



# Hawkesbury City Council

## ordinary meeting business paper

date of meeting: 30 April 2013

location: council chambers

time: 6:30 p.m.



# mission statement

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

## **How Council Operates**

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

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

Ordinary Meetings of Council are generally held on the second Tuesday of each month (except January), and the last Tuesday of each month (except December), meeting dates are listed on Council's website. The meetings start at 6.30pm and are scheduled to conclude by 11:00pm. These meetings are open to the public.

When an Extraordinary Meeting of Council is held, it will usually also be held on a Tuesday and start at 6.30pm. These meetings are also open to the public.

### **Meeting Procedure**

The Mayor is Chairperson of the meeting.

The business paper contains the agenda and information on the items to be dealt with at the meeting. Matters before the Council will be dealt with by an exception process. This involves Councillors advising the General Manager by 3:00pm on the day of the meeting, of those items they wish to discuss. A list of items for discussion will be displayed at the meeting for the public to view.

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

### **Public Participation**

Members of the public can request to speak about an item raised in the business paper at the Council meeting. You must register to speak at a Council meeting. To register you must lodge an application form with Council prior to 3:00pm on the day of the meeting. The application form is available on the Council's website, from the Customer Service Unit and by contacting the Manager - Corporate Services and Governance on (02) 4560 4426 or by email at [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au).

The Mayor will invite registered persons to address the Council when the item is being considered. Speakers have a maximum of five minutes to present their views. The Code of Meeting Practice allows for three speakers on the Proponent side (i.e. in support) and three for the Respondent side (i.e. in objection). If there are a large number of speakers for one item, speakers will be asked to organise for three representatives to address the Council for either the Proponent or Respondent side (six speakers in total).

### **Voting**

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

### **Planning Decision**

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

### **Business Papers**

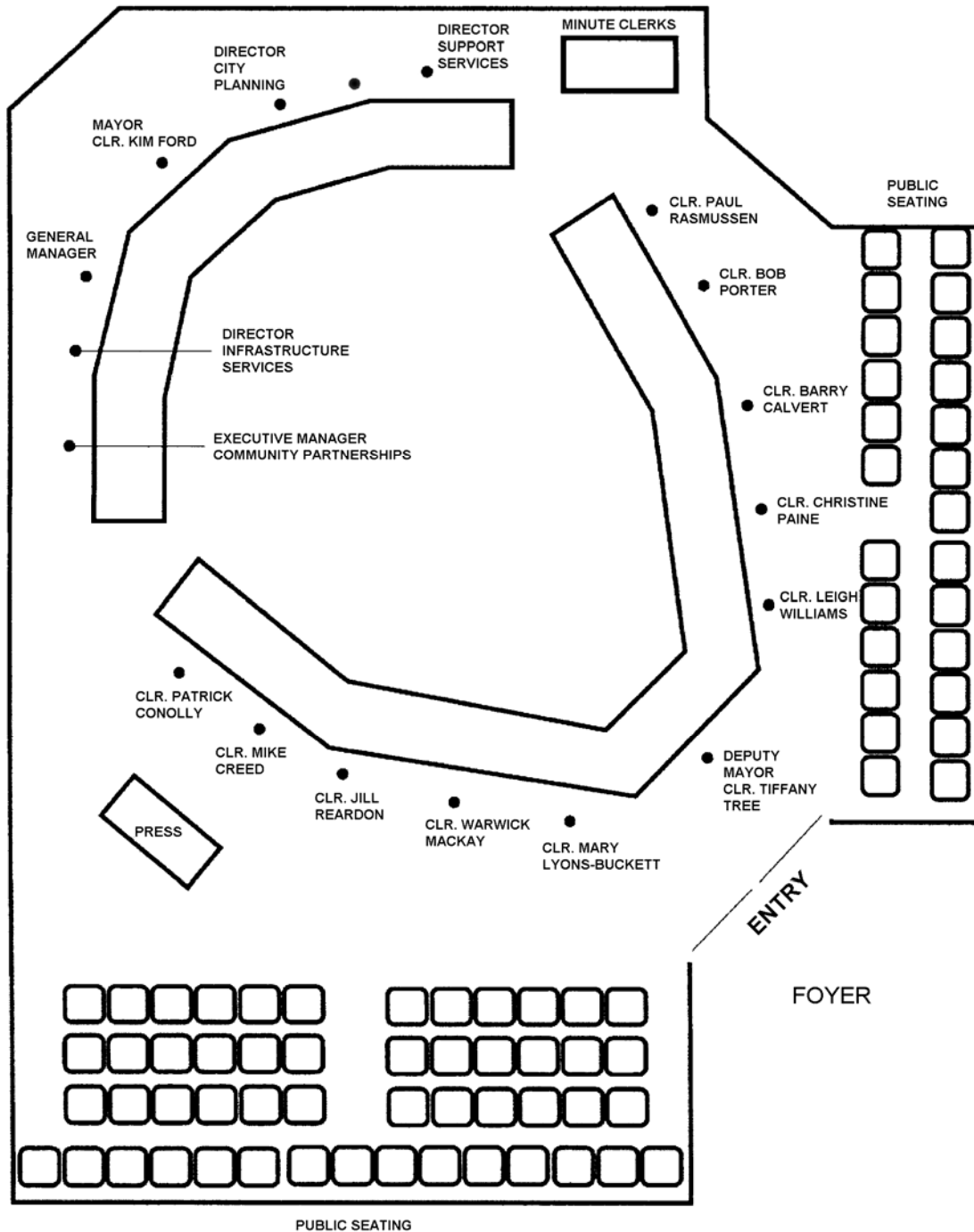
Business papers can be viewed online from noon on the Friday before the meeting on Council's website: <http://www.hawkesbury.nsw.gov.au>

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

### **Further Information**

A guide to Council Meetings is available on the Council's website. If you require further information about meetings of Council, please contact the Manager, Corporate Services and Governance on, telephone (02) 4560 4426.

# Hawkesbury City Council



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ordinary

section 1

confirmation of minutes

**ORDINARY MEETING**  
Confirmation of Minutes

**ORDINARY MEETING**  
Confirmation of Minutes

**SECTION 1 - Confirmation of Minutes**

The minutes of the Ordinary meeting held 9 April 2013 and Extraordinary meeting held 23 April 2013, are available and will be confirmed at the next Council meeting.

**ORDINARY MEETING**  
Confirmation of Minutes

ordinary

section

3

notices of motion

**ORDINARY MEETING**

Notices of Motion

**ORDINARY MEETING**

Notices of Motion

**SECTION 3 - Notices of Motion**

**NM1 - Gaps in Services for Homeless People - (79351)**

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**Submitted by:** Councillor P Conolly

**NOTICE OF MOTION:**

That Council invite Helping Hands, Hawkesbury Community Kitchen, Wentworth Housing and other agencies involved in providing practical assistance to homeless people to a forum with Council to discuss the gaps in services to homeless people in the Hawkesbury.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF NOTICE OF MOTION Oooo**

**ORDINARY MEETING**

Notices of Motion



ordinary

section 4

reports  
for determination

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## ORDINARY MEETING

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### SECTION 4 - Reports for Determination

#### GENERAL MANAGER

**Item: 65**                      **GM - 2013 Hawkesbury Local Business Awards (79351, 80198)**

**Previous Item:**            Item 55, Ordinary (8 May, 2012),  
                                 Item 84, Ordinary (10 May, 2011)

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#### **REPORT:**

##### **Executive Summary**

Council has been approached by Precedent Productions Pty Ltd seeking sponsorship of the 2013 Local Business Awards (Awards) in the Hawkesbury area. Precedent Productions manages about 21 Local Business Awards programs throughout the Sydney, Hunter and Illawarra regions.

The Hawkesbury 2013 Local Business Awards will be launched on Monday, 22 July 2013 and the Awards night will be held on Wednesday, 2 October 2013. Hence, the Awards program will be active during July, August and September in the area.

Council has been a sponsor of the Awards in the past and now needs to consider whether it wishes to be a sponsor of the 2013 Awards. It is considered that the Awards are one way in which Council can support and encourage the local business community.

##### **Consultation**

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

Council officers have liaised with business association groups about their support of the Awards, being Hawkesbury City Chamber of Commerce, Windsor Business Group and Kurrajong Community Forum. These groups encourage Council to sponsor the Awards. The groups are also working with the program provider, via Council officer facilitated communication, to continually develop and improve the Awards program to support business and the local economy.

##### **Background**

Historically, there have been two industry lead business Awards programs that have operated in the area and Council has sponsored both being:

- The Local Business Awards (Awards), operated by Precedent Productions.
- The Hawkesbury Business Excellence Awards, supported by Hawkesbury Newspapers (in partnership with the Hawkesbury Chamber). Not operational from 2010.

Council was a major sponsor of the Awards program in 2004 to 2008 and 2010 to 2012.

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Precedent Productions has approached Council seeking sponsorship of the 2013 Hawkesbury Local Business Awards. See Attachment 1. It is indicated that for the 2012 Awards some 9774 nominations were received, 184 local businesses were finalists and the presentation evening attracted 509 patrons. In the past, Council has been a major sponsor of the Awards for \$5,000; and an allocation of funds was included in the 2012/2013 Budget on this basis.

Details concerning the Awards are outlined in the Sponsorship Proposal shown in Attachment 2. Key points of the Awards are:

- The Award Region is determined by Hawkesbury Courier's distribution boundary and not Council's Local Government Area (LGA).
- The Award Program will run over the months of July, August and September for about 11 weeks.
- The Award's night (presentation) will be held at Windsor Function Centre.
- Entry is by customer nominations of a business or self-nomination of a business.
- Customer nominated business are shortlisted to finalists across a range of categories, based on votes received. Finalists participate in a judging process, including assessment by judges, 'mystery shopper' visits and/ or interviews.
- Self-nominated businesses are evaluated by judges.
- The judging process is based on customer experience, including business appearance and presentation; the range of products and/or services; value for money; and customer service.
- Weekly promotion of the Awards will be the Awards' media partner - Hawkesbury Newspapers' Hawkesbury Courier.
- Awards are also presented for the Youth Business Person of the Year and the Business Person of the Year, which is drawn from the finalist business. A recent category addition is for Business Longevity.
- Award winners receive trophies, media coverage and other gifts.

It is considered that Council should continue its support of the Awards in 2013, as it is of value to the business community as they provide it with an opportunity to recognise business success, achievement and leadership on an annual basis. The Awards can also be a promotions and advertisement strategy for local business. Therefore, the Awards are an important way in which Council can support business and local jobs. The Award's presentation night has been consistently well patronised over the years.

It is also considered that the Awards help achieve a good business partnership between the program organiser, the business community and Council, which is aiming to grow the Awards through a collaborative approach e.g. continual improvement. The business groups have helped the program organiser review awards categories, business status and the organiser's operations e.g. procedures, website content. The partnership is in line with strategies in the community strategic plan.

### 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 attract residents, visitors and businesses.*

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### Financial Implications

Sponsorship costs will be met from the approved 2012/2013 Budget allocation for strategic activities.

### RECOMMENDATION:

That:

1. Council sponsor the 2013 Local Business Awards to the value of \$5,000 (excluding GST) on the basis of further negotiations being undertaken with Precedent Productions concerning sponsorship benefits.
2. A Sponsorship Agreement be entered into with Precedent Production for the 2013 Local Business Awards.

### ATTACHMENTS:

- AT - 1** Precedent Productions' letter to Council seeking sponsorship of the 2013 Local Business Awards.
- AT - 2** Precedent Productions' Sponsorship Proposal for the 2013 Local Business Awards (*Distributed under separate cover*).

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### AT - 1 Precedent Productions' letter to Council seeking sponsorship of the 2013 Local Business Awards



1 March 2013

Fiona Mann  
Strategic Planner - Strategic Activities  
Hawkesbury City Council  
366 George Street  
Windsor NSW 2756



Dear Fiona,

#### **2013 Hawkesbury Local Business Awards**

We would be grateful if Hawkesbury City Council would once again give consideration to sponsoring the Hawkesbury Local Business Awards.

We will be launching the 2013 Hawkesbury program on Monday, 22 July with the Presentation Evening taking place on Wednesday, 2 October at Windsor Function Centre.

I have taken the liberty of attaching an Agreement with the relevant details of the 2013 program.

Should you require further information, please not hesitate to contact me.

We look forward to working with you on this prestigious awards program.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Steve Loe".

Steve Loe  
Managing Director  
Mobile: 0418 205 554

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Precedent Productions Pty Ltd — ABN 35 052 489 799  
1st Floor 30 Floss Street Hurlstone Park NSW 2193 — PO Box H211 Hurlstone Park NSW 2193  
Telephone: (02) 8577 5060 — Facsimile: (02) 8577 5066 — Email: steveloe@precedent.net

**ORDINARY MEETING**

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**2013 LOCAL BUSINESS AWARDS SPONSORSHIP AGREEMENT**

**PROGRAM** Hawkesbury Local Business Awards  
**SPONSOR LEVEL** Major  
**AMOUNT** \$5,000 plus GST

**Program Details**

**Program Launch** Monday, 22 July  
**Presentation Evening** Wednesday, 2 October  
**Venue** Windsor Function Centre  
Dight Street, Windsor

**Sponsor Details**

**Company Name** Hawkesbury City Council  
**Contact Person** Fiona Mann  
**Phone** (02) 4560 4579 **Mobile**  
**Email** fiona.mann@hawkesbury.nsw.gov.au

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I confirm that the details in the Agreement are correct and that I am authorised to enter into an agreement on behalf of Hawkesbury City Council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name in Full: \_\_\_\_\_

Authorised on behalf of Precedent Productions

Signed:

A handwritten signature in blue ink, appearing to read "Steve Loe".

Steve Loe, Managing Director

Date: 01 March 2013

PLEASE SIGN AND RETURN TO PRECEDENT PRODUCTIONS  
[steveloe@precedent.net](mailto:steveloe@precedent.net) or FAX (02) 8577 5066

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### 2013 Major Sponsor Coverage

|                             |   |
|-----------------------------|---|
| Nomination Coupons          | Logo on newspaper coupon<br>Logo on printed hand delivered coupon pads  |
| Finalist Kits               | Logo on Certificates<br>Logo on Finalist Information<br>Logo on Invitations<br>Opportunity to include marketing material  |
| Finalists and Winners Lists | Access to Finalists and Winners lists   |
| Media Coverage              | Pre-program Teaser Ads<br>Logo and comment in launch advertisement<br>Logo and comment in Winners Feature advertisement<br>Mentioned in editorials throughout 12 week program   |
| Website                     | Logo on program web pages<br>Direct link to Sponsor's website   |
| Presentation Evening        | Logo on Program<br>Logo on Guest List Billboards<br>30 second Audio Visual Commercial<br>Logo appearing on Large Screen<br>Two Speaking opportunities<br>Presentation of 3-6 categories<br>Six Complimentary Tickets<br>Logo on Award Trophies<br>Promotional material at event<br>Corporate signage in venue<br>Logo on Winner's Poster<br>Opportunity to present a prize draw |
| Post Presentation Evening   | Award trophy as Major Sponsor   |



oooO END OF REPORT Oooo



**CITY PLANNING**

**Item: 66**                      **CP - Application for Revocation of Dangerous Dog Order - (954987, 96330)**

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**REPORT:**

**Executive Summary**

An application to revoke a Dangerous Dog Order under Section 39(1) of the *Companion Animals Act*, that was previously issued by Council, has been received from the owner of the dog at Blacktown Road, Freemans Reach.

Under the provisions of the *Companion Animals Act*, the owner of a dog that has been declared dangerous can apply to the Council of the area in which the dog is ordinarily kept (whether or not it is the Council that made the declaration) for the declaration to be revoked. The application cannot be made until 12 months after the dog was declared dangerous.

It is proposed that the subject dangerous dog declaration be revoked now that the previous resolution of Council regarding the provision of adequate fencing has been satisfied.

**Consultation**

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

**Background**

Council placed a Dangerous Dog Order on the dog, a female cross Staffordshire Bull Terrier, on 28 January 2011.

The Order was placed in response to a report of the dog attacking a person walking along the street causing injuries to the person attacked, which required medical attention.

The dog is currently housed in a secure enclosure constantly, due to the legislative requirements, which the owner feels is unfair, as she believes that the dog is not dangerous, and has been falsely accused of the attack and is very friendly toward people and other animals.

This is the second request reported to Council for the revocation of the Order. On 26 June 2012 Council resolved the following:

*"That:*

1. *The dangerous dog declaration placed on the dog, a female Staffordshire Terrie X Bull Terrier on 28 January 2011 not be revoked until such time as the owner of the dog can demonstrate to Council's Animal Control Officers, that dogs kept on the property can be contained on the property, by installing suitable and adequate perimeter fencing of the house yard, to prevent them escaping into adjoining properties and public land.*
2. *The applicant be invited to make a further application to revoke the Dangerous Dog Declaration, once the fencing required by Part 1 above has been completed and approved by Council's Companion Animal Officer Supervisor.*

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3. *The applicant be notified in writing of the reasons for refusal of the revocation application of Dangerous Dog Declaration and invited to reapply for further consideration of this decision in accordance with Part 2 above."*

A further application to have the Dangerous Dog Order revoked was received from the dog owner on 12 February 2013 which resulted in an inspection of the property being conducted to ascertain compliance with the requirements of the resolution of Council in relation to the provision of adequate fencing.

Council's Animal Control Officers Supervisor attended the property on 7 March 2013 where the subject dog is housed and conducted an assessment of the fencing, and has reported the following:

*"On Thursday 7/3/13 .... inspected ... (the) property in respect to the possible revocation of the Dangerous Dog Order on her dog "Barney" micro chip number ....*

*On inspection, the property was well fenced, with chicken wire and square mesh fencing around the house yard perimeter. The fence was in good order. There was also a "containment system" in place, which consists of a wire run around the perimeter of the property and a collar with sensor placed on the dog. The sensor emits a signal to the dog as the dog approaches the wire, therefore encouraging the dog to stay away from the fence line.*

*It is my recommendation that the dangerous dog order on "Barney" be revoked, with the proviso that the dog is wearing a working containment collar at all times."*

Based on the satisfactory report by the Animal Control Officers Supervisor, that adequate fencing has now been provided to contain dogs kept at Blacktown Road, Freemans Reach, it is recommended that the Dangerous Dog Order be revoked.

