, including:
  - (a) Inclusion of Cabonne Council and Weddin Council presence in Council's tent at the 2011 Hawkesbury Show to provide the alliance towns a key opportunity to promote their areas to Hawkesbury and Sydney people attending the show, and
  - (b) Support the Association's Hawkesbury citizen's delegation to Kyotamba in October and November 2011 having been invited by the Mayor of Kyotamba to visit for two Japanese festivals; and arrangement for the Association leader to represent the Mayor of Hawkesbury during the visit and associated gifts.

### Conformance to 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 (or is a nominated) strategy in the Community Strategic Plan being:

- Have an ongoing engagement and communication with our community, governments and industries.
- Develop and implement a community participation and partnership program.

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

- Support community initiatives and volunteers.

### Financial Implications

All costs were met from approved budgets for the year 2010/2011.

### RECOMMENDATION:

That the 2010/2011 annual report for the Sister City Program be received.

### ATTACHMENTS:

AT - 1 Minutes of the AGM of Hawkesbury Sister City Association of Monday 14 November, 2011.

ORDINARY MEETING

Meeting Date: 28 February 2012

AT - 1 - Minutes of the AGM of Hawkesbury Sister City Association of Monday 14 November, 2011

**Minutes of the AGM of Hawkesbury Sister City Association**  
**on Monday 14<sup>th</sup> November, 2011 at 7.30 pm.**

**PRESENT:** T. Tallack, Y. Whalan, B. Russell, J. Simpson, J. Peare, J. Thomas,  
R. Smith, J. Nash J. Stojkovic and Crls C. Paine and W. Whelan.

*A special welcome was given to Jo Stojkovic our newest committee member.*

**APOLOGIES:** E. Thomas, L. Richardson, N. Rudyk and J. Applan

*Resolved on the motion of C. Paine and seconded by J. Simpson that the apologies be accepted.*

**CONFIRMATION OF PREVIOUS MINUTES:**

*Resolved on the motion of C. Paine and seconded by J. Simpson that the Minutes of the last AGM held on the 8<sup>th</sup> November 2010, be confirmed.*

**BUSINESS ARISING FROM THE PREVIOUS MINUTES:**

*No Business arising.*

**PRESIDENT'S REPORT:**

*Was presented but not with this print out.*

*President's report was moved by C. Paine and seconded by L. Richardson*

**TREASURER'S REPORT:** ( attached )

*R. Smith to look at changing some of the expenses and perhaps re name and change some of the sub headings and listing different items rather than combined amounts.*

*R. Smith moved that the Treasurer's report be accepted, seconded by W. Whelan.*

*C. Paine to investigate bus hire cost. List of Office Bearers to be submitted to the Tax Office enable the refund of GST monies.*

*C. Paine moved that a vote of thanks be given to R. Smith for his work over 2011, it was accepted and carried.*

*Membership fees were paid for 2012-13 the cost being \$ 2.00 plus 20 cents GST*

**The Office Bearers then stood down and the Meeting was Chaired by J. Peare ( HM) to enable the process of the nominations of the Office Bearer's for 2012.**

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

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**PRESIDENT:** **T. Tallack**

**VICE PRESIDENT:** **C. Paine**

*A vote of thanks from Y. Whalan for the generosity of time given to HSCA, moved and carried by all the Committee.*

**SECRETARY:** **Y. Whalan**

*Thanks were given by J. Peare for a job well done.*

**TREASURER:** **R. Smith**

**ASSISTANT SECRETARY:** **B. Russell**

**INTERPRETOR:** **Not filled.**

*T.Tallack to contact N. Lister and approach her about nominating for the position.*

**ASSISTANT INTERPRETOR:** **E.Thomas**

**HISTORIAN/ ARCHIVES:** **J. Thomas**

*A special vote of thanks from C.Paine to J. Thomas for all her assistance to HSCA, moved and carried.*

**YOUTH REPRESENTIVE:** **J. Simpson and E.Thomas**

**CATERING OFFICER:** **J. Nash**

**COMMITTEE MEMBERS:** **L. Richardson, E. Thomas, N. Rudyk(HM).**

**J.Stojkovic and J. Applan.** *Mr and Mrs Ellis have been approached and could join the Committee at a later date, T.Tallack to follow up Y.Whalan approach.*

**J. Peare congratulated all the Committee and T. Tallack for a job well done in 2011.**

**There being no further business the Meeting closed at 8,15 pm.**

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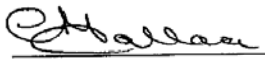
**Hawkesbury Sister City Association Incorporated**

**Statement of Financial Position**

**As at 30 June 2011**

<b>Balance Sheet</b>	<b>30/06/2011</b>	<b>30/06/2010</b>
<b>Current Assets</b>		
Cash at Bank - Commonwealth Bank	3,891.14	13,693.01
GST Receivable - as per records (Both 2010/2011 Outstanding)	1,890.24	490.68
<b>Total Current Assets</b>	<b>5,781.38</b>	<b>14,183.69</b>
<b>Non-Current Assets</b>		
Equipment	3,761.14	1,778.14
Less: Accumulated Depreciation	- 2,093.25	- 1,778.14
<b>Total Non-Current Assets</b>	<b>1,667.89</b>	<b>-</b>
<b>Liabilities</b>		
No Liabilities Outstanding	-	-
<b>Net Assets</b>	<b>7,449.27</b>	<b>14,183.69</b>
<b>Note:</b>		
<b>Movement in the bank account</b>		
Balance at 1 July 2010	13,693.01	8,160.81
Add Net Surplus/Deficit	- 8,133.98	5,532.20
Addback Depreciation	315.11	-
Less Equipment Purchases	- 1,983.00	-
<b>Bank Balance as at 30 June 2011</b>	<b>3,891.14</b>	<b>13,693.01</b>

We certify that the above financial statements of the Hawkesbury Sister City Association Incorporated present a true and fair view of it's financial position.

  
Chairperson

  
Treasurer

I 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 above.

  
Felicity Donnelly CA

11 November 2011  
Dated

**ORDINARY MEETING****Meeting Date: 28 February 2012****Hawkesbury Sister City Association Incorporated****Statement of Financial Performance****As at 30 June 2011**

	<u>30/06/2011</u>	<u>30/06/2010</u>
<b>Income</b>		
Contribution from HCC	16,000.00	15,000.00
Interest	-	1.58
GST Refund	-	1,300.00
Refunds	768.00	150.00
Other	326.40	-
<b>Total Income</b>	<b>17,094.40</b>	<b>16,451.58</b>
<b>Less: Expenditure</b>		
Accommodation	-	552.80
Accounting	154.00	-
Advertising & Photos	36.90	242.56
Bank Charges	120.00	10.00
Catering	2,660.27	2,241.24
Depreciation	315.11	-
Event Entertainment	-	1,064.71
Fuel, Tolls, Mileage & Parking	-	1,199.58
Gifts	577.08	1,407.40
Hospitality	5,155.94	-
Insurance	1,069.20	-
Phone, Fax, Postage & Stationery	1,481.64	567.11
Sundries	5,560.96	2,031.21
Travel	8,097.28	1,602.77
<b>Total Expenditure</b>	<b>25,228.38</b>	<b>10,919.38</b>
<b>Net Surplus/Deficit</b>	<b>- 8,133.98</b>	<b>5,532.20</b>



**ORDINARY MEETING****Meeting Date: 28 February 2012****Hawkesbury Sister City Association Incorporated****Bank Reconciliation****As at 30 June 2011****Bank Account: Commonwealth Bank 062 622 1038 8912**

Balance per Bank Statement at 30 June 2011			5,591.14
Add: Outstanding Deposits			-
Less: Unpresented Cheques			
000046	-	150.00	
000047	-	890.00	
000048	-	<u>660.00</u>	
Total Unpresented Cheques		-	1,700.00
<b>Balance as per records</b>			<b><u>3,891.14</u></b>

**ORDINARY MEETING**

**Meeting Date: 28 February 2012**

**Minutes of the Meeting of Hawkesbury Sister City Association  
on Monday 14<sup>th</sup> November 2011 at 8.15 pm.**

**PRESENT:** T. Tallack, Y. Whalan, B. Russell, J. Simpson, J. Peare J. Stojkovic,  
J. Thomas, J. Nash, Crls C. Paine and W. Whelan

**APOLOGIES:** R. Smith, E. Thomas, L. Richardson, N. Rudyk and J. Applan  
Resolved on the motion of W. Whelan and seconded by J. Peare that  
the apologies be accepted.

**CONFIRMATION OF PREVIOUS MINUTES:** Resolved on the motion of J. Thomas  
and seconded by B. Russell the previous minutes were a true and accurate record, be  
accepted. Discussion on visit to Merroo.

**BUSINESS ARISING FROM THE PREVIOUS MINUTES:**  
Apology from T. Tallack for not sending letter to Heath. Discussion on incident, T. Tallack  
to follow up with problem.

**CORRESPONDENCE INWARDS:** ( See attached )

**CORRESPONDENCE OUTWARDS:** ( See attached )  
Moved by J. Nash and seconded by B. Russell, the correspondence be accepted.

**TREASURER'S REPORT:** Due to the absence of the Treasurer the report will be  
presented and ratified at the February 2012

**GENERAL BUSINESS:**

- Summary from J. Thomas on the Citizen Report to Kyotamba.
- Good reports from all and good reports from Kyotamba.
- Ashley and Carlie to present a report at the Presentation Dinner. Y. Whalan to organise certificates for Ashley, Carlie and Emerald.
- Student Exchange from Japan all went well.
- Discussion on more structure with Student Welcome Home Speeches.
- 2012 Exchange students are all working well with the Training Program.
- Discussion on Presentation Evening at Y. Whalan's house.
- Discussion on Temple City Delegation.
- T. Tallack to investigate the update of the HSCA Website.
- HSCA Meetings to remain on Mondays, T. Tallack to book rooms for next year.

**There being no further business the Meeting closed at 9.10 pm.**

**\* There will not be HSCA Meetings in December 2011 and January  
2012 the next Meeting will be Monday 13<sup>th</sup> February 2012 at 7.30pm\***

## ORDINARY MEETING

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### **CORRESPONDENCE INWARDS :**

Ashlie O'Neill – Forwarding copy of her speech for the official function in Kyotamba for translation into Japanese by Miyuki.

Nancy Terry – Advising that they have thoroughly enjoyed having the Hawkesbury students and now have the students checked in and awaiting departure for Australia.

Robyn Felsch, Hawkesbury City Council – Advising that the Mayor has indicated that he will be able to attend the Welcome Home function and the Presentation Dinner.

Ashlie O'Neill – Advising that most of the group visiting Kyotamba is unable to attend the Farewell Function as planned.

Hawkesbury City Council – Forwarding an invoice showing the transfer of \$8,000 from Council funds into the Sister City's bank account.

Temple City Sister City Assoc. – Giving advance notice of a possible visit to Hawkesbury next April of 6 to 8 residents of Temple City and asking various questions.

### **CORRESPONDENCE OUTWARDS :**

Temple City Sister City Assoc. – Advising that the Hawkesbury students have arrived back in Australia.

Kyotamba International Exchange Assoc. – Advising the names of Hawkesbury's new Mayor and Deputy Mayor. Asking for details of requirements of the group attending the official functions in Kyotamba in November, also expressing appreciation for the hospitality and warmth extended to our exchange students.

Committee Members – Confirming function dates for Welcome Home function for exchange students and the Presentation Dinner.

Kyotamba International Exchange Association – Advising that the Hawkesbury students have arrived back in Australia.

Committee Members – Advising of details for the visit to Merroo to socialize with Japanese adults.

Temple City Sister City Assoc. – Answering their letter and advising that the Association would be delighted to host a group of 6 to 8 residents from Temple City next April.

**Hawkesbury Sister City Association**

**President's Report – November 2010 to November 2011**

I would sum up the Hawkesbury Sister City Association's past year as one of implementation.

After more than a year, and in consultation with our respective Kyotamba and Temple City Associations and Hawkesbury City Council, we adopted and implemented our new Student Exchange Policy and Rules document. This was a major achievement and I am delighted to report that a number of favourable comments have been made about the document, especially from 2011 host parents, some of whom are employed in child related industries. While we have tried to keep the document as concise as possible, our Association is fully aware that students will probably not absorb the document's contents so, to overcome this issue, booklets covering major aspects of our policy and rules have also been produced for students and host families.

In addition to the development of the new Student Exchange Policy and Rules document, we also undertook a review on the running of our student exchange program. The review sub-committee, mainly made up of younger members of our Association, made recommendations covering various aspects of the program including promotion, student training, and the program for incoming students.

The major focus of our Association is the student exchange program. We are fortunate to have a number of young members within our Association and I greatly value their input and work, especially within the student exchange program. Our younger members had more input into our outgoing student training program this year and from my observations this was very successful.

One major change for the student exchange program in 2011 was our incoming students visiting the Hawkesbury prior to our Hawkesbury going to Temple City and Kyotamba. This change meant that the Hawkesbury student visitations took place during the northern hemisphere autumn, and it also meant that the students who visited Kyotamba only missed a couple of weeks of school rather than four weeks. The change in date seemed to work well, and both Hawkesbury student groups enjoyed participating in local events held during their stay.

The 2011 exchange students were –

From Temple City –

Matthew Der hosted by the Marriott / Smyth family  
Alexandria Vicario hosted by the Refalo family  
Noelle Rudeen hosted by the Ellis family  
Ariel Tan hosted by the Edwards family  
Stephen Rosebrook hosted by the Connally family  
Alexandria Oro hosted by the Benz family

From Kyotamba –

Miki Utsunomiya hosted by the Pierce / Eddy family  
Kei Katayama hosted by the Stojkovic / Ryan family  
Michika Hirata hosted by the Simpson family  
Mii Goto hosted by the Mannes family  
Mizuki Tani hosted by the Applin family  
Mai Nakamura hosted by the Arndt family

Hawkesbury students who visited Kyotamba –

Ellen Ryan  
Gracie Applin  
Summalea Arndt  
Alex Tunstell

Hawkesbury students who visited Temple City –

Karrie Benz  
Lachlan Connally

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Maddison Edwards  
Megan Ellis  
Heath Jonker  
Victoria Refalo

Thanks go to the commitment of local families who hosted the incoming exchange students. All our 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.

We had some new initiatives in our program this year. This included two social evenings with our inbound students and younger committee members, and the introduction of the "Annual Canberra Challenge" which will be extended to cover other aspects of the inbound visit in future years. The Challenge proved to be a great way to get the American and Japanese students to interact, and is also a mechanism to get the student to be more aware and learn more about the places they visit.

Thanks go to all Committee members who assisted during the student exchange program. Nicole, who was ably assisted by Emerald, thank you both for assisting with the Kyotamba students and also for all you work in the Hawkesbury student exchange training program. Also thanks to Ashlie for assisting with the Canberra visit and for thinking of and implementing the "Challenge". To Brian for driving the bus and taking the students on so many excursions, to Lorraine for organising the gifts, to Noriko for helping me communicate with sick Japanese kids and liaising with Kyotamba, to Jan for catering our functions, to Ashlie, Carlie, Nic, Brian, and Yvonne and all the others for your work with the highly successful farewell bush dance, to Jean for taking the students to St Matthews, to Chris and Jo for liaising with the host families, to Jess and Josh for being involved in social activities and excursions. I have just mentioned a few of the things you have all done to highlight the extent of the work we do, so for everything you did for the student exchange program, again a very BIG thank you.

It was with extreme pleasure that Noriko Rudyk was bestowed Life Membership to the Hawkesbury Sister City Association in appreciation of her long commitment to the Association, especially as interpreter over many, many years. It was well deserved recognition of her role in the continued friendship and close relationship enjoyed between Hawkesbury and Kyotamba.

During the year I attended the National Sister City Australia conference in Toowoomba. It was a worthwhile conference and provided a great opportunity to network with those who work within similar organisations.

The most recent activity undertaken by HSCA was the visit to Kyotamba by a Hawkesbury delegation. This visit resulted from an invitation extended by the Mayor of Kyotamba to the residents of Hawkesbury to visit Kyotamba during the 26<sup>th</sup> Annual Cultural Festival which was held in the Kyoto region. Unfortunately the Hawkesbury Mayor, Councillor Kim Ford was unable to visit Kyotamba, and due to a long term personal commitment I was also unable to attend. The eight person delegation was led by HSCA Committee member Ashlie O'Neill and I look forward to hearing Ashlie's report about the visit. Ashlie was supported by Committee members Emerald Thomas and Carlie O'Neill with five members of the local community making up the rest of the delegation.

There has been some discussion about the future of our Association, especially as our small committee finds the workload rather challenging at times. We are hopeful that we will find some new members, plus with the new student exchange policy and rules in place I am hopeful that issues within that program will abate. In addition, developing the policy and rules was time consuming and now that it is in place we will not need to discuss and work on this area to such a large extent.

So on to 2012. My recommendations for the next year are that we –

- Consolidate what we implement this year
- Update the existing HSCA website prior to the promotion of the 2012 student exchange program
- Translate appropriate documents into Japanese prior to the commencement of the 2012 student exchange program

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Another item we need to undertake is the development of HSCA Procedures Manual, but it may be necessary to hold this over until 2013.

