



Hawkesbury City Council

attachment to item 217

Individual Policy Details

date of meeting: 30 October 2007
location: council chambers
time: 5:00 p.m.

Policy Number:	PEU0016Z
Policy Title:	Advertising Signs on Motor Vehicles and Motor Vehicles for Sale on Public Places
Origin Department:	EVD
Keywords:	advertising
File Number:	GT070/020
Date Adopted/Amended:	11/02/1997
Adopted By:	Ordinary

Policy Text:

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1. Council resolve to amend the provisions of HLEP 1989 to include "Prohibited Signs".
 2. Council resolve to pursue the unauthorised parking of motor vehicles displayed for sale on public places under the provision of Section 68 of the Local Government Act (1993).
 3. Council adopt the following procedure in respect of motor vehicles displayed for sale in a public place :
 - i .Public notice be given of Council's intention to control and regulate the unauthorised parking of motor vehicles displayed for sale on public places.
 - ii. Signs be erected in prominent locations to give notice of the unauthorised parking of motor vehicles displayed for sale.
 - iii. Warning letters be issued for first offence for vehicle to be removed and not placed in public place displayed for sale.
 - iv. Should vehicle continue to be parked in public place displayed for sale after first offence a \$200 (two hundred) fine will be issued.

Policy Number: PAE0034Z
Policy Title: Alfresco Dining

Origin Department: CSV
Keywords: Alfresco, Dining
File Number: GC283/134 PT01
Date Adopted/Amended: 10/06/1997
Adopted By: Ordinary

Policy Text:

Support in principle is given to the concept of Alfresco Dining in the Hawkesbury subject to appropriate conditions being met.

Council, under the Local Government Act, is responsible for the care and control of roads and footpaths. Consequently, it has an obligation, amongst other things, to ensure that these areas are kept clear from obstruction as appropriate. In the case of the alfresco dining, the following points should be considered:

1. Pedestrians should be able to easily pass by without being forced onto the roadway.
2. Exposed hot food counters, boilers or urns are not to be placed on public areas.
3. The proprietor must satisfy Council that there is in place a public liability cover by way of a Certificate of Currency indemnifying the proprietor and Council in respect of occupancy of Council's land to the value of \$10m (ten million).
4. Regular inspections are to be undertaken to effectively control the areas to be set aside for "Alfresco" dining.

Council continues to support "alfresco" type dining on the timber decking located within Thompson Square at Windsor, subject to applicants meeting Council policies for this type of activity and continued Heritage Council consultation.

Policy Number: PAB0010G
Policy Title: Annual Christmas Donation

Origin Department: GMA
Keywords: christmas, donation, appeal
File Number: GF008/001
Date Adopted/Amended: 10/12/2002
Adopted By: Ordinary
Policy Text:

Funds of \$1000.00 be made available from the Donations Budget each year to assist in providing food and gifts to disadvantaged members of the community at Christmas.

Policy Number: PIJ0030L
Policy Title: Bridle Paths

Origin Department: ENG
Keywords: horses, equestrian
File Number:
Date Adopted/Amended: 13/10/1981
Adopted By: Ordinary
Policy Text:

Every consideration be given in future construction of roads in the non-urban areas for the provision of equestrian access clear of the carriageway.

Policy Number: PEA0114Z
Policy Title: Development on Unsewered Land

Origin Department: EVD
Keywords: unsewered
File Number:
Date Adopted/Amended: 5/05/1995
Adopted By: Ordinary Meeting

Policy Text:

The only development to be approved in respect of unsewered land that will rely on tanker removal of septic tank effluent are as follows:

- a) single dwelling houses
- b) light industry and single shops which do not require a water supply greater than that which can be delivered via a normal domestic connection without on-site storage; OR which are not connected to a reticulated water supply.

Subdivisions of unsewered land that will rely on tanker removal of septic tank effluent will not be approved.

The above issues will be reassessed when alternative disposal facilities are available.