Section 9.7.2. of the 2010 Guideline on the Exercise of Functions under the *Companion Animals Act*, stipulates that a dangerous dog order can only be revoked by a resolution of Council.

### Conformance to Community Strategic Plan

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

- Have friendly neighbourhoods, connected communities, and supported households and families.

### Financial Implications

No financial implications associated with this report.

### RECOMMENDATION:

That:

1. The dangerous dog order placed on the dog, a female Staffordshire Terrier X Bull Terrier, Micro Chip no. 982009101346501, be revoked, as Council's Animal Control Officers consider that it is suitable to have such order lifted now that adequate fencing has been provided.
2. In accordance with the requirements of the *Companion Animals Act*, Council notify the Director General of the revocation within seven days of its decision.
3. The subject dog is required to wear a working containment collar at all times whilst left in the yard unsupervised by a responsible adult person.
4. The applicant be notified in writing of the revocation of the dangerous dog order and the requirement of Part 3 above.

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**ATTACHMENTS:**

There are no attachments to this report.

**oooO END OF REPORT Oooo**

**Item: 67**                      **CP - Delegation to Council of certain Functions under the Plumbing and Drainage Act 2011 - (95498, 96330)**

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**REPORT:**

**Executive Summary**

The *Plumbing and Drainage Act 2011* (the Act) was passed by Parliament on 9 November 2011. The Act established a single scheme of regulation of on-site plumbing and drainage work in New South Wales and established NSW Fair Trading as the NSW plumbing regulator.

The Commissioner for Fair Trading is asking all councils that are within the area of operations of either Hunter Water or Sydney Water Corporation, but permit plumbing and drainage work that is not connected to services or assets of these two organisations, to have its powers delegated to the Council, in order to continue the important regulatory role that Council presently has in compliance and inspection of plumbing and drainage works.

Council is requested to consider the acceptance of the "Instrument of Delegation" under Section 21 of the *Plumbing and Drainage Act 2011* to allow the continuance of Council's role in carrying out plumbing and drainage inspections of works not connected to the Sydney Water Corporation services or assets.

**Consultation**

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

**Background**

The legislation is being implemented in stages. In the first stage, the Act commenced on 1 July 2012 and implemented the "Plumbing Code of Australia" as the new technical standard across all of NSW.

Fair Trading became the plumbing regulator in areas that, immediately before commencement of the Act, were within the area of operations of the Sydney Water Corporation, Hunter Water Corporation and other licensed utility operators under the "*Water Industry Competition Act 2006*". Local councils and County Councils in other areas continued to retain compliance and inspection roles in relation to plumbing and drainage.

In the second stage from 1 January 2013, Fair Trading became the single regulator across NSW, however, Fair Trading has always intended to delegate certain functions back to local councils and, where relevant, to County Councils, in order to continue the important regulatory role of councils in their local areas.

Section 21 of the Act allows the plumbing regulator to delegate any of the plumbing regulator's functions to a local council, or any other person the regulator considers has the necessary skills, knowledge or experience to exercise the function. A local council, may, in turn, sub-delegate any of these functions but only as set out in the Act. A County Council may not sub-delegate.

An instrument of delegation has been prepared by NSW Fair Trading for Council's consideration of acceptance. Acceptance of the delegation is required to enable Council to continue to undertake activities in the regulation of on-site plumbing and drainage works that are not connected to the Sydney Water Corporation's services or assets.

NSW Fair Trading has asked that Council return the Instrument of Delegation duly signed under the Seal of Council, if it accepts the terms of the proposed delegation.

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The inspections that would be the subject of the delegation upon Council, are those undertaken by Council's qualified Sewage Management Facility Technical Officers, Building Surveyors and Environmental Health Officers who hold the necessary skills, knowledge and experience to exercise the functions of the delegation.

### Conformance to Community Strategic Plan

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

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

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

- Work in partnership with relevant stakeholders to protect designated waters

### Financial Implications

No financial implications applicable to this report.

### RECOMMENDATION:

That:

1. Council accept the terms of the Instrument of Delegation submitted for consideration by NSW Fair Trading, so that Council may continue to carry out inspections of plumbing and drainage works not connected to the Sydney Water Corporation's services or assets.
2. Council delegate the powers of the Instrument of Delegation to Council's General Manager.
3. The Instrument of Delegation be duly signed under the Seal of Council and then be returned to NSW Fair Trading for its records.

### ATTACHMENTS:

**AT - 1** Copy of the Instrument of Delegation under Section 21 of the *Plumbing and Drainage Act 2011*.

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### AT - 1 Copy of the Instrument of Delegation under

#### Section 21 of the *Plumbing and Drainage Act 2011*

#### **Instrument of delegation**

under section 21 of the *Plumbing and Drainage Act 2011*

Section 21 of the *Plumbing and Drainage Act 2011* (Plumbing and Drainage Act) provides that:

- (1) The plumbing regulator may delegate any of the plumbing regulator's functions under this Act, other than this power of delegation, to:
  - (a) a local council, or
  - (b) any other person whom the regulator considers has the necessary skills, knowledge or experience to exercise the function.
- (2) A local council may sub-delegate any function delegated to it by the plumbing regulator to:
  - (a) the general manager of the council, or
  - (b) a person engaged as a contractor by the local council whom the council considers has the necessary skills, knowledge or experience to exercise the function.

In accordance with section 21(1)(a), I, Rod Stowe Commissioner for Fair Trading, the plumbing regulator for the purposes of the Plumbing and Drainage Act, hereby delegate the exercise of the following functions to Hawkesbury City Council in the council's area of operations but only for plumbing and drainage work that is not connected to services or assets of the Sydney Water Corporation or the Hunter Water Corporation. These functions are to be undertaken by an officer or employee of council holding the necessary skills, knowledge or experience to exercise the functions.

| Function  | Conditions  |
|---|---|
| To monitor compliance with the Plumbing and Drainage Act (s19 (a))  | This function is to be exercised in accordance with the requirements of the Plumbing and Drainage Act, <i>Plumbing and Drainage Regulation 2012</i> (Plumbing and Drainage Regulation) and guidelines (if any) issued by the plumbing regulator but only for plumbing and drainage work that is not connected to services or assets of the Sydney Water Corporation or the Hunter Water Corporation |
| To ensure that any plumbing and drainage work carried out does not threaten public health or safety (s19 (b)) | This function is to be exercised in accordance with the requirements of the Plumbing and Drainage Act, Plumbing and Drainage Regulation and guidelines (if any) issued by the plumbing regulator but only for plumbing and drainage   |

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|   |   |
|---|---|
|   | work that is not connected to services or assets of the Sydney Water Corporation or the Hunter Water Corporation  |
| To undertake any other functions conferred or imposed on the plumbing regulator by the Plumbing and Drainage Act (s19 (c)) other than: <ul style="list-style-type: none"><li>• Receiving notices of work and other documentation required to be submitted to the plumbing regulator concerning proposed alternative solutions (s9 (3) of the Plumbing and Drainage Act and clause 10 of the Plumbing and Drainage Regulation),</li><li>• Authorising fittings for use in plumbing and drainage work (s20), and</li><li>• Initiating criminal or other proceedings as provided for in Part 5 of the Plumbing and Drainage Act.</li></ul> | The exercise of any function by the council as a delegate of the plumbing regulator under the Plumbing and Drainage Act is to be in accordance with the requirements of the Plumbing and Drainage Act, Plumbing and Drainage Regulation and guidelines (if any) issued by the plumbing regulator. |

**Commencement:**

This delegation commences on the date of signing and affixing of the Common Seal; or the date of resolution made by Council; as indicated on the acknowledgement below (whichever is the earliest) and continues until revoked or replaced by the Commissioner for Fair Trading.

SIGNED



**Rod Stowe**  
**COMMISSIONER FOR FAIR TRADING**  
Date: 21 December 2012

**ORDINARY MEETING**

**Meeting Date:** 30 April 2013

**Acknowledgment of Delegation**

The Hawkesbury City Council hereby acknowledges the delegated responsibilities and agrees to act in accordance with the delegation.

The Common Seal of the ..... )  
Hawkesbury City Council .....(signature)  
was hereunto affixed on the ..... )  
day of.....2013 .....(title of position)  
in pursuance of a resolution made by the )  
Council on the .....(signature)  
day of .....2013 )  
.....(title of position)

**oooO END OF REPORT Oooo**



**Item: 68 CP - Sale of Dogs from the Companion Animal Shelter to Australian Defence Forces - (96330)**

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

The Companion Animal Shelter has received a request from the Australian Defence Forces (ADF) to purchase a dog so that it can be trained for detection work to work alongside members of the Australian Army.

The problem that has arisen as part of this request is that they require undesexed male dogs to perform this role, which they have found over many years of experience, perform better in their role if they are "entire" rather than desexed. Female dogs are not an issue as they require these to be desexed if they choose them for this role.

Late last year, Council adopted a policy of only selling dogs and cats from the shelter that would be desexed as part of the sale of the animal. As the ADF requires the male dogs to be entire, they have asked if this requirement could be waived for male dogs only, so that they can purchase and train these dogs for their role as part of the ADF.

**Consultation**

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

**Background**

The Companion Animal Shelter over past years has been able to supply suitable dogs to the ADF for roles such as bomb detection, drug detection, policing and search and rescue. These dogs become members of the ADF and are very well cared for and serve an important role in the many duties that they are selected for.

Council now has an adopted policy requiring all dogs sold from the Companion Animal Shelter to be desexed before their new owner take possession of them. This has caused an issue with regard to the ADF requiring the male dogs to be entire, as they perform much better in their roles than when they are desexed.

Council is now being asked to waive this requirement for male dogs purchased from our Facility from the ADF, so that they can become useful companions and service members of the armed forces.

The fact that the dogs would be under the direct care and supervision of trained dog handlers who are serving in the armed forces, would reduce the risk of any unwanted litters from these dogs should Council allow this dispensation for male dogs being sold to the ADF.

It would be a condition of the sale, that if the dogs were unsuitable for their role in the ADF and were then allowed to go to a home as a pet, that the ADF would arrange for the dog to be desexed prior to the new owner taking possession of the dog.

**Conformance to Community Strategic Plan**

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

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

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### **Financial Implications**

No financial implications are applicable to this report

### **RECOMMENDATION:**

That the:

1. Policy requirement to desex all cats and dogs sold from the Hawkesbury Companion Animal Shelter be waived where a male dog is being sold to the Australian Defence Force for use in roles associated with defence operations.
2. Waiving of the requirement for the male dog to be desexed, be conditional on the written undertaking from the Australian Defence Force that, should the dog be unsuitable for the role for which it has been purchased and will be relocated with another owner, the Australian Defence Force will desex the dog before the new owner takes possession of the animal.
3. Council Policy in regard to this matter be amended to reflect the above.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**INFRASTRUCTURE SERVICES**

**Item: 69**                      **IS - McQuade Park Plan of Management and Masterplan - (95495, 79354)**

**Previous Item:**            211, Ordinary (27 November 2012)

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**REPORT:**

**Executive Summary**

The McQuade Park Draft Plan of Management and Masterplan were placed on public exhibition for the mandatory 28 day period, with a further two week period for the completion of written submissions.

A total of four submissions were received in response to the draft document. The results of the consultation have been reviewed and any significant amendments have been implemented into the Plan prior to consideration by Council.

**Consultation**

The issues raised in this report concern matters which constitute a trigger for Community Engagement under Council's Community Engagement Policy. The community engagement process undertaken meets the criteria for the minimum level of community engagement required under Council's policy.

**Background**

In the financial period of 2010/2011 funding was made available, in addition to grant funding received from both NSW Heritage Grant Program and the Metropolitan Greenspace Program, to develop a Plan of Management and Masterplan for the continuing management of McQuade Park, Windsor.

As part of the community consultation process, a community meeting/workshop was held on 28 February 2012. Residents were notified by way of advertisement in the Hawkesbury Gazette and key stakeholders were individually invited. Attendance to the meeting was considered high with over 20 residents and representatives from key users of McQuade Park.

The Draft Plan of Management and Masterplan was completed. The Draft Plan was placed on public exhibition for the mandatory 28 day period, with a further two week period for the completion of written submissions.

**Submissions**

Following the community consultation period, a total of four submissions were received in response to the draft document. An overview of the submissions received, including the action taken and the proposed amendment to the Plan of Management is provided as an attachment to this report.

In general, the majority of the issues and comments were able to be incorporated in the plan, with other issues able to be considered at implementation stage.

**Conformance to Community Strategic Plan**

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

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- 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:

- Develop plans to enhance the character and identity of our towns and villages.

### Financial Implications

Future improvements to the Reserve are proposed to be funded from the Park Improvement Program, Section 94 funds and Grants depending upon availability funding.

### RECOMMENDATION:

That the McQuade Park Plan of Management and Masterplan incorporating the amendments shown in Attachment 1 be adopted.

### ATTACHMENTS:

- AT - 1** Summary of Public Submissions Received and Recommended Amendments
- AT - 2** McQuade Park Draft Plan of Management and Masterplan Issue E - (*To be distributed under separate cover*)

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## AT - 1 Summary of Public Submissions Received and Recommended Amendments

| McQuade Park Draft Plan of Management - Summary of Public Submissions and Responses |   |  |   |
|---|---|--|---|
| No.   | Issue raised  | Comments   | Recommendation  |
| 1   | <b>Children's Playground:</b><br>No costings in plan for upgrade. Very popular, high use/ in need of upgrade or 2nd new playground no discussion in POM<br>Relocation option would need to cater for pre-school + primary school age groups;        | Proposed relocation costings were not provided as this document is a planning document.<br>Relocation is subject to further investigations relating to lake/ CWA precinct redevelopment. A range of user groups would be considered in detailed design See amended recommendation. | Consider option to relocate ex. children's playground from Tebbutt Street and or provide an additional playground adjacent to CWA Building Noted within POM and Landscape Master plan CWA notes |
|   | <b>Children's Playground:</b><br>New playground should be near picnic area opposite St. Matthews Anglican Church; child-proof fencing needed around perimeter of playground; more benches with shade needed.  | Relocating playground near St Matthews not favoured due to need to preserve the historic view corridor outlined within the Conservation Management plan  | No change   |
|   | <b>Public toilets near playground:</b><br>Should be unlocked during daylight hours with more regular cleaning required.   | Investigate options to open during day-light hours/ add lighting fixtures [if needed] and upgrade cleaning [as required]   | Will be considered as an operational procedure for the site   |
| 2   | <b>Car Parking Areas:</b><br><b>Tebbutt Street Car Park</b><br>Consider removal of corner car parking area and replace with delineated rear to kerb 90 degree parking along Tebbutt St; one-way flow may lead to "racing circuit" for "local hoons" | 90° parking would require either encroachment or loss of parkland along entire boundary.<br>Proposed works improve an existing degraded area. Traffic calming devices including speed humps in car park are included in action plan.   | No change   |
|   | <b>George Street Car Park</b><br>Ownership/ statement re: Windsor Bowling Club and car parking area; Landscape Master plan should refer to all stakeholders   | Community + stakeholder consultation has been undertaken, wording can be amended to reflect ownership by community   | Wording can be adjusted where appropriate   |
|   | <b>Bowling Club issues:</b><br>Adjust alignment on oval fence/ bowling club for access via pinch-point" request that a statement be made to resume/ re-instate bowling club land within the park should the possibility arise in the future         | Landscape master plan is amended to enhance access along central corridor with the "pinch-point" becoming a minor access circuit.  | Incorporate notation to identify future opportunities   |

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| McQuade Park Draft Plan of Management - Summary of Public Submissions and Responses |   |  |  |
|---|---|--|--|
| No.   | Issue raised  | Comments   | Recommendation   |
|   | <b>Grandstand &amp; environs:</b><br>Replace "current ugly grandstand and adjacent toilet facilities" with single building with better architecture consistent with historic precinct   | Propose to address appearance Grandstand issues are discussed in recommendations, Action Plan & Landscape Master plan.   | No change  |
|   | <b>Consultation (historic interest groups):</b><br>Does council have a policy of seeking feedback from historical societies and local Branches of the national trust?   | POM was based on CMP and in consultation with NSW Heritage Office, The public workshop was open to private residents, Local historic and community groups.   | No change  |
| 3   | <b>Existing War Memorial site:</b><br>Anzac Day Dawn service 1 of 7 commemorative services growing participation; now 3,000+ people attend service difficulty in accommodating numbers; safety issues acceptance of heritage issues/ discussion in POM regarding not to relocate memorial in gardens  | Consider option for relocation of commemorative services to lake precinct Memorial Gardens.<br>Amend Commemorative services and pedestrian access links.   | Amend the POM and Master plan to address the possible re-location of memorial event and maintain monuments within current location |
|   | <b>New memorial site (Lake precinct):</b><br>Proposal to construct a new memorial site in eastern corner of park adjacent to western shore of lake [lake precinct]. Minimal impact on present use of open area.<br>Safe accommodation of large numbers of people. Natural amphitheatre/ good visual access. CWA cottage: possible adjunct to Hawkesbury Museum for military history/ visitor experience | Extension of forecourt area and pedestrian precinct has been amended and the inclusion of preferred option to relocate services.<br><br>Proposal to relocate commemorative services and establish a low-key, multi-functional event space noted. | Amendment to the POM and Landscape Master plan<br>Add event space in lake precinct incl. graphics & notes.                         |
| 4   | <b>Key Objectives.</b><br>No mention of sport - Active & Passive Recreation.  | 'sports' references added to recreational values   | POM amended  |
|   | <b>Existing Facilities &amp; Improvements</b><br>Amenities block and change-rooms in grandstand are in very poor condition but in the table are listed as "good".   | Condition was based on an assessment that locked facilities were being maintained in a reasonable and good condition.  | POM amended  |
|   | <b>Conservation Policy Objectives</b><br>Don't Worry is to be maintained as an active sportsfield but McQuade has not been identified.  | The CMP (2004) states 'ensure continued use of oval for community sporting events', i.e. McQuade Oval is maintained as active  | No change  |

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| McQuade Park Draft Plan of Management - Summary of Public Submissions and Responses |  |  |  |
|---|--|--|--|
| No.   | Issue raised   | Comments   | Recommendation   |
|   |  | sportsfield.   |  |
|   | <b>Cricket Oval and Don't Worry Pitch.</b><br>Information in this paragraph is incorrect. Don't Worry is used for cricket, triathlon, rugby league training and health and fitness groups.<br>McQuade Oval is used extensively for cricket, competition rugby union games (daytime & evening), school sport, health and fitness groups.<br>Touch football is not played on oval. Oval is one of the most heavily booked grounds in the district. | CMP provided base information on sports history.   | POM amended, with information provided by HSC                                  |
|   | <b>Cricket Nets</b><br>Practice nets have been there for a long time. 2006 they were refurbished by HSC. Issues over location/ orientation of new nets and safety issues.<br>Issues re: storage of roller (grandstand storage)   | Refurbishment was undertaken prior to State heritage listing.<br>Issues will be considered in the detailed design layouts and development. | POM amended, to reflect details  |
|   | <b>Grandstand, amenities block and playground</b><br>The adjacent brick amenities block is not new but extensions are new [current canteen / kiosk were the original building].<br><br>Toilets in the grandstand are not fit to be unlocked for use by families -no lights and extremely dark.   | Noted.<br><br>POM recommends opening amenities block not grandstand toilets during day-light hours   | POM amended, to reflect details provided<br><br>No change                      |
|   | <b>Key Values and Level of Significance – Visitor Experience and Access</b><br>McQuade Oval regularly holds competitions at a State Level.   | Noted - site holds state events but the grounds are considered locally significant   | No change  |
|   | <b>CWA health centre/playground</b><br>Existing playground not to be relocated; construct an additional playground near the CWA building; Playground is heavily utilised by sporting spectators & families attending   | Comments noted - additional playground to be considered.   | POM amended, to reflect and consider usage rates of playground in future works |

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| <b>McQuade Park Draft Plan of Management - Summary of Public Submissions and Responses</b> |   |   |                       |
|--|---|---|-----------------------|
| <b>No.</b>   | <b>Issue raised</b>   | <b>Comments</b>   | <b>Recommendation</b> |
|  | both Windsor P.S. and St. Matthews P.S.<br>Why would toilets be left open if playground is being moved? |   |                       |
|  | <b>Protection of historic relationships and vistas</b><br>McQuade Oval has not been included.           | Item specifically references the CMP and protection of heritage views and vistas. | No change             |

**oooO END OF REPORT Oooo**



## ORDINARY MEETING

Meeting Date: 30 April 2013

**Item: 70**                      **IS - Proposed Acquisition by Roads & Maritime Services - Churchill Wharf Reserve, Sackville - Lot 7001 in Deposited Plan 1055097 - (95495)**

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### REPORT:

#### Executive Summary

The NSW Roads & Maritime Services (RMS) has identified the southern approach for the Sackville Ferry as being in need of an upgrade involving the widening of the approach to the Ferry. The widening requires the transfer, by way of acquisition, of a Crown Reserve currently under the trusteeship of Council (906 Sackville Road, Sackville) known as Churchills Wharf Reserve.