In regard to visitations during 2012, it is anticipated that the student exchange program will run at similar times to the 2011 program. We have also recently been advised that Temple City are planning to send a citizens delegation in April and that they will spend a week being hosted by Hawkesbury City. However during that period the group will visit Canberra and probably spend a night in Sydney.

In closing I would like to extend my thanks to past Mayor Bart Bassett and new Mayor Kim Ford for their support. I also extend thanks to Councillor Warwick Mackay for undertaking the role of honorary medical officer and I would be grateful if Councillors Paine and Whelan could pass on my thanks to Councillors Bassett, Ford and Mackay. I would also like to thank Chris and Bill for their continued support as our Councillor representatives.

To the HSCA executive – thank you for your support. To all members of the HSCA Management Committee, again thank you for your commitment and hard work. Our Association is based on friendship and without doubt this aspect carries through to our membership which is something I think we all need to be very proud of.

I wish you all a joyous festive season and a safe and happy 2012.

Tina Tallack  
President  
Hawkesbury Sister City Association Inc

14<sup>th</sup> November 2011

**oooO END OF REPORT Oooo**

**CITY PLANNING**

**Item: 21 CP - Reporting of State Environmental Planning Policy (SEPP) 1 Variations to Development Standards - (95498)**

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**REPORT:**

**Executive Summary**

In accordance with the Department of Planning and Infrastructure's (DPI) Planning Circular PS 08-14, all councils are required to report variations to development standards for development applications approved, which relied upon State Environmental Planning Policy No. 1 - Development Standards (SEPP 1).

**Consultation**

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

**Discussion**

The DPI issued Circular PS 08-014 on 14 November 2008. The purpose of the Circular was to remind councils of their responsibilities to monitor the use of the Director-General's assumed concurrence under SEPP 1. At that time, councils were reminded of the need to keep accurate records of the use of SEPP 1 and to report to the Department on a quarterly basis.

The Circular also provides that councils are required to adopt the following four measures:

1. *Establish a register of development applications determined with variations in standards under SEPP 1.*
2. *Require all development applications where there has been a variation greater than 10% in standards under SEPP 1 to be determined by full council (rather than general manager or nominated staff member).*
3. *Provide a report to each council meeting on the development applications determined where there had been a variation in standards under SEPP 1.*
4. *Make the register of development applications determined with variations in standards under SEPP 1 available to the public on the council's website.*

Whilst Items 1, 2 and 4 have been undertaken it recently became apparent that the requirement to report to Council on SEPP 1 variations overall had been overlooked. To rectify this omission the attachment to this report provides a list of development applications determined, by Council and under delegated authority, from July 2010 - December 2011 involving a SEPP 1 variation to a development standard. This list was also recently reported to DPI.

As can be seen from the attachment, Council does not deal with many of these matters to warrant a monthly report to Council. In this regard, the quarterly reporting to the Department will be undertaken as required, ie, a "Nil" report if required. A report will be provided to Council quarterly, or as required, ie, no "Nil" reports, of any SEPP 1 variations granted either by Council or under delegated authority.

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### **Conformance to Community Strategic Plan**

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

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

### **Financial Implications**

No financial implications applicable to this report.

### **RECOMMENDATION:**

That the report regarding the Reporting SEPP 1 Variations to Development Standards be received and noted.

### **ATTACHMENTS:**

**AT - 1** Reporting SEPP 1 Variations to Development Standards July 2010 - December 2011



# ORDINARY MEETING

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## AT - 1 Reporting SEPP 1 Variations to Development Standards July 2010 - December 2011

Council DA reference number	Street number	Street name	Suburb/Town	Zoning of land	Development standard to be varied	Justification of variation	Extent of variation	Date DA determined dd/mm/yyyy
DA0578/09	11	Macquarie Street	Windsor	3(a) Business General	Clause 6 - distance from intersection	Existing service station site, no adverse traffic impact from variation - Council Meeting 29/06/10	30%	26/7/2010
DA0084/10	43	Bootles Lane	Pitt Town	Rural Housing	Clause 11 - minimum lot size - rural subdivision	Creates infrastructure lot for water factory under Part 3A approval - Council Meeting 25/05/10	68% and 80%	28/06/2010
DA0253/10	33	North Street	Windsor	Housing	Clause 25(3) - minimum floor level - new habitable floor	Heritage impact reduced by variation	16%	01/09/2010
DA0393/10	104	Cabbage Tree Road	Grose Vale	Rural Living	Clause 11(2) - minimum lot size - rural subdivision	Minor variation to one lot from minimum size	10%	29/09/2010
DA0436/10	390-394	George Street	Windsor	9(b) Proposed Road and Housing	Clause 12 - minimum lot size - residential subdivision	Strata subdivision only - Council Meeting 14/12/10	46%	08/02/2011
DA0546/10	12	Stewarts Lane	Wilberforce	Mixed Agriculture	Clause 11 - minimum lot size - rural subdivision	Minor variation to minimum lot size - Council 9 November 2010	12%	09/05/2011
DA0081/11	7	Buckingham Street	Pitt Town	5(a) Special Uses, Env. Prot. - Mixed Agriculture, Housing & Rural Housing	Clause 11 - minimum lot size - rural subdivision	minor variation to minimum lot size	0.50%	11/5/2011

oooO END OF REPORT Oooo

## ORDINARY MEETING

Meeting Date: 28 February 2012

**Item: 22**                    **CP - Car Parking Arrangements at the Hawkesbury Seniors Leisure and Learning Centre - (95498)**

**Previous Item:**        NM, Ordinary (29 November 2011)

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### REPORT:

#### Executive Summary

This report has been prepared to provide Council with information in response to a Notice of Motion concerning car parking arrangements at the Hawkesbury Seniors Leisure and Learning Centre (Seniors Centre). The Notice of Motion was considered by Council following representations from users of the Seniors Centre drawing attention to the difficulties they were experiencing in trying to park at the Centre. The report outlines current car parking arrangements at the Seniors Centre site and identifies possible options for improving the turnover and availability of car parking spaces.

#### Consultation

The issues raised in the preparation of this report do not require community consultation under Council's Community Engagement Policy. Consultation with stakeholders and affected parties may be required should Council determine to pursue one or a number of the proposed options within the report.

#### Background

At its Ordinary Meeting of 29 November 2011, Council considered a Notice of Motion in relation to car parking arrangements at the Seniors Centre. In considering this matter Council resolved that;

*"A report be prepared into current car parking arrangements at the Hawkesbury Seniors Leisure and Learning Centre. The report to identify possible options for improving the turnover and availability of car parking spaces at the Centre including the possibility of introducing timed parking in an around the Centre".*

#### Current Car Parking Arrangements

Council has been in receipt of representations, over a number of years, concerning car parking arrangements at 108-116 March Street, Richmond. This site forms a 'community precinct' which occupies approximately 1.2 hectares of land fronting March Street, Richmond directly opposite Richmond Park.

The precinct contains (the former) Richmond Community Health Centre; the Richmond Pre-school; the Hawkesbury Seniors Leisure and Learning Centre and the Richmond Community Nursing Home (RCNH). Of the four facilities, the Seniors Centre and Pre-school are owned by Hawkesbury City Council and managed on Council's behalf by community management committees. The Community Nursing Home is owned and operated by Hawkesbury Living Pty Ltd (a subsidiary company of the Richmond Club Limited), and the (former) Health Centre by the Nepean Blue Mountains Local Health District.

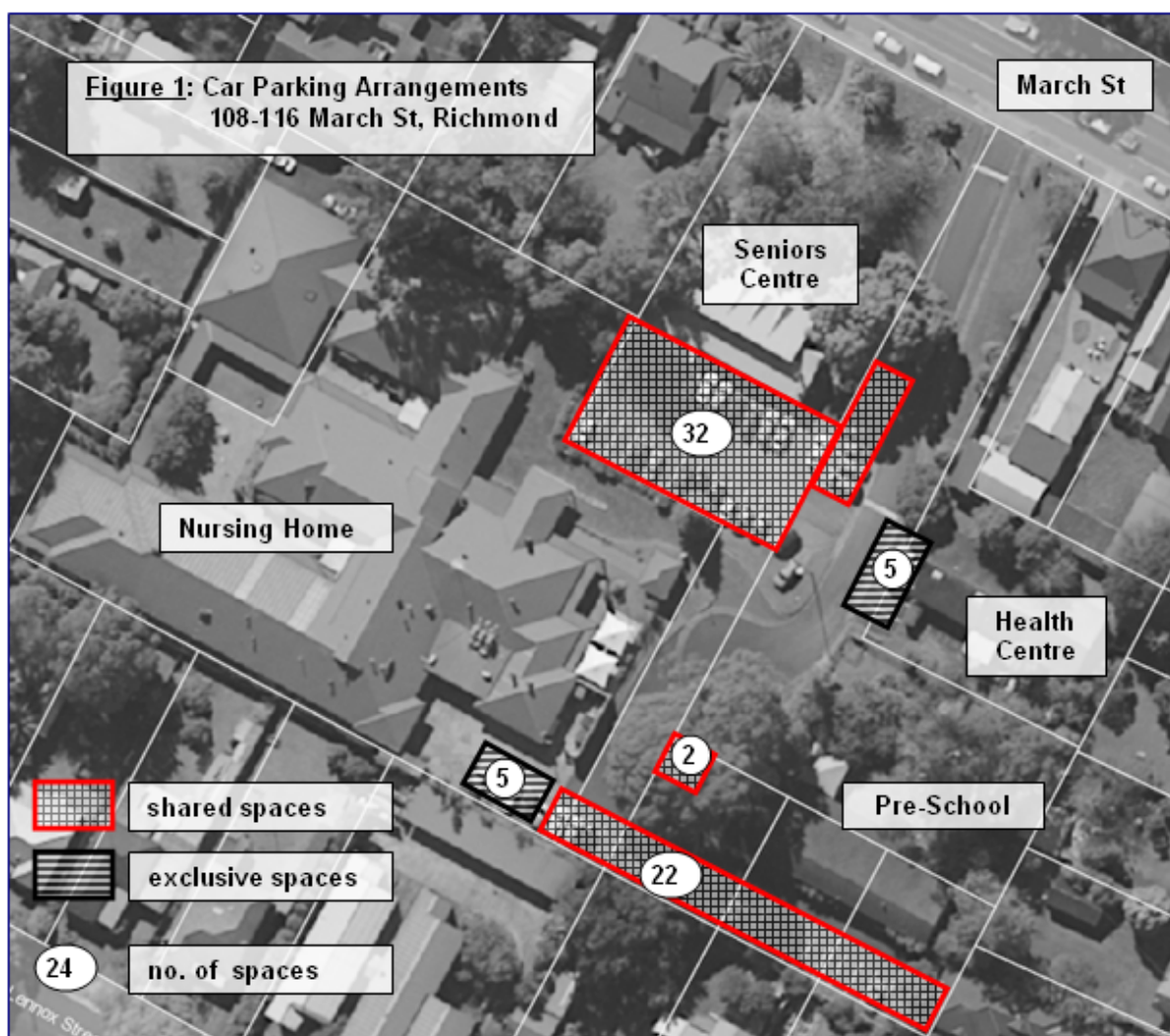
The four facilities share a common access driveway and apart from the (former) Community Health also share car parking areas. Council has entered into a 'Car Park Licence Deed' with Richmond Club Limited and Hawkesbury Living Pty Limited to provide 20 non exclusive car park spaces to the RCNH. The Licence Deed formalised a previously informal arrangement which provided the RCNH with access to Council's car park and was executed to meet the provisions of a development consent for the expansion of the Nursing Home. The RCNH also has five 'exclusive use' car-parking spaces located on the southern boundary of the site immediately behind the facility.

The farthest distance that a patron would have to walk from the car park to one of the facilities on the site is 150m (from the car park space at the south-eastern corner of the site to the front door of the Seniors Centre).

In total there are 66 car parking spaces at the site as outlined below:

- 55 shared use parking spaces;
- 1 designated spaces for delivery/service vehicles for the Seniors Centre;
- 5 exclusive use spaces (Nursing Home);
- 5 exclusive use spaces (Nepean Blue Mountains Local Health District)

Three of the 66 spaces are designated disability parking. The configuration of car parking spaces is outlined in [Figure 1](#).



#### Recent Changes to Car Parking Arrangements

Prior to November 2011, parts of the shared car park were sign posted to indicate that parking in some areas was restricted to the patrons of a particular facility. This had the impact of nominally reducing the car parking available to patrons of the Seniors Centre. Users of the Seniors Centre had also repeatedly expressed concern that the car park behind the Centre was being inappropriately used by long-stay commuters or other persons not associated with the Seniors Centre or nursing home.

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In response to these concerns, and to provide for more flexible use, Council removed the existing signs which suggested that parts of the shared parking area were reserved for particular patrons. Following consultation with site users, Council also erected new signs advising that the car park was for the use of staff and visitors of the Seniors Centre, Nursing Home and Pre-School. The signs were intended to deter long-stay commuter parking and indicated that the car-park might be patrolled by Council Officers.

### Car Park Usage

Between 11 and 25 November 2011 an audit of the car park was undertaken. The purpose of the audit was to record car park usage to determine if there were particular times during the day and/or days of the week where car parking problems might be more prevalent. Council staff visited the car park and recorded the average number of vacant car park spaces at hourly intervals. The outcomes are recorded in Table 1.

Day	9.00am	10.00 am	11.00am	12 noon	1.00pm	2.00 pm	3.00pm	avg	% vac
Monday	2	5	6	3	9	5	10	6	10%
Tuesday	3	2	3	0	11	3	6	4	7%
Wednesday	2	3	2	3	7	3	14	5	8%
Thursday	4	1	8	2	2	3	3	3	5%
Friday	10	7	1	4	11	13	26	10	17%
average	4	4	4	2	8	5	12	6	9%
% vacant	7%	7%	7%	4%	13%	9%	20%		

*Table 1: number of vacant parking spaces by hour and day of the week*

The data in Table 1 suggests that on average at any one time, there will be a little fewer than six vacant car parks spaces (a 9% vacancy rate). The peak demand for car parking spaces appears to be in the mornings up to 12 noon where the average vacancy rate drops to 6%. Tuesdays and Thursdays also appear to be peak periods with an average vacancy rate of 6%.

This data should be treated with caution as it provides an informal snapshot of car park usage - it does not record unsuccessful visits to the car park where patrons are unable to find a vacant car parking spot and are required to go elsewhere, nor did it time the length of stay of parked vehicles.

Observations made during the audit suggest that despite the presence of vacant car parking spaces - patrons still chose to park in non-designated parking areas (i.e. along the access driveway, on grass verges, or in 'no parking' zones). This was particularly true during pre-school drop-off and pick up times (i.e. just before 9:00am and 3:00pm).

### **Options for Improving Availability and Turnover of Car Parking Spaces**

Patrons of the Seniors Centre have suggested a number of options for improving the turnover and availability of car parking spaces at the Seniors Centre site. These include:

- a. timed parking along March Street, Richmond
  - b. timed parking in the Richmond Park car park
  - c. timed parking at the entire site
  - d. timed parking to a part of the site
- 
- a. Timed Parking Along March Street, Richmond

This option would see Roads and Maritime Services (RMS) introducing timed parking along March Street, Richmond between East Market and West Market Streets. The proposal is viewed as a way of deterring commuters from all-day parking on March Street and by implication directing them to the existing Richmond Station commuter car park. It is suggested that this would free up parking spaces which could be used by patrons of the site. Council has previously written to the RMS in relation to this request. The RMS (then known as the RTA) had provided the following response:

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*"The RTA is currently undertaking a detailed study and investigation of the Richmond Bridge, which includes adjacent and nearby intersections, about possible improvements to the congestion of this network.*

*This investigation will also include possible parking changes along with parking removal, if found necessary".*

Options to be considered by the RMS may include the introduction of clearways along March Street during the morning and afternoon traffic peaks which would be associated with parking restrictions. Council staff have been in regular contact with the RMS to ascertain the time frame for the completion of the traffic study, which has now been indicated as mid 2012.