Policy Number:	PEU0020Z
Policy Title:	Genetically Engineered or Modified Food
Origin Department:	EVD
Keywords:	genetic, modify, food, GE, GM
File Number:	GE020/009 PT02
Date Adopted/Amended:	12/06/2001
Adopted By:	Ordinary
Policy Text:	

Position Statement

1. Adopt a precautionary approach to the release of GMO's (genetically modified organisms) in the open environment until the safety to humans, animals and the environment has been proven through independent testing.
2. Part 1 shall not apply to genetic engineering experimentation taking place in an enclosed environment under the supervision of the University of Western Sydney.
3. Advise the Gene Technology Regulator that Hawkesbury Council is firmly opposed to the release of GMO's into the open environment and declare Hawkesbury City to be a GE Free Zone.
4. Endorse Council's previous resolution to urge for the detailed labelling of all products containing GM organisms.
5. a) Write to all suppliers of foodstuffs used at facilities directly operated by Council, seeking assurances that no products containing GE crops or GM ingredients are used in their production. Where the manufacturer or provider is unable or unwilling to give such assurances, Council discontinue the use of any foodstuffs or food services from that source.

b) Require that all new contracts for the provision of food to Council services and functions to specify that all reasonable steps are taken to ensure that all produce supplied shall be GE free.

Policy Number:	PAE0043G
Policy Title:	Grants and Donations Policy
Origin Department:	GMA
Keywords:	grant, donation, funds,
File Number:	GF008/001
Date Adopted/Amended:	12/06/2001
Adopted By:	Ordinary
Policy Text:	

Grants and Donation Policy

Council receives many and varied requests from individuals and groups for financial assistance.

Background

Assistance is provided under the following programs;

The Minor Assistance Program allows for donations of up to \$150 by Council in response to specific requests for one-off projects/initiatives that arise throughout the year and which are outside the Community Donations Program.

The Community Donation Program supports community projects and initiatives which have little opportunity of obtaining funds from other sources and that show benefit to the Hawkesbury community.

The Education Donation Program supports educational initiatives within the City.

Cultural and Arts Sponsorships are provided to local organisations and festival organisers to enable participation in the Fruits of the Hawkesbury arts and cultural festival. From time to time assistance is provided to organisers of events and activities which enhance the arts and cultural opportunities for local residents, for example, sponsorship of a local festival.

Hawkesbury Equity and Access Seeding Grants Program has been established to assist community groups support the development of access and equity initiatives.

Hawkesbury Community Transport Fund has been established to enable non profit community groups to hire Council's Community Youth and Access bus at a subsidised rate.

The Local Heritage Assistance Fund is aimed at preserving and protecting the Hawkesbury's built heritage, provides support for owners of items of heritage as listed in the Hawkesbury Local Environmental Plan.

The Hawkesbury Sister City Program provides financial assistance to the value of \$500.00 annually to each of the six students selected by the Sister City Committee to participate in an exchange to one of Hawkesbury's Sister Cities.

Definition of Donation

Donations provided by Hawkesbury City Council can be financial in nature or an in-kind donation, for example, publicity, postage, stationery, advertising, printing, and administration support.

Priority is given to projects or initiatives which meet one or several of the following objectives:

- assist or service residents in the Hawkesbury City local government area. Any organisation outside the Hawkesbury area applying for support would need to demonstrate that the resource/service is utilised by Hawkesbury residents;
- meets an identified community need;
- is an innovative community initiative;
- supports community development and self-help;
- is submitted by an incorporated body.

Council reserves the right to vary the level of financial assistance as a result of variations to budget decisions and corporate priorities.

Seed funding through the Community Donations Program is a priority.

Eligibility:

The following eligibility criteria relates to groups requesting support in regard to the Minor Assistance Program, Community Donation and Cultural and Arts sponsorship.

- non-profit organisations/community groups based in Hawkesbury local government area can apply for assistance. Activities of such groups must be aimed at Hawkesbury residents;
- preference is given to incorporated groups, or those in the process of incorporation;
- Priority is given to organisations where no alternative source of funding exists;
- Political organisations are not eligible for grants

Groups are eligible for one grant per financial year. Projects where opportunities for partnerships with other bodies exist, or where dollar-for-dollar arrangements can be made, are encouraged.

To be eligible for funding, organisations will need to show that they support equal opportunity for all people and be non-discriminatory in access to benefits or services provided by the group/organisation.

Individuals requesting support must be a resident of the Hawkesbury City local government area.

Requests must be received in writing.

The following criteria relate to the Education Donation Program

- funds will only be made available to educational institutions within the City or those outside the City who have a substantial number of students who are Hawkesbury residents.