This report recommends that Council support the proposed acquisition by RMS.

#### Consultation

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

#### Background

The RMS has identified the southern approach for the Sackville Ferry as being in need of an upgrade involving the widening of the ramp approach to the Ferry. The proposed widening requires the acquisition of Lot 7001 in Deposited Plan 1055097 (906 Sackville Road, Sackville) known as Churchills Wharf Reserve.

On 24 June 1966 Council, by way of Government Gazette, was appointed the trustee of Sackville Reach (R85855) Reserve Trust, by the Crown.

The property is zoned RU2 Rural Landscape and comprises an area of 1516m<sup>2</sup>. Located on the site is a public amenities building, which is currently maintained by Council. The water supply to the amenities is provided from the Hawkesbury River as Council has a pumping licence currently applicable to this site. The Reserve is not widely used, other than the toilet facility, which has been subject to vandalism and graffiti. The site has substantial edge erosion, which would be addressed as part of the works to realign/widen the Ferry ramp.

RMS intend to seek the transfer of the Reserve by acquisition in accordance with the Land Acquisition (Just Terms) Compensation Act 1991, which is a lengthy process. In order to streamline the process and reduce the processing time, they have requested Council's concurrence to the acquisition of the property, prior to making an application to NSW Trade & Investment (Crown Lands).

It is considered that the benefit to the community of the widened approach to the Ferry exceeds any benefit to the community of Council retaining the management of Sackville Reach Reserve and, as such, Council could give concurrence to RMS proceeding with the acquisition in accordance with the Land Acquisition (Just Terms) Compensation Act 1991, on the following conditions:

- a) RMS taking responsibility for the continued and ongoing provision of the public amenities;
- b) RMS accepting responsibility for all reasonable costs associated with the acquisition including the payment of compensation (if any) to Council.

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### Conformance to Community Strategic Plan

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

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

### Financial Implications

Should RMS acquire this site there would be longer term savings to Council relating to maintenance and management of the reserve, as well as reducing future obligations for the river bank protection.

### RECOMMENDATION:

That:

1. Council provide concurrence to the acquisition subject to:
  - b) RMS taking responsibility for the continued and ongoing provision of the public amenities;
  - c) RMS accepting responsibility for all reasonable costs associated with the acquisition including the payment of compensation (if any) to Council.
2. Authority be given for any documentation in association with the matter to be executed under the Seal of Council.
3. Details of Council's resolution be conveyed to RMS, together with the advice that Council is not, and will not, be bound by the terms of the resolution, until such time as appropriate legal documentation to put such resolution into effect has been agreed to and executed by all parties.

### ATTACHMENTS:

**AT - 1** Aerial Photo - Lot 7001 in Deposited Plan 1055097 (906 Sackville Road, Sackville) known as Churchills Wharf Reserve

**AT - 2** Lot 7001 in Deposited Plan 1055097

## ORDINARY MEETING

Meeting Date: 30 April 2013

### AT - 1 Aerial Photo - Lot 7001 in Deposited Plan 1055097 (906 Sackville Road, Sackville) known as Churchills Wharf Reserve



## HAWKESBURY CITY COUNCIL

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Hours: Monday to Friday 8.30am - 5.00pm  
Phone: 02 4560 4444



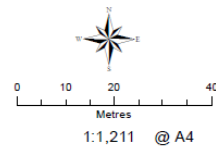
This map cannot be reproduced without the permission of Hawkesbury City Council  
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### Lot 7001 in Deposited Plan 1055097

Date: Monday, April 22, 2013

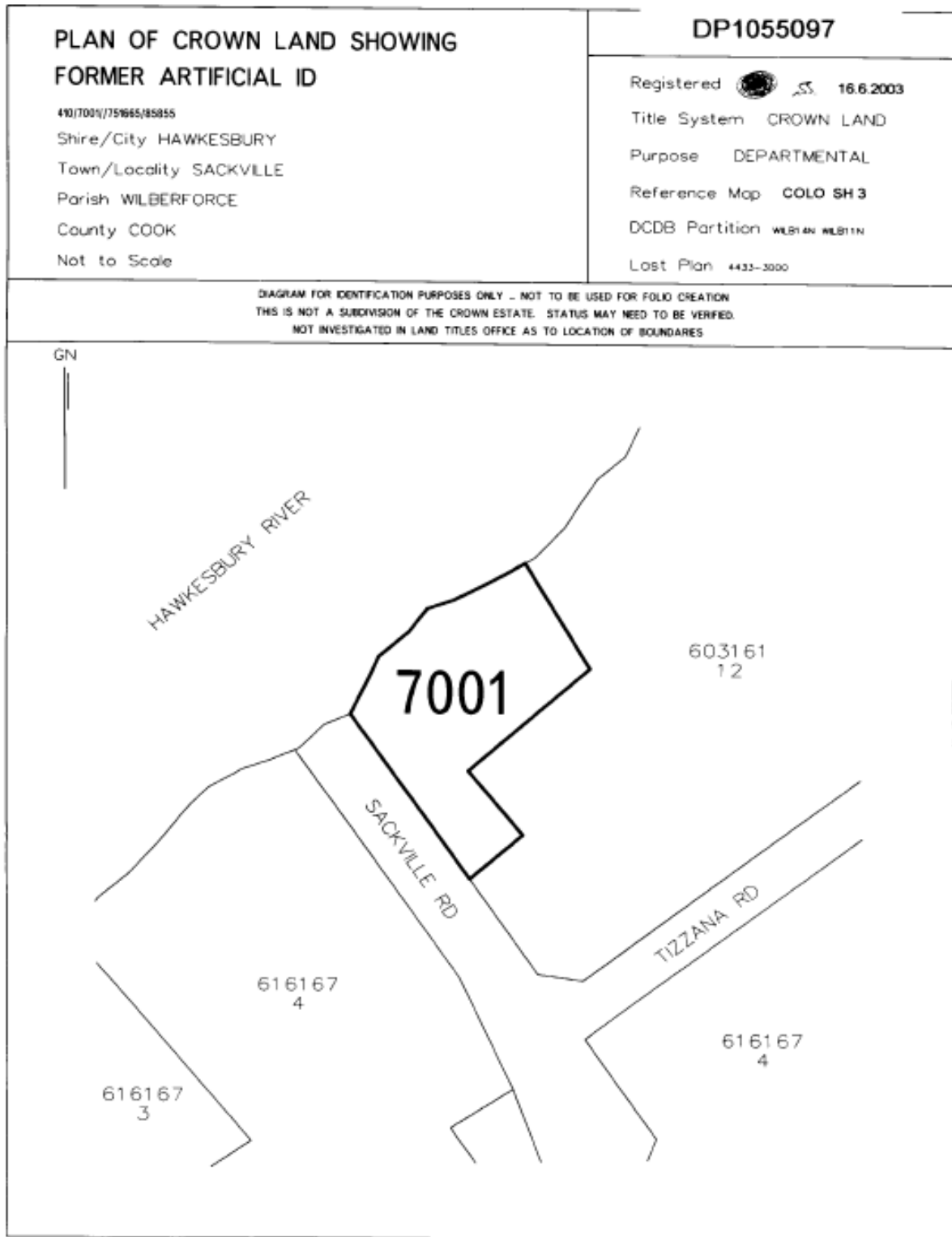
The scale displayed is approximate only. Hawkesbury City Council takes no responsibility for any errors or omissions. The assets shown on this map indicate the present and general location only. Its accuracy or completeness is not guaranteed. Contours are to be used as a guide. A survey may be required for more accuracy.



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AT - 2 Lot 7001 in Deposited Plan 1055097



oooO END OF REPORT Oooo

**ORDINARY MEETING****Meeting Date:** 30 April 2013**SUPPORT SERVICES****Item: 71****SS - Monthly Investments Report - March 2013 - (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 \$43.31 million in investments at 31 March 2013.

It is recommended that this report be received and noted.

**Consultation**

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

**Background**

The following table indicates that Council held \$43.31 million in investments as at 31 March 2013. 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-Mar-13      |               | 4.30%           | 9,860,000    | 22.75%                  |                   |
| CBA                              | A1+                           | AA-                          | 31-Mar-13      |               | 3.30%           | 200,000      | 0.46%                   |                   |
| <b>Total On-call Investments</b> |                               |                              |                |               |                 |              |                         | <b>10,060,000</b> |
| <b>Term Investments</b>          |                               |                              |                |               |                 |              |                         |                   |
| ANZ                              | A1+                           | AA-                          | 24-Oct-12      | 23-Oct-13     | 4.62%           | 1,000,000    | 2.31%                   |                   |
| ANZ                              | A1+                           | AA-                          | 20-Nov-12      | 17-Apr-13     | 4.65%           | 1,000,000    | 2.31%                   |                   |
| ANZ                              | A1+                           | AA-                          | 07-Nov-12      | 24-Apr-13     | 4.70%           | 1,000,000    | 2.31%                   |                   |
| ANZ                              | A1+                           | AA-                          | 07-Nov-12      | 24-Apr-13     | 4.70%           | 1,000,000    | 2.31%                   |                   |
| ANZ                              | A1+                           | AA-                          | 07-Nov-12      | 22-May-13     | 4.70%           | 2,000,000    | 4.62%                   |                   |
| ANZ                              | A1+                           | AA-                          | 05-Dec-12      | 04-Jun-13     | 4.65%           | 1,000,000    | 2.31%                   |                   |
| CUA                              | A-2                           | BBB                          | 06-Feb-13      | 15-Jan-14     | 6.05%           | 250,000      | 0.58%                   |                   |

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| Investment Type                             | Institution Short Term Rating | Institution Long Term Rating | Lodgement Date | Maturity Date | Interest Rate % | Principal \$ | Percentage of Portfolio | Total \$          |
|---|-------------------------------|------------------------------|----------------|---------------|-----------------|--------------|-------------------------|-------------------|
| NAB   | A1+                           | AA-                          | 25-Jul-12      | 24-Jul-13     | 4.92%           | 1,000,000    | 2.31%                   |                   |
| NAB   | A1+                           | AA-                          | 20-Nov-12      | 08-May-13     | 4.65%           | 2,000,000    | 4.62%                   |                   |
| NAB   | A1+                           | AA-                          | 20-Nov-12      | 15-May-13     | 4.65%           | 1,000,000    | 2.31%                   |                   |
| NAB   | A1+                           | AA-                          | 05-Dec-12      | 04-Jun-13     | 4.65%           | 2,500,000    | 5.77%                   |                   |
| NAB   | A1+                           | AA-                          | 30-Jan-13      | 19-Dec-13     | 4.43%           | 1,500,000    | 3.46%                   |                   |
| NAB   | A1+                           | AA-                          | 16-Jan-13      | 15-Jan-14     | 4.43%           | 1,000,000    | 2.31%                   |                   |
| NAB   | A1+                           | AA-                          | 30-Jan-13      | 29-Jan-14     | 4.42%           | 2,000,000    | 4.62%                   |                   |
| NAB   | A1+                           | AA-                          | 06-Feb-13      | 05-Feb-14     | 4.35%           | 2,000,000    | 4.62%                   |                   |
| NAB   | A1+                           | AA-                          | 04-Mar-13      | 03-Jul-13     | 4.65%           | 2,000,000    | 4.62%                   |                   |
| St George                                   | A1+                           | AA-                          | 15-Aug-12      | 21-Aug-13     | 5.15%           | 2,000,000    | 4.62%                   |                   |
| St George                                   | A1+                           | AA-                          | 22-Aug-12      | 18-Sept-13    | 5.16%           | 2,000,000    | 4.62%                   |                   |
| St George                                   | A1+                           | AA-                          | 22-Aug-12      | 16-Oct-13     | 5.16%           | 1,500,000    | 3.46%                   |                   |
| Westpac                                     | A1+                           | AA-                          | 10-Oct-12      | 08-Apr-13     | 4.80%           | 1,000,000    | 2.31%                   |                   |
| Westpac                                     | A1+                           | AA-                          | 20-Feb-13      | 19-Feb-14     | 4.30%           | 1,500,000    | 3.46%                   |                   |
| Westpac                                     | A1+                           | AA-                          | 20-Mar-13      | 19-Mar-14     | 4.35%           | 1,000,000    | 2.31%                   |                   |
| Westpac                                     | A1+                           | AA-                          | 20-Mar-13      | 19-Mar-14     | 4.35%           | 2,000,000    | 4.62%                   |                   |
| <b>Total Term Investments</b>               |                               |                              |                |               |                 |              |                         | <b>33,250,000</b> |
| <b>TOTAL INVESTMENT AS AT 31 MARCH 2013</b> |                               |                              |                |               |                 |              |                         | <b>43,310,000</b> |

## Performance by Type

| Category     | Balance \$        | Average Interest | Bench Mark                       | Bench Mark % | Difference to Benchmark |
|--------------|-------------------|------------------|----------------------------------|--------------|-------------------------|
| Cash at Call | 10,060,000        | 4.28%            | Reserve Bank Cash Reference Rate | 3.00%        | 1.28%                   |
| Term Deposit | 33,250,000        | 4.67%            | UBS 90 Day Bank Bill Rate        | 3.10%        | 1.57%                   |
| <b>Total</b> | <b>43,310,000</b> | <b>4.58%</b>     |                                  |              |                         |

## Restricted/Unrestricted Funds

| Restriction Type              | Amount \$         |
|-------------------------------|-------------------|
| External Restrictions -S94    | 8,690,135         |
| External Restrictions - Other | 5,133,521         |
| Internal Restrictions         | 14,104,537        |
| Unrestricted                  | 15,381,807        |
| <b>Total</b>                  | <b>43,310,000</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 Section 94 Contributions, Domestic Waste Management, Stormwater Management and Grants.

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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 increased by \$6.46 million for the month of March 2013. During March 2013, income was received totalling \$10.58 million, including rate payments amounting to \$2.41 million, while payments to suppliers and staff costs amounted to \$4.87 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 March 2013, Council has invested \$5.5 million with second tier financial institutions, that are wholly owned subsidiaries of major trading banks, and \$0.25 million invested with a second tier institution that is not a wholly owned subsidiary of a major Australian trading bank, with the remaining funds being invested with first tier institutions. Council's adopted Investment Policy allows Council to invest funds with second tier Authorised Deposit-taking Institutions that are wholly owned subsidiaries of major Australian trading banks, subject to conditions stipulated in the Policy. Investments in second tier financial institutions, that are not wholly owned subsidiaries of major trading banks, are limited to the amount guaranteed under the Financial Claims Scheme (FCS) for Authorised Deposit-taking Institutions (ADIs), in line with Council's Investment Policy.

The FCS protects depositors by guaranteeing deposits (up to the cap) held in ADIs incorporated in Australia, and allows quick access to deposits if an ADI becomes insolvent. A permanent guarantee cap, per account holder, per ADI, of \$250,000, has been in place since 1 February 2012.

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 26 June 2012.

### ***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.

### **Financial Implications**

Funds have been invested with the aim of achieving budgeted income in 2012/2013.

**ORDINARY MEETING**

**Meeting Date:** 30 April 2013

**RECOMMENDATION:**

That the report regarding the monthly investments for March 2013 be received and noted.

**ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**



## ORDINARY MEETING

Meeting Date: 30 April 2013

**Item: 72**                      **SS - Code of Meeting Practice - (95496, 79337)**

**Previous Item:**            NM2, Ordinary (5 February 2013)

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### REPORT:

#### Executive Summary

This report has been prepared as a result of a Notice of Motion adopted at the Council Meeting held on 5 February 2013, regarding a review of Council's Code of Meeting Practice (the Code), with a view to improving the efficient and effective functioning of Council meetings. This matter was also discussed at a Councillor Briefing Session on 2 April 2013.

The report provides an overview of various suggested amendments to the Code that may improve the efficiency and effectiveness of Council meetings.