It is possible, however, that the introduction of parking restrictions along March Street may exacerbate parking problems at the site as people currently parking along March Street may be inclined to park on the site if they are no longer able to park for extended periods along March Street.

b. Timed Parking at the Richmond Park Car Park

There is a 34 space car park to the south-west of Richmond Park. It is suggested that if timed parking is introduced at this car park then it could be used as an 'overflow' car park for patrons of the Seniors Centre site. Discussions with Council Parks and Recreation staff suggest that the car park is rarely fully occupied and as such is currently available for potential use by patrons of the Seniors Centre. There are access and pedestrian safety issues which may arise from the use of the Richmond Park as an 'overflow' car park by patrons of the Seniors Centre as they would be required to cross March Street either by way of the existing refuge island at the West Market Street intersection or the traffic lights at the East Market Street intersection. The Manager of Parks and Recreation has indicated that the introduction of four hour timed parking should not impact on the use and enjoyment of Richmond Park provided that any parking restrictions excluded weekend periods.

c. Timed Parking at the Entire Site

As the site car park is used by the Seniors Centre, Nursing Home and Pre-School staff, the introduction of four hour timed parking to cover the 55 shared parking spaces on the site would require the use of a permit system (such as applies at the Deerubbin Centre and Peppercorn Place car-parks). A set number of car parking permits would need to be issued to staff and/or regular patrons of the site to enable them to continue to use the car park for extended periods, with other users restricted to a maximum stay of four hours. 20 of these permits would need to be issued to the Richmond Community Nursing Home to meet the provisions of the existing Licence Deed, with further permits issued to staff of the Pre-School and Seniors Centre. At a minimum, it is likely that 30+ permits would need to be issued with the number increasing substantially if regular users of the Seniors Centre were also required to be issued with permits. Discussion with Regulatory Service staff suggests that there are issues associated with the flexibility of a car park permit system as well as the distribution, monitoring and policing of permits.

d. Timed Parking to a Part of the Site

This would involve the identification of a portion of the car park as a timed parking zone. A possible option would be to designate the northern half of the 32 space car park immediately behind the Seniors Centre as four hour timed parking (approximately 18 spaces). This would facilitate the turnover of car parking spaces in closest proximity to the Seniors Centre. This option would require the installation of signage at the entrance to the car park and on that portion of the car park with time-limited parking. Discussion with Regulatory Service staff suggests this would be the preferred option as it is the simplest to implement and is likely to be the most effective in facilitating the turnover of car parking spaces particularly for users of the Seniors Centre. This option will inevitably result in the issuing of infringement notices to people parking in excess of the time limits - some of whom may be patrons of Seniors Centre. It is likely that Council will receive regular representations from these persons to waive any fines incurred as a result of the proposed parking restrictions.

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### Conclusion

At this time, the preferred option to address the concerns raised in the Notice of Motion would be to introduce parking restrictions to a part of the site. Should Council wish to pursue this option it would be appropriate to undertake further consultation with the users of the site to advise them of the intention to introduce timed parking and to discuss the implications arising from its introduction.

### Policing of Disability Parking Spaces

Council has recently received representations from a patron of the site expressing concern that cars without displayed disability parking permits are parking on the designated disability parking spaces. Currently, Council Officers do not have the required authority to police these alleged infringements as the car park is missing the required statutory signage advising patrons of the requirement to comply with parking restrictions. Independent of what Council may determine in relation to the options outlined above, it is proposed that the required signage be erected to enable Council to police the use of the disabled parking spaces on the site.

### Conformance to 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 Community Strategic Plan being:

- Have ongoing engagement and communication with our community, governments and industries

The report proposes that Council consult with stakeholders to canvass a possible solution to an issue raised by residents. This approach is consistent with the intent of the Community Strategic Plan.

### Financial Implications

Should Council proceed to introduce timed parking at the site there will be some minor costs associated with the installation of required statutory signage.

### RECOMMENDATION:

That:

1. Council consult with users and operators of the Hawkesbury Seniors Leisure and Learning Centre, Richmond Community Nursing Home and the Richmond Pre-School regarding the proposal to introduce timed parking to a portion of the car-park located at 108 to 116 March Street, Richmond.
2. Required statutory signage be installed at the entrance to the car-park to enable Council Officers to police the use of designated disability parking spaces at the March Street site.

### ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo

## ORDINARY MEETING

Meeting Date: 28 February 2012

**Item: 23**                      **CP - Community Sponsorship Program - 2011/2012 - Round 3 - (96328, 95498)**

**Previous Item:**            267, Ordinary (29 November 2011)  
                                 159, Ordinary (26 July 2011)

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### REPORT:

#### Executive Summary

This report has been prepared to advise Council of applications for financial assistance to be determined under Round 3 of the 2011/2012 Community Sponsorship Program. The report lists the applications received and the proposed level of financial assistance.

#### Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. Applications for Community Sponsorship can be received by Council at any time and are reported to Council up to four times a year. Information about the Community Sponsorship Program is placed on Council's website.

#### Background

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

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

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

The adopted budget for 2011/2012 included an allocation of \$64,220 for the CSP. At its Ordinary Meetings on 26 July and 29 November 2011, Council approved Rounds 1 and 2 of the Community Sponsorship 2011/2012 Program.

#### Community Sponsorship Program 2011/2012

##### Budget for CSP

Total Budget for Financial Year 2011/2012	\$64,220
Expenditure to date:	
Allocated to Hawkesbury Eisteddfod	\$19,592
Approved under Round 1 (26 applicants)	\$34,573
Approved under Round 2 (18 applicants)	\$ 7,918
	<u>Total</u> <u>\$62,083</u>
Balance remaining	\$ 2,137

**ORDINARY MEETING****Meeting Date:** 28 February 2012**Community Sponsorship Program (2011/2012) - Round 3**

In accordance with Council's Community Sponsorship Policy the following applications for community sponsorship have been received. Table 1 summarises the applications received and the proposed level of financial assistance to be provided.

	<b>Applicant</b>	<b>Type</b>	<b>Proposal</b>	<b>Amount Requested</b>	<b>Amount Proposed</b>
1	Windsor Public School	CF	Hire of Windsor Function Centre	325	325
2	Wisemans Ferry Seniors Golfing + Friends Group	MA	Hire of bus to the Premier's Christmas and Gala Concerts	500	500
3	Caitlin Oehm	MA	Representative swimming	100	100
4	Yarramundi Bush Fire Brigade	CF	Hire of Yarramundi Community Centre	82.50	82.50
5	St Albans Folk Festival Inc	ES	St Albans Folk Festival	2,000	1,200
				<b>TOTAL</b>	<b>2207.50</b>

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

*Table 1 – Requests for financial assistance Round 3 of 2011/2012 Community Sponsorship Program*

Applications were assessed against the applicable criteria outlines in Council's Community Sponsorship Program. The amounts recommended for approval are consistent with the Policy.

**Application Recommended for Partial-Funding Only**

Application 5 - St Albans Folk Festival, Staging of Folk Festival. (Amount requested \$2,000 - recommended amount \$1,200). The total amount of funding requested from the five applicants amounted to \$3,007.50 which exceeded the 2011/12 budget allocation for the Community Sponsorship Program. Consequently the application from the St Albans Folk Festival was unable to be funded to the requested amount of \$2,000. The amount recommended has been rounded to approximate the balance of available CSP funds, with the minor additional \$70.50 being contributed from another departmental budget.

Should the abovementioned recommendations be approved, allocated funds for the 2011/2012 Community Sponsorship Program will be exhausted. Any further applications under the Program for 2011/2012 will be carried forward and reported to Council in Round 1 of the Program in 2012/2013 following the adoption of Council's 2012/2013 Budget.

**Conformance to 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 strategy in the Community Strategic Plan being:

- Develop and implement a community partnership and participation program

It will also contribute to the Goal within the *Shaping our Future Together* element within the Community Strategic Plan:

- Support community initiatives and volunteers

and assist Council to achieve the following CSP measure:



## **ORDINARY MEETING**

**Meeting Date:** 28 February 2012

- Level of support to community organisations

### **Financial Implications**

Funding allocations recommended in the report are available within the 2011/2012 adopted budget.

### **RECOMMENDATION:**

That Council approve:

1. Payments under Section 356 Financial assistance to the organisations or individuals listed, and at the level recommended in Table 1 of this report.
2. The execution of Council's standard Sponsorship Agreement for application five identified in Table 1 of this report.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**INFRASTRUCTURE SERVICES**

**Item: 24                    IS - Funding Allocations to Hawkesbury River County Council - (95495)**

---

**REPORT:**

**Executive Summary**

Council has received correspondence from Hawkesbury River County Council (HRCC) seeking support, of its representations to have funding for noxious weed management reinstated to previous levels and allocations.

This request arises from the amalgamation of the previous four Regional Weeds Committees in to a single Sydney Weeds Committee.

Following this change, it appears that priorities have been changed and funding has been directed away from local control authorities such as HRCC.

This report recommends that representations be made to seek reinstatement of funding and allocations.

**Consultation**

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

**Background**

Hawkesbury City Council (along with Penrith, Blacktown and The Hills Councils) is a member of the Hawkesbury River County Council (HRCC), which is a single purpose county council established to manage and control declared noxious weeds.

Following consideration of the impact of changes to funding arrangements, HRCC has written to Council seeking support to have funding reinstated for locally directed weed control. A copy of a letter from HRCC is included as an attachment.

The principal concern is that following the establishment of the Sydney Weeds Committee (amalgamating the four Regional Weeds Committees) a component of available funding is being directed towards the National Parks and Wildlife Service (NPWS), rather than local programs.

HRCC have sought Council's support and have proposed that Council:

1. Write to the Sydney Weeds Committee requesting that HRCC funding levels are restored to previous levels in line with CPI and any NSW State Budget increases.
2. Appeal to the Minister for Primary Industries to preserve all Local Government funding devolved via the NSW Weed Action Program to meet the obligations of the Noxious Weeds Act 1993, and not permit regional level committees to re-allocate this to other State Government entities.

Noxious weed management is a critical issue for lands and waterways within our Council area. Whilst significant resources should be available to manage the large areas of the city under the control of NPWS, this should not be at the expense of weed management on other lands.

It is therefore recommended that the request of the HRCC be supported and that Council makes the relevant representations.

## **ORDINARY MEETING**

**Meeting Date:** 28 February 2012

### **Conformance to Community Strategic Plan**

The proposal is consistent with the Caring for Our Environment Directions statement;

- To look after our cultural and environmental assets for future generations so that they too can enjoy and benefit from a clean river and natural eco-systems, rural and cultural landscape.

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Work in partnership with relevant stakeholders to protect designated waters.

### **Financial Implications**

There are no direct financial implications arising as a result of this report and recommendation.

### **RECOMMENDATION:**

That Council:

1. Write to the Sydney Weeds Committee requesting that Hawkesbury River County Council funding levels are restored to previous levels in line with CPI and any NSW State Budget increases.
2. Appeal to the Minister for Primary Industries to preserve all Local Government funding devolved via the NSW Weed Action Program to meet the obligations of the Noxious Weeds Act 1993, and not permit regional level committees to re-allocate this to other State Government entities.

### **ATTACHMENTS:**

**AT - 1** Correspondence received from Hawkesbury River County Council – 23 January 2012.

## ORDINARY MEETING

Meeting Date: 28 February 2012

### AT - 1 Correspondence received from Hawkesbury River County Council – 23 January 2012.

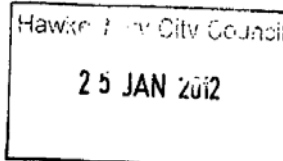


## HAWKESBURY RIVER COUNTY COUNCIL

*The Local Control Authority for the management and control of declared noxious weeds in the local government areas of Baulkham Hills, Blacktown, Hawkesbury and Penrith.*

23 January 2012

Mr Peter Jackson  
Hawkesbury City Council  
P O Box 146  
WINDSOR NSW 2756



### **Re: Funding threats to HRCC from the NSW Weeds Action Program**

Dear Peter,

At the Ordinary Council Meeting of Hawkesbury River County Council held on 15 December 2011 it was resolved to write to all Council General Managers, Local State MP's and the LGSA to highlight the issue of further reductions in state level funding, and its possible long term impact on local government resourcing of the County Council.

### **Background**

The NSW Weeds Action Program (WAP) is the current format used to devolve funding determined by the Minister for Primary Industries to support Local Control Authorities (such as HRCC) fulfil its obligations under the Noxious Weeds Act 1993. Traditionally the County Council received between \$496K and \$288K annually. This funding, additional to constituent Council contributions is directly used to employ staff and to cover operational expenditure.

In 2009, the previous Government restructured the state process to allow regional decision making. The Sydney region responded by amalgamating all four Regional Weeds Committees into a single Sydney Weeds Committee, administered by a board of 8 members. It was one responsibility of the board to receive the funding from the state government and then devolve this funding to individual entities.

### **Impact on HRCC**

The most significant change since the advent of the WAP is that decisions can be made at regional level about what authority best meets the strategic guidelines of its own regional application. Decisions made by the Sydney Weeds Committee resulted in HRCC having funding further reduced by \$68K annually, without any written justification. In the second year of funding, HRCC has appealed to the Sydney Weeds Committee to have its funding levels re-instated, along with an application that firmly adheres to all regional and state strategic aims.

As this funding is directly used to employ staff, this has resulted in a staff decline and subsequent reduction in service to local communities served by the County Council.



**SCANNED**

Telephone: (02) 4587 0230  
Fax: (02) 4587 7354  
Email: [Council@hrcc.nsw.gov.au](mailto:Council@hrcc.nsw.gov.au)  
Web site: [www.hrcc.nsw.gov.au](http://www.hrcc.nsw.gov.au)

Postal: PO Box 6021, SOUTH WINDSOR DC NSW 2756  
Depot/Office: 6 Walker Street, South Windsor  
(entrance is off Dowling Place)  
ABN: 21 896 475 450

## ORDINARY MEETING

Meeting Date: 28 February 2012

### Devolving of funds to other State entities

An investigation of funding distributed in Year 1 revealed that a significant portion of funding (\$152K) which was originally reserved for Local Control Authorities (i.e. Council's) has been awarded to the National Parks and Wildlife Service (NPWS). HRCC is concerned about this flow of funding away from local government and toward another state funded agency – especially in light of NSW Budget announcements for 2011/12 which earmarked an additional \$10Million for weed control in National Parks.

I was elected to the board of the Sydney Weeds Committee in 2011, and have tried to pass resolutions in formal meetings to preserve all local council funding. These however have been defeated by other members. I have since informed my own Council of the decisions being made by the Sydney Weeds Committee and they immediately passed a resolution to inform all constituent Councils and local state members. HRCC is highly supportive of NPWS undertaking weed control as part of its overall land management responsibility, but we strongly feel this should not be at a cost to the sustainability of local councils.

These funding reductions, additional to the deployment of our weed harvester in 2009 have placed our organisation under significant financial strain. We are therefore seeking the support of our member Councils to highlight this issue the Sydney Weeds Committee and the higher spheres of government. I have attached to this letter two charts plotting the HRCC financial trends over the past 5 years to further illustrate this point.

### Conclusion

The Council is writing today to seek the following:

- To propose a draft Hawkesbury City Council resolution; That, Council writes to the Sydney Weeds Committee requesting that HRCC funding levels are restored to previous levels in line with CPI and any NSW State Budget increases.
- To propose a draft Hawkesbury City Council resolution; That, an appeal is made in writing to the Minister for Primary Industries to preserve all Local Government funding devolved via the NSW Weed Action Program to meet the obligations of the Noxious Weeds Act 1993, and not permit regional level committees to re-allocate this to other State Government entities.

If you have any questions about this issue, please do not hesitate to call me on 4587 0233 and I thank you for any assistance you can offer in this matter.

Yours faithfully,

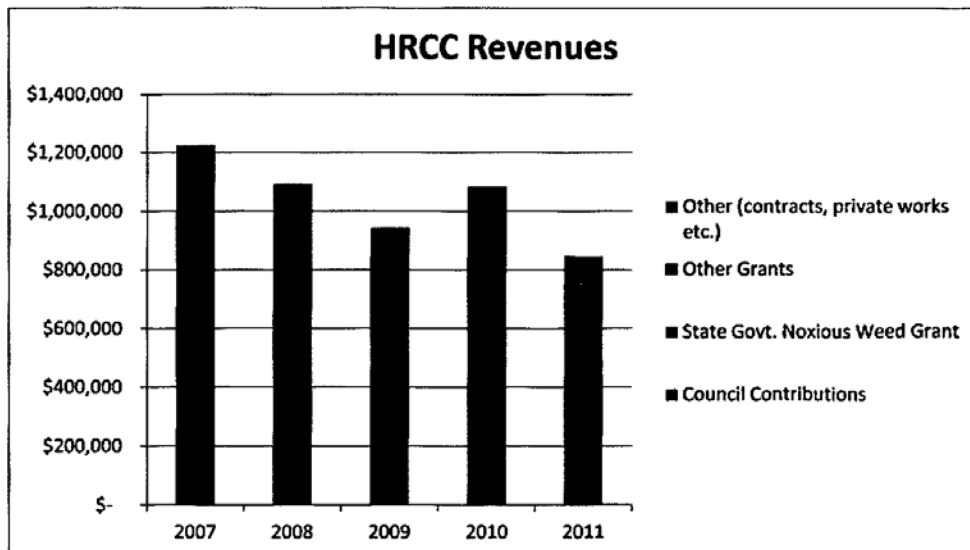
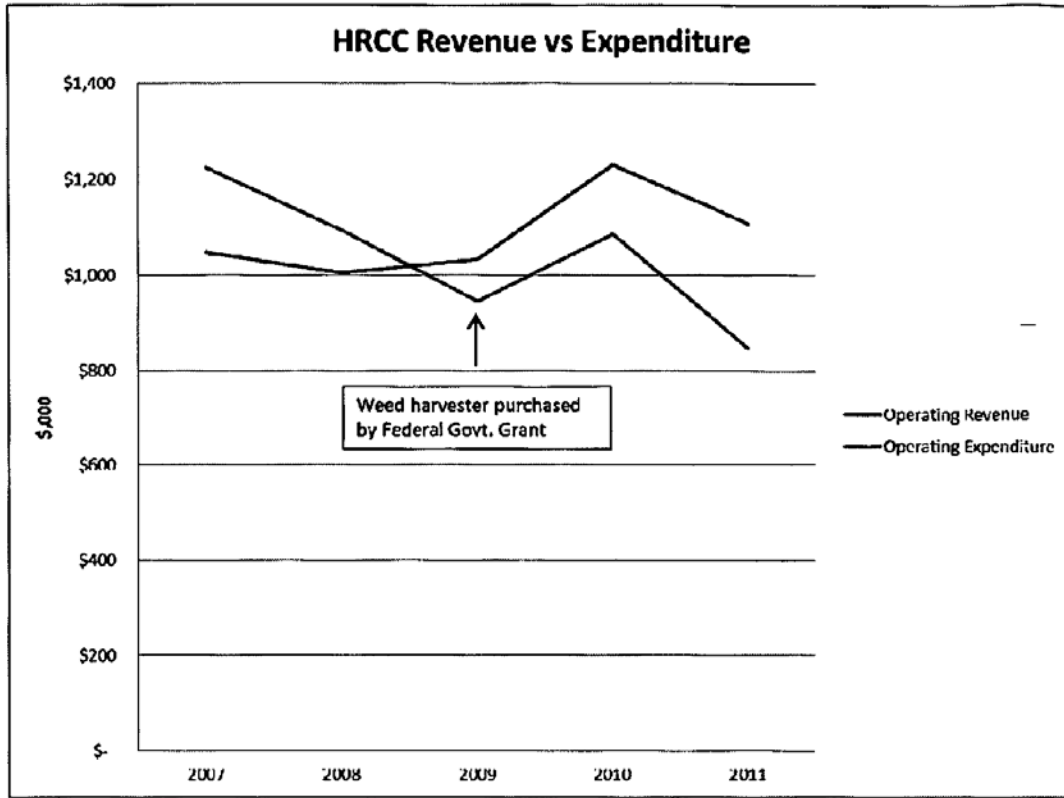


Chris Dewhurst  
General Manager

cc. Mr Stuart Ayres MP, Mr Kevin Conolly MP, Mr Ray Williams MP, Mr Bart Bassett MP, Mr Keith Rhoades, Mr Ron Moore, Mr Alan Stoneham, Mr Dave Walker.