The following Eligibility criteria relates to the Hawkesbury Equity and Access Seeding Grants program.

- funds will be made available to incorporated non-profit community groups (or community groups which are sponsored by an Incorporated Association, Registered Charity or similar legal entity) who provide direct services or facilities to Hawkesbury residents.

The following eligibility criteria relate to the Hawkesbury Community Transport Fund

- Funds will be made available to not-for-profit community groups who provide direct services or facilities for Hawkesbury residents who and who are not eligible for HACC related community transport services or transport services funded by the Department of Community Transport.

The following eligibility criteria relate to the Local Heritage Assistance Fund

- All property owners of recognised heritage items, with the exception of Council and Government Departments, are eligible to apply for assistance from the Fund. Preference for funding assistance will, however, be given to those items formally identified in Schedule 1 of Hawkesbury Local Environmental Plan 1989.

- Only projects involving appropriate conservation works will be eligible for assistance. Appropriate conservation works includes work involving the repair, maintenance or reinstatement of missing items on heritage buildings and items in the City. Examples of appropriate conservation work include traditional fences, verandahs, roof cladding and decorative detail.

- Projects not eligible for assistance include routine maintenance, the purchase of a building, the relocation of a building, new additions or extensions or unsympathetic work. Assistance will generally not be provided where funding is reasonably available from another source, where assistance has been previously provided or where another project is yet to be completed.

The following criteria relate to the Hawkesbury Sister City Program

- Students applying must be recommended by the Hawkesbury Sister City Committee, they must live or attend school in the Hawkesbury Local Government area.

Funding Guidelines:

Minor Assistance Program

Minor Assistance Programme donations can be up to \$150.00 and can be assessed at the discretion of the Mayor, General Manager and/or Manager for Policy & Corporate Communications. Support under this programme can be provided to individuals. This funding is available as required throughout the year.

Donation requests for individuals for participation in, for example, sporting, academic, artistic competitions, is generally assessed on the following basis:

- State Level within the state - \$50.00
- State Level interstate - \$50.00
- National Level within state - \$50.00
- National Level interstate - \$100.00
- National Level overseas - \$100.00
- International within State - \$50.00
- International interstate/Overseas - \$100.00

Groups / teams with five Hawkesbury residents or more cannot be supported on an individual basis, however, support to the group / team as a whole of up to \$500.00 may be given.

Donations of gifts requested by people representing the Hawkesbury going overseas in an official capacity can be obtained at the discretion of the Manager Policy and Corporate Communications, for example, book of the Hawkesbury, etc.

Donations of items up to the value of \$100.00 may be given to groups that request items for raffles, auctions, prizes etc. Items could include books, passes to Council-owned swimming pools, worm farms, compost bins, etc.

Community Donation Program

Appeals

Appeals from organisations outside the Hawkesbury Local Government area will not be considered due to the limited donations budget, with the exception of organisations that provide a specific service within the Hawkesbury Community.

Reimbursement of Rates

The reimbursement of rates to appropriate community groups may be provided, for example, CWA

groups, School of Arts facilities. Consideration of these requests will be given as part of the Community Donations Program process.

Access to Facilities

Council may assist community groups to access facilities such as Windsor Function Centre.

Support may be provided to groups once per financial year.

Assistance with Meeting Costs of Community Projects or Initiatives

Assistance may be given in-kind or as a financial donation towards costs.

National Events

Council may consider support of national events which have a demonstrated economic/ social benefit to the Hawkesbury.

The Education Donation Program

Scholarships

Council provides a contribution to scholarships provided by the University of Western Sydney-Hawkesbury. Council funds the cost of the Higher Education Support Scheme for three students.

Also under this program use of facilities at the Windsor Function Centre is provided for one school function plus rehearsal per financial year and for prizes for presentation ceremonies for each school at the end of the school year.

Cultural and Arts Sponsorship

Music, theatre, and dance performances and contests and exhibitions of all types of art and craft, together with community festivals are considered as part of the arts and cultural program for the financial year.

Hawkesbury Equity and Access Seeding Grants

This program will contribute up to \$3000 to community groups who provide direct services or facilities for Hawkesbury residents that will support the development of equity and access initiatives

Hawkesbury Community Transport Fund

Funds under this initiative are intended to assist transport disadvantaged community groups with limited resources. Funds can be made available to not-for-profit community groups and organisations who are not eligible for Home and Community Care related transport services or services funded by the Department of Transport.