#### Consultation

Any amended Code of Meeting Practice, unless the amendments are not substantial, will be placed on public exhibition for a minimum period of 28 days with submissions being received not less than 42 days after the date on which the Code is placed on public exhibition. All submissions received will then be considered in a report back to Council.

#### Background

Council's Code of Meeting Practice was adopted by Council on 12 October 2010.

Under Section 360(2) of the Local Government Act, 1993 (the Act), Council may adopt a Code of Meeting Practice that incorporates the relevant provisions of the Act and Regulations.

Council meetings must be conducted in accordance with the adopted Code of Meeting Practice. One of the key principles of the Code is that Council meetings should be conducted in an orderly and efficient manner. Orderly and efficient meetings contribute to good governance, open and transparent public decision-making, and increase Council's accountability to the community.

Council, at its meeting on 5 February 2013, adopted the following Notice of Motion:

*"That following discussion at a Councillor Briefing Session, a report be submitted to Council reviewing the Council's Code of Meeting Practice with a view to improving the efficient and effective functioning of Council meetings."*

Initially, Council staff reviewed the Code and identified some minor typographical and grammatical improvements, and also confirmed that there were no new legislative amendments required to the Code.

In accordance with the above resolution, this matter was discussed at a Councillor Briefing Session on 2 April 2013, where a number of suggestions by management and Councillors were made to amend the Code of Meeting Practice to improve the efficient and effective functioning of Council meetings. These suggestions are outlined below and are divided into amendments to the Code that were generally agreed by Councillors at the Briefing Session, and options that did not have a consensus.

#### Generally Agreed Amendments to the Code of Meeting Practice

##### 1. Minor Improvements

Minor typographical and grammatical improvements to the Code identified by staff.

## ORDINARY MEETING

Meeting Date: 30 April 2013

### 2. Reference to Speakers

Amend to how public speakers are referred to as "For" or "Against" a motion or recommendation to Council.

Currently, public speakers are referred to as a "Proponent" or a "Respondent".

### 3. Exception Report - Adoption of Items Not Identified for Discussion and Decision

- Allow Reports (Minutes) of Committees to be adopted on "Block" should no Councillors identify the Report for discussion and decision and no public speakers wish to address Council on the Report.
- Allow Confidential Items to be adopted on "Block" within the Confidential Session of the Council Meeting, should no Councillors identify the Item for discussion and decision.

Currently, both Reports (Minutes) of Committees and Confidential Items cannot be adopted on "Block".

### 4. Planning Decisions

Move items that have been identified as Planning Decisions, including matters relating to development applications, environmental planning instruments and development control plans, to after "Mayoral Minutes" of the Order of Business for Council Meetings.

Currently items identified as Planning Decisions are considered either as part of public address items, or Reports for Determination, which are further down the Order of Business for Council Meetings.

## Other Options for Amendments to the Code of Meeting Practice that did not have Consensus

### 5. Reduce the Number of Public Speakers

Reduce the number of public speakers to a maximum of two speakers for, and two speakers against, each item that the public can address Council.

Currently, the Code allows for a maximum of three public speakers for (proponent) and three speakers against (respondent) each item, that the public can address Council.

For comparative purposes, other councils allow the following public speakers:

|                                 |   |
|---------------------------------|---|
| Blacktown Council               | 2 speakers for each subject   |
| Blue Mountains Council          | Up to 3 speakers for each opposing view point   |
| Gosford Council                 | The number of speakers on any one item is to be balanced by speaker(s) in support of the proposal and speaker(s) against the proposal |
| The Hills Council               | 1 speaker in support and 1 speaker opposing   |
| Newcastle Council               | 2 speakers for each item  |
| Penrith Council                 | 3 speakers in support and 3 speakers in opposition  |
| Port Macquarie-Hastings Council | 2 speakers for and 2 speakers against any item  |

**ORDINARY MEETING****Meeting Date:** 30 April 2013

|                    |  |
|--------------------|--|
| Ryde Council       | No limit on the number of speakers   |
| Shoalhaven Council | No speakers at meetings, unless approved for an urgent matter that has not been before a Committee |
| Wollongong Council | 2 speakers for and 2 speakers against any item   |

**6. Eliminate Extension of Time for Public Speakers**

Eliminate the two minute extension that is currently available to each public speaker.

Currently, each public speaker is given up to a maximum of five minutes to speak on each item. At meetings where applications for fewer than 20 addresses to Council have been received, the Chairperson may, with the consent of the members, grant a two minute extension.

For comparative purposes, the following table outlines how other councils deal with the amount of time allowed for public speakers.

|                                 |   |
|---------------------------------|---|
| Blacktown Council               | 3 minutes per speaker with no extension       |
| Blue Mountains Council          | 3 minutes per speaker with no extension       |
| Gosford Council                 | 3 minutes per speaker with extensions         |
| The Hills Council               | 5 minutes per speaker with 1 minute extension |
| Newcastle Council               | No time limit                                 |
| Penrith Council                 | 5 minutes per speaker with no extension       |
| Port Macquarie-Hastings Council | 5 minutes per speaker with no extension       |
| Ryde Council                    | 3 minutes per speaker with no extension       |
| Wollongong Council              | 5 minutes per speaker with no extension       |

**7. Limit the Time for Questions to Speakers**

Limit the amount of time allowed for Councillor questions to public speakers, and speaker answers, to a maximum of five minutes for each speaker.

Currently, Councillors may ask questions of members of the public who address Council, in order to clarify their understanding of the speaker's view or seek specific additional information with no time limit.

For comparative purposes, the following table outlines how other councils deal with Councillor questions to public speakers:

|                                 |  |
|---------------------------------|--|
| Blacktown Council               | No questions   |
| Blue Mountains Council          | Councillor questions allowed   |
| Port Macquarie-Hastings Council | Each question be limited to 30 seconds and each answer be limited to 2 minutes |
| Ryde Council                    | No questions   |

## ORDINARY MEETING

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### 8. Eliminate or Restrict Questions to Public Speakers

Eliminate questions from Councillor to public speakers or quantify the number of Councillor questions to public speakers.

Currently, Councillors may ask questions of members of the public who address Council, in order to clarify their understanding of the speaker's view or seek specific additional information with no time limit and no restriction on the number of questions asked.

### 9. Questions from the Public

Allow questions from the public to Councillors and Council staff.

Currently, there is no provision in the Code for questions from the public to Councillors and Council staff.

### 10. Hold More Council Meetings or Hold Council Meetings During the Day

Hold additional Ordinary Council Meetings or hold Ordinary Council Meetings during the day.

Currently, Ordinary Council Meetings are held on the second Tuesday of every month, except January and/ or the last Tuesday of every month except December, and except following a public holiday.

Currently, Ordinary Council Meetings commence at 6.30pm and finish at 11.00pm, unless Council resolves to extend the Meeting.

During 2012, 17 Ordinary Council Meetings were held with an average duration time of approximately 3 hours and 50 minutes.

### 11. Separate Development Application Committee

Establish a Development Application Committee to consider development applications that would normally be considered at Ordinary Council Meetings.

### 12. Notices of Motion

Move Notices of Motion to after "Reports for Determination" of the Order of Business for Council Meetings.

Currently, Notices of Motion are considered earlier in the Order of Business for Council Meetings.

It is recommended that Council adopt the amendments to the Code numbered 1 to 4 outlined above, and give consideration to the other amendments to the Code numbered 5 to 12 above.

Should Council resolve to amend the Code as outlined in the report, the amended Code is to be placed on public exhibition for a minimum period of 28 days, with submissions being received not less than 42 days after the date on which the Code is placed on public exhibition. A further report would be provided to Council at the conclusion of the public exhibition period.

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

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

- Have transparent, accountable and respectful leadership and an engaged community

## **ORDINARY MEETING**

**Meeting Date:** 30 April 2013

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

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

### **Financial Implications**

There are no financial implications associated with this report.

### **RECOMMENDATION:**

That:

1. Council amend the Code of Meeting Practice to include amendments numbered 1 to 4, as outlined in the report.
2. Council give consideration to the suggested amendments numbered 5 to 12, as outlined in the report.
3. The amended Code of Meeting Practice be placed on public exhibition, and open for submissions and comments, in accordance with Section 361 of the Local Government Act, 1993.
4. A further report be provided to Council at the conclusion of the public exhibition period.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

**Item: 73****SS - Carbon Tax Message on Rate Notices - (95496, 96332)**

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

At the meeting of 5 February 2013, Council considered a report regarding a request for a contract price increase resulting from the impact of the Carbon Tax. Council resolved, in part,

*“That a report be prepared for Council outlining wording to be included on the rates notice for the Financial Year 2013/2014, including instalment notices, reflecting how Council has been financially affected by the introduction of the Federal Governments Carbon Tax that must be paid by all rate payers”.*

The purpose of this report is to provide an update on the impact of the Carbon Price on Council's costs in providing services, the impact on ratepayers and in accordance with Council's resolution above, suggest some wording that may be included on rate notices with regard to the impact of carbon tax.

**Consultation**

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

**Background*****The carbon pricing mechanism***

The Federal Government's Carbon Pricing Mechanism is a cap-and-trade scheme that applies to the largest polluters. Under the cap-and-trade scheme liable businesses will need to buy a permit for every tonne of carbon pollution that they produce. At the end of each year these businesses will need to surrender their permits to the Government. The price that these businesses have to pay for each tonne of CO<sub>2</sub>-e emitted is \$23 and applies from 1 July 2012. It will then increase by 2.5% in real terms for the next two years (estimated to be \$24.15 per tonne CO<sub>2</sub>-e in 2013/2014 and \$25.40 per tonne CO<sub>2</sub>-e in 2014/2015). The price will move to a flexible, market-driven price on 1 July 2015. In the fixed price period, as many carbon permits as businesses require to meet their obligations will be available at the set price. In the flexible price period, the number of permits issued by the Government each year will be limited by a cap on annual carbon pollution. The price will then be determined by the market. Businesses will compete to buy the number of permits they need to meet their obligations.

Whilst Council as an entity is not directly liable for the carbon price, at this stage, there are existing and/or potential flow-through cost impacts on areas such as fuel, building construction, road maintenance, energy and waste disposal costs.

At the meeting of 27 September 2011, Council considered a report regarding the potential financial impact of the Carbon Price Mechanism on Council. The report provided some background information of how the Carbon Price Mechanism was expected to work, and the potential impact a carbon price would have on Council's operations via increased costs in running Council's buildings and provision of services. The main areas highlighted to be potentially impacted were street lighting, energy, fuel and Council's Waste Management Facility.

In addition, shortly after the commencement of the Carbon Price Mechanism, at its meeting on 10 July 2012, Council considered a report detailing the impact on Council's Waste Management Facility and resolved to take a number of actions so as to minimise the potential of, and the extent to which, the Carbon Tax would impact on the Facility and consequently the ratepayers through higher costs.

## ORDINARY MEETING

Meeting Date: 30 April 2013

At the meeting of 5 February 2013, Council considered a report regarding a request for a contract price increase resulting from the impact of the Carbon Tax. Council resolved, in part,

*“That a report be prepared for Council outlining wording to be included on the rates notice for the Financial Year 2013/2014, including instalment notices, reflecting how Council has been financially affected by the introduction of the Federal Governments Carbon Tax that must be paid by all rate payers”.*

To enable the above resolution to be addressed in an informed manner, this report includes information as to the way, and the extent of, the carbon tax impacts on ratepayers is provided.

### **Impact on input costs**

Quantifying the exact financial impact of the Carbon Tax on Council is difficult due to the complexities associated with the various aspects that need to be considered.

The carbon price impacts councils as a consumer of goods and services inputs, including, as purchasers of electricity for a range of purposes including street lighting, council buildings, sewerage operations and swimming pools. It is estimated that the rise in electricity prices accounts for around half the impact of the carbon price on Council, with other costs most affected being those related to construction such as steel, bitumen, concrete and timber.

Based on Council's electricity consumption and costs as tracked by Planet Footprint, based on total emissions from electricity use between July and December 2012 of 3918 tonnes CO<sub>2</sub>-e, the cost of carbon is estimated at \$180K per annum. In addition, an estimated increase of up to in the vicinity of \$120K applies to street lighting.

The carbon tax, is likely to impact on the cost of a range of other activities (to varying degrees) undertaken by Council where organisations at any point in the supply chain of products purchased by Council are liable to pay the carbon tax. As a guide, based on various reports by IPART and other organisations, increases in CPI above annual increases applying to inputs, apart from electricity and gas, is estimated to be 0.7% for 2012/2013, with a second CPI increase of 0.2% expected in 2015/2016. Beyond 2015/2016 there would be minimal implications for ongoing inflation. Based on the 2012/2013 budget for materials and contracts, this additional cost would be estimated in the vicinity of \$132K.

With regard to the impact of the tax on waste management services, Council is somewhat less impacted than some other councils, due to its ability to control waste disposal costs, as the operator of its own waste disposal facility. As referred to earlier in the report, Council considered a detailed report on the carbon tax impact on Council's Waste Management Facility in July 2012. As outlined in that report, whilst Council remains under the emissions threshold, it will not be directly liable for carbon tax, and hence the impact on domestic waste charges on ratepayer's remains protected from the full impact that would otherwise be applicable.

In summary, based on trends to date, the impact of the implementation of the carbon tax in July 2012, on Council's input costs, is expected to be in the vicinity of \$432K for 2012/2013. Allowing for the increase in the carbon price for 2013/2014, this cost is estimated to be in the vicinity of \$450K for the next financial year.

These increased costs essentially result in fewer funds available for expenditure on Council's core services, and as such, are a cost in terms of a reduced service level to the community.

***Carbon Price Advance to the 2012/2013 Rate Peg***

The impact of the Carbon Price has, to a limited extent, been passed on to ratepayers through an allowance for the higher costs faced by Council being taken into account in the calculation of the rate-pegging increase, as determined by IPART for the 2012/2013 financial year at 3.6%, which included a carbon price advance of 0.4%. However, this increase will be "clawed back" over the 2013/2014 and 2014/2015 financial years as the rate pegging increase will be reduced by 0.1% and 0.3% in these years respectively.

This advance was aimed at increasing councils' general income, and assists them in meeting higher prices resulting from the introduction of the carbon price. In relation to the 2012/2013 rates, the 0.4% included in the higher rate peg, equates to just over an additional \$100K applied to the overall general rates income permissible increase.

***Other costs passed on to ratepayers***

The carbon tax also has an impact on other charges for ratepayers, mainly domestic waste charges and other waste disposal charges such as sewerage and sillage services. The calculation of these annual charges involves a combination of program costs, available reserve funds and planned future asset renewal, or rehabilitation works as applicable. Given all the components that contribute the amount of the respective annual charges, it is difficult to estimate the impact of the carbon tax passed on to the ratepayers through these charges.

***Actions taken by Council***

To offset some of the negative financial impact of the carbon tax, Council is focusing on reducing its exposure to the additional costs, by reducing its greenhouse emissions and therefore its consumption of fuels being impacted by this tax.

Actions taken by Council to reduce energy consumption and carbon emissions will partially offset the potential cost impacts of a carbon tax. Council has already implemented a number of actions, and is in the process of implementing more actions it committed to undertake under the Waste and Sustainability Improvement Program. All the actions under the Program are aimed at reducing waste of various forms to keep the amount of waste going to landfill to a minimum, as well as reducing greenhouse emissions.

Actions include:

- Waste Education Program
- Sustainable Event Management Policy
- Sustainable Procurement Standard
- Sustainable Fleet and Plant Policy Standard
- Sustainability Reporting Standard
- Garden Organics Standard
- On-line Sustainable Living Guide
- Pool Blankets
- Climate Change Adaptation Plan
- Climate Change Risk Assessment Plan
- Alternative Waste Treatment Feasibility Study
- Beneficial use of methane gas for the Hawkesbury Waste Management Facility
- Waste Classification
- Energy Saving at the Hawkesbury Leisure Swimming Centre
- Public Place Recycling
- Corporate Waste Reduction
- Green Purchasing Guide

At the meeting of 9 April 2013, Council resolved to implement the garden organics (Green Waste) service proposed to commence on 30 September 2013. Also, in line with Council's resolution of July 2012, Council has recently called for tenders for gas flaring at the Waste Management Facility.



## ORDINARY MEETING

Meeting Date: 30 April 2013

All reduction in waste and greenhouse emissions arising from the above Programs will result in reduced energy costs, thereby partially absorbing potential costs increases from a carbon tax.

### **Wording on rates notices for the Financial Year 2013/2014**

It is to be noted that there is very limited space on the rates notice for additional messages to be included. It is also to be taken into account that the introduction of additional wording may detract from the main contents within a rates notice, being details on the rates levy applicable to the property, applicable annual charges, any arrears, pension rebates, payments, adjustments and payment options. As such, a short statement indicating the cost of the carbon tax applicable to Council's operations is suggested.

The following wording is suggested for Council's consideration:

*"The cost of the Carbon Tax to Council in 2013/2014 is estimated to be approximately \$450,000".*

### **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.

### **Funding**

The financial impact of the carbon tax on Council's various operations has been detailed within this report. The increased costs have been factored in budget estimates in the Draft 2013/2014 Operational Plan.

### **RECOMMENDATION:**

That the information be received.

### **ATTACHMENTS:**

There are no supporting documents for this report.