# ORDINARY MEETING

Meeting Date: 28 February 2012



oooO END OF REPORT Oooo

## ORDINARY MEETING

Meeting Date: 28 February 2012

**Item: 25**                      **IS - Exclusive Use of Governor Phillip Reserve - Upper Hawkesbury Power Boat Club and the NSW Water Ski Federation - (79354, 73829, 74204)**

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### REPORT:

#### Executive Summary

The Upper Hawkesbury Power Boat Club, as in previous years, is seeking exclusive use of Governor Phillip Reserve for the Bridge to Bridge Boat Race on Sunday, 6 May 2012.

The NSW Water Ski Federation Ltd is also seeking exclusive use of Governor Phillip Reserve for the Bridge to Bridge Water Ski Classic on Friday, 30 November; Saturday, 1 December and Sunday, 2 December 2012.

Due to both events being regular events and given they provide a range of flow on benefits to the community, it is recommended that exclusive use of the Reserve be granted.

#### Consultation

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy. Community notification however, is proposed to be undertaken by the applicants as part of the conditions of consent.

#### Background

There are two Bridge to Bridge races held each year - the Bridge to Bridge Boat Race and the Bridge to Bridge Water Ski Classic. One is held by the Hawkesbury Power Boat Club and the other by the NSW Water Ski Federation Ltd respectively.

The Upper Hawkesbury Power Boat Club is seeking exclusive use for their event on Sunday, 6 May 2012 and the NSW Water Ski Federation Ltd is seeking exclusive use for Friday, 30 November; Saturday, 1 December and Sunday, 2 December 2012 for their event. NSW Water Ski Federation Ltd are also seeking the closure of Lower Portland Ferry during this period (except for emergencies).

Approval for Traffic Management is to be undertaken as part of the Special Event Application.

It is anticipated that the events will have significant flow-on benefits to the business community and it is recommended that exclusive use be granted for both events.

#### Conformance to 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 business.

#### Financial Implications

Income will be generated through user charges for use of the Reserve in accordance with the 2011/2012 adopted Revenue Pricing Policy.

## **ORDINARY MEETING**

**Meeting Date:** 28 February 2012

### **RECOMMENDATION:**

That:

1. Approval be granted to the Upper Hawkesbury Power Boat Club for "Exclusive Use" of Governor Phillip Reserve for the 2012 Bridge to Bridge Boat Race on Sunday, 6 May 2012.
2. Approval be granted to the NSW Water Ski Federation Ltd for "Exclusive Use" of Governor Phillip Reserve for the 2012 Bridge to Bridge Water Ski Classic on Friday, 30 November, Saturday, 1 and Sunday, 2 December 2012.
3. The approvals be subject to the following conditions/documents:
  - a) Council's general park conditions.
  - b) Council's Fees and Charges.
  - c) The Windsor Foreshore Plan of Management.
  - d) The Governor Phillip Exclusive Use Policy.
  - e) Governor Phillip Noise Policy.
  - f) A Traffic Management Plan which has been approved as part of the Special Event Application.
4. As the applicants have not advised alternative dates in the event of inclement weather, the General Manager be given authority to negotiate exclusive use on an alternate date, if required by the applicants.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



## ORDINARY MEETING

Meeting Date: 28 February 2012

**Item: 26**                      **IS - Renaming of McMahon's Park, Kurrajong to Singleton's Reserve - (95495, 79354)**

**Previous Item:**            174, Ordinary (9 August 2011)

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### REPORT:

#### Executive Summary

Following correspondence received from the Kurrajong - Comleroy Historical Society requesting consideration of naming the Reserve on Mill Road (Lot 285 & 286 DP 751649), as Singleton's Reserve, Council at its Ordinary meeting on 9 August 2011 resolved in part that:

*"The name of Singleton's Reserve for the Reserve located on Mill Road Kurrajong (Lot 285 & 286 DP 751649) be supported, and placed on public exhibition for 28 days, with comments being reported to Council. "*

The proposed name was advertised for 28 days with no comments being received.

This report recommends that the name of Singleton's Reserve for the Reserve located on Mill Road, Kurrajong (Lot 285 & 286 DP 751649) be supported and application be made to the Geographical Names Board for formal gazettal.

#### Consultation

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. The proposed name, Singleton's Reserve, was advertised from 15 September 2011 to 14 October 2011. No submissions were received.

#### Background

Correspondence was received from the Kurrajong - Comleroy Historical Society requesting consideration of naming the Reserve on Mill Road (Lot 285 & 286 DP 751649), as Singleton's Reserve.

This Reserve is known as McMahon's Park however upon investigation with the Geographical Names Board (GNB) this name has not been formally registered. The Reserve is Crown Land under Council's care and control and the Reserve has significant historical importance as it contains the remnants of the water mills built circa 1816 by James and Benjamin Singleton.

Council at its Ordinary meeting on 9 August 2011 resolved, in part, to place the name on exhibition with comments being reported back to Council. No submissions have been received following the advertising and it is therefore recommended that the name of Singleton's Reserve for the Reserve located on Mill Road Kurrajong (Lot 285 & 286 DP 751649) be supported and application be made to the Geographical Names Board for formal gazettal.

#### Conformance to 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 and environmental character of Hawkesbury's towns, villages and rural landscapes.

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

## ORDINARY MEETING

Meeting Date: 28 February 2012

- Work with the community to define the Hawkesbury character to identify what is important to preserve and promote.

### Financial Implications

No financial implications applicable to this report.

### RECOMMENDATION:

That the name of Singleton's Reserve for the Reserve located on Mill Road Kurrajong (Lot 285 & 286 DP 751649) be supported and application be made to the Geographical Names Board for formal gazettal.

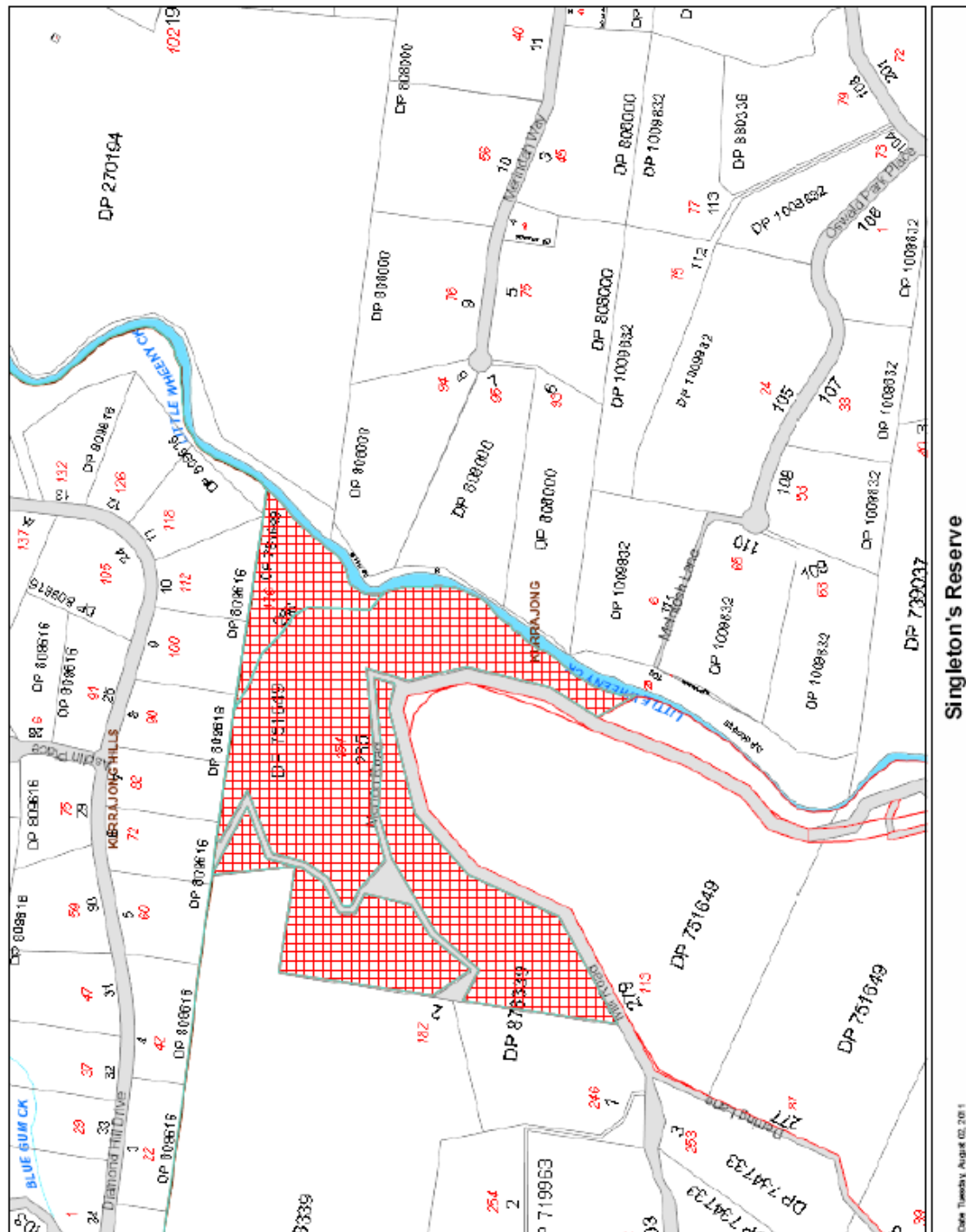
### ATTACHMENTS:

- AT - 1** Map of Reserve located at Mill Road (Lot 285 & 286 DP 751649), Kurrajong, proposed to be named "Singleton's Reserve".

# ORDINARY MEETING

Meeting Date: 28 February 2012

**AT - 1 Map of Reserve located at Mill Road (Lot 285 & 286 DP 751649), Kurrajong, proposed to be named "Singleton's Reserve".**



oooO END OF REPORT Oooo

## ORDINARY MEETING

Meeting Date: 28 February 2012

**Item: 27**                    **IS - Naming of a Proposed Road at Kurrajong Hills Within Proposed Subdivision of Lot 1 DP 543262 and Lot 4 DP 1064408, No.'s 150 and 274B Hermitage Road, Kurrajong Hills - (95495, 118654)**

---

### REPORT:

#### Executive Summary

An application has been received from Degotardi, Smith & Partners requesting a road name for a new public road that is to be created within the proposed subdivision of Lot 1 DP 543262 and Lot 4 DP 1064408, No.'s 150 and 274B Hermitage Road, Kurrajong Hills. The proposed subdivision for DA0821/08 will result in eight lots being created. The developer has suggested the name Peartree Hill Road as a possible name.

The report recommends that public consultation be sought on the name Peartree Hill Road.

#### Consultation

The recommendation outlined in this report triggers a requirement for Community Engagement under Council's Community Engagement Policy.

It is proposed that Council undertake the following community engagement process in compliance with Council's Policy and the New South Wales Roads Act 1993. The consultation required is for a period of 30 days and involves the following:

- Advertisement in Local Press
- Advertisement on Council's web page under Consulting the Community
- Correspondence addressed to adjoining and surrounding owners
- Correspondence addressed to various service organisations.

#### Background

Consent was granted on 19 July 2010 for an eight Lot Torrens title subdivision from within Lot 1 DP 543262 and Lot 4 DP 1064408, No.'s 150 and 274B Hermitage Road, Kurrajong Hills. The proposed subdivision, DA0821/08, requires the construction of a public road to service the new lots, and the conditions of consent require the new road to be formally named.

An application has been received from Degotardi, Smith & Partners, on behalf of their client, requesting Council, as the road authority, to proceed with the road naming process. Degotardi, Smith & Partners has requested that the new public road be named Peartree Hill Road. Details relating to the proposed name are listed below:

- The name "Peartree" originates from a cottage that was owned by the family of the original settler of the Kurrajong area, Joseph Douglass. Joseph moved to the area in 1824 after applying for and receiving a grant of 50 acres off Bells Line of Road. In 1930 his second son James partitioned and received a grant of 60 acres of land in the area of Douglas Farm Road.
- The exact location of the cottage is not known but from historical information it was located on Douglas Farm Road.
- This has been verified by Joy Shepherd, a local historian, whose husband is a descendant of Joseph Douglass and Nell Downes (nee Douglass), via an email and an extract from "The Millstone" Newsletter July August 2010.

## ORDINARY MEETING

Meeting Date: 28 February 2012

Council's Local Studies and Outreach Librarian was also consulted and confirmed that the information supplied is valid and that the proposed name is historically appropriate to the area of the subdivision and the proposed naming is supported.

The name Peartree Hill Road does not currently exist within the Hawkesbury LGA and conforms to the guidelines set by The Geographical Names Board of NSW and the requirements of the Roads Act 1993.

Based on the information outlined above, it is recommended that public comment be sought for the naming of the new public road in connection with the proposed subdivision, DA0821/08, of Lot 1 DP 543262 and Lot 4 DP1064408, No.'s 150 and 274B Hermitage Road, Kurrajong Hills, as Peartree Hill Road.

### **Conformance to 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.

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Work with the community to define the Hawkesbury character to identify what is important to preserve and promote.

### **Financial Implications**

The advertising and administrative expenses associated with this matter have been paid by the applicant in accordance with Council's Revenue Pricing Policy and contained within Component 57 - Design and Mapping.

### **RECOMMENDATION:**

That public comment be sought under the New South Wales Road Act, 1993 for the naming of the new public road in connection with the proposed subdivision, DA0821/08, of Lot 1 DP 543262 and Lot 4 DP 1064408, No.'s 150 and 274B Hermitage Road, Kurrajong Hills as Peartree Hill Road.

### **ATTACHMENTS:**

AT - 1 Locality Plan - Proposed Peartree Hill Road.



**ORDINARY MEETING**

Meeting Date: 28 February 2012

**SUPPORT SERVICES**

Item: 28

**SS - Monthly Investments Report - January 2012 - (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 \$41.15 million in investments as at 31 January 2012.