The Local Heritage Assistance Fund

Funding is available, on a dollar for dollar basis, for a small number of conservation works on heritage items. A separate document of guidelines is available which details the criteria needed to be met.

The Sister City Program

Funds are available to assist in the costs associated with students selected by the Sister City Committee to visit one of Hawkesbury's Sister City. Students must meet the criteria of the committee in order to be selected into the program. Applications for financial assistance from Council are made by the Sister City Committee on behalf of the students.

Environmental Initiatives

Requests for support of community services projects are directed to Council's Parks and Recreation Manager for recommendation and may be considered for a financial contribution if:

- there is an obvious gap in services which can be filled or catered for by the provision of funds;
- it is intended as one off contribution;
- other funding sources have been exhausted.

Community Development

Requests for support of community services projects are directed to Council's Community Services

Manager for recommendation and may be considered for a financial contribution if:

- there is an obvious gap in services which can be filled or catered for by the provision of funds;
- it is intended as one off contribution;
- other funding sources have been exhausted.

Capital Assistance Program

Are only supported if Department of Sport and Recreation have approved grant funding for the project. Council funds are a supplement.

How to Apply:

Minor Assistance Program

Requests for minor assistance (ie, under \$150) will be considered throughout the year. Request must be in writing and addressed to the General Manager.

Community Donations Program

Requests under the Community Donations Programme will be considered by Council twice a year in March and September. Guidelines and Application Forms are available by contacting Council's Public Relations Officer or on the Council's web site 'www.hawkesbury.nsw.gov.au'.

Cultural and Arts Sponsorship

Requests under the Fruits of the Hawkesbury program are considered June. Funding for all other types of cultural and arts sponsorship will be considered quarterly. Guidelines and Application Forms are available from Council's Community Arts and Events Co-ordinator or on Council's web site 'www.hawkesbury.nsw.gov.au'.

Education Donation Program

Requests for use of hall facilities will be considered in March and September of each year. Requests must be in writing and addressed to the General Manager.

Access and Equity Grants

Applications under the Hawkesbury Equity and Access Seeding Grants Program are considered in February. Guidelines and Application Forms are available from Council's Community Services staff or on Council's web site 'www.hawkesbury.nsw.gov.au'.

Hawkesbury Community Transport Fund

Applications under the Community Transport Fund will be considered in February. Guidelines and Application Forms are available from Council's Community Services staff or on Council's web site 'www.hawkesbury.nsw.gov.au'.

Local Heritage Assistance Fund

Applications under the Heritage Grants Program are considered annually. Guidelines and Application Forms are available from Council's Building and Development staff.

Sister City Program

Requests under the Sister City program will be considered throughout the year. Applications should be in writing addressed to the General Manager.

GST and Donations

The treatment of grants given to community groups depends on whether a grant is given with or without conditions and whether the group has an ABN and is registered for the GST.

When a group has an Australian Business Number (ABN) and is registered for the Goods and Services Tax (GST) and the grant is for a specific purpose or with conditions, GST is payable. Council must gross up the donation or grant to include the GST. These Groups will be required to supply Council with their ABN number and a Tax invoice.

If a group does not have an ABN, a Statement by Supplier form, available from Council, must be completed and no GST applies.

Also if there is no obligation tied to the grant or donation, GST is not payable

Conditions for approval

Applicants may not vary the grant funds for which they have been allocated without receiving written approval from Council.

Application Form

Details requested in the application form (available electronically or hard copy) include:

- description and scope of the project
- information about the group/person applying for funds
- location of the project
- level of community involvement
- level of project planning
- timing of the project (different stages)
- detailed budgets and cost estimates
- level of previous project experience
- details of independent financial audits - where a surplus exists, indicate the purpose of surplus funds.
- indicate how support by Council will be recognised
- The level of financial support from other sources

Policy Number:	PAB0004Z
Policy Title:	Hawkesbury District Eisteddfod Society
Origin Department:	CSV
Keywords:	Hawkesbury District Eisteddfod Society, Subsidies, Windsor Functi
File Number:	D64
Date Adopted/Amended:	27/07/1999
Adopted By:	Ordinary - Minute 787 Changed GPC
Policy Text:	

That Council subsidise the Hawkesbury District Eisteddfod Society for the use of the Windsor Function Centre on an annual basis for their Eisteddfod.