**oooO END OF REPORT Oooo**

## ORDINARY MEETING

Meeting Date: 30 April 2013

### CONFIDENTIAL REPORTS

Item: 74                    GM - Council's Code of Conduct - Appointment of Panel of Conduct Reviewers -  
(79351)    **CONFIDENTIAL**

Previous Item:            Item 3, Ordinary (5 February 2013)

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#### **Reason for Confidentiality**

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

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

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

**ORDINARY MEETING**

**Meeting Date:** 30 April 2013

**Item: 75**                      **IS - Tender No.00918 - Collection, Transportation and Disposal of Biosolids from South Windsor and McGraths Hill Sewage Treatment Plants**      **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:** 30 April 2013

**Item: 76**                    **IS - Tender No.00919 - Request for Tender for Purchase and Removal of Sand from the Hawkesbury City Waste Management Facility - (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:** 30 April 2013

**Item: 77**                      **IS - Tender No. 00923 - Reconstruction of Sealed Road Sections of Freemans Reach Road & Grose Vale Road - (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:** 30 April 2013

**Item: 78**                    **IS - Tender No. 00927 - Construction of Jurds Bridge on Upper Macdonald Road, Higher Macdonald - (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:** 30 April 2013

**Item: 79                      SS - Property Matter - Lease to James Monaghan and Jennifer Monaghan-Perez -  
Shop 3 Wilberforce Shopping Centre - (112106, 95496)    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:** 30 April 2013

**Item: 80**                    **SS - Property Matter - Lease to Samuel and Tanya Fazl - Shop 11 Glossodia Shopping Centre - (112106, 95496)    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

section 5

reports  
of committees

**ORDINARY MEETING**  
Reports of Committees

**ORDINARY MEETING**  
Reports of Committees

**SECTION 5 - Reports of Committees**

**ROC - Audit Committee Minutes - 20 February 2013**

The meeting commenced at 4:00pm

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|                       |   |
|-----------------------|---|
| <b>Present:</b>       | Ellen Hegarty<br>Harry Khouri<br>Nisha Maheshwari (Chair)<br>Councillor Bob Porter<br>Councillor Paul Rasmussen   |
| <b>Apologies:</b>     | Nil   |
| <b>In Attendance:</b> | Peter Jackson - General Manager<br>Laurie Mifsud - Director Support Services<br>Steven Kelly - Internal Auditor<br>Emma Galea - Chief Financial Officer<br>Dennis Banicevic - Council's External Auditor<br>Natasha Martin - Minute Secretary |

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**REPORT:**

**Attendance Register of Audit Committee**

| Member                              | 20.2.2013 |  |  |  |  |
|-------------------------------------|-----------|--|--|--|--|
| Councillor Bob Porter               | ✓         |  |  |  |  |
| Councillor Paul Rasmussen           | ✓         |  |  |  |  |
| Councillor Mike Creed (Alternate)   | N/A       |  |  |  |  |
| Councillor Jill Reardon (Alternate) | N/A       |  |  |  |  |
| Ms Ellen Hegarty                    | ✓         |  |  |  |  |
| Mr Harry Khouri                     | ✓         |  |  |  |  |
| Ms Nisha Maheshwari (Chair)         | ✓         |  |  |  |  |

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

**CONFIRMATION OF MINUTES**

**RESOLVED** on the motion of Councillor Bob Porter and seconded by Mr Harry Khouri that the Minutes of the Audit Committee held on the 5 December 2012, be confirmed.

**ORDINARY MEETING**  
Reports of Committees

**SECTION 3 - Reports for Determination**

**Item: 1 AC - Election of Chairperson - (91369, 79351, 121470)**

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Mr Jackson called for nominations for the position of Chairperson, two nominations were received, being:

|                 |   |
|-----------------|---|
| Mr Harry Khouri | Nominated by Ms Nisha Maheshwari<br>Seconded by Councillor Porter<br>DECLINED |
|-----------------|---|

|                     |   |
|---------------------|---|
| Ms Nisha Maheshwari | Nominated by Mr Harry Khouri<br>Seconded by Councillor Porter<br>ACCEPTED |
|---------------------|---|

**RECOMMENDATION TO COMMITTEE:**

That a Chairperson of the Audit Committee for 2013 be determined.

**COMMITTEE RECOMMENDATION:**

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

That Ms Nisha Maheshwari be nominated as Chairperson of the Audit Committee for 2013.

The motion was carried and Ms Nisha Maheshwari was declared Chairperson of the Audit Committee for 2013.

Ms Maheshwari assumed the Chair.

**Item: 2 AC - Election of Deputy Chairperson - (91369, 79351, 121470)**

---

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

|                 |   |
|-----------------|---|
| Mr Harry Khouri | Nominated by Ms Nisha Maheshwari<br>Seconded by Councillor Porter<br>ACCEPTED |
|-----------------|---|

**RECOMMENDATION TO COMMITTEE:**

That a Deputy Chairperson of the Audit Committee for 2013 be determined.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Ms Nisha Maheshwari, seconded by Councillor Bob Porter.

That Mr Harry Khouri be nominated as Deputy Chairperson of the Audit Committee for the 2013.

The motion was carried and Mr Harry Khouri was declared Deputy Chairperson of the Audit Committee for 2013.

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

**Item: 3      AC - Status Report - Management Responses to Audit Recommendations - December 2012 - (91369, 79351, 121470)**

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**DISCUSSION:**

- Mr Kelly referred to Item 4 under Development Applications and advised that Information Services and the Planning Department are working together to cleanup computer systems to accurately reflect the DA completion data.
- Councillor Porter asked if all enquiries to the front counter Duty Officer are recorded or logged. Mr Jackson indicated that a record is made, however requested Mr Kelly to follow-up on this matter and report the result to the next meeting.
- Ms Hegarty referred to Item 3 under Delegations and asked if the delegations will be available only within Council, or via Council's website. Mr Jackson advised that in accordance with reporting requirements and suggestions provided under the GIPA Act, the delegations are currently under review for access on Council's public website. It is anticipated that the delegates name will be included with the appropriate delegation/ responsibility.
- Mr Kelly advised that recent changes to Council's Code of Conduct, adopted by Council at its meeting of 5 February 2013, effective from 1 March 2013, will be reflected as part of this review.
- Councillor Rasmussen referred to Item 2 under Governance Health Check. Mr Jackson advised that a statement of values is being developed and will be presented to Council for final determination.
- Ms Hegarty referred to item 3 under Governance Health Check and enquired about its status. Mr Jackson advised that the document should be completed by mid 2013. The final wording may also alter to Guideline, and not Policy.

**RECOMMENDATION TO COMMITTEE:**

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

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor Bob Porter.

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

**Item: 4 AC - Internal Audit Annual Report 2012 - (91369, 79351, 121470)**

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**RECOMMENDATION TO COMMITTEE:**

That the Internal Audit Annual Report for 2012 be endorsed.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Paul Rasmussen, seconded by Councillor Bob Porter.

That the Internal Audit Annual Report for 2012 be endorsed.

**Item: 5 AC - Internal Audit Operational Plan 2013 - (91369, 79351, 121470)**

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**DISCUSSION:**

- Ms Maheshwari asked if the projected audit day's allocation was ambitious. Mr Kelly indicated he considered that sufficient days have been allocated for the respective aspects of the audit, particularly as some reports within the plan are duplicated due to a repeat in terminology, and this allows extra day requirements that can be utilised between the different audits.
- Dennis Banicevic recommended a redistribution of days for Payroll and Council Investments audit areas, advising that the Payroll audit, is a high risk audit area, and has only been given 10 days, while Council Investments, with an allocation of 20 days, will be a relatively simple audit task.
- Mr Khouri asked how much auditing is outsourced. Mr Banicevic advised the percentage of outsourcing varies, however noted that distribution of internal/external auditing should be relative to the particular Council's budget.
- Mr Jackson noted that the allocation of an Internal Auditor by Council has now enabled certain audits to be conducted by an external consultant that previously could not have been budgeted.
- Councillor Rasmussen asked if Council is likely to appoint an external consultant, and if so, the number of allocated days for the purpose. Mr Kelly replied that Administration and Special Requests, as per the table on page 39 of the business paper, will capture these requirements. Further breakdown in administration tasks are also provided on page 41 of the business paper.
- Councillor Rasmussen asked if the remaining days from the 2012 allocations should be carried over to the 2013 allocations. Mr Kelly advised that this will be considered.
- Councillor Rasmussen referred to Item 4 on page 41 of the report and asked if there have been any emerging issues. Mr Jackson advised this is unknown at this time.

**RECOMMENDATION TO COMMITTEE:**

That the Committee adopt the Internal Audit Operational Plan 2013 included as Attachment 1 to the report.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Bob Porter, seconded by Councillor Paul Rasmussen.

That the Committee adopt the Internal Audit Operational Plan 2013 included as Attachment 1 to the report.

**Item: 6 AC - Fraud Control Health Check - (91369, 79351, 121470)**

**Previous Item:** 2, Audit Committee (5 December 2012)

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**DISCUSSION:**

- Mr Kelly advised that the Fraud Control Health Check will be presented to Council's next Mangers Meeting.

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

- Ms Maheshwari referred to Question 8 on page 48 and asked if there is an arrangement that will protect the “whistleblower” from negative repercussions. Mr Jackson advised that staff members are protected by the Public Interest Disclosure Act 1994.
- Ms Maheshwari asked if there should be an additional question included that asks the individual if they are confident that their report will be taken seriously. Mr Jackson indicated that Question 9 already answers that issue.
- Ms Maheshwari recommended further clarification regarding the confidence of the individual that the report will be handled appropriately. Councillor Rasmussen agreed with this suggestion. Mr Jackson advised that all individuals will be treated properly and protected under the Public Interest Disclosure Act 1994.
- Ms Maheshwari enquired when the questionnaire will be delivered. Mr Kelly advised that managers will submit responses by May 2013 for collation. Mr Kelly will provide a report to Council and the Audit Committee in August 2013.

**RECOMMENDATION TO COMMITTEE:**

That the Fraud Control Health Check detailed in this report be included in the 2013 Internal Operational Plan.

**COMMITTEE RECOMMENDATION:**

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

That the Fraud Control Health Check detailed in this report be included in the 2013 Internal Operational Plan.

**Item: 7 AC - Audit Committee Matters - (91369, 79351, 121470)**

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**RECOMMENDATION TO COMMITTEE:**

That the information be noted and received.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Councillor Bob Porter, seconded by Ms Ellen Hegarty.

That the information be noted and received.

**SECTION 4 - General Business**

There were no matters raised.

The meeting terminated at 5:15pm.

Submitted to and confirmed at the meeting of the Audit Committee held on 8 May 2013.

**oooO END OF REPORT Oooo**

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|---|
| <p style="text-align: center;"><b>ORDINARY MEETING</b></p> <p style="text-align: center;">Reports of Committees</p> |
|---|

The meeting commenced at 4:07pm in Council Chambers

Mr Owens opened the meeting, advising the Committee of the requirement for an election of Chairperson and Deputy Chairperson.

Councillor Creed Nominated by Councillor Reardon  
Seconded by Councillor Porter

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

**Refer to COMMITTEE RECOMMENDATION**

That an election for the position of Chairperson of the Waste Management Advisory Committee for the 2012/2013 term of the Committee be carried out.



|   |
|---|
| <p style="text-align: center;"><b>ORDINARY MEETING</b></p> <p style="text-align: center;">Reports of Committees</p> |
|---|

Councillor Reardon      Nominated by Councillor Porter  
Seconded by Councillor Creed

RESOLVED on the motion of Councillor Porter, seconded by Councillor Creed

**COMMITTEE RECOMMENDATION:**

Mr Matthew Owens declared Councillor Reardon the Deputy Chairperson of the Waste Management Advisory Committee for the 2012/2013 term of the Committee.

The Chair welcomed the Committee, thanked the previous Committee for their past work, and invited all attendees to introduce themselves.

**RESOLVED** on the motion of Councillor Reardon and seconded by Councillor Porter that the Minutes of the Waste Management Advisory Committee held on the 4 July 2012, be confirmed.

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

## ITEM: 2 Gas Flaring at the Hawkesbury City Waste Management Facility - Status Report

- Mr Younan reported the closing date for the submission of tenders for Gas Flaring was 12 April, 2013. Ms Woods enquired if the landfill gas could be utilised to generate electricity. Mr Younan responded the volume of gas emission was not conducive, however he did not preclude the potential for running a turbine for the facility in the future.
- Mr Younan reported there were various methods available for calculating emissions obligations under the Emissions Trading Scheme, including the default methodology. Mr Younan reported flux boxes were utilised at the WMF as an effective technique for measuring surface emissions through landfill caps.
- Mr Younan advised the use of gas flaring would reduce CO<sub>2</sub> by 21 times.

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**MOTION:**

RESOLVED on the motion of Councillor Reardon, seconded by Mr Basant Maheshwari

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the information be received.

**ITEM: 3 Hawkesbury City Waste Management Facility Master Plan - Status Report**

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**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**MOTION:**

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

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the information be received.

**ITEM: 4 University of Western Sydney Lands - Status Report**

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**DISCUSSION:**

- Councillor Porter enquired if anything further had been heard from the University regarding Council acquiring land from that institution and Mr Younan responded he would follow up with the University to ascertain if a decision had been made by the Board regarding purchase of leased and new land, and to seek its stance on the possibility of a joint venture.

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**MOTION:**

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

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That staff write to the University of Western Sydney to ascertain if a decision had been made by the Board regarding purchase of leased and new land, and to seek its stance on the possibility of a joint venture.

**ITEM: 5 Drop off Facility at the Hawkesbury City Waste Management Facility - Status Report**

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**DISCUSSION:**

- Mr Younan advised the works had been completed and the facility was operating successfully. Councillor Porter suggested the Drop off Facility be promoted to inform residents the facility was open and working well.
- Ms Woods enquired about the possibility of running public events such as tours of the landfill site and the Sewerage Treatment Plant as part of an education process. Mr Younan reported unfortunately tours of the landfill were not a viable option, as from past experience he had found the community (particularly schools) could not comply with the level of health and safety requirements. Ms Woods asked if she could be provided with those particular requirements. Mr Younan advised he would provide Ms Woods with a Safe Work Method Statement pertaining to the aforementioned sites.
- Ms Woods enquired if reverse garbage options were available at the landfill (and referred to a previous era where foraging was permissible). Mr Younan responded due to safety issues residents were not permitted to sort through the waste nor remove any material, other than the collection of mulch.
- Ms Woods advised she was aware Council's Education Officer was leaving Council and took the opportunity to congratulate Amanda Monaco for her excellent work in promoting waste education to the public and her work in various community outreach projects.

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**MOTION:**

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

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That the success of the new Drop off Facility be actively promoted in the media as a means of encouraging the public to utilise the facility.

**ITEM: 6 Progress Report - Waste Education Officer - Council Waste Collection Truck Educational Design Upgrade**

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**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**MOTION:**

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

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That the information be received.

**ITEM: 7 Progress Report - Waste Education Officer - Extra Recycling Bin**

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**DISCUSSION:**

- Ms Monaco referred to flyers she had prepared to make residents aware of the various waste service options available and to assist them in selecting the most cost effective option. Ms Monaco cited various examples of potential savings to be made, including the reduction of a rubbish bin size from a 240Litre to a 140Litre, would result in a savings of \$140 per year.
- Councillor Porter advised the verbal report provided by Ms Monaco regarding potential fee reductions was very well presented and easily interpreted, and suggested the price comparison information cited by Ms Monaco be included in a future community newsletter.
- Mr Owens advised tenders for the provision of containerised garden organics collection and processing would be reported to Council on 9 April 2013, and if agreed upon by Council, the provision of green waste collection would result in savings to many residents as 240L bins would not generally be required.

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**MOTION:**

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

*Refer to COMMITTEE RECOMMENDATION*

**COMMITTEE RECOMMENDATION:**

That the information be received.

**ITEM: 8 Progress Report - Waste Education Officer - Education Update**

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**DISCUSSION:**

- Ms Monaco reported the computer and television recycling event recently held was well attended, with over 800 people in attendance, 95% of which were Hawkesbury residents. Ms Monaco advised nine x 20ft shipping containers were filled (the tonnage of which was not available to date and would be reported to the next meeting). Ms Monaco added due to the success of the event, a further event was scheduled for 17, 18 and 19 May.

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

- Ms Monaco reported Council was trialling (in-house) a polystyrene recycling initiative where staff were encouraged to bring their polystyrene products from home for collection by 'Toxfree' (an integrated waste management and industrial service provider).
- Enquiry was made as to the possibility of Council running its own polystyrene recycling unit and Mr Younan responded a grant had been submitted for a unit to be installed for public use at the facility, however to date he had not heard if that grant was successful. Ms Monaco added she understood businesses such as Harvey Norman were applying for grants to install units on their sites.

**RECOMMENDATION TO COMMITTEE:**

That the information be received.

**MOTION:**

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

***Refer to COMMITTEE RECOMMENDATION***

**COMMITTEE RECOMMENDATION:**

That the information be received.

**SECTION 5 - General Business**

- Ms Woods made enquiry as to monitoring of ground water quality around the landfill site and asked if samples were taken and if so, availability of data. Mr Younan responded the license for the facility specifies requirements for monitoring, including gas emissions and leachates. Mr Younan reported bore holes around the perimeter of the facility were monitored for gas levels, however he was uncertain of groundwater monitoring, advising he would investigate and report back to the Committee. Mr Younan added he believed there would not be safety issues regarding the quality of the water, advising cells were clay lined, with drainage at the base of a 900ml thick clay liner, and further reported leachate was pumped out for storage in wet weather. The Chair asked if a design plan of each cell could be provided to the Committee and Mr Younan responded he would arrange same.
- Ms Woods made reference to water sampling previously performed by an ex-staff member (Di Tierney) under the Streamwatch Program, where data was made public on Council's website, and asked if any process was in place for Redbank Creek. Mr Younan responded he would investigate and report back to the Committee.
- Mr Organ reported Matthew Collins had resigned from Council and advised he was in the process of procuring a new staff member to manage operations previously performed by Matt.
- Councillor Reardon enquired when the next meeting was scheduled. It was advised Ms Kozjak would arrange a meeting date for June/July, and in the event information regarding acquiring land was received from the University prior to that time, a special meeting would be called.

The meeting closed at 5:29pm.

**oooO END OF REPORT Oooo**

**ORDINARY MEETING**  
Reports of Committees

**ROC - Local Traffic Committee - 8 April 2013 - (80245)**

Minutes of the Meeting of the Local Traffic Committee held in the Large Committee Room, Windsor, on Monday, 8 April 2013, commencing at 3:00pm.

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**ATTENDANCE**

**Present:** Councillor Mike Creed (Acting Chairperson) - (Alternate Delegate)  
Mr Richard McHenery, Roads and Maritime Services  
Snr Constable Debbie Byrnes, NSW Police Force

**Apologies:** Councillor Kim Ford (Chairman)  
Mr Bart Bassett, MP (Londonderry)  
Mr Kevin Conolly, MP (Riverstone)  
Mr Ray Williams, MP (Hawkesbury)  
Snr Constable Romelda McInerney, NSW Police Force  
Ms Jill Lewis, NSW Taxi Council  
Ms Jodie Edmunds, Westbus

**In Attendance:** Mr C Amit, Manager, Design & Mapping Services  
Ms J Wong, Community Safety Coordinator  
Ms Laurel Tweedie, Administrative Officer, Infrastructure Services

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The Chairman tendered an apology on behalf of Mr Kevin Conolly (Riverstone), advising that Mr Kevin Conolly (Riverstone) concurred with recommendations as contained in the formal agenda and had granted proxy to himself to cast vote on his behalf.