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 \$41.15 million in investments as at 31 January 2012. Details of the financial institutions with which the investments were made, date investments were taken out, the maturity date (where applicable), the rate of return achieved, the credit rating of the institutions both in the short term and the long term, and the percentage of the total portfolio, are provided below:

Investment Type	Institution Short Term Rating	Institution Long Term Rating	Lodgement Date	Maturity Date	Interest Rate %	Principal \$	Percentage of Portfolio	Total \$
<b>On Call</b>								
ANZ	A1+	AA-	31-Jan-12		5.75%	2,600,000	6.29%	
ANZ	A1+	AA-	31-Jan-12		5.75%	500,000	1.22%	
CBA	A1+	AA-	31-Jan-12		4.75%	1,050,000	2.55%	4,150,000
<b>Term Investments</b>								
ANZ	A1+	AA-	18-May-11	16-May-12	6.35%	500,000	1.22%	
ANZ	A1+	AA-	23-Feb-11	22-Feb-12	6.24%	1,200,000	2.92%	
ANZ	A1+	AA-	23-Mar-11	21-Mar-12	6.24%	500,000	1.22%	
ANZ	A1+	AA-	16-Dec-11	16-May-12	6.00%	1,500,000	3.65%	
Bankwest	A1+	AA-	08-Sep-11	07-Mar-12	6.00%	2,000,000	4.86%	
Bankwest	A1+	AA-	05-Oct-11	07-Mar-12	5.80%	500,000	1.22%	
Bankwest	A1+	AA-	13-Dec-11	11-Apr-12	6.00%	1,500,000	3.65%	

# ORDINARY MEETING

Meeting Date: 28 February 2012

NAB	A1+	AA-	29-Nov-11	11-Apr-12	5.89%	2,000,000	4.86%	
NAB	A1+	AA-	09-Feb-11	09-Feb-12	6.27%	1,000,000	2.43%	
NAB	A1+	AA-	11-Jan-12	16-May-12	6.09%	2,000,000	4.86%	
NAB	A1+	AA-	27-Jul-11	25-Jul-12	6.29%	1,000,000	2.43%	
NAB	A1+	AA-	06-Jul-11	05-Jul-12	6.25%	2,000,000	4.86%	
NAB	A1+	AA-	24-Aug-11	22-Feb-12	5.85%	1,000,000	2.43%	
NAB	A1+	AA-	16-Nov-11	16-May-12	5.72%	1,000,000	2.43%	
NAB	A1+	AA-	07-Dec-11	11-Apr-12	5.90%	2,000,000	4.86%	
NAB	A1+	AA-	25-Jan-12	25-Jul-12	5.91%	2,000,000	4.86%	
NAB	A1+	AA-	25-Jan-12	25-Jul-12	5.91%	1,800,000	4.37%	
Westpac	A1+	AA-	26-Oct-11	26-Apr-12	5.80%	1,000,000	2.43%	
Westpac	A1+	AA-	16-Nov-11	26-Apr-12	5.72%	1,000,000	2.43%	
Westpac	A1+	AA-	10-Aug-11	08-Aug-12	6.00%	2,000,000	4.86%	
Westpac	A1+	AA-	17-Aug-11	15-Aug-12	6.00%	1,000,000	2.43%	
Westpac	A1+	AA-	23-Nov-11	09-May-12	5.75%	3,000,000	7.29%	
Westpac	A1+	AA-	06-Dec-11	06-Jun-12	6.00%	2,500,000	6.08%	
Westpac	A1+	AA-	06-Dec-11	20-Jun-12	6.00%	3,000,000	7.29%	37,000,000
<b>TOTAL INVESTMENT AS AT 31 JANUARY 2012</b>								<b>41,150,000</b>

## Bench Marking

Bench Mark	Bench Mark %	Actual %
UBS 90 Day Bank Bill Rate	4.36%	5.98%
Reserve Bank Cash Reference Rate	4.25%	5.50%

## Performance by Type

Category	Balance \$	Average Interest	Difference to Benchmark
Cash at Call	4,150,000	5.50%	1.25%
Term Deposit	37,000,000	5.98%	1.62%
<b>Total</b>	<b>41,150,000</b>	<b>5.93%</b>	<b>1.57%</b>



## ORDINARY MEETING

Meeting Date: 28 February 2012

### Restricted/Unrestricted Funds

Restriction Type	Amount \$
External Restrictions -S94	7,123,688
External Restrictions - Other	9,596,232
Internal Restrictions	13,962,490
Unrestricted	10,467,590
<b>Total</b>	<b>41,150,000</b>

Funds subject to external restrictions cannot be utilised for any purpose other than that specified in line with legislative requirements. Externally restricted funds include funds relating to S94 Contributions, Domestic Waste Management, Stormwater Management and Grants.

Internal restrictions refer to funds allocated through a Council Resolution, for specific purposes or to meet future known expenses. Whilst it would “technically” be possible for these funds to be utilised for other purposes, such a course of action, unless done on a temporary internal loan basis, would not be recommended nor would it be “good business practice”. Internally restricted funds include funds relating to Tip Remediation, Plant Replacement, Risk Management and Election.

Unrestricted funds may be used for general purposes in line with Council's adopted budget.

### Investment Commentary

The investment portfolio decreased by \$1.85 million for the month of January, 2012. During January, various income was received totalling \$2.90 million, including rate payments amounting to \$0.89 million, while payments to suppliers and staff costs amounted to \$4.88 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.

As at 31 January 2012, Council has invested \$4.0 million with a 2<sup>nd</sup> tier financial institution, with the remaining funds being invested with 1<sup>st</sup> tier institutions. Council's adopted Investment Policy allows Council to invest funds with 2<sup>nd</sup> tier Authorised Deposit Taking Institutions that are wholly owned subsidiaries of major Australian trading banks, subject to conditions stipulated in the 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 28 June 2011.

### 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 Community Strategic Plan**

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

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

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Maintain and review a sustainable long term financial framework.

**ORDINARY MEETING**

**Meeting Date:** 28 February 2012

**Financial Implications**

Funds have been invested with the aim of achieving budgeted income in 2011/2012.

**RECOMMENDATION:**

The report regarding the monthly investments for January 2012 be received and noted.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 28 February 2012

**Item: 29**                      **SS - December 2011 Quarterly Review - 2011/2012 Management Plan - (79351, 95496, 96332, 107)**

**Previous Item:**            121, Extraordinary (21 June 2011)

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### REPORT:

Within two months of the end of each quarter, Council is required to review its progress in achieving the objectives set out in its Management Plan. This report, and the relevant attachment, provides information on Council's financial performance and financial position for the second quarter of the 2011/2012 financial year, and the resulting financial position including the Budget variations proposed.

The December Quarterly Budget Review Statement recommends a number of variations that result in a balanced budgeted position being maintained.

The report and attachment provide details on the major Budget variations proposed in this Quarterly Budget Review and provide a list of variations requested. The attachment to this report also includes the Quarterly Operational Plan Review, providing an update on the achievement of Council's adopted targets for the 2011/2012 financial year.

The Quarterly Budget Review Statement has been prepared in accordance with the Division of Local Government Circular 10/32, dated 10 December 2010.

### Consultation

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

### Background

Council adopted its Management Plan for 2011/2012 on 21 June 2011.

Clause 203, of the Local Government (General) Regulation 2005, stipulates that the Responsible Accounting Officer of a Council, must prepare and submit to the Council, a Budget Review Statement within two months after the end of each quarter (except the June quarter).

The December 2011 Quarterly Review, has been prepared and is attached for Council's information. The Quarterly Budget Review Statement has been prepared in accordance with the Division of Local Government Circular 10/32, dated 10 December 2010. To comply with this Circular, Budget Review Statements have been prepared for Income and Expenses, the Capital Budget, Cash and Investments, Key Performance Indicators, Contracts, and Consultancy and Legal Expenses, and are included in the Quarterly Budget Review Statement Attachment.

### Financial Position

As part of the Management Plan Review, Clause 203 of the Local Government (General) Regulation 2005 requires a revised estimate of income and expenditure for the year.

The December 2011 Quarterly Budget Review Statement recommends Budget adjustments that result in a balanced adjustment for the quarter, and in the opinion of the Responsible Accounting Officer, maintains a satisfactory short term financial position for Council. The Responsible Accounting Officer Statement is included in the Quarterly Review Statement Attachment.

The more significant items of the December 2011 Review include:

## ORDINARY MEETING

Meeting Date: 28 February 2012

- **Residential Rates Income – Favourable Variance \$83K**  
(Adopted Management Plan –Part 2 – SS Pg 36)

A favourable adjustment of \$83K, in relation to Residential rates income, is included in this Review. This variance has resulted from an increase in rateable properties that are within the Residential rates category, either through development, subdivision or category adjustments.

- **Fines and Penalties Income – Favourable Variance \$30K**  
(Adopted Management Plan –Part 2 – CP, Pg 15)

A favourable adjustment of \$30K for Fines and Penalties Income has been included in this Review. The trend, as at 31 December 2011, indicates that in this financial year, this income stream will be in the vicinity of \$80K, compared to the current budget of \$46K.

- **Purchase Leaseback Plant – Favourable Variance \$82K**  
(Adopted Management Plan –Part 2 – SS Pg 46)

Adjustments resulting in a net favourable variance of \$82K have been processed in this Review in relation to purchase of leaseback plant. The net favourable variation results mainly from lower than expected purchase prices, and the delay of some purchases to next financial year, due to the distance travelled being lower than expected.

- **Animal Control Income – Unfavourable Variance \$30K**  
(Adopted Management Plan –Part 2 – CP Pg 18)

A reduction in the Budget of \$30K for Animal Control Income is included in this Review. The Full Year Budget for this income stream, excluding Lifetime Registration Income, is \$405K. Based on the expected income as of the end of December 2011, and taking into account the spike in income that normally occurs in the few months after the Christmas period, an estimated shortfall of approximately \$30K is included in this Review. This income will be monitored over the coming months and if necessary reviewed in future Quarterly Reviews.

- **Sewer Management Facilities Inspection Fee Income – Unfavourable Variance \$18K**  
(Adopted Management Plan – CP Pg 9)

An unfavourable variance of \$18K for income generated through the Sewerage Management Facilities Inspection fees is included in this Review. As the connections to Sydney Water Sewerage are nearing completion, the number of residents decommissioning Sewer Management Facilities is reducing, and hence the reduction in the expected income from inspections.

- **Photocopying and Scanning Income - Unfavourable Variance \$36K**  
(Adopted Management Plan – SS Pg 2)

A reduction in the Budget of \$36K for Photocopying and Scanning Income has been incorporated in this Review. The wording used in the Revenue Pricing Policy, in relation to the fees relevant to this income line, has limited the application of photocopying and scanning fees. This has resulted in the income generated being significantly below what was anticipated and budgeted. The 2012/2013 Revenue Pricing Policy document will be reviewed in relation to the applicable fees, to ensure the wider scope of these photocopying and scanning charges is reflected in the wording.

- **Casuals – Unfavourable Variance \$55K**  
(Adopted Management Plan –Part 2 – CP Pg 34; SS Pg 8)

A net unfavourable variance of \$55K has been incorporated into this Review in respect of casual staff. An amount of \$25K is required to employ a person on a casual basis in the Property Development Section, to conduct extensive research work required to update Council's Land Register, including information regarding categorisation of Council Land. This information is essential for reporting purposes, as well as for strategic purposes. Also included is an amount of \$30K for the employment of casual staff in the Town Planning Section, in order to process backlogs in processing as a result of staff shortages. Other

## ORDINARY MEETING

Meeting Date: 28 February 2012

unfavourable adjustments in relation to casuals, comprise several minor adjustments that have been funded from other employee costs as a result of vacancies. This amount does not include variations that have been grant or reserve funded.

- ***Richmond Pool Refurbishment – Unfavourable Variance \$15K***

(Adopted Management Plan –Part 2 – IS Pg 10)

Included in this Review is an additional \$15K for Richmond Pool Refurbishment. This variance has arisen for urgent works required at Richmond Pool to replace non functioning chlorine tanks, and is vital for the safe operation of the Pool.

- ***Building Construction – Unfavourable Variance \$68K***

A net unfavourable variance of \$68K has been included in this Review in relation to general building works.

- ***Grants***

A number of adjustments relating to variations between grant funding received, and amounts budgeted, are included in this Review. These adjustments have a nil effect on the budget position. The major adjustments relating to grant funding are outlined below:

- *Hawkesbury Floodplain Risk Management Study and Plan* – Council has received a grant from the Office of Environment and Heritage of \$57K for the 2011/2012 phase of the Hawkesbury Floodplain Risk Management Study and Plan. Council's contribution, representing one third of the entire Program, was already included in the 2011/2012 Budget.
- *Greenspace Open Space Recreational Strategy* – Council has been successful in obtaining a grant of \$60K from the Department of Planning and Infrastructure for the development of the Open Space Recreational Strategy. Council's matching funds were already included in the 2011/2012 Budget.
- *South Windsor Effluent Reuse Scheme* – As part of the Hawkesbury Nepean River Recovery Program, Council has constructed the South Windsor Effluent Reuse Scheme, using funds managed through the New South Wales Office of the Hawkesbury-Nepean. During the construction, there were additional studies than initially anticipated when developing the 2011/2012 Budget. An unfavourable variance of \$73K has been incorporated in this Review, which is funded from these grant funds.
- *Windsor Wharf Construction* – Council was successful in obtaining a grant of \$350K from Roads and Maritime Services, to fund half of the costs of replacing Windsor Wharf. Both the grant, and grant funded expenditure were adjusted as part of this Review.

- ***Reserve Funded Adjustments***

The following adjustments are within internally or externally restricted funds, and consequently have a net nil impact on Council's overall position.

- *Sullage Program* – The combined number of properties in Freemans Reach, Wilberforce and Glossodia connecting to sewerage provided by Sydney Water has been greater than expected, resulting in a significant drop in sullage income expected for the remaining of the 2011/2012 financial year. Included in this Review is an unfavourable variance for this income stream of \$279K.
- *Hawkesbury Waste Management Facility* – An unfavourable adjustment of \$200K is included in this Review in respect of S88 Levy payable by Council in the current financial year. A further unfavourable adjustment is also included in respect of Recycling Income. As at the end of the second quarter, recycling at Hawkesbury Waste Management Facility has been lower than expected, resulting in an unfavourable adjustment in Recycling Income of \$107K.

## ORDINARY MEETING

Meeting Date: 28 February 2012

- *Sewerage Program* – An unfavourable adjustment of \$700K is included in this Review for S64 Contributions. As at the end of the reporting period, only \$51K had been received as opposed to the budgeted amount of \$806K. The development in relation to new tenements as estimated by the Sewerage S64 Plan has not eventuated. Additional unfavourable variances in relation to the prioritisation of the purchase of plant due to unforeseen damage (\$320K) and an unbudgeted upgrade of Pump Station N (\$100K) have also been included in this Review.

The Review includes a number of minor adjustments and reallocation of funds that have not been detailed above. Further details can be found in the attachment to this report.

### Conformance to Community Strategic Plan

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

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

And is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Maintain and review sustainable long term financial framework.

### Funding

Funding and budget impacts have been specified within this report and attached Review documents.

### RECOMMENDATION:

That the:

1. Information contained in the report on the 2011/2012 Management Plan – December 2011 Quarter Review, be received.
2. Quarterly Review of the 2011/2012 Management Plan, for the period ending 31 December 2011, be adopted.

### ATTACHMENTS:

**AT - 1** 2011/2012 Management Plan Review – December 2011 Quarter - (*Distributed Under Separate Cover*).

oooO END OF REPORT Oooo

## ORDINARY MEETING

Meeting Date: 28 February 2012

**Item: 30**                      **SS - Hawkesbury Regional Museum - Relocation of RAAF Display - (95496, 103542, 114055, 78462)**

**Previous Item:**            5, Ordinary (5 February 2008)

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### REPORT:

This report has been prepared to seek Council's approval to relocate the Royal Australian Air Force (RAAF) display from Howe House. It is recommended that the RAAF display be located within the new Hawkesbury Regional Museum building as part of the permanent exhibition, rather than be retained in Howe House as previously resolved by Council.

### Consultation

The RAAF display objects are managed under the Deed of Agreement (Incoming Permanent Loan Agreement) between Hawkesbury City Council and the Hawkesbury Historical Society Inc., which was signed on 14 August 2007. In accordance with the Deed of Agreement:

- Intellectual and physical ownership of the items is retained by the Hawkesbury Historical Society.
- Hawkesbury City Council has assumed responsibility for the storage, care and management of cultural objects/collections and cultural heritage assets transferred to its control (but not ownership).

The Hawkesbury Historical Society Inc. has been consulted regarding the proposed relocation of the RAAF display from Howe House to the new Hawkesbury Regional Museum building. A letter dated 11 February 2012 has been received from Hawkesbury Historical Society Inc. supporting the proposed relocation of the RAAF display. A copy of the letter is attached as Attachment 1 to this report.

### Background

At the Council meeting held on 5 February 2008, consideration was given to a report regarding the naming of rooms within the Hawkesbury Regional Museum. At the meeting, Council resolved, in part:

*"That:*

1. *The RAAF Room in Howe House be retained as part of the Howe House interpretation strategy and the room name be retained".*

Hawkesbury Regional Museum has been open in its present form – contemporary exhibitions in the new Museum building, and Howe House closed for conservation and refurbishment since 18 May 2008. During this period, it has received over 57,450 visitors and won four awards, including two Greater Sydney Tourism Awards, a Local Government Cultural Award for infrastructure, and an award for its Volunteer Program.

The next stage in the Museum's development includes:

- Re-opening Howe House, the historic building at Thompson Square.
- Changing components of Hawkesbury Regional Museum's *River, Land, People* themed exhibition.

It is believed that these developments will be well received by stakeholders and encourage repeat visitation.

## ORDINARY MEETING

Meeting Date: 28 February 2012

The main interpretive focus for Howe House is the exploration of the building's use over time, particularly the nineteenth century, showing visitors how occupants of the house lived, worked and entertained. It is proposed that the "RAAF Room" in Howe House will become part of this interpretive direction, and will include very large objects which will be able to be seen from outside the room. The "RAAF Room" has steep steps down into it which cannot be alleviated by the use of a ramp.