Further, that the hire rate for the requirements of the Eisteddfod be negotiated with the leasees of the Centre and the Eisteddfod Committee as required.

Policy Number: PCB0003Z
Policy Title: Hawkesbury Sports Council

Origin Department: CSV
Keywords: sport, sports council
File Number: GR30/30 Pt.1
Date Adopted/Amended: 10/12/1991
Adopted By: Ordinary - Minute 415
Policy Text:

Hawkesbury Sports Council is endorsed by Council to:

- ensure community participation in the management of selected Council- owned structured sporting facilities
- co-ordinate the maintenance and upkeep of these playing fields
- co-ordinate use and allocation of playing fields
- provide advice to Hawkesbury City Council regarding development of structured sporting facilities

Hawkesbury Sports Council Inc was given delegated authority to operate within the terms of the Rules of the Association in acting on behalf of Council in the care, control and management of designated Council facilities (Ordinary Meeting 10 December 1991).

Hawkesbury Sports Council maintains the responsibility of property insurance for Sports Council managed properties and requires the Sports Council to have appropriate public liability insurance.

Policy Number: PEA0024Z
Policy Title: Heritage Items - Development

Origin Department: EVD
Keywords: heritage, development
File Number:
Date Adopted/Amended: 14/08/1990
Adopted By: Ordinary - Minute 909
Policy Text:

Development Applications for demolition of heritage items be considered by the General Purpose Committee with the advice of Council's Heritage Officer to be sought as appropriate.

Policy Number: PIJ0031Z
Policy Title: Heritage Items - Horse Troughs

Origin Department: ENG
Keywords: heritage, horses
File Number: GC280/004 PT03
Date Adopted/Amended: 10/08/1999
Adopted By: Ordinary - (Adoption of GPC 27/7/99)
Policy Text:

Horse water troughs which are found at various locations throughout the City are considered to be integral parts of the area's history and are not to be removed or otherwise damaged. Further, these items are to be restored by Council when funds become available.

Policy Number: PAE0016Z
Policy Title: Information Signs

Origin Department: ENG
Keywords: Information, Signs, Community Facilities
File Number:
Date Adopted/Amended: 9/12/1986
Adopted By: Ordinary - Minute No 594
Policy Text:

As part of its policy for the provision of information signs, Council progressively provide additional signs to all community facilities from the nearest main road junction and subsequent intersections to their location. Signs to be implemented with the construction of new facilities.

Policy Number: PAE0027Z
Policy Title: Legal Action

Origin Department: GMA
Keywords: Legal Action, Solicitors
File Number:
Date Adopted/Amended: 22/01/1981
Adopted By: Management Executive Committee
Policy Text:

Before legal action is commenced all reasonable steps be taken for negotiations and settlement of the matter prior to the introduction of legal action.

Policy Number: PEE0006Z

Policy Title: Penrith Lakes Scheme

Origin Department: EVD

Keywords: penrith lakes, conservation, environment, heritage

File Number: GT090/003 PT08

Date Adopted/Amended: 13/05/1997

Adopted By: Ordinary

Policy Text:

Position Statement:

Council supports the conservation of the five (5) Macquarie Towns and items of environmental heritage and that it will support any investigation of alternative sand deposits to those found on the floodplain and, in particular, the off shore deposits off Broken Bay.

Policy Number: PEE0003Z
Policy Title: Self Enforcing Infringement Notice System

Origin Department: EVD
Keywords: infringement, fines
File Number: P155/10
Date Adopted/Amended: 8/05/1990
Adopted By: Ordinary (Adoption of GPC 24/4/90)
Policy Text:

That Council enrol and participate in the Self Enforcing Infringement Notice System operated by the Infringement Processing Bureau of the NSW Police Department.

Policy Number: PAE0040Z
Policy Title: Sydney's Second International Airport

Origin Department: MYR
Keywords: airport
File Number:
Date Adopted/Amended: 15/07/1999
Adopted By: Ordinary
Policy Text:

Position Statement:

Council does not support the current Badgery's Creek proposal due to environmental concerns, particularly in relation to air quality. Council does not at this stage wish to join the Western Sydney Alliance.

At the scale proposed, a second international airport at Badgerys Creek is not considered sustainable in the long term.