**SECTION 1 - Minutes**

**Item 1.1 Confirmation of Minutes**

The Committee resolved on the motion of Snr Constable Debbie Byrne, seconded by Mr Richard McHenery, that the minutes from the previous meeting held Monday 11 March 2013 be confirmed.

**Item 1.2 Business Arising**

**ORDINARY MEETING**  
Reports of Committees

**Item 1.2.1      LTC - 8 April 2013 - Item 1.2.1 - Ride 2 Riverstone Bicycle Event - 2013 (Hawkesbury & Riverstone)- (80245, 118318)**

**Previous Item:**    Item 2.2, LTC (11 March 2013)

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**REPORT:**

Mr R. McHenery referred to the Ride 2 Riverstone Event which was discussed at the March LTC Meeting and was classified as a Class 1 event. It appears that the Hills Shire Council were considering changing the class of this event to Class 2 and the change of class was also discussed at the recent LTC Meeting at Blacktown City Council. It appears that no clear change of class had been determined by either council.

The committee discussed this matter and felt that the Class 1 should remain as no supporting evidence has been provided to indicate a change to a Class 2. Furthermore, since the existing classification of this event had been previously agreed to between the three councils when the event was first submitted in 2010, any future change to the classification of this event should be undertaken by the three councils in consultation with the event organizer, Police and RMS to reach concurrence on the Class of the event.

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Mr Richard McHenery, seconded by Snr Constable Debbie Byrne.

Support for Recommendation:    Unanimous

That the information be received.

**SECTION 2 - Reports for Determination**

**Item 2.1      LTC - 08 April 2013 - Item 2.1 - Shahzada 400 Kilometre Horse Endurance Ride, St Albans 2013 - (Hawkesbury) - (80245, 86185, 114819)**

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**REPORT:**

**Introduction:**

An application has been received from Shahzada Memorial Endurance Test Inc. seeking approval (in traffic management terms) to conduct the Shahzada 400 Kilometre Horse Endurance Ride, in and around the St Albans and Macdonald Valley areas. The event will be held over 5 days from Monday, 26 August 2013 to Friday, 30 August 2013.

The event organiser has advised:

- This is an annual event which has been held for the past 32 years.
- It is a 400 kilometre horse endurance event, held over 5 days in conjunction with a 120 kilometre, 3 day training ride.

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

- The event is a time trial.
- The event will be undertaken between 4.00am and 5.00pm each day.
- There will be approximately 150 horse riders participating.
- There will be approximately 50 spectators.
- Start and end point for the event will be within the St Albans village.
- Route/Course for the Rides:

400 Kilometre Endurance Ride and 120 Kilometre Training Ride:

- Monday, 26 August 2013: (Leg 1) The 400 kilometre ride starts at 4.00am and riders will travel out on Wollombi Road to Johnny's Hill, along the Transmission Road, down Blue Hill and Wrights Creek Road, right into Settlers Road and back to Town. (Leg 2), Later in the day riders will go out to Joe's Crossing, right into the Branch Road (Upper Macdonald Road), left into McKechnie's, left along the Woomerah Path, left into Jacks Track, back to the Branch Road, over Joe's Crossing and back to St Albans on Wollombi Road.
- Tuesday, 27 August 2013: (Leg 1) The 400 kilometre riders will leave town at 4.00am with the 120 kilometre Training riders at 6.30am, going around the Settlers Arms and down Bulga Street past the Fickle Wombat, along Settlers Road to Shepherds Gully Road, up the Great Northern Road, left into the 8 Mile, left into Wrights Creek Road and back into Town on Settlers Road passing the front of the Pub. (Leg 2) Later in the morning the riders will go out again the same way on Settlers Road turning into Mary O'Toole's driveway and up Careflight Hill, right into the Great Northern Road, down Shepherds Gully and back to Town on Settlers Road.
- Wednesday, 28 August 2013: (Leg 1) The 400 kilometre riders will leave from 4.00am and the 120 kilometre training riders from 6.30am, go around the Settlers Arms, down Bulga Street and Settlers Road to the Word of Life Crossing, turning left into St Albans Road, right up Boyd's Hill, along the Woomerah Path and down McKechnie's to the Branch Road where the 400 kilometre riders will turn left and out to Clarie's Bridge, over Prestons, right into Wollombi Road and back to St Albans and the Training riders will turn right at the Branch Road, back over Joe's Crossing and right into Wollombi Road to return to St Albans. (Leg 2) Later in the day the 400 kilometre riders will leave St Albans, around Settlers Arms into Bulga Street and down Settlers Road, left into Wrights Creek Road, up Blue Hill, right into Transmission Road, left into Short Wellums, right into Settlers Road and back to Town.
- Thursday, 29 August 2013: (Leg 1) The 400 kilometre riders will leave town at 4.00am and the 120 kilometre Training riders will leave at 6.30am, all travelling the same way out of town to Wrights Creek Road, up Blue Hill, right into Transmission Road until Brown's Road, where the Training riders may elect to continue on Transmission Road, down Johnny's Hill and back to Town on the Wollombi Road but the majority will turn left and go down the Steps coming out on Wollombi Road closer to Town. (Leg 2) Later in the day, the riders will go out on Wollombi Road, left across Joe's Crossing, left into the Branch Road, up Jack's Track, along the Woomerah Track, left down Boyd's Hill, left into St Albans Road, right across Word of Life Crossing, left into Settlers Road back into St Albans turning left at Bulga Street and around the Settlers Arms to the timekeeper in Bulga Street via Wollombi Road.



## ORDINARY MEETING

### Reports of Committees

- Friday, 30 August 2013: (Leg 1) The 400 kilometre riders will leave at 4.00am going out on Wollombi Road to Joe's Crossing, left into the Branch Road, up Jack's Track, along the Woomeerah to a turnaround near Webbs Creek Hill, going back along the Woomeerah and right down McKechnie's, right into the Branch Road, left over Joe's Crossing, right into Wollombi Road and back to Town. (Leg 2) Later in the day, riders will go out on Wollombi Road, turning right at the old Quarry, up the Steps, along Brown's Road, left into the Transmission Road, left into Wollombi road and back to Bulga Street in St Albans.
- Road Inventory

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

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

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

#### Discussion:

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

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

The event organiser has submitted the following items in relation to the event: Attachment 9 (ECM Document Nos: 4346285 & 4352462):

1. Traffic and Transport Management for Special Events – HCC: Form A – Initial Approval - Application Form,
2. Traffic and Transport Management for Special Events – HCC: Form B – Initial Approval Application - Checklist,
3. Special Event Transport Management Plan Template – RTA (Roads and Maritime Services - RMS),
4. Traffic Management Plan (TMP) and Traffic Control Plans (TCP) which expired on 4 July 2011.
5. Risk Management Plan dated 10 March 2013,
6. Event Course Maps,
7. Public Liability Insurance Policy to the value of \$20,000,000, which expires on 01 January 2014.

Authorisation for the use of St Albans Bridge is required from the Roads and Maritime Services - RMS (formerly RTA).

**COMMITTEE RECOMMENDATION:**

RESOLVED on the motion of Snr Constable Debbie Byrne, seconded by Cllr Mike Creed.

Support for Recommendation: Unanimous

That:

1. The approval conditions listed below relate only to matters affecting the traffic management of the event. The event organiser must obtain all other relevant approvals for this event. The event organiser must visit Council's web site, <http://www.hawkesbury.nsw.gov.au/news-and-events/organising-an-event>, and refer to the documentation contained within this link which relates to other approvals that may be required for the event as a whole. It is the responsibility of the event organiser to ensure that they comply with the contents and requirements of this information which includes the Roads and Maritime Services - RMS (formerly RTA) publication "Guide to Traffic and Transport Management for Special Events" (Version 3.4) and the Hawkesbury City Council special event information package.
2. The Shahzada 400 Kilometre Horse Endurance Ride event, in and around the St Albans and Macdonald Valley areas, planned from Monday, 26 August 2013 to Friday, 30 August 2013 be classified as a "**Class 2**" special event, in terms of traffic management, under the "Traffic and Transport Management for Special Events" guidelines issued by the Roads and Maritime Services - RMS (formerly RTA).
3. The safety of all road users and personnel on or affected by the event is the responsibility of the event organiser.
4. No objection (in terms of traffic management) be held to this event subject to compliance with the information contained within the application submitted and the following conditions:

**Prior to the event:**

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

- 4l. the event organiser is to obtain approval from the NSW Department of Primary Industries for the use of any Crown Road or Crown Land; **a copy of this approval to be submitted to Council;**
- 4m. the event organiser is to obtain approval from the respective Land Owners for the use of their land for the event; **a copy of this approval to be submitted to Council;**
- 4n. the event organiser is to obtain any necessary approvals from adjoining Councils; **a copy of this approval to be submitted to Council;**
- 4o. the event organiser is to advertise the event in the local press stating the entire route/extent of the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, two weeks prior to the event; **a copy of the proposed advertisement to be submitted to Council** (indicating the advertising medium);
- 4p. the event organiser is to notify the details of the event to the NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service and SES at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4q. the event organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; **a copy of the correspondence to be submitted to Council;**
- 4r. the event organiser is to directly notify all the residences and businesses which may be affected by the event, including the proposed traffic control measures and the traffic impact/delays expected, due to the event, at least two weeks prior to the event; The event organiser is to undertake a letter drop to all affected residents and businesses in proximity of the event, with that letter advising full details of the event; **a copy of the correspondence to be submitted to Council;**
- 4s. 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:**

- 4t. access is to be maintained for businesses, residents and their visitors;
- 4u. a clear passageway of at least 4 metres in width is to be maintained at all times for emergency vehicles;
- 4v. 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);
- 4w. the riders are to be made aware of and are to follow all the general road user rules whilst riding on public roads;
- 4x. 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);
- 4y. the competitors and participants are to be advised of the traffic control arrangements in place, prior to the commencement of the event;
- 4z. 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,

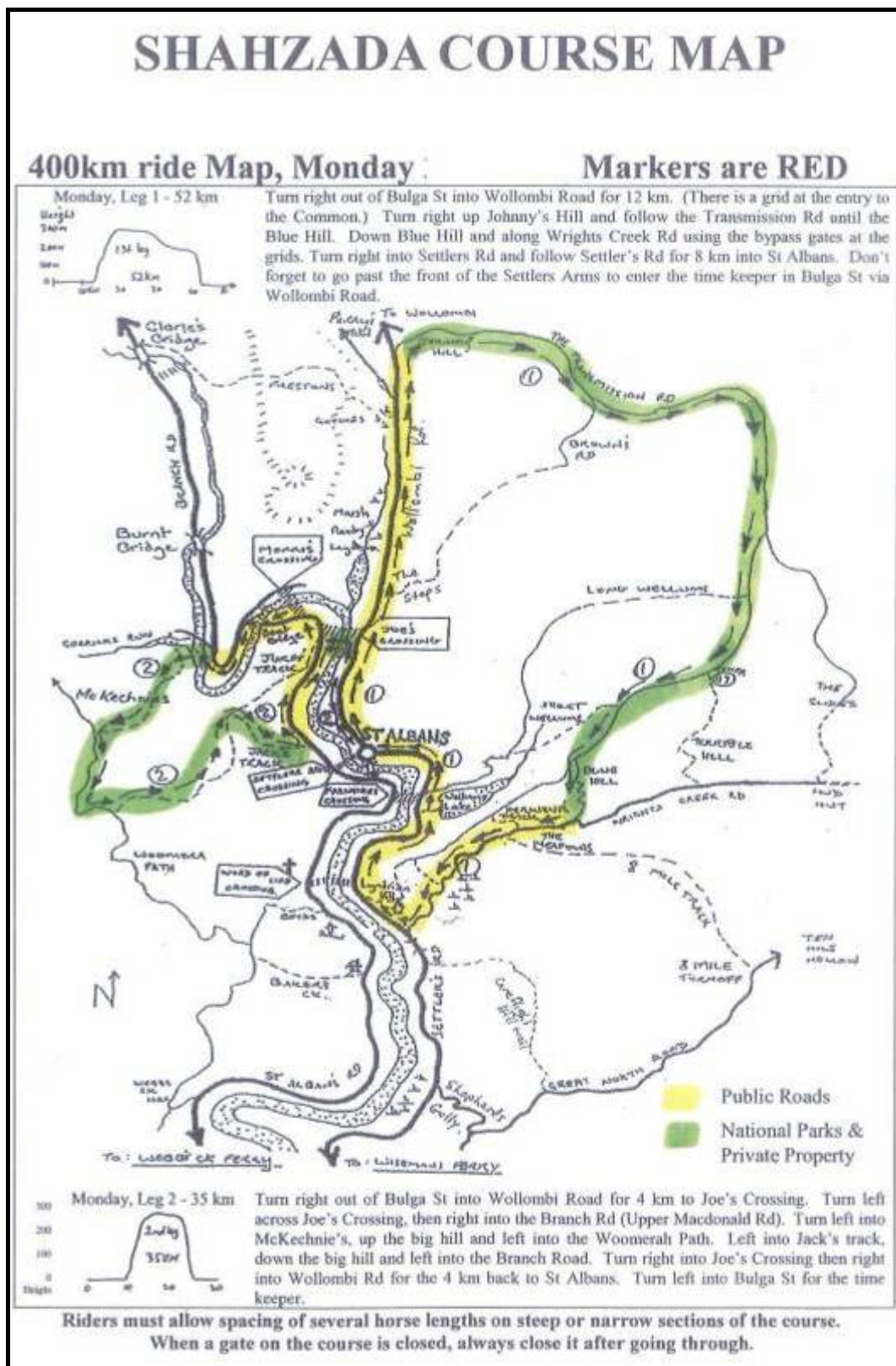
**ORDINARY MEETING**  
**Reports of Committees**

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

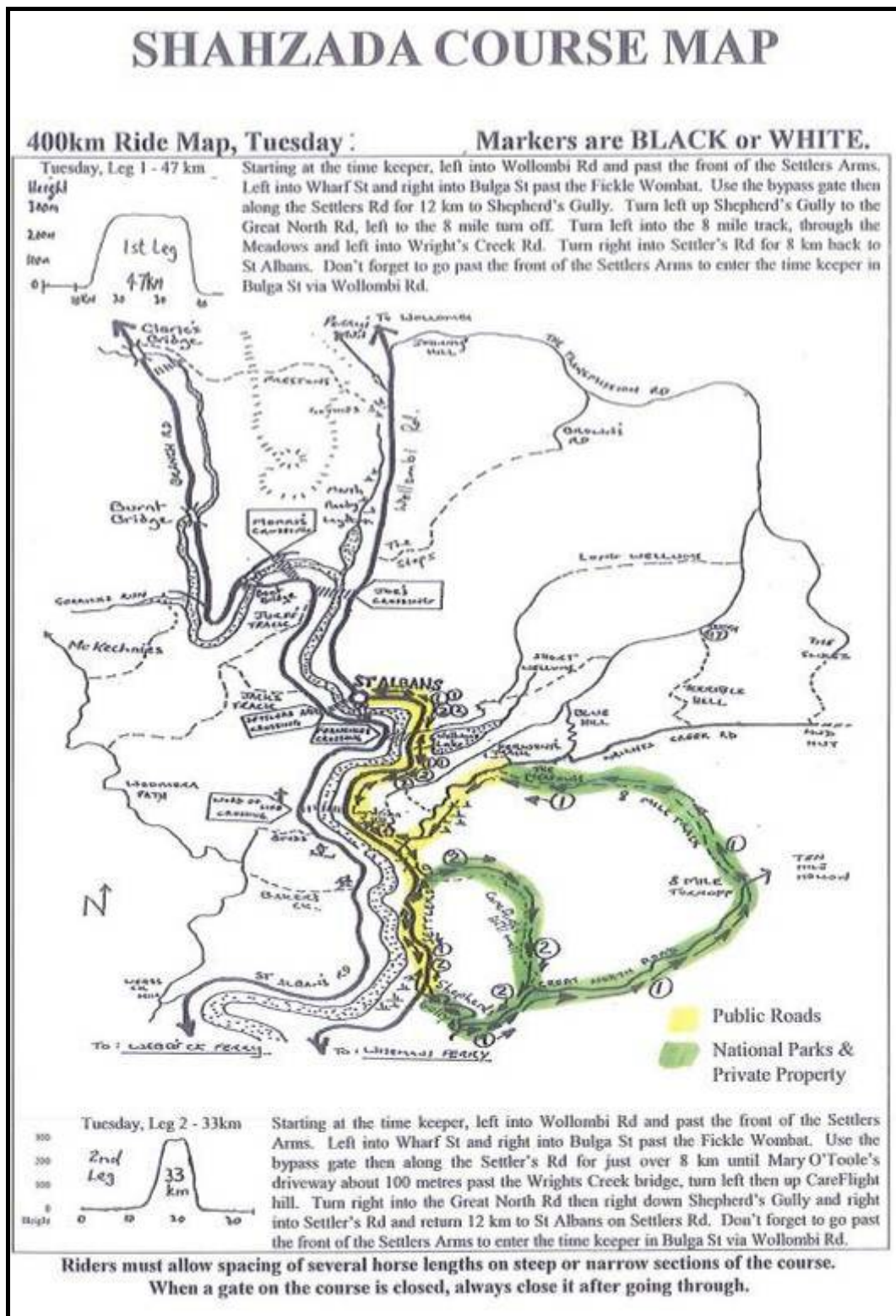
**APPENDICES:**

- AT – 1** Event Course Map – 400 Klm Endurance Ride - Monday - Leg 1 (52 Klm) & Leg 2 (35 Klm).
- AT - 2** Event Course Map - 400 Klm Endurance Ride - Tuesday - Leg 1 (47 Klm) & Leg 2 (33 Klm).
- AT - 3** Event Course Map - 400 Klm Endurance Ride - Wednesday - Leg 1 (49 Klm) & Leg 2 (28 Klm).
- AT - 4** Event Course Map - 400 Klm Endurance Ride - Thursday - Leg 1 (50 Klm) & Leg 2 (30 Klm).
- AT - 5** Event Course Map - 400 Klm Endurance Ride - Friday - Leg 1 (46 Klm) & Leg 2 (30 Klm).
- AT - 6** Event Course Map - 120 Klm Training Ride - Tuesday - 47 Klm.
- AT - 7** Event Course Map - 120 Klm Training Ride - Wednesday - 28 Klm.
- AT - 8** Event Course Map - 120 Klm Training Ride - Thursday - 50 Klm.
- AT – 9** Special Event Application - (ECM Document Nos: 4346285 & 4352462) - *see attached.*