Significant curatorial work has been undertaken in the preparation of the RAAF display. The RAAF is considered to be a very important part of Hawkesbury heritage, not only in its technical and defensive activities, but in its impact on the social fabric of the community.

It is considered that Howe House is not the best place for the RAAF display, and that the concurrent re-design and interpretation of the *River, Land, People* exhibition spaces would provide an opportunity to install the new RAAF display in the new Museum building. The reasons for the proposed relocation are:

- The RAAF display will be out of context within Howe House, where the rest of it is interpreting the use of the House over time.
- The environmental conditions, including lighting and climate control, are more stable, and security measures are more suitable in the new Museum building for a greater range of collection objects.
- The RAAF display will have a higher profile and be more accessible in the new Museum building.

It is proposed to retain the name boards installed above the doorways into Howe House Rooms, including the "RAAF Room", as these are a remnant of a previous use of the House.

With conservation and restoration work on Howe House having been completed, new electrical work and exhibition installation is underway. The proposed official re-opening for Howe House is scheduled for May 2012.

A letter dated 11 February 2012 has been received from Hawkesbury Historical Society Inc. supporting the relocation (see Attachment 1).

### Conformance to 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.

and is also consistent with (or is a nominated) strategy in the Community Strategic Plan being:

- Work with the community to define the Hawkesbury character to identify what is important to preserve and promote.

### Financial Implications

The expenses associated with this matter have been provided for in Component 79 - Regional Museum of the 2011/2012 Adopted Budget.

### RECOMMENDATION:

That the RAAF display be relocated from Howe House to the new Hawkesbury Regional Museum building.



**ORDINARY MEETING**

**Meeting Date:** 28 February 2012

**ATTACHMENTS:**

**AT - 1** Letter dated 11 February 2012 from Hawkesbury Historical Society Inc.

ORDINARY MEETING

Meeting Date: 28 February 2012

AT - 1: Letter dated 11 February 2012 from Hawkesbury Historical Society Inc.



Hawkesbury Historical Society Inc.

Hawkesbury City Council

14 FEB 2012

89 Smith Road  
Oakville NSW 2765  
Phone: 02 4572 3007

11 February 2012

General Manager  
Hawkesbury City Council  
PO Box 146  
WINDSOR NSW 2756

Dear Mr Jackson

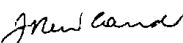
Re: Relocation of RAAF Room in Howe House Thompson Square

The Hawkesbury Historical Society has been advised that Council is considering the relocation of the RAAF Room as part of the ongoing cultural upgrading of the precinct in Thompson Square.

The Society is supportive of the recommendation to relocate the RAAF Room from its former exhibition space in Howe House to the main Regional Museum. This identification that the RAAF presence is an important aspect of Hawkesbury history and is better suited to the new building will be welcomed, as it would be more sympathetically aligned with the existing exhibitions and better environmental conditions.

We do agree that the former RAAF Room in Howe House will be better interpreted as integral to the future operational use of this particular building and be in accord with other planning purposes that will showcase this particularly phase in history.

Yours sincerely

  
Judy Newland  
Secretary

✓ cc. Ms Keri Whiteley, Manager Cultural Services

All correspondence to: The Secretary  
Hawkesbury Historical Society Inc  
PO Box 293 Windsor NSW 2756



**SCANNED**

oooO END OF REPORT Oooo

**ORDINARY MEETING**

**Meeting Date:** 28 February 2012

**CONFIDENTIAL REPORTS**

**Item: 31**                    **IS - Tender No. 00412 - Pitt Street Roadworks and Stormwater Drainage Construction - (95495, 79344)    CONFIDENTIAL**

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**Reason for Confidentiality**

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

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

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

ORDINARY MEETING

Meeting Date: 28 February 2012

Item: 32                      IS - Tender No. 00612 - Tender for the Bitumen Sealing and Resealing of Roads within the City of Hawkesbury - (95495) **CONFIDENTIAL**

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**Reason for Confidentiality**

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

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

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

**ORDINARY MEETING**

**Meeting Date:** 28 February 2012

**Item: 33                    SS - Property Matter - 37 Macquarie Street, Windsor - (95496, 112106, 74960)**  
**CONFIDENTIAL**

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**Reason for Confidentiality**

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

*Specifically, the matter is to be dealt with pursuant to Section 10A(2)(c) of the Act as it relates to details concerning the leasing of a 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**

**Meeting Date:** 28 February 2012

ordinary

section 5

reports  
of committees

**ORDINARY MEETING**  
Reports of Committees



**ORDINARY MEETING**  
Reports of Committees

**SECTION 5 - Reports of Committees**

**ROC - Heritage Advisory Committee Minutes - 9 February 2012 - (95498, 80242)**

The meeting commenced at 5:03pm in Council Chambers.

<b>Present:</b>	Professor Ian Jack Mr Graham Edds Councillor Jill Reardon Ms Michelle Nichols Mr Jonathan Auld Ms Jan Barkley Jack	Chair Deputy Chair Hawkesbury City Council Community Member Community Member Community Member
<b>Apologies:</b>	Ms Deborah Hallam Danielle Wheeler Mr Matthew Owens	Community Member Community Member Hawkesbury City Council
<b>In Attendance:</b>	Mrs Shari Hussein Ms Robyn Kozjak - Minute Taker	Hawkesbury City Council Hawkesbury City Council

**REPORT:**

*The Chair opened the meeting by welcoming members back to the first HAC meeting for 2012.*

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

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Councillor Reardon and seconded by Ms Nichols that the Minutes of the Heritage Advisory Committee held on the 18 August 2011, be confirmed.

**Attendance Register of Heritage Advisory Committee**

Member	17/02/11	18/08/11	09/02/12	
Councillor Jill Reardon- (HCC)	✓	✓	✓	
Mr Graham Edds	✓	A	✓	
Ms Deborah Hallam	A	✓	A	
Professor Ian Jack	A	✓	✓	
Ms Jan Barkley Jack	A	A	✓	
Mr Jonathan Auld	✓	✓	✓	
Ms Michelle Nichols	✓	✓	✓	
Ms Danielle Wheeler	✓	✓	A	
Mr Donald Ellimore	✓	A	Resigned	

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

**BUSINESS ARISING FROM PREVIOUS MINUTES**

- The Chair referred to Item 1 (pg 3) of the previous Minutes in reference to prioritising key actions in the draft Heritage Strategy and asked if the Committee was in a position to discuss an action plan. Mrs Hussein agreed it was important to agree on priorities and suggested the matter be scheduled for the next meeting.
- The Chair referred to pg 5 of the previous Minutes - *4.0 - Demolition of a Heritage Item* in the Heritage Chapter of DCP, and enquired if it was possible to include wording in the DCP which would prevent developers demolishing a listed building until a construction certificate was finalised, essentially in an effort to guarantee a reasonable development would follow demolition. Mrs Hussein advised that action would typically be included not in a DCP but rather in conditions of development consent and in practice demolition without an intended use would usually not be supported.
- Professor Jack referred to the reference in the DCP to items of State significance, and enquired as to the reason the DCP should be so descriptive regarding level of significance. Mrs Hussein reported Council needs to be involved in assessment of matters at State level, notwithstanding Council is not the consent authority for State items. Professor Jack responded as Council is the consent authority for Local items, this should be clearly enunciated in the policy.
- Mrs Hussein advised she would prepare some wording in an attempt to alleviate the Committee's concerns, however, reported it would be difficult to codify wording for a policy which specified that demolition was not to take place until a construction certificate was received, due to other factors (egg. diversity of sites and developments where private certifiers are involved).
- Reference was made to Item 2 (pg 4) of the previous Minutes and enquiry was made as to the status of the Western Sydney Regional Heritage Project. Mrs Hussein reported she had been on leave when the December 2011 meeting was held but understood that the project had been temporarily put on hold. Mrs Hussein reported project members would next convene on 21 March, the outcome of which would be reported back to the Committee.

**Amendment to Previous Minutes**

Ms Nichols referred to the last point of Item 2 (pg 4) of the previous Minutes and noted the website referred to in the Minute item already existed. The Minute item should read:

*"Ms Nichols noted a regional website already exists on the history of Western Sydney, developed by the Western Sydney Local Studies Librarians and advised she would forward Mrs Hussein the link for the website which may assist the Western Sydney Regional Heritage Project."*

**SECTION 3 - Reports for Determination****1. Election of Chairperson and Deputy Chairperson**

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The Chair accepted a move for the Suspension of Standing Orders to allow for the election of Chairperson and Deputy Chairperson.

Mrs Hussein subsequently referred to Clause 6(d) of the Constitution wherein it states:

*"The position of Chairperson shall not be held by the same person for any longer than three consecutive years."*

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

It was noted Mr Edds had filled the position of Chairperson for the previous three years, and was therefore not eligible to stand for the same position for the 2012/2013 term.

In response, Mr Edds thanked members of the Committee for their efforts throughout the term and in return, Professor Jack moved to thank Mr Edds for fulfilling the role of Chairperson for the past three years.

*Mrs Hussein proceeded to conduct the election of Chairperson and Deputy Chairperson.*

Mrs Hussein called for nominations for the position of Chairperson. One nomination was received, being:

Professor Ian Jack	Nominated by Councillor Reardon
	Seconded by Mr Graham Edds

In the absence of other nominations Mrs Hussein declared Professor Jack Chairperson of the Heritage Advisory Committee for the next twelve months.

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

Mr Graham Edds	Nominated by Ms Michelle Nichols
	Seconded by Councillor Reardon

In the absence of other nominations Mrs Hussein declared Mr Edds Deputy Chairperson of the Heritage Advisory Committee for the next twelve months.

Mrs Hussein formally announced Professor Ian Jack as Chairperson and Mr Graham Edds as Deputy Chairperson of the Heritage Advisory Committee for the 2012/2013 term of the Committee.

**RECOMMENDATION TO COMMITTEE:**

That an election for the position of Chairperson and Deputy-Chairperson of the Heritage Advisory Committee for the 2012/2013 term of the Committee be carried out.

**MOTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Ms Michelle Nichols.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That:

1. Professor Jack assume the position of Chairperson for the Heritage Advisory Committee.
2. Mr Edds assume the position of Deputy Chairperson for the Heritage Advisory Committee.

*Standing Orders were resumed and Professor Jack assumed the Chair.*

## **2. Heritage Advisor Resignation**

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### **DISCUSSION:**

- The Committee acknowledged Dr Ellsmore's resignation in 2011 and wished to formally thank him for his efforts and contribution to the Committee.
- A query was raised as to whether the selection panel for a new Heritage Advisor could include Committee members. Mrs Hussein advised that as the advisor's role was partly funded (\$1 in every \$3) through the Local Government Heritage Management Program, the Heritage Council have indicated that they would ultimately need to be satisfied with the selected candidate. Mrs Hussein further advised she had been provided with a list of current Advisors by the Heritage Council and would be sending out Expressions of Interest to those Advisors as well as conducting targeted recruitment such as using the Yahoo email group called "nswheritageadvisors".
- The Committee expressed their desire for a representative (preferably the Chair or Deputy Chair) of the Committee to be invited to participate in the selection panel.

### **RECOMMENDATION TO COMMITTEE:**

That:

1. The information be received.
2. A letter be sent to Dr Ellsmore thanking him for his contribution to the Committee.

### **MOTION:**

RESOLVED on the motion of Mr Jonathan Auld, seconded by Mr Graham Edds.

***Refer to COMMITTEE RECOMMENDATION***

### **COMMITTEE RECOMMENDATION:**

That:

1. The information be received.
2. A letter be sent to Dr Ellsmore thanking him for his contribution to the Committee.
3. The Committee recommend the Chair of the Committee be nominated as a representative to participate in the selection process for the new Heritage Advisor. In the event the Chair was not available, the Deputy Chair or another Committee member be nominated as representative.

**SECTION 4 - Reports for Information**

**3. Listing on State Heritage Register - Wilberforce Park, George Street, Wilberforce**

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**DISCUSSION:**

- Ms Nichols queried if a press release had been prepared advising of the Wilberforce Park listing and Mrs Hussein reported she was uncertain, advising the listing process of items owned by Council was handled by the Parks and Recreation department. Mrs Hussein advised she would investigate if the information was released to the media and would report back to the Committee.

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**MOTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Ms Barkley Jack.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the information be received.

**SECTION 5 - General Business**

**Passing of Max Hatherly**

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- The Committee expressed their deepest regret at the passing of Mr Max Hatherly, describing him as a history and heritage-loving member of the community and a significant member of the Heritage Advisory Committee.
- The Committee expressed their wish to send a letter of condolence to his widow Lorna Hatherly. The Committee noted Max's technical expertise in metallurgy, as well contribution in both the built and natural environment and his great assistance to the Committee on many occasions.
- The Committee noted that Mr Hatherly was an early and long standing member having expertise that was also recognised internationally. Mr Hatherly was recognised on Australia Day 2010 with a Cultural Heritage Award however should also be considered as a nomination for the (posthumous) Hawkesbury Cultural Heritage Award 2017.

**MOTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Ms Michelle Nichols.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That:

1. The Committee write a letter of condolence to Mrs Lorna Hatherly on the passing of her husband, Max.
2. In five years' time the Committee flag that Max Hatherly be considered as a nomination for the (posthumous) Hawkesbury Cultural Heritage Award 2017.

**Heritage Branch - Brochures to assist Owners of Heritage Items**

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- Ms Nichols advised she had noted the Heritage Branch provides brochures entitled "*Heritage listing explained - What it means for you*" and suggested Council obtain these brochures for display at the Council foyer.

**MOTION:**

RESOLVED on the motion of Ms Nichols, seconded by Councillor Reardon.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That:

1. Council acquire copies of the "*Heritage listing explained - What it means for you*" brochure from the Heritage Branch and provide it in the Council foyer for customers.
2. The brochure be sent to individual Councillors for their information.

**Grant Funding**

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- Ms Nichols noted Port Macquarie Hastings Council received a grant of \$26,000 to carry out further conservation works to Port Macquarie's second burial ground. The Chair referred to concerns previously raised regarding Windsor Catholic Cemetery and enquired if grant funding was being pursued by this Council for the next round commencing in May. Mrs Hussein responded she would bring to the attention of the Manager of Parks and Recreation, as the asset is managed by that Department.
- Mr Auld asked whether the funds could be used for interpretative signage and it was confirmed by the Chair that this was possible.
- It was noted the next HAC meeting was scheduled for 3 May and it was agreed an additional Committee meeting prior to this date would be in order to prioritise key actions and enable funding opportunities to be sought. It was determined Ms Kozjak would email members potential meeting dates.

**MOTION:**

RESOLVED on the motion of Ms Nichols, seconded by Ms Barkley Jack.

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That:

1. The information is passed on to the relevant staff officer and given the limited time available in preparing an application for grant funding, the Committee set priorities to be investigated for the next grant funding round.
2. Mrs Hussein to report back to the Committee regarding Council's intentions to pursue grant funding.

**MOTION:**

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

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That this Committee encourage Council to seek funding forthwith to finalise the Heritage Study and to make it the Committee's top priority (in the action plan).

**MOTION:**

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

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That this Committee hold an additional meeting in March or April to discuss Action Plan priorities.

**Request for State Listings**

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- Mr Edds made reference to his appeal to have Belmont House - St John of God Hospital, State listed. Mr Edds reported he believed that building (amongst many other important icons) should be recognised at the appropriate level in order to receive funding.
- Mr Edds subsequently advised he wished to flag the proposed State Recognition of the Macquarie Towns, advising he had recently had discussion with the Heritage Branch to ascertain the status of the proposal. Mr Edds reported he had been advised Council would be required to provide proposed exemptions and overlay mapping. Mrs Hussein responded she believed overlay mapping had already formed part of Council's submission as provided by Mr Owens.
- Mrs Hussein advised she would forward to the Heritage office a formal reminder and attach proposed exemptions and overlay mapping to Council's letter to the Heritage Council.

**MOTION:**

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

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That a reminder letter be provided by officers to the Heritage Council including overlays and exemptions) to pursue the State Listing of the Macquarie Towns Plans.

**Windsor Bridge - Thompson Square**

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- Mr Edds reported he held grave concern regarding the Roads and Maritime Services decision to identify Option 1 - a high level bridge 35 metres downstream of the existing bridge, as the preferred option to replace Windsor Bridge. Mr Edds believed it was imperative Councillors, as well as the general community and authorities fully understood the impact and destruction that would occur in and around Thompson Square, should this Option come to fruition.
- The Committee agreed Thompson Square, which originated in 1795, was an extremely significant site dating back to the beginning of the Colony (pre-Macquarie). It was noted Thompson Square was State listed, however, it was deemed by the Committee to be of National significance. It was reported the State listing was based on information which began with Macquarie, and did not take into account the first 15 years of settlement. The Chair confirmed it was possible for a State listing to be updated by the Heritage Council should new information be provided to them.
- Ms Barkley Jack subsequently offered to write a preliminary Discussion Paper for the additional HAC meeting (to be scheduled by Ms Kozjak) for members' comments and subsequent recommendation to Council. The discussion paper is aimed at highlighting the historic evidence relating to Thompson Square and could then be provided to Councillors for consideration.