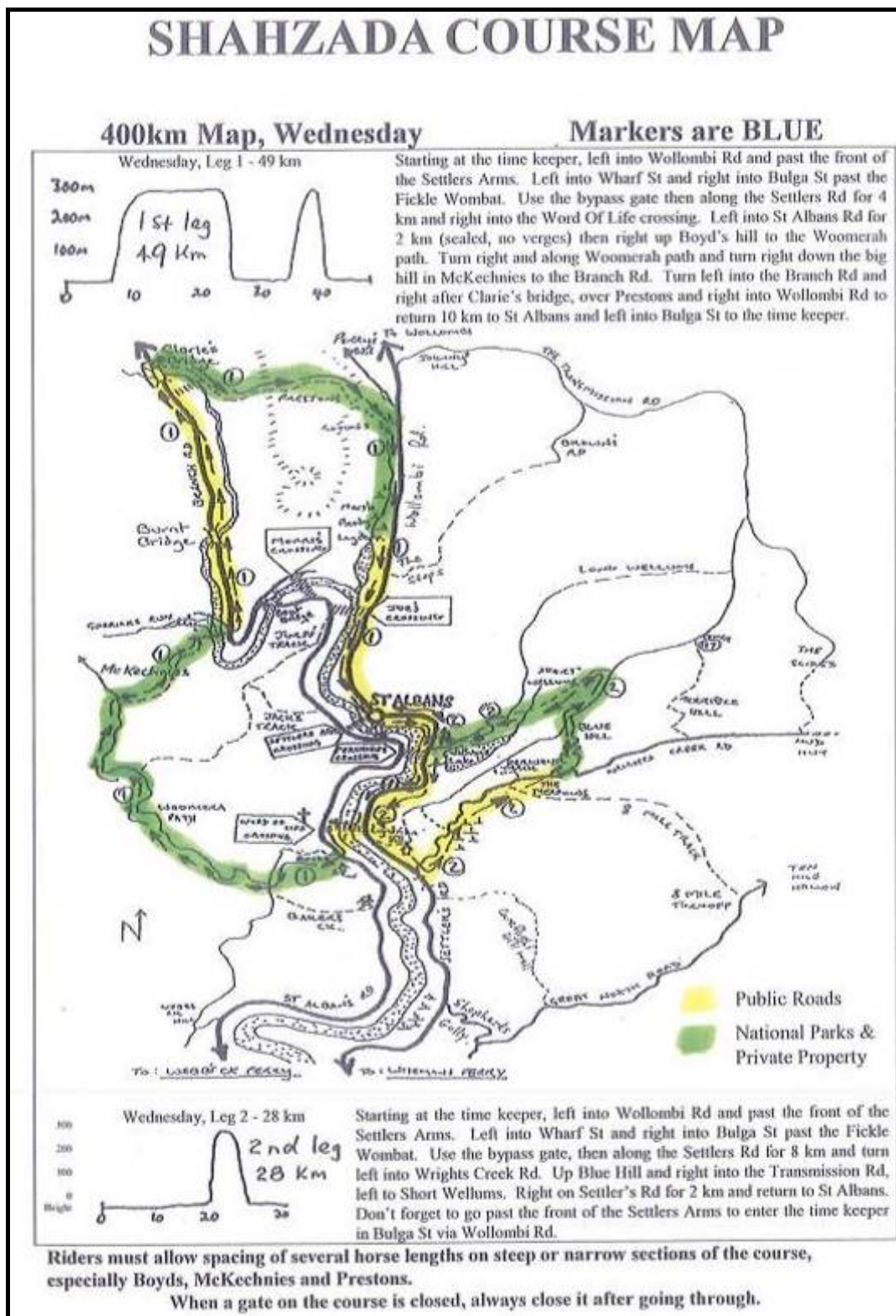
**AT – 1 Event Course Map – 400 Klm Endurance Ride - Monday - Leg 1 (52 Klm)  
& Leg 2 (35 Klm).**





**AT - 2 Event Course Map - 400 Klm Endurance Ride - Tuesday - Leg 1 (47 Klm) & Leg 2 (33 Klm).**

**AT - 3 Event Course Map - 400 Klm Endurance Ride - Wednesday - Leg 1 (49 Klm)  
& Leg 2 (28 Klm).**

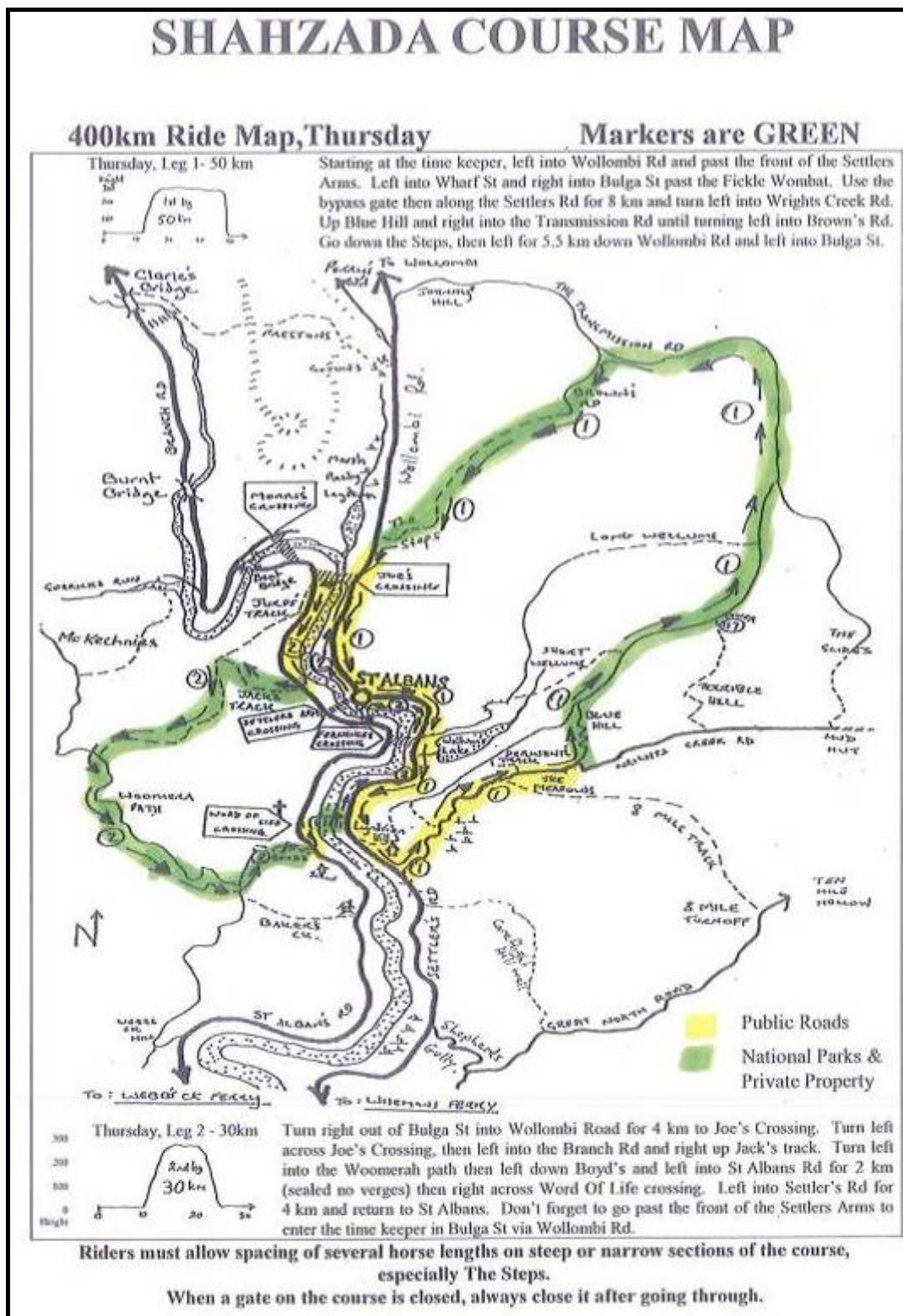


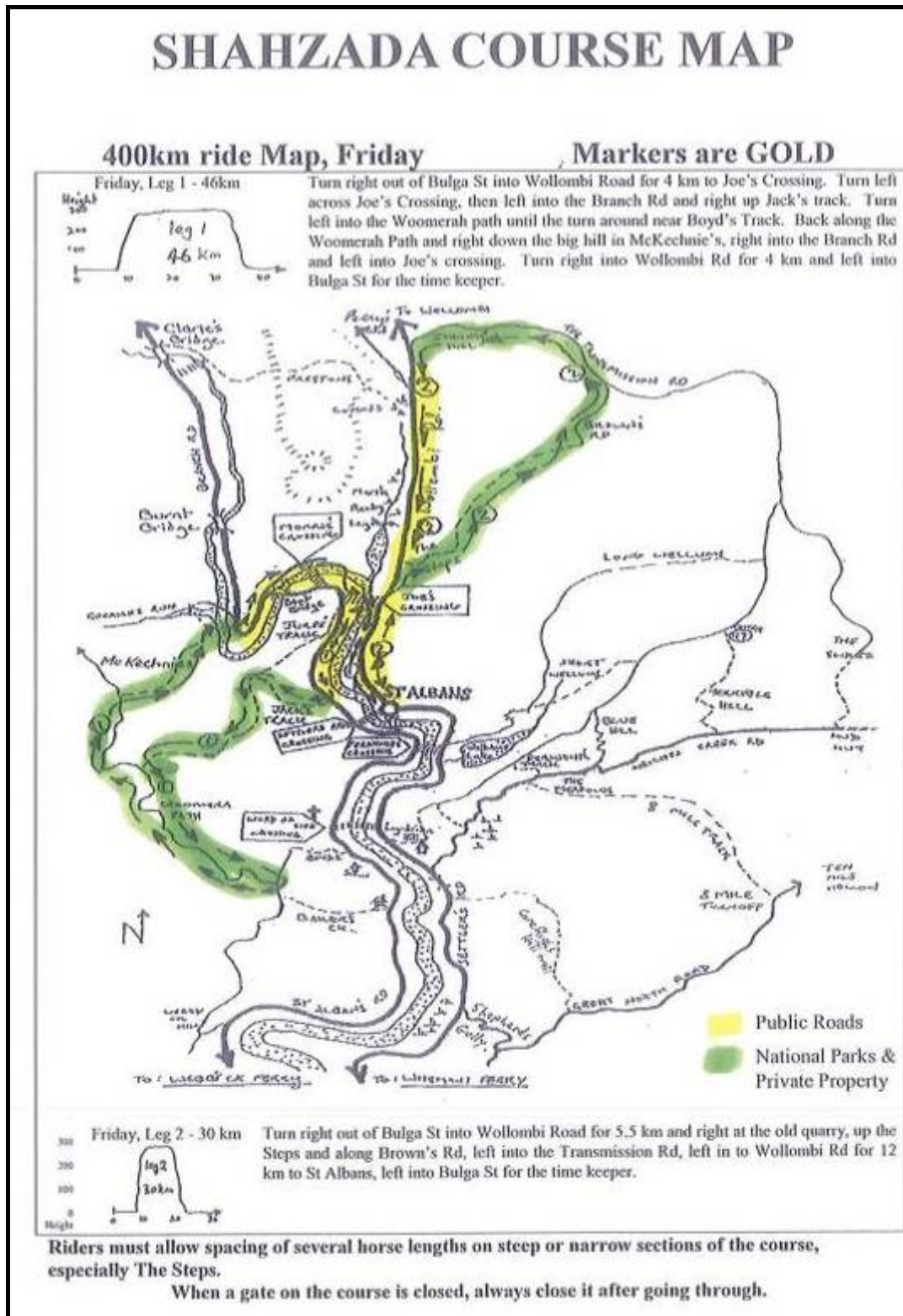


## ORDINARY MEETING

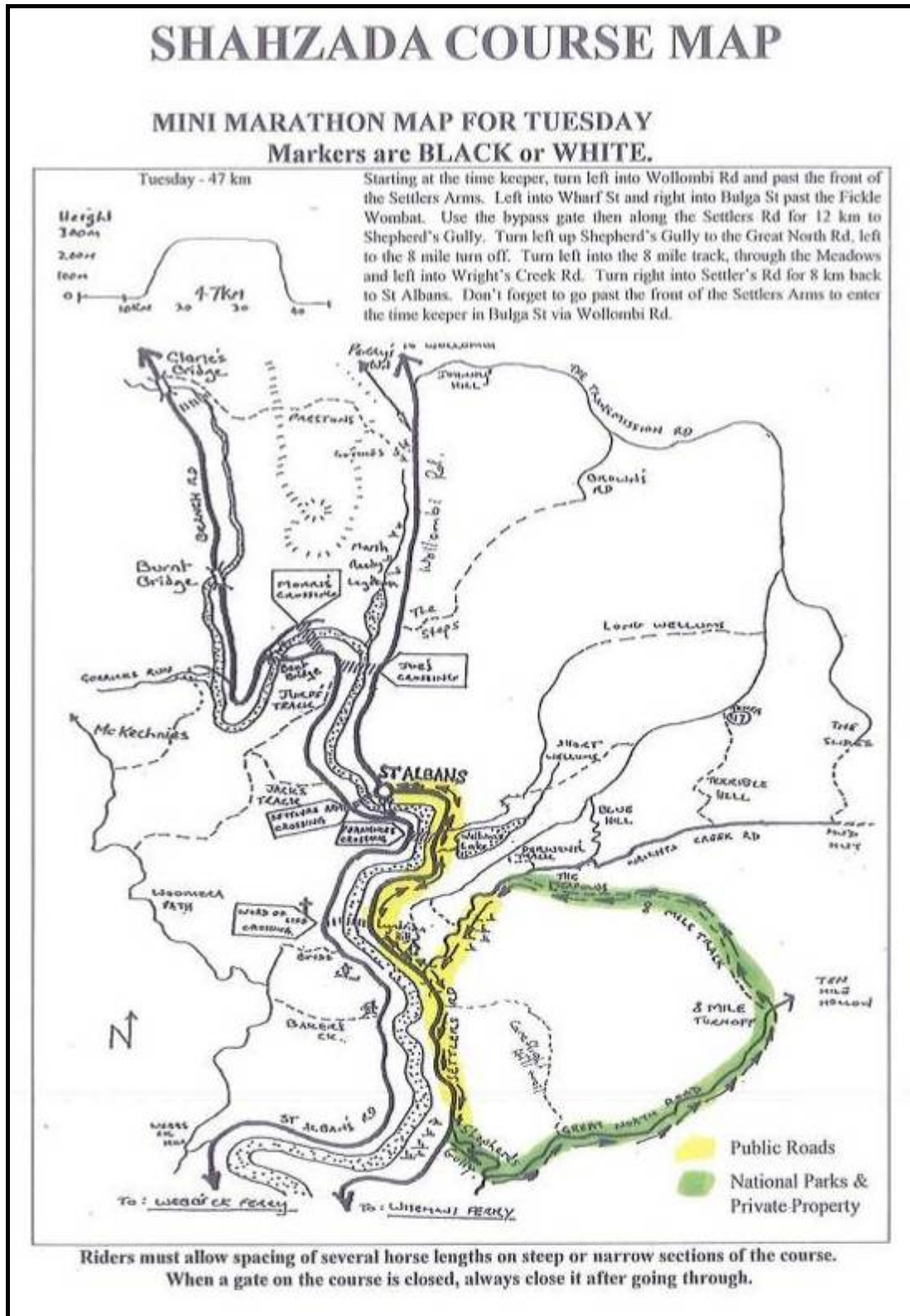
### Reports of Committees

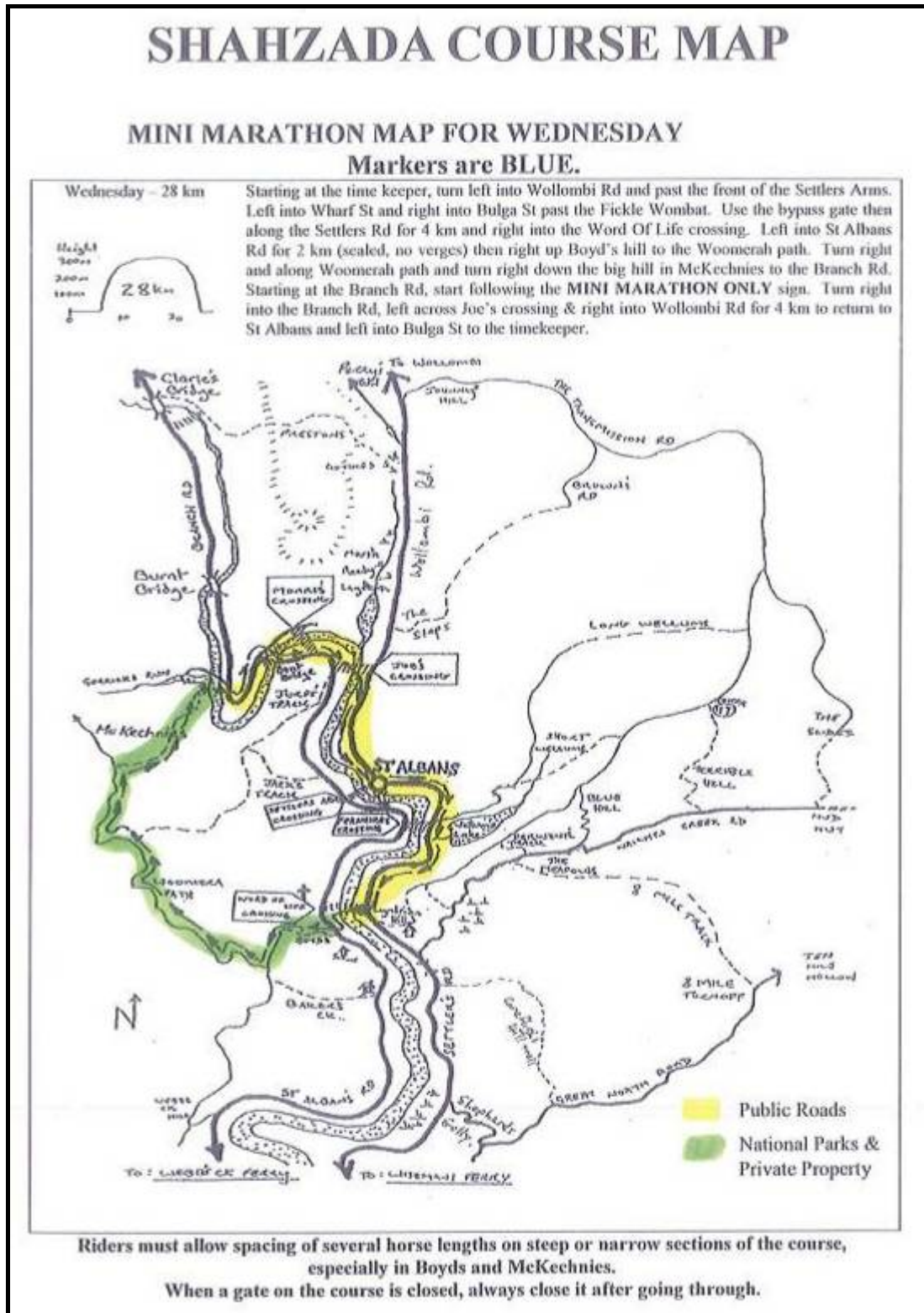
#### AT - 4 Event Course Map - 400 Klm Endurance Ride - Thursday - Leg 1 (50 Klm) & Leg 2 (30 Klm).