**MOTION:**

RESOLVED on the motion of Mr Edds, seconded by Mr Jonathan Auld.

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That the Committee seek a meeting with Councillors in order to provide additional information relating to the heritage significance of Thompson Square.

**MOTION:**

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

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That:

1. In consideration of new historical information on the heritage significance of Thompson Square, this Committee seeks to present its findings to Councillors in view of Council's decision to support a new bridge through Thompson Square (Option 1).



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

2. Ms Barkley Jack to prepare and distribute a Discussion Paper to Committee members for their comment and that the final paper be distributed to Councillors for their information prior to the Council meeting.

The meeting closed at 7:25pm.

**oooO END OF REPORT Oooo**

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

**ROC - Local Traffic Committee - 13 February 2012 - (80245)**

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Monday, 13 February 2012, commencing at 3:00pm.

**ATTENDANCE**

<b>Present:</b>	Councillor Kim Ford (Chairman) Mr Richard McHenery, Roads and Traffic Authority Mr Kevin Conolly, MP, (Riverstone) Snr Constable B Phillips, NSW Police Force
<b>Apologies:</b>	Mr Ray Williams, MP, (Hawkesbury) Mr Bart Bassett, MP, (Londonderry) Mr Peter Ramshaw, NSW Taxi Council Ms Jodie Edmunds, Westbus Mr Carlos DeSousa, Hawkesbury Valley Bus Service
<b>In Attendance:</b>	Mr C Amit, Manager, Design & Mapping Services

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The Chairman tendered an apology on behalf of Mr Bart Bassett, MP (Londonderry), and Mr Ray Williams, MP (Hawkesbury), advising that Mr Bart Bassett, MP concurred with the recommendations as contained in the formal agenda and had granted proxy to himself to cast vote(s) on his behalf.

**SECTION 1 - Minutes**

**Item 1.1      Confirmation of Minutes**

The Committee resolved on the motion of Mr Kevin Conolly, MP (Riverstone), seconded by Councillor Kim Ford, that the minutes from the previous meeting held on 9 January 2012 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 - 13 February 2012 - Item 2.1 - Convict 100 (formerly Dirt Works 100) Endurance Mountain Bike Classic 2012- St Albans (Hawkesbury) - (80245, 85193)**

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**REPORT:**

An application has been received from Maximum Adventure Pty Ltd seeking approval (in traffic management terms) to conduct the Convict 100 (formerly Dirt Works 100) Endurance Mountain Bike Classic 2012 - St Albans, on Saturday 5 May 2012 (from 6.30am to 5.00pm).

**ORDINARY MEETING**  
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The event organiser has advised:

- The event is a Mountain Bike Endurance Ride in and around the St Albans and Macdonald Valley areas, in conjunction with the St Albans Rural Fire Brigade as part of their fundraising activities;
- The event has been previously known as the Dirk Works 100 Kilometres Classic which has been run for the last 7 years;
- Approximately 1500 participants are expected for the event;
- Approximately 150 spectators and their vehicles are expected. Parking will be available on private land;
- There are 2 courses for the event; 100 kilometres (starting at 6.30 am) and 50 kilometres (starting at 9.00am);
- The event route is identical to the 2011 event;
- The start and finish of the race will be in the town of St Albans, on Bulga/Wharf Street;
- The first participants will start at 6.30am, with all participants to finish by 5.00pm;
- The start of the event will be staggered to reduce the amount of traffic on the roads and trails at any one time. As the event progresses, the competitors will spread out further;
- It is proposed to close a section of Bulga Street, between Wharf Street and Wollombi Road, St Albans (135 metres long sealed section), commencing from 1.00pm, 4 May, 2012, through to 6.00pm, 5 May, 2012;
- The event will take place on clearly marked trails that are currently used for horses in 'The Shahzada';
- Participants will compete on a two-leaf clover route format, covering approximately 100 kilometres of fire trail, single track and dirt roads through the National Parks, private properties and public roads;
- The course will be clearly marked for riders to follow;
- Marshalls with high visibility vests and radios will be positioned at junctions, warning cyclists of on coming traffic and the track ahead;
- Signs will be positioned throughout the course to warn other users of the event;
- St Albans Fire Brigade will be providing safety, communication and support;
- The event route will cross the Macdonald River at the two points shown on the Event Route Plan contained in Attachment 1 & 2. Crossing of the Macdonald River will be undertaken utilising a 'pontoon bridge' configuration at each location. Permission will be obtained from the adjoining property owners on either side of the River.
- The endurance ride is predominantly on tracks within the Parr State Recreational Area, Yengo National Park, Darug National Park, private properties and on the following public roads;
  - Bulga Street – Sealed and Unsealed Road.
  - Settlers Road – Sealed and Unsealed Road.
  - Shepherds Gully Road – Unformed Road.
  - St Albans Road – Sealed Road.

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- Upper Macdonald Road – Unsealed Road.
  - Webbbs Creek Mountain Road - Unsealed Road
  - Wharf Street – Sealed Road.
  - Wollombi Road – Sealed and Unsealed Road.
  - Wrights Creek Road - Unsealed Road.
  - Macdonald River – Two river crossing points.
- The event is also traversing along the Great Northern Road, which is under the care and control of the National Parks and Wildlife Service - (Office of Environment and Heritage).

**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 along the specified route and there is a low scale disruption to the non-event community.

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document Nos: 3950530 and 3973875):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Risk and Hazard Assessment, and Traffic Control Plans (TCP),
5. Approval Deed from the Office of Environment and Heritage (National Parks and Wildlife Service),
6. Event Route Plan,
7. Public Liability Insurance to the value of \$20,000,000, which has expired on 27 January 2012,
8. Copy of the Advertisement for the Event – which does not mention the proposed road closure,
9. Copies of correspondence forwarded to the NSW Ambulance Service.

The event organiser will be required to liaise with the Upper Hawkesbury Power Boat Club (contact number 1300 440 730), who is the event organiser of the Bridge to Bridge Power Boat Race - Brooklyn to Windsor 2012 event, which is being held on 5 May 2012, along the Hawkesbury River and affecting the operation of the ferries.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Snr Constable B Phillips, seconded by Mr Richard McHenery.

That:

1. The Convict 100 (formerly Dirt Works 100) Endurance Mountain Bike Classic 2012 - St Albans, event planned for Saturday 5 May 2012 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).
2. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
3. It is strongly recommended that the event organiser becomes familiar with the contents of 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 that explains the responsibilities of the event organiser in detail.

4. It is strongly recommended that the event organiser visits Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/organising-an-event>, and refers 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 are familiar with the contents and requirements of this information. The approval conditions listed below relate only to matters relating to the traffic management of the event.
5. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted - which includes the road closure of a section of Bulga Street between Wharf Street and Wollombi Road, St Albans from 1.00pm, 4 May, 2012, through to 6.00pm, 5 May, 2012 - and the following conditions:

**Prior to the event:**

- 5a. the event organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Occupational Health and Safety Act 2000; (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>);
- 5b. 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 / site by the event organiser prior to preparing the TMP and prior to the event;
- 5c. 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;**
- 5d. the event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as a road closure is proposed for a section of Bulga Street between Wharf Street and Wollombi Road, St Albans from 1.00pm, 4 May, 2012, through to 6.00pm, 5 May, 2012; **a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council,**
- 5e. the event organiser **is to submit a Transport Management Plan (TMP) for the entire route/event to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement;
- 5f. the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$10,000,000, noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activities;**
- 5g. 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;
- 5h. the event organiser is to obtain the relevant approval to conduct the event from the Roads and Maritime Services - RMS (formerly NSW Maritime); **a copy of this approval to be submitted to Council;**
- 5i. the event organiser is to obtain the relevant approval from the Office of Environment and Heritage to cross the Macdonald River; **a copy of this approval to be submitted to Council;**
- 5j. the event organiser is to obtain written approval from Councils' Parks and Recreation Section for the use of a Council Park/Reserve;

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- 5k. 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;**
- 5l. the event organiser is to obtain approval from respective Land Owners for the use of their land as part of the route for the event; **a copy of this approval to be submitted to Council;**
- 5m. 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 detour route - 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);
- 5n. the event organiser is to notify the details of the event to 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;**
- 5o. 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 detour route - for at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 5p. 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 detour route - for 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;**
- 5q. the event organiser is required to liaise with the Upper Hawkesbury Power Boat Club (contact number 1300 440 730), who is the event organiser of the Bridge to Bridge Power Boat Race - Brooklyn to Windsor 2012 event, which is being held on 5 May 2012, along the Hawkesbury River and affecting the operation of the ferries;
- 5r. 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:**

- 5s. access is to be maintained for businesses, residents and their visitors;
- 5t. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 5u. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 5v. the cyclist are to be made aware of and are to follow all the general road user rules whilst cycling on public roads;
- 5w. in accordance with the submitted TMP and associated TCP, appropriate advisory signs, and traffic control devices are to be placed along the route, including the road closure points, during the event, under the direction of a traffic controller holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 5x. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;

**ORDINARY MEETING**  
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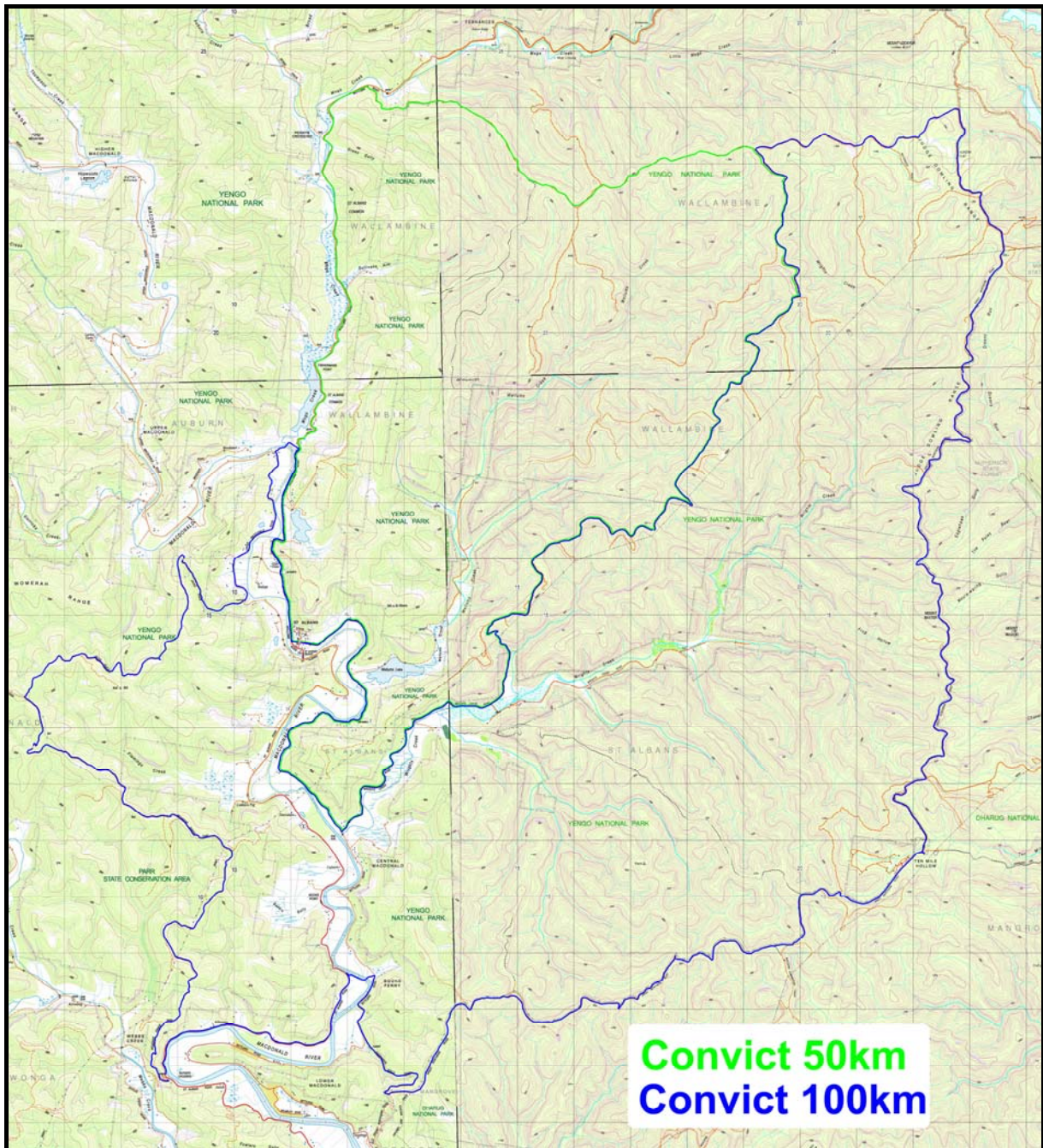
- 5y. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity, and,
- 5z. the Event organiser is to ensure that dust along the unsealed sections of road utilised by the event participants and those travelling 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 Route Plan - Convict 100 (formerly Dirt Works 100) Endurance Mountain Bike Classic 2012 - St Albans.
- AT – 2** Special Event Application - (ECM Document Nos. 3950530 and 3973875) - *see attached*



**AT – 1 Event Route Plan - Convict 100 (formerly Dirt Works 100) Endurance Mountain Bike  
Classic 2012 - St Albans.**





**Item 2.2      LTC - 13 February 2012 - Item 2.2 - Hawkesbury Triathlon Club Races, July 2012 - July 2013 - (Riverstone & Londonderry) - (80245, 89093)**

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**REPORT:**

**Introduction:**

An application has been received from the Hawkesbury Triathlon Club seeking approval (in traffic management terms) to conduct Triathlon and Duathlon races generally on the last Sunday of each month from July 2012 to June 2013, utilising Deerubbin Park, Cornwallis, as a base area.

The event organiser has advised;

- The Triathlon and Duathlon Club races involve Swimming, Cycling and Running,
- The event has been held for the past 16 years,
- Maximum of 60 participants are expected,
- Approximately 20 spectators are expected,
- Event Schedule:

**2012**

Sunday July 29, 2012 Duathlon 8.00 - 11.00am  
Sunday August 26, 2012 Duathlon 8.00 - 11.00am  
Sunday September 30, 2012 Triathlon 7.00 - 10.00am  
Sunday November 25, 2012 Triathlon 7.00 - 10.00am  
Sunday December 16, 2012 Triathlon 7.00 - 10.00am

**2013**

Sunday January 27, 2013 Triathlon 7.00 - 10.00am  
Sunday February 24, 2013 Triathlon 7.00 - 10.00am  
Sunday March 24, 2013 Triathlon 7.00 - 10.00am  
Sunday April 28, 2013 Duathlon 8.00 - 11.00am  
Sunday May 26, 2013 Duathlon 8.00 - 11.00am  
Sunday June 30, 2013 Duathlon 8.00 - 11.00am

- Event Description:

**Triathlon**

Swim: 750m - Three laps within the Hawkesbury River

Cycle: 20km - Two laps of the following route;

Start in the vicinity of Deerubbin Park, Cornwallis,

Along Cornwallis Road

Turning left into Cupitts Lane

Turning left into Percival Street

Turning left into Hawkesbury Valley Way - RMS road (Formerly Richmond Road)

Turning left into Moses Street

Turning left into Greenway Crescent and back to Deerubbin Park

Run: 5km - Four laps (within Deerubbin Park and Cornwallis Road)

**Duathlon**

Run: 2.5km - Two laps (within Deerubbin Park and Cornwallis Road)

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Cycle: 20km - Similar to Triathlon  
Run: 5km- Similar to Triathlon

- No road closures are required,
- Road Marshalls will be positioned along the route,
- Approval for the use of Deerubbin Park has been provided by the Hawkesbury Sports Council Inc.

Refer to Attachment 1 for details of the Event Route.

**Discussion:**

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

The event organiser has submitted the following items in relation to the event: Attachment 2 (ECM Document No: 3956492):

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. Club Race Dates 2012/2013 and Event Route Plan for the 2012/2013 events;
5. Copy of correspondence from the Hawkesbury Sports Council Inc. granting permission for the use of Deerubbin Park;
6. Copy of the Advertisement to be placed in the Hawkesbury Courier and Hawkesbury Gazette – example used for the November 2011 event;
7. Copies of correspondence to be forwarded to the NSW Ambulance Service, NSW Rural Fire Service, Fire and Rescue NSW, SES, RAAF, NSW Taxi Council, Westbus, Hawkesbury Valley Bus Service, Residents and adjoining Businesses.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Kevin Conolly, MP (Riverstone), seconded by Snr Constable B Phillips.

That:

1. The Hawkesbury Triathlon and Duathlon Races event, utilising Deerubbin Park, Cornwallis, as a base area planned for;

**2012**

Sunday July 29, 2012 Duathlon 8.00 - 11.00am  
Sunday August 26, 2012 Duathlon 8.00 - 11.00am  
Sunday September 30, 2012 Triathlon 7.00 - 10.00am  
Sunday November 25, 2012 Triathlon 7.00 - 10.00am  
Sunday December 16, 2012 Triathlon 7.00 - 10.00am

**2013**

Sunday January 27, 2013 Triathlon 7.00 - 10.00am  
Sunday February 24, 2013 Triathlon 7.00 - 10.00am  
Sunday March 24, 2013 Triathlon 7.00 - 10.00am  
Sunday April 28, 2013 Duathlon 8.00 - 11.00am  
Sunday May 26, 2013 Duathlon 8.00 - 11.00am

Sunday June 30, 2013 Duathlon 8.00 - 11.00am

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).

2. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
3. It is strongly recommended that the event organiser becomes familiar with the contents of 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 that explains the responsibilities of the event organiser in detail.
4. It is strongly recommended that the event organiser visits Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/organising-an-event>, and refers 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 are familiar with the contents and requirements of this information. The approval conditions listed below relate only to matters relating to the traffic management of the event.
5. 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:**

- 5a. the event organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Occupational Health and Safety Act 2000; (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>);
- 5b. 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 / site by the event organiser prior to preparing the TMP and prior to the event;
- 5c. 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;**
- 5d. the event organiser is to obtain approval from the Roads and Maritime Services - RMS (formerly RTA) as the event will traverse across Rickaby's Creek Bridge along Hawkesbury Valley Way; **a copy of the Roads and Maritime Services - RMS (formerly RTA) approval to be submitted to Council;**
- 5e. the event organiser **is to submit a Transport Management Plan (TMP) for the entire route/event incorporating a Traffic Control Plan (TCP) to Council and the Roads and Maritime Services - RMS (formerly RTA)** for acknowledgement. The TCP should be prepared by a person holding appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA) to satisfy the requirements of the relevant Work Cover legislation;
- 5f. as the event will traverse Rickaby's Creek Bridge along Hawkesbury Valley Way, the event organiser is to **submit to Council a copy of its Public Liability Policy** in an amount not less than **\$20,000,000 noting Council and the Roads and Maritime Services - RMS (formerly RTA) as interested parties on the Policy** and that Policy is to cover **both on-road and off-road activity;**
- 5g. the event organiser is to obtain the relevant approval to conduct the event along the

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Hawkesbury River from the Roads and Maritime Services - RMS (formerly NSW Maritime); **a copy of this approval to be submitted to Council;**

- 5h. the event organiser is to advertise the event in the local press stating the entire route/extent of the event and the traffic impact due to the event, two weeks prior to the event; **a copy of the proposed advertisement has been submitted to Council** (indicating the advertising medium);
- 5i. 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 has been submitted to Council;**
- 5j. 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 for at least two weeks prior to the event; **a copy of the correspondence has been submitted to Council;**
- 5k. the event organiser is to directly notify all the residences and businesses which may be affected by the event for 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 has been submitted to Council;**
- 5l. 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:**

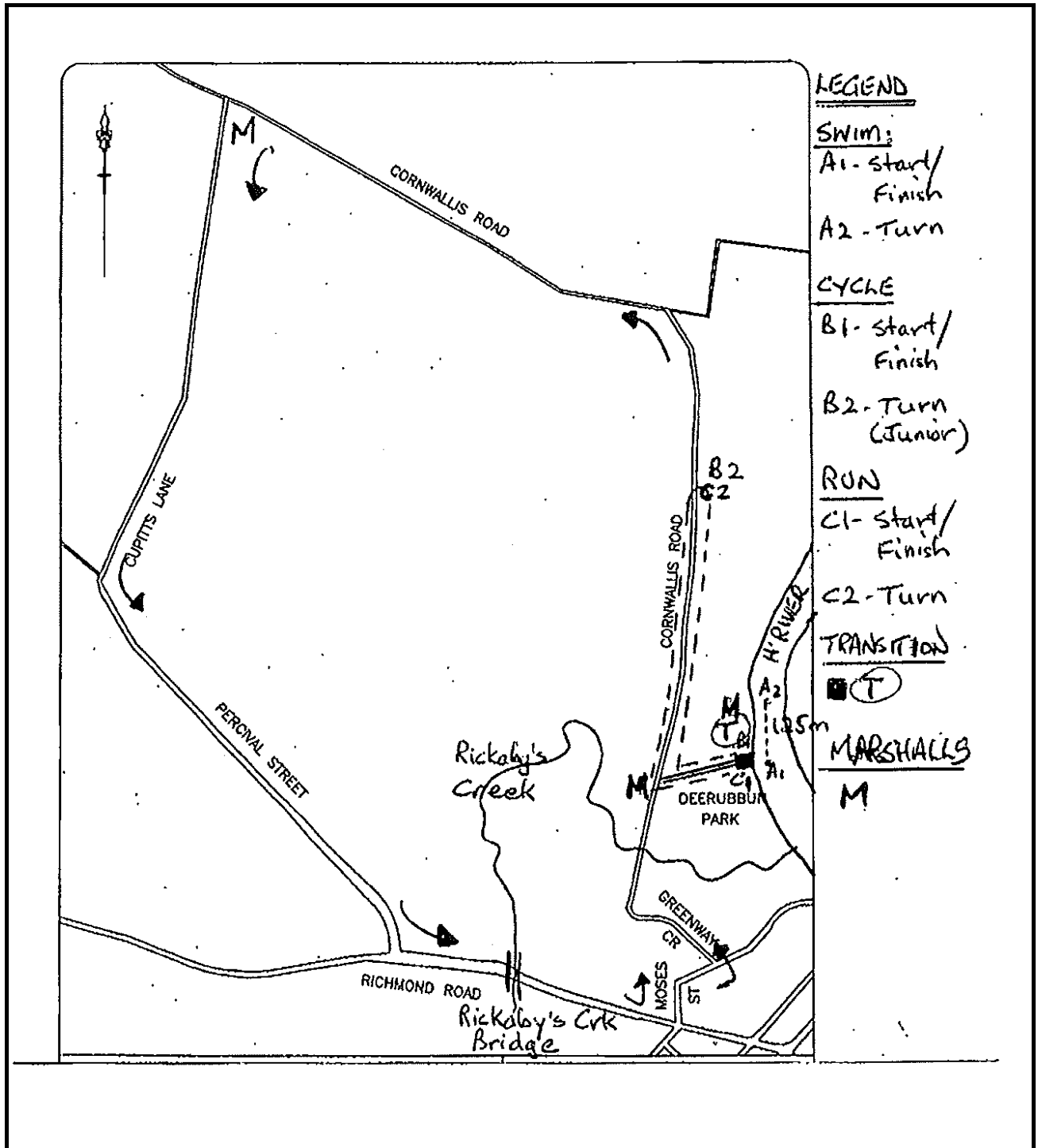
- 5m. access is to be maintained for businesses, residents and their visitors;
- 5n. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 5o. all traffic controllers / marshals operating within the public road network are to hold appropriate certification as required by the Roads and Maritime Services - RMS (formerly RTA);
- 5p. the runners/cyclist are to be made aware of and are to follow all the general road user rules whilst running/cycling on public roads;
- 5q. 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);
- 5r. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event; and,
- 5s. all roads and marshalling points are to be kept clean and tidy, with all signs and devices to be removed immediately upon completion of the activity.

**APPENDICES:**

**AT - 1** Hawkesbury Triathlon Club Races 2012-2013 Event Route Plan

**AT - 2** Special Event Application - (ECM Document No. 3956492 ) - *see attached*

AT – 1 Hawkesbury Triathlon Club Races 2012-2013 Event Route Plan



**SECTION 3 - Reports for Information**

**Item 3.1      LTC - 13 February 2012 - Item 3.1 - RTA Advice on Right Turn Lane on Bells Line of Road at Hermitage Road, Kurrajong Hills - (Hawkesbury) - (80245, 73621, 79958)**

**Previous Item:**      Item 4.1, LTC (19 October 2011)

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**REPORT:**

At the Local Traffic Meeting on 19 October 2011, a matter was raised on behalf of Mr Williams, MP advising that he had received correspondence from a resident of Hermitage Road, Kurrajong Hills, requesting a turning lane be provided for vehicles turning right onto Hermitage Road from Bells Line of Road.

Following recommendation by the Local Traffic Committee, Council at its meeting held on 8 November 2011 resolved:

*"That:*

1.      *The information be received.*
2.      *The RTA undertake investigation to determine if a Right turn lane is required from Bells Line of Road to Hermitage Road, Kurrajong Hills."*

Correspondence has been received from the Roads and Maritime Services - RMS (formerly RTA) (ECM Doc. No. 3949462) advising the following:

*"Thank you for your letter to Roads and Maritime Services about the possibility of a right turn lane on Bells Line of Road and Hermitage Road, Kurrajong.*

*On 1 November 2011 a new organisation called Roads and Maritime Service (RMS) was formed to replace the Roads and Traffic Authority and NSW Maritime. RMS will focus solely on delivering quality services to the customer.*

*This intersection has been investigated by RMS, which showed that the speed zone on Bells Line of Road is 60 km/h with a number of speed signs located within the surrounding area of both approaches to the intersection.*

*Right turn lanes are considered where there is heavy demand for the right turn lane requiring storage of right turning vehicles. This location does not generate the demand for the right turning lane.*

*A review of the westbound sight distance on Bells Line of Road on approach to the intersection shows that this intersection exceeds the Safe Intersection Sight Distance requirements set out by RMS.*

*A search of the recorded crash history revealed no recorded crashes since 2006.*

*Hermitage Road can also be accessed by the signalised intersection at Bells Line of Road and Mill Road. This intersection has a westbound right turn lane and provides controlled right turn movements.*

*As such, the request for a right turn lane on Bells Line of Road is not supported at this time."*

In summary, the request for a right turn lane from Bells Line of Road to Hermitage Road, Kurrajong Hills, is not supported by the RMS, based on the assessment undertaken by them which included crash history, sight distance, traffic demand and the availability of an alternate controlled intersection at Mill Road.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Richard McHenery, seconded by Snr Constable B Phillips.

That the information be received.

**APPENDICES:**

There are no supporting documents for this report.

**SECTION 4 - General Business**

**Item 4.1      LTC - 13 February 2012 - QWN 4.1 Intersection of George Street and Johnson Street, Windsor**

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**REPORT:**

Mr K Conolly raised concerns in relation to a recent accident at the intersection of George Street and Johnston Street, Windsor, where a truck collided with the awning of the Royal Exchange Hotel. Mr Conolly requested an update on the current situation with the intersection.

Mr C Amit advised the committee that a Traffic Study was undertaken for the Windsor Township in 2011. One of the recommendations from this report was to investigate the option of providing a No Left Turn from George Street into Johnston Street. The findings of the report were reported to Council with Council resolving that *"the left turn restriction for vehicles over 8.0 metres from George Street into Johnston Street, Windsor be investigated to achieve the change"*.

A Traffic Management Plan is required to be prepared in accordance with the Guidelines set by RMS "Procedures for use in the Preparation of a Traffic Management Plan (TMP)". In formulating the TMP, the findings and recommendations from the traffic study as well as the results of public consultation needs to be included to full fill the requirements of the Traffic Management Template. It is proposed to undertake the public consultation during the first half of 2012.

Mr C Amit advised the committee that the recent accident was the result of the truck travelling along Johnston Street towards George Street (opposite to the One-Way direction). This accident was not the result of the vehicle turning left from George Street into Johnston Street.

The previous accident history of trucks colliding with the awning was attributed to trucks gaining access to the Riverview Shopping Centre loading area via George Street and Johnston Street. The conditions of Development for the Riverview Shopping Centre site is that all trucks/deliveries are to be undertaken in Johnston Street, gaining access from The Terrace. In recent times this practice has been adhered to.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Kevin Conolly, MP (Riverstone), seconded by Councillor Kim Ford.

That the necessary steps be undertaken to implement the left turn restriction for vehicles over 8.0 metres from George Street into Johnston Street, Windsor.

**APPENDICES:**

There are no supporting documents for this report.

**Item 4.2      LTC - 13 February 2012 - QWN 4.2 Traffic Issues at the Intersection of Richmond Road and The Driftway, Clarendon**

**REPORT:**

Mr R McHenery raised a matter relating to a recent article in the Hawkesbury Gazette concerning potential accidents at the intersection of Richmond Road and The Driftway, Clarendon.

The article indicated, in part: *"you're driving along Richmond Road heading west and turning into the Driftway. You move over to the left into the breakdown lane to allow those behind you to overtake without slowing. A car in the Driftway sees your indicator and pulls out, not realising there's a car next to you on the main roadway, and bang"*.

Mr McHenery advised the Committee that several measures were undertaken in 2012 by RMS, at the intersection, which included upgrading warning signs at the intersection, changing the Giveaway signs in The Driftway to Stop signs, repositioning the holding line in The Driftway, closer to the intersection to improve the sight lines for vehicles exiting The Driftway.

Mr McHenery advised the committee that RMS wanted Council to investigate this matter as it related to a local road. Mr C Amit advised the Committee that based on the measures undertaken in 2010 by RMS, the local road issues appear to have been catered for. The Committee felt that the issue is along Richmond Road and that RMS need to further investigate this matter and consider options such as providing a dedicated left turning lane or an intersection treatment measure such as a roundabout.

Mr McHenery indicated to the Committee, that whilst the provision of the left turning lane appeared to be a quick fix, there needs to be sufficient road space to allow for the continuation of the on-road cycleway and road shoulder.

It was agreed by Committee members that drivers need to take responsibility for their actions and whilst drivers along Richmond Road are trying to do the right thing, the action of moving to the breakdown lane is causing more of a problem than good. These views were also covered in the Gazette article.

The outcome from the Committee discussion is that RMS and Council will further investigate this intersection with the NSW Police Force to analyse the recent accident history data to ascertain if it relates to speeding traffic.



**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Richard McHenery, seconded by Mr Kevin Conolly, MP (Riverstone).

That:

1. Council investigate available options to improve traffic safety for vehicles exiting The Driftway into Richmond Road, Clarendon.
2. RMS to consider options on Richmond Road at The Driftway, Clarendon, to improve traffic safety for vehicles both travelling along Richmond Road as well as vehicles exiting The Driftway into Richmond Road.
3. The NSW Police Force investigates the accident history at the intersection of Richmond Road and The Driftway, Clarendon, to ascertain if the accidents are speed related.

**APPENDICES:**

There are no supporting documents for this report.

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held on Wednesday, 12 March 2012 at 3:00pm in the Large Committee Rooms.

The meeting terminated at 4:20pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
Questions for Next Meeting

**QUESTIONS FOR NEXT MEETING**

**Councillor Questions From Previous Meetings and Responses - (105109)**

**REPORT:**

**Questions - 14 February 2012**

#	Councillor	Question	Response
1	Whelan	Enquired if Council had a plan to remove critical documentation in the event of a major flood and if Council does; where and what is the process.	<p>Director Support Services advised that Council documentation is stored electronically in Council's document management system. Other Council data is stored in Council's core business systems. The documentation and data is stored in Council's administration data centre which is replicated and backed up at least daily to Council's IT disaster recovery site.</p> <p>Also, all core data is backed up daily to tape, with tapes being relocated to a third site on a weekly basis and stored in a fireproof safe.</p> <p>In addition, Council stores various older documentation at the Government Records Repository at Kingswood.</p>
2	Bassett	Enquired how the issue with Hawkesbury Radio was going and asked if we had received receipts for our membership payments. He enquired when the membership list would be made public as it was due this week.	The General Manager advised that Council does not appear to have any record of receiving receipts for membership payments. A request has been forwarded to view the membership register, which has been forwarded to the Board.
3	Tree	Enquired about the laneway off Hereford Street heading towards the high school and that there is a large amount of vandalism and graffiti in the area, residents have reported issues to Council and enquired if Council Officers were aware of it and if action has taken place.	Director Infrastructure Services advised that the area has been inspected. Instructions have been issued for mowing of the laneway and removal of any graffiti on public assets. It should be noted that responsibility for graffiti on private property (including fencing) is the responsibility of the property owner.

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

#	Councillor	Question	Response
4	Williams	Enquired if Council has any responsibility or anything to do with what is happening at the Wilberforce Abattoirs if we had to inspect the premises.	<p>Director City Planning advised that the authorities charged with the responsibilities of inspecting the operations of the Abattoir are, the NSW Department of Primary Industries, and the NSW Food Authority.</p> <p>Matters relating to animal cruelty rest with NSW Department of Primary Industries, the RSPCA and/or NSW Animal Welfare League.</p> <p>Council has no jurisdiction, nor any powers to carry out any form of inspections of the areas of concern on the premises.</p>
5	Williams	Enquired if the following major potholes could be filled: South side of the Sackville Shops in the south bound lane; and, Blaxland's Ridge Road on the east bound lane about three or four kilometres from the Putty Road.	Director Infrastructure Services that repair/maintenance was carried out to these areas during the week ending Friday, 17 February 2012.
6	Paine	Enquired if the potholes in Francis Street could be filled.	Director Infrastructure Services that repair/maintenance was undertaken during the week ending Friday, 17 February 2012.
7	Porter	Enquired about Windsor Wharf and requested an update of what was happening.	Director Infrastructure Services advised that works have been slightly delayed by manufacturing issues. The contractor has advised that pontoon delivery will occur at the end of March (weather dependant) and final site works are anticipated to be completed by end May 2012.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**

Questions for Next Meeting



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meeting

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