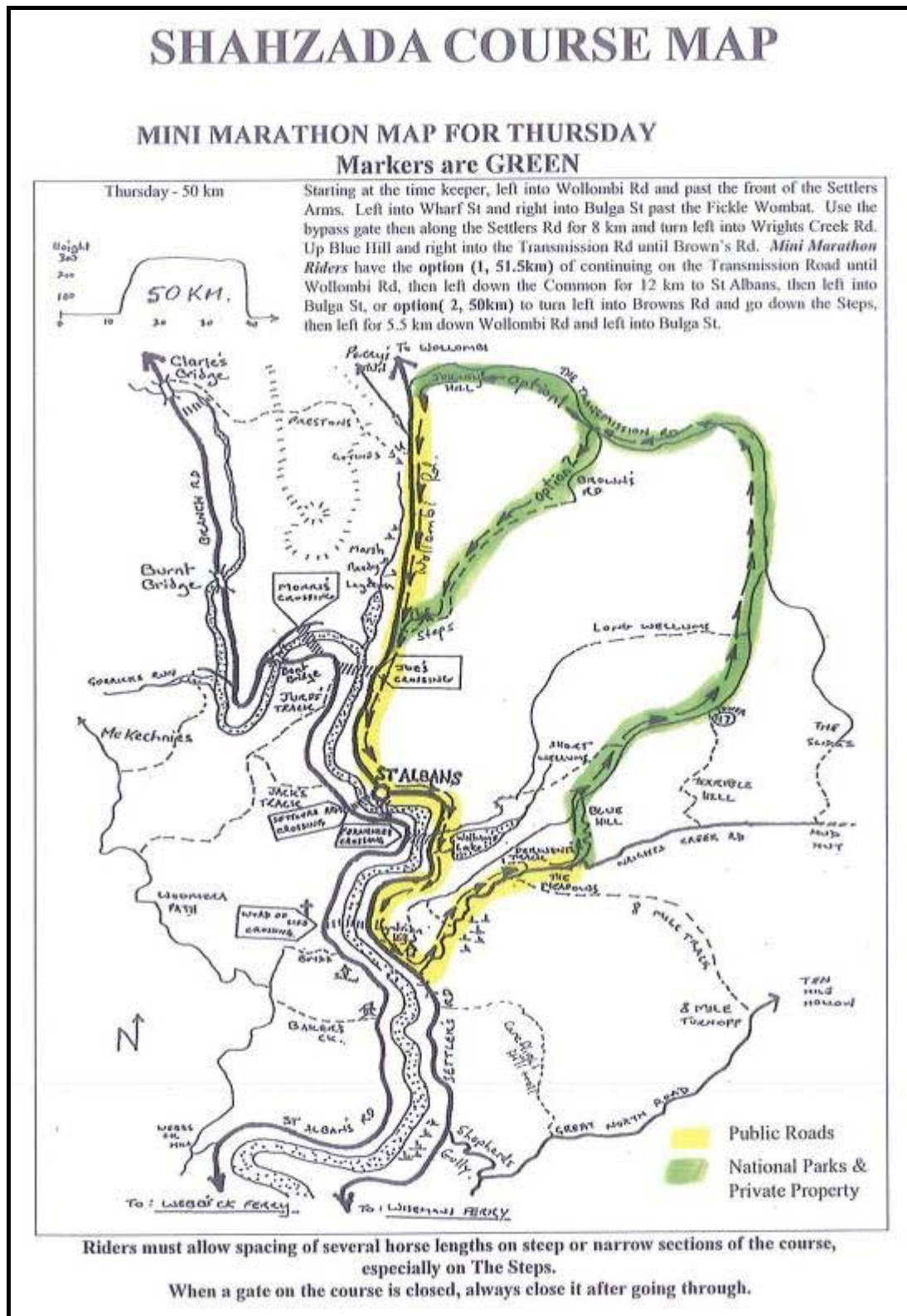


**AT - 5 Event Course Map - 400 Klm Endurance Ride - Friday - Leg 1 (46 Klm) & Leg 2 (30 Klm).**



**AT - 6 Event Course Map - 120 Klm Training Ride - Tuesday - 47 Klm.**

**AT - 7 Event Course Map - 120 Klm Training Ride - Wednesday - 28 Klm.**

**AT - 8 Event Course Map - 120 Klm Training Ride - Thursday - 50 Klm.**

**ORDINARY MEETING**  
Reports of Committees

**SECTION 3 - Reports for Information**

There were no reports for Information.

**SECTION 4 - General Business**

There was no General Business.

**SECTION 5 - Next Meeting**

The next Local Traffic Committee meeting will be held on Monday, 13 May 2013 at 3.00pm in the Large Committee Room.

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 - (79351)**

**REPORT:**

**Questions – 9 April 2013**

| # | Councillor | Question  | Response   |
|---|------------|---|--|
| 1 | Rasmussen  | Asked if a response has been drafted or sent to residents who wrote complaining about 69 Blacktown Road, Freemans Reach.  | Director City Planning advised letters of complaint had been received from the Office of Ray Williams MP on behalf of constituents regarding ongoing issues of non-compliance at this property. A response was forwarded to Ray Williams office on 15 February 2013.   |
| 2 | Rasmussen  | Advised that due to the recent repairs to a burst watermain on Blacktown Road a large bump has been left in the road and asked if Council staff could repair the damaged surface. | The Director Infrastructure Services advised that repairs have been completed.   |
| 3 | Porter     | Asked if he could meet with the General Manager to discuss the conditions of consent for a property at Grono Farm Road.   | The General Manager advised that this matter has been addressed with Cllr Porter.  |
| 4 | Paine      | Asked if a "Dogs on Leash" sign could be posted in Navua Reserve, Yarramundi.   | The Director Infrastructure Services advised that appropriate signage will be provided.  |
| 5 | Paine      | Asked when a report would be brought to Council regarding Councillor Rasmussen's Notice of Motion regarding Economic Development.   | The General Manager advised that as a result of Council's resolution Council staff are to consulting with groups that have primary focus on business and economy development. Staff have meet with most of these groups but has had to wait on the last two groups for sometime for their feedback and/ or availability to meet to enable them to be part of the process. The report also requires investigation of Council's past experience with economic development models and other detailed research to understand practise in other local government areas. Once the consultation meetings with the groups have been completed, the report will be brought to Council in the near future. |

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

| #  | Councillor | Question  | Response  |
|----|------------|---|---|
| 6  | Paine      | Requested new counts be undertaken on Dunns Road, Maraylya outside School Holidays.   | <p>The Director Infrastructure Services advised that the traffic count referred to, was undertaken on 20 December 2010, being the start of school holidays. The cost of undertaking a new count is approximately \$1400, however, the current count is considered sufficient to justify upgrade/widening of the road, when funding is available.</p> <p>Maintenance works to improve the road shoulder and edges will be undertaken in the interim.</p> |
| 7  | Paine      | Asked that if the cost of the Memorial Plinth in honour of William Evans and William Cox exceeds \$2,500 could a report be brought back to Council. | The Director Infrastructure Services advised that it is anticipated that the memorial can be constructed within budget but should this not occur a report will be brought back to Council.  |
| 8  | Paine      | Asked if the proposed Boundary Road link to the M7 and M2 was a reality and what is Councils position on the proposal.                              | The Director Infrastructure Services advised that the NSW Long Term Master Plan released December 2012 identified a broad requirement for an Outer Sydney Orbital (M9). Further enquiries will be made with Hills Council and Transport NSW as to the status of any proposals.  |
| 9  | Williams   | Asked if Council could rip Packer Road before re-grading as the recent grading has now washed away.   | The Director Infrastructure Services advised that maintenance regrading would be carried out with particular attention to recurring problem areas.  |
| 10 | Williams   | Asked if Councillors could be kept informed of Council's progress in regards to the strong odours at Windsor.                                       | The Director City Planning Council advised that Officers will continue to follow-up with the EPA on the matter, to try and gain any information that may be available on actions being taken by them. However, many dealings between the EPA and Elf Farm Supplies may be confidential. Updates in relation to the progress of these investigations will be given to Councillors.   |



**ORDINARY MEETING**  
Questions for Next Meeting

| #  | Councillor    | Question  | Response   |
|----|---------------|---|--|
| 11 | Tree          | Asked for an update on the EPA's investigation into the odour in Windsor.   | <p>The Director City Planning Council advised that Officers regularly liaise with the EPA, being the licensing authority for the facility, with regard to odour complaints being lodged about Elf Farm Supplies.</p> <p>The EPA conducted an inspection of the facility in early March 2013 accompanied by Council Officers. From this meeting, the EPA has sent correspondence to Elf Farm Supplies regarding the possible introduction of a Pollution Reduction Program and requesting advice of measures taken or proposed to be taken to address the complaints. Elf Farm Supplies were also required by the EPA to supply an odour audit report that forms part of their licensing requirements. It is understood that follow up meetings and inspections are also intended by the EPA.</p> |
| 12 | Lyons-Buckett | Requested a breakdown of Hawkesbury Sports Council's allocation of funding to upgrade soccer fields including the amount spent on the Benson Lane fields and asked what percentage of teams utilise Benson Lane as a training facility in respect of the overall number of registered teams in the area and how much funding is allocated to other soccer fields in the area. | <p>The Director Infrastructure Services advised that Hawkesbury Sports Council Inc. have provided the breakdown requested and a copy is attached to the report.</p> <p>This report outlines expenditure on fields used for soccer, however, the figures are for total/year round expenditure with the grounds used for other sports.</p>   |
| 13 | Lyons-Buckett | Asked if Council could contact the Roads and Maritime Service and ask if the 'No Right Turn' sign at Inalls Lane near the polo fields could be moved to a better position.  | The Director Infrastructure Services advised that a request has been forwarded to the Roads and Maritime Services to review the current position of these signs in conjunction with the existing Giveway signs, and undertake any necessary action.  |
| 14 | Mackay        | Asked if Council could contact the Roads and Maritime Service and ask them to extend the 60km/h speed limit from Fitzroy Bridge and along the flats to Mulgrave Road.   | The Director Infrastructure Services advised that a request has been sent to the Roads and Maritime Services to review the speed limit at this location.   |
| 15 | Reardon       | Advised that a overgrown Jacaranda tree is covering the end of School zone sign at the end of Grose Vale Road and asked if it could be trimmed.   | The Director Infrastructure Services advised that instructions have been issued for the clearing of vegetation.  |

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

| #  | Councillor | Question  | Response  |
|----|------------|---|---|
| 16 | Creed      | Asked if Council was aware of any small dogs being dog-napped in the area and if Council Rangers were aware of any illegal dog fighting being operated. | The Director City Planning advised there has not been any reports of dog fighting activities in the Hawkesbury, nor has there been any reports to Council or the Police in Windsor or Castle Hill of theft of dogs for this purpose, or any unusual numbers of dogs reported stolen. It appears the social media is being used to spread a rumour that these activities are occurring, however, neither the Police nor Council is aware of anything that would indicate there is any substance to the rumour. |

**ATTACHMENTS:**

**AT - 1** Response to Question For Next Meeting No. 12

**ORDINARY MEETING**  
Questions for Next Meeting

**AT - 1 Response to Question For Next Meeting No. 12**

The expenditure for fields used for soccer as well as other sports:

*Capital Works* – works carried out with funding provided by HCC in the annual Capital Works Budget.

*Maintenance Expenditure* – works carried out on maintenance or upgrading of existing facilities eg – upgrade to irrigation or floodlighting systems.

*Contributions from Others Sources* – included in this category are grant, contributions from the User Groups, Section 94/94A funding, and contributions from governing bodies eg. NSW Cricket and Nepean District Soccer Federation.

*Inkind Donations* - this is the value of works carried out by User Groups and may include, donations of items eg. bricks or plumbing supplies or the carrying out of works associated with a project eg. brick laying.

The value of the inkind donations is calculated by the total value of the works based on the quotes received minus the actual amount paid for the completion of the works.

The values listed below commence from the 2006/2007 financial year through to the 2011/2012 financial year. Expenditure to date for the 2012/2013 financial year is also provided and includes the cost of works to be carried out prior to the end of this financial year.

The player numbers provided are a total over the above nominated periods and do not reflect the number of players from other organizations eg, Department of Defence Soccer, Cricket and RAAF Soccer.

| Ground   | Capital Works | Maintenance Expenditure | Contributions from Other Sources  | Inkind Donations | Soccer Player Numbers |
|--|---------------|-------------------------|---|------------------|-----------------------|
| Bensons Soccer                                     | \$62,913.66   | \$171,912.90            | \$35,416.00   | \$77,600.00      | 209                   |
| 2012/2013 to date                                  | \$45,000.00   | \$59,261.00             |   |                  | n/a                   |
| User Groups:-                                      |               |                         | Hawkesbury City Soccer Club   |                  |                       |
| User Group Numbers not included in player numbers. |               |                         | Department of Defence Soccer, R.A.A.F. Soccer, Representative Schools Soccer.                               |                  |                       |
| Woodlands Ovals                                    | \$190,040.97  | \$125,162.15            | \$117,617.00  |                  | 1032                  |
| 2012/2013 to date                                  | -             | \$ 19,132.24            |   |                  | n/a                   |
| User Groups  |               |                         | Wilberforce United Football Club  |                  |                       |
| User Group Numbers not included in player numbers. |               |                         | Wilberforce United Cricket Club, P.S.S.A. Sports, Personal Trainer, Hawkesbury District Cricket Association |                  |                       |
| Woodbury Reserve                                   | \$139,190.74  | \$216,068.99            | \$42,266.89   | \$139,600.00     | 1342                  |
| 2012/2013 to date                                  | -             | \$8,839.35              |   |                  | n/a                   |
| User Groups  |               |                         | Glossodia Football Club   |                  |                       |
| User Group Numbers not included in player numbers. |               |                         | Glossodia Cricket Club, P.S.S.A. Sports, Local Primary Schools  |                  |                       |

**ORDINARY MEETING**  
Questions for Next Meeting

| Ground   | Capital Works | Maintenance Expenditure | Contributions from Other Sources  | Inkind Donations | Soccer Player Numbers |
|--|---------------|-------------------------|---|------------------|-----------------------|
| Berger Road Soccer Fields                          | \$104,758.31  | \$126,240.99            | \$55,998.00   |                  | 2265                  |
| 2012/2013  | \$61,195.50   | \$7,143.27              | \$30,000.00   |                  | n/a                   |
| User Groups  |               |                         | Bligh Park Soccer Club  |                  |                       |
| User Group Numbers not included in player numbers. |               |                         | P.S.S.A. Sports, H.S.S.A. Sports  |                  |                       |
| Bounty Reserve                                     | \$33,616.92   | \$79,337.46             | \$10,072.00   |                  | 2265                  |
| 2012/2013 to date                                  | -             | \$11,495.92             |   |                  | n/a                   |
| User Groups  |               |                         | Bligh Park Soccer Club  |                  |                       |
| User Group Numbers not included in player numbers. |               |                         | Bligh Park Cricket Club, Local Schools, Local Before & After School Centre. |                  |                       |
| Bensons 6 & 7                                      | \$91,734.12   | \$119,689.93            | \$67,532.48   | \$12,500         | 510                   |
| 2012/2013 to date                                  | -             | \$17,906.56             |   |                  | n/a                   |
| User Groups  |               |                         | Lowlands Wanderers Soccer Club.<br>(Club was established in 2008/2009)      |                  |                       |
| User Group Numbers not included in player numbers. |               |                         | Hawkesbury District Cricket Association                                     |                  |                       |
| Colbee Park Cricket/Soccer                         | \$197,798.20  | \$114,369.65            | \$101,957.76  |                  | 1330                  |
| 2012/2013 to date                                  | -             | \$19,422.73             |   |                  | n/a                   |
| User Groups  |               |                         | Oakville United Soccer Club   |                  |                       |
| User Group Numbers not included in player numbers. |               |                         | Hawkesbury District Cricket Association, Local Schools                      |                  |                       |
| Oakville Oval                                      | -             | \$52,424.18             | -   |                  | 1400                  |
| 2012/2013 to date                                  |               | \$7,403.31              |   |                  | n/a                   |
| User Groups  |               |                         | Pitt Town & District Soccer Club  |                  |                       |
| User Group Numbers not included in player numbers. |               |                         | Hawkesbury District Cricket Association                                     |                  |                       |
| Icely Park   | \$1,780.00    | \$205,771.40            | -   |                  | 1574                  |
| 2012/2013 to date                                  | -             | \$20,672.47             |   |                  | n/a                   |
| User Groups  |               |                         | Richmond Ex-Servicemen's Soccer Club  |                  |                       |
| User Group Numbers not included in player numbers. |               |                         | P.S.S.A. Sports, Local Motor Cycle Restoration Club.                        |                  |                       |

oooO END OF REPORT Oooo



ordinary  
meeting

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business  
paper